St Joseph's Catholic Primary School

September 2026

Annual Governance Statement for the academic year 2025-26

In accordance with the Government's requirement for all governing bodies the 3 core strategic functions of the School Local Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the leadership team to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff;
3. Overseeing the financial performance of the school and making sure its money is well spent.

As a Catholic school the Governing Body must also focus on preserving and developing the Catholic character of the school

Governors work with the Headteacher and senior leadership team to drive the strategic development of the school and raise standards of achievement. Governors need to know their school well.

Governance Arrangements	**St Joseph's Catholic Primary School is an academy, being a constituent school of The Rosary Trust which is the Catholic Multi-Academy Trust [MAT] for North East Essex.** The school has a Local Governing Committee which is accountable to the Trustees of the Rosary Trust and the Bishop of Brentwood. The Committee is made up of Foundation governors, the Headteacher, Parent governor(s), a staff governor and 1 additional co-opted governor. As a Catholic school the Governing Body must also focus on preserving and developing the Catholic character of the school. Foundation Governors are appointed by Bishop Alan, the Bishop of Brentwood to represent his education policy in the school and are people offering the skills required for the effective governance and success of the school. At our school the Foundation governors are members of the wider church community

	and include the Parish Priest. The staff governor is appointed by the school. All parents and full-time carers of pupils are eligible for election as parent governors. The additional governor is a person offering relevant additional skills and is appointed by the Local governing Body. The Local Governing Body meets once each term with an additional business meeting during the Autumn term. We also have Committees which meet to consider different aspects of the school in detail and report to the Local Governing Body. At St Joseph's we have a Resources Committee which focuses on finance, personnel and premises matters, plus Pupils' and Curriculum related matters, Admissions, Pay and Performance Committees. We also have committees that meet as required to consider governor development, pupil discipline and staffing matters.
Attendance record of governors	**The attendance record of Governors is published on the school website.** We were pleased to welcome 3 new Governors this year so that all vacancies were filled. Miss Elaine Heaphy was elected as Chair of Governors replacing Mrs Davis whose final term of office as a Foundation Governor came to an end in November. All meetings were held in school. We have continued to work to improve the effectiveness of our governance and returned to termly Resources meetings which has been successful. A total of 9 formal meetings were scheduled in the course of the year. These took place as planned and were "quorate" (i.e. sufficient numbers of governors were in attendance to ensure that decisions could be made).
The work that we have done through our committees.	**Local Governing Committee** The Committee had a busy year but were mindful of Headteacher workload and continued to incorporate much of the Pupil and Curriculum Committee work to the wider LGC as this was an area where duplication could occur. The School Development Plan (SDP) sets out the key priorities for the year ahead. In 2025-26 these were: to enhance the Catholic life of the school focussing on Collective Worship and the new RED curriculum; to raise attainment in mathematics across the school; to increase the number of children achieving greater depth in English and Maths; to further develop assessment processes in foundation subjects and ore subjects. This plan was monitored through the termly Headteacher's report and the Governors Visits and Monitoring programme. In addition to the SDP priorities, the monitoring programme includes governors' special responsibilities such as Safeguarding, Health and Safety, SEND and pupil premium grants.

	Policies The Committee must comply with the Rosary Trust's policies which are regularly received by members at our meetings. In addition we have reviewed and approved a number of local school-based policies covering Child Protection, SEND, pupil behaviour, curriculum and premises matters. Our policies are published on the school website. Governors Development Governors can take part in a range of training opportunities via the National Governance Association, Essex County Council and Brentwood Diocese. All Governors receive training on Safeguarding and Prevent. Other training and development undertaken this year included complaints management, preparing for OFSTED, induction for new governors, cyber-security and updates from Brentwood Diocese, Essex Schools Governance and EPHA. **The Resources Committee** This committee usually meets termly, but additional meetings are called if required. The committee examines the staffing arrangements, maintenance and development of the school premises and makes decisions about how the school should prioritise the budget. Support for financial management is provided by the Rosary Trust. The Committee reviewed the budget plan and its implementation was closely monitored. With careful adjustments a balanced budget was set for 2026-27 and agreed by the Rosary Trust. The Committee had instigated a review of our school meals provision at the end of the 2024-2025 school year. This was completed and monitored during the year with good results and an increase in the uptake of meals. The school has an establishment of teachers which enables us to run 4 full time classes, with learning support assistants to assist in Class and support pupils with SEND. A HLTA acts as Pastoral Lead and a part time SENCo (special educational needs co-ordinator). The Headteacher resigned during the summer term and suitable leadership arrangements were put in place for Autumn 2026 until a new Head of school is appointed. Health and Safety inspections were carried out during the year which showed the school premises to be in good order. The new sensory space in the craft room was completed for the beginning of the year and plans are in place to develop the adjacent outdoor space. The initial project was led by the SENCO, Mrs Varley and funded through the efforts of the school's PTA. Minutes of Local Governing Body meetings are public documents – you can ask at the school office if you would like to see minutes of our meetings.

Future plan for the governors	As well as ensuring that we have relevant and up to date policies, and appropriate staffing arrangements the Local Governing Body seeks to continually improve the school and maintain its Catholic ethos, check on performance and ensure available funds are deployed to best effect to support the priorities set out in our school development plan.
How you can contact the Governing Body	We welcome suggestions, ideas and feedback from parents – please contact the Chair of Governors via the school office. You can see the full list of governors and more information about what we do, on the Governors' page of the school website – www.st-josephs-dovervourt.essex.sch.uk For information about the Rosary Trust trustees and members please visit the Trust website – www.therosarytrust.co.uk

Governors of St Joseph's Catholic Primary School 2025-26

Name	Category of Governor	Appointing Body	Date term of office expires	Served on Committees	Positions of Responsibility	Meetings attended 2025-26
Richard Colley	Additional governor	Local governing body	Annual review	Resources Pupils and Curriculum Admissions Pay Staff Recruitment Governors Building Fund	Chair of Resources Committee Health and Safety Buildings and Grounds	9
Elaine Heaphy from	Foundation	Diocese of Brentwood	23rd October 2029	Resources Admissions HT Performance Management	Chair of Governors from 22/11/25 Safeguarding Governor from 22/11/25	7
Kathryn Hirst	Foundation	Diocese of Brentwood	31/08/28	Pupils and Curriculum Staff Recruitment Head Teacher performance	VICE Chair Quality of Education (English) Spiritual, Social and moral development HT performance management	4
Sheila Davis	Foundation until 22/11 Thereafter attended meetings in an advisory capacity	Diocese of Brentwood	22/11/25	Admissions Headteacher performance Pay Staff Recruitment Governors Building Fund	Chair of the Local Governing Body until 22/11/25 Safeguarding Governor 22/11/25 Link governor HT performance management until 22/11/25	8

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Samantha Golding	Headteacher	School	31st August 2026	Pupils and Curriculum Resources Admissions Staff Recruitment Pay Governors Building Fund	Headteacher	6
Father Joseph Whisstock	Foundation	Diocese of Brentwood	31/08/25	Pay Appeals Governors Building Fund	Parish Priest	5
Greg Gueizelar	Parent	Parents and carers of school pupils	September 2026	Resources Pay	Maths Pupil Premium and Sports Premium grants	5
Cathleen Cortis-Mack	Foundation	Diocese of Brentwood	4th October 2027	Pupils and Curriculum Recruitment Governors Building Fund	EYFS School Website Wellbeing	7
Mark Michalkiewicz	Foundation	Diocese of Brentwood	21st May 2029	Resources	SEND	5
Andrew Bodunrin	Foundation	Diocese of Brentwood	7th September 2029	Resources		2
May Dixon	Staff	School	9th November 2029	Pupils and Curriculum		4