

Holy Family Catholic Primary School



GOVERNANCE HANDBOOK & STRATEGIC GOVERNANCE FRAMEWORK

**Holy Family Catholic Primary School
Part of the Rosary Trust**

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1. Introduction

This handbook provides a clear and practical framework for governance at Holy Family Catholic Primary School.

It ensures governance is:

- Strategic and focused on school improvement
- Aligned with the Rosary Trust and diocesan expectations
- Rooted in Catholic Social Teaching
- Efficient and respectful of time

2. Alignment with the Rosary Trust Governance Framework

2.1 Governance within the Trust

Holy Family Catholic Primary School operates within the governance framework of the Rosary Trust.

The Trust's Scheme of Delegation defines:

- Where decision-making sits
- Lines of accountability
- Roles at each level of governance

The Trust Board retains ultimate accountability for:

- Educational outcomes
- Safeguarding and compliance
- Financial probity

2.2 Role of the Local Governing Committee (LGB)

This handbook applies to the Local Governing Committee.

The LGB:

- Supports and challenges the Headteacher
- Monitors school performance
- Ensures alignment with Trust priorities
- Provides local contextual insight

It operates within delegated authority and does not replicate the role of Trustees.

2.3 Catholic Ethos and Diocesan Oversight

Governance is rooted in the Catholic mission of the Church.

- The Trust operates under the authority of the Bishop
- Schools follow diocesan protocols and guidance
- Governors support Catholic life, RE and formation

2.4 Governance Principles (Rosary Trust)

Governance is underpinned by:

- **Subsidiarity** – decisions taken closest to pupils
- **Collaboration** – schools working in partnership
- **Transparency** – openness and accountability
- **Distinctiveness** – each school retains its identity

2.5 Purpose of this Handbook

This handbook translates Trust governance into:

- Clear expectations for governors
- A structured annual cycle
- Practical guidance for effective oversight

3. Vision for Governance

Governance at Holy Family Catholic Primary School is:

Strategic, informed and rooted in Catholic Social Teaching—holding leaders to account while supporting continuous improvement.

Governors will:

- Set and monitor strategic direction
- Champion Catholic ethos
- Provide informed challenge
- Focus on pupil outcomes

4. Roles and Responsibilities

4.1 Governance within the MAT Structure

Level	Core Responsibility
Members	Protect mission and governance framework
Trustees	Strategic oversight and accountability
LGB	Monitoring, challenge, local context
Headteacher	Operational leadership

4.2 Headteacher

The Headteacher:

- Provides accurate, timely reporting
- Leads school improvement
- Ensures effective implementation of Trust priorities

4.3 Chair of Governors

The Chair:

- Ensures effective governance practice
- Supports and challenges the Headteacher
- Maintains strategic focus

4.4 Clerk

The Clerk:

- Ensures procedural compliance
- Supports governance effectiveness
- Maintains statutory records

5. Governance Structure

5.1 Link Governor Roles

Each governor is assigned an area:

- Safeguarding
- SEND / Inclusion
- Disadvantaged pupils
- Catholic Life / RE
- Curriculum
- Health & Safety
- Finance

5.2 Link Governor Responsibilities

Governors will:

- Meet with leaders termly
- Undertake focused visits
- Complete brief reports
- Provide feedback to the LGB

6. Governor Expectations and Commitment

Governors are expected to:

- Attend:
 - 3 Full Governing Board meetings per year
 - Committee meetings as required
- Undertake:
 - 1–2 monitoring visits per term
 - Ongoing training
- Prepare:
 - Read reports in advance

All governors act in accordance with Trust expectations and Code of Conduct.

7. Headteacher Reporting Framework

Governors receive a single termly Headteacher Report including:

- Pupil outcomes
 - Quality of education
 - Behaviour and attendance
 - Catholic life
 - Safeguarding
 - Staffing and wellbeing
 - School Improvement Plan progress
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- ♦ Staff contribute through short, structured inputs
 - ♦ The Headteacher provides the final narrative and analysis

8. Annual Governance Cycle

Autumn Term – Set Direction

Focus:

- Review outcomes
- Approve SIP and SEF
- Confirm safeguarding compliance

Spring Term – Monitor and Challenge

Focus:

- Progress of key groups
- Quality of education
- Curriculum depth

Summer Term – Evaluate and Plan

Focus:

- Evaluate impact of SIP
- Plan next priorities
- Review governance effectiveness

9. Meeting Structure

All meetings follow the same structure:

1. School Improvement Plan
2. Pupil outcomes
3. Safeguarding
4. Catholic Life
5. Finance
6. Risk and compliance
7. Governor visits

10. Governor Monitoring and Visits

Visits must:

- Be linked to priorities
- Be pre-agreed
- Be recorded

Visits must not:

- Evaluate staff performance
- Be operational or inspection-like

11. Workload and Wellbeing

To ensure sustainability:

- Reports are concise (3–4 pages)
- Papers sent in advance
- Meetings time-bound
- Visits limited and purposeful

12. Effective Governance (Ofsted & CSI)

Effective governance is demonstrated when governors:

- Understand school priorities
- Use evidence to challenge leaders
- Focus on pupil outcomes
- Uphold Catholic mission
- Understand their MAT role

13. Appendices:

A. Headteacher Report Template

B. Governor Visit Template

C. Annual Governance Calendar

Appendix A: Headteacher Report Template (Extract)

Pupil Outcomes

- Summary
- Key groups
- Evidence

Quality of Education

- Impact
- Curriculum developments

SIP Progress | Priority | Action | Impact | RAG |

Appendix B: Governor Visit Template

Date:

Governor:

Subject Leader:

	Autumn	Spring	Summer
Discussion notes			
Review of impact			
Pupil Voice			
Actions			

Appendix C: Annual Governance Calendar

Term	Focus	Activity
Autumn	Set direction	Approve SDP
Spring	Monitor	Review progress
Summer	evaluate	Plan next year