**[Insert Academy logo/crest]**

**Annual Governance Statement**

**[Name of Academy]**

**Purpose**

In this governance statement the term ‘Governing Body’ is used to describe [the board of directors of the [NAME Academy Trust] and/or the local governing body of the [NAME Academy] within the [NAME Multi-Academy Trust]]. The term ‘Governor’ is used to describe a member of the [board of directors of [NAME Academy Trust] and/or local governing body of [NAME Academy]] who will be an individual registered at Companies House as a director of [NAME Academy Trust].

This governance statement has been prepared and published by the Governing Body of [NAME Academy] in compliance with our duty to report on the ways in which we have fulfilled our obligations and responsibilities relating to (i) our overarching duty to conduct the Academy in accordance with its Catholic character and (ii) our core functions (explained below) during the [INSERT ACADEMIC YEAR] academic year.

A list of serving governors is set out at **Appendix 1**.

**Role of the Governing Body**

As the governing body of a Catholic Academy, our overarching responsibility lies in ensuring that the Academy is conducted in accordance with its Catholic character at all times, and this overriding duty (which is also a legal duty) permeates everything that we do. Further, in accordance with our legal obligations, the Governing Body endeavours to operate at a strategic level, leaving the [principal/chief executive] and the Academy’s senior leaders responsible and accountable to us for the operational day-to-day running of the Academy. It is by achieving these aims that we can be sure that our Academy has effective governance.

The three core functions of the governing body are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the [principal/chief executive] to account for the educational performance of the Academy and its pupils, and for the internal organisation, management and control of the Academy, including performance management of staff; and
3. Overseeing the financial performance of the Academy and making sure its money is well spent.

As an integral part of the vision for the holistic formation of children and young people Canon law (Church law) also requires that Catholic schools (which includes academies) are “…at least as academically distinguished as that in the other schools of the area” (806§2) and the Governing Body are mindful of this requirement in all that we do.

**Scope of Governing Body’s Responsibilities**

As Governors we acknowledge that we have overall responsibility for ensuring that [NAME Academy] has an effective and appropriate system of control, financial and otherwise. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only a reasonable and not absolute assurance against material misstatement or loss.

The Governing Body has delegated the day-to-day responsibility to the [principal/chief executive], as accounting officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between [NAME Academy Trust] and the Secretary of State for Education. The [principal/chief executive] is also responsible for reporting to the Governing Body any material weaknesses or breakdowns in internal control.

**Governance Arrangements**

**Composition of the Governing Body**

The Governing Body is made up of [X] Foundation Governors ɫ, [X] Staff Governors (including the [principal/chief executive], [X] Parent Governor(s), [X] Local Authority Governors(s) and [X] Co-opted Governor(s)\*.

ɫ The term Foundation Governor is used in this document to describe those academy directors appointed to the board by the Bishop of the Diocese in which the Academy is situated. Elsewhere these individuals may be referred to as Foundation Directors. The Bishop not only appoints his Foundation Governors because of their particular skills, but, more importantly, for the strict purpose of ensuring, on his behalf, the Catholic character of the Academy. Foundation Governors are also under important legal duties to preserve and develop the Academy's Catholic character. In order to ensure that the Academy's Catholic character is protected and that it is being conducted in accordance with the tenets of its Catholic designation, Governing Bodies of Catholic schools and academies must always have a majority of Foundation Governors.

The Diocesan Bishop is Canonically responsible for his schools and academies. He ensures that the Catholic ethos of the school/academy is maintained, particularly through the appointment of Foundation Governors, but also through overseeing the appointment of members of staff and through Diocesan inspection, in order to ensure that the school/academy is fulfilling the objects cited in its Instrument of Government/Articles of Association and the trust deed under which the school/academy was established.

\* Co-opted Governors are appointed by the Governing Body and are people who, in the opinion of the Governing Body, have the skills required to contribute to the effective governance and success of the school/academy. On our Governing Body [X] of the Co-opted Governors are parents, [X] are staff members and the remaining [X] are members of the local community, including, [state profession/experience e.g. teacher at the local secondary school and the proprietor of [X] pre-school].

The information on governance included here supplements that described in the Trustees’ Report and in the Statement of Trustees’ Responsibilities.

**Governing Body's work this year and Governors attendance at full Governing Body meetings**

[The Governing Body must set out the purpose of the work undertaken by the Governing Body as a whole as well as any particular issues they encountered and how they were dealt with.]

The full Governing Body has met [X] times during the year.

We [have/have not] cancelled a Governing Body meeting because it was not "quorate" (the number of Governors needed to ensure that legal decisions can be made).

Overall Governors have [excellent/good/fair/poor] attendance at Governing Body meetings.

[Where there has been poor attendance by a Governor/Governors, the Academy may wish to provide a brief explanation for such poor attendance (being careful not to breach any duties of confidentiality owed to the Governors(s) concerned).]

Individual Governors' attendance during the year at Governing Body meetings can be found at **Appendix 2**.

**Committees work this year and Governors attendance at Committee meetings**

At [NAME Academy] we have [STATE THE DIFFERENT COMMITTEES AND THEIR REMIT e.g. a Resources Committee, which focusses on finance, premises and some personnel matters, a Learning and Teaching Committee, and a Pay and Performance Committee. The Governing Body must set out the purpose of the work undertaken by each Committee as well as any particular issues they encountered and how they were dealt with.]

Individual Governors' attendance during the year at Committee meetings can be found at **Appendix 3**.

**Minutes of Governing Body and Committee meetings**

Minutes of Governing Body and Committee meetings are public documents - you can either find them on the Governors' page of [NAME Academy's] website or you can ask [INSERT INFORMATION] if you would like to see a copy of the minutes.

**Review of Value for Money**

As accounting officer the [principal/chief executive] has responsibility for ensuring that the Academy delivers good value in the use of public resources. The accounting officer understands that value for money refers to the educational and wider societal outcomes achieved in return for the taxpayer resources received.

The accounting officer considers how the Academy’s use of its resources has provided good value for money during each academic year, and reports to the Governing Body where value for money can be improved, including the use of benchmarking data were available. The accounting officer for the Academy has delivered improved value for money during the year by [PROVIDE INFORMATION]

**The purpose of the system of internal control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can, therefore, only provide reasonable and not absolute assurances of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Academy’s policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in [NAME Academy] for the period [insert the start date of the period for which the financial statements have been prepared] to 31st August [STATE YEAR] and up to the date of approval of the annual report and financial statements.

**Capacity to handle risk**

The Governing Body has reviewed the key risks to which the Academy is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Governing Body is of the view that there is a formal ongoing process for identifying, evaluating and managing the Academy’s significant risks that has been in place for the period [insert the start date of the period for which the financial statements have been prepared] to 31st August [STATE YEAR] and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Governing Body.

**The risk and control framework**

The Academy’s system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability. In particular it includes:

* Comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Governing Body;
* Regular reviews by the Finance and General Purpose Committee of reports which indicate financial performance against the forecast and of major purchase plans, capital works and expenditure programmes;
* Setting targets to measure financial and other performance;
* Clearly defined purchasing (asset purchase or capital investment) guidelines;
* Delegation of authority and segregation of duties;
* Identification and management of risks.

The Governing Body has considered the need for a specific internal audit function and has decided [insert description of person(s) appointed to carry out internal checks and the nature of the work that they have been engaged to perform, for example:

* To appoint [name) as internal auditor.
* Not to appoint an internal auditor. However the Governors have appointed [Name], a Trustee, to carry out a programme of internal checks.
* Not to appoint an internal auditor. However the Governors have appointed [Name), the external auditor, to perform additional checks.
* Not to appoint an internal auditor. However the Governors have appointed [Name], the Financial Director of [other Academy Name] to perform peer review].

The [internal auditors/reviewers] role includes giving advice on financial matters and performing a range of checks on the Academy’s financial systems. In particular the checks carried out in the current period included [INSERT details of the checks carried out e.g.

* Testing of payroll systems
* Testing of purchase systems
* Testing of control account/bank reconciliations[[1]](#footnote-1)]

On a [quarterly basis[[2]](#footnote-2)] the [auditor/reviewer] reports to the Governing Body, through the [Audit Committee/Finance and General Purposes Committee] on the operation of the systems of control and on the discharge of the Governing Body’s financial responsibilities.

[The Academy should confirm whether the [internal auditor/reviewer] has delivered their schedule of work as planned, provide details of any material control issues arising as a result of [the internal auditors/reviewers] work and, if relevant, describe what remedial action is being taken to rectify the issues.]

**Review of Effectiveness**

As accounting officer the [principal/chief executives] has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

* The work of the [internal auditor/reviewer]
* The work of the external auditor
* The financial management and governance self-assessment process (if relevant)
* The work of the executive managers within the Academy to have responsibility for the development and maintenance of the internal control framework

The accounting officer has been advised of the implications of the result of their review of the system of internal control by the [Audit Committee/Finance and General Purposes Committee] and a plan to address weaknesses (if relevant) and ensure continuous improvement of the system is in place.

**How to contact the Governing Body**

We always welcome suggestions, feedback and ideas from parents, carers and the wider school/academy community – please contact the Chair of Governors, [Name], on [tel/email/contact address etc].

This governance statement is approved by order of the members of the Governing Body on [date] and signed on its behalf by:

**[SIGNED] [SIGNED]**

**[NAME TO BE TYPED] [NAME TO BE TYPED]**

**Governor Accounting Officer**

**Appendix 1**

**Governing body of [NAME Academy]**

**List of serving governors**

|  |  |  |
| --- | --- | --- |
| **Governor details** | **Category of Governor** | **Term of office expiry date** |
| [List names of Governors alphabetically stating, in brackets, after their name, any specific role that they hold e.g.  [X] (Chair)  [X] (Chair of Y)  [X] (Principal)  [X]  [X] | [State types of Governor e.g.  Foundation Governor  Parent Governor  Staff Governor  Foundation Governor  Foundation Governor] | [State date current term of office is due to expire e.g.  15/5/2017  09/09/2016  (Check if cite ex officio?)  18/07/2017  18/07/2017] |

**Appendix 2**

**Governing body of [NAME Academy]**

**Governor attendance at Governing Body meetings for [insert academic year]**

|  |  |  |
| --- | --- | --- |
| **Governor** | **Full Governing Body meetings attended** | **Out of a possible** |
| [List names of Governors alphabetically stating, in brackets, after their name, any specific role that they hold e.g.  [X] (Chair)  [X] (Chair of Y Committee  [X] (Principal)  [X]  [X]] | E.g.  3  3  3  2  3 | E.g.  3  3  3  3  3 |

**Appendix 3**

**Governing body of [NAME Academy]**

**Governor attendance at Committee meetings for [insert academic year]**

|  |  |  |
| --- | --- | --- |
| **Governor** | **Committee meetings attended** | **Out of a possible** |
| **[Insert name of Committee e.g. Resources Committee]** | | |
| [List names of Governors alphabetically stating, in brackets, after their name, any specific role that they hold e.g.  [X] (Chair of Governing Body)  [X]] | [State number of Resources Committee meetings attended e.g.  2  2] | E.g.  2  2 |
| **[Insert name of Committee e.g. Learning and Teaching Committee]** | | |
| [List names of Governors alphabetically stating, in brackets, after their name, any specific role that they hold e.g.  [X] (Principal)  [X]] | [State number of Learning and Teaching Committee meetings attended e.g.  1  1] | E.g.  1  1 |

1. The above three bullet points are illustrative examples only as the Governing Body should determine the scope of their checks based on a consideration of the relative risks [↑](#footnote-ref-1)
2. This should reflect the actual reporting occurred. [↑](#footnote-ref-2)