
HOLYWELL CHURCH OF ENGLAND ACADEMY
(A company limited by guarantee)

GOVERNANCE STATEMENT (CONTINUED)

Governance

Committee structure and effective management

The Governing Body operates three sub committees and a strategy group in addition to the Full Governing Body which is the main board:

- The Curriculum Committee
- The Ethos and Pastoral Care Committee
- The Academy Business Committee (ABC) (referred to in this report also as the Finance Committee)
- Strategy Group

The information on governance included here supplements that described in the Directors' Report and in the Statement of Directors' responsibilities.

The Board and its Sub-committees meet regularly enough to discharge their responsibilities and ensure robust governance and effective financial management. Extra meetings can be added in, depending on the business priorities and requirements. The number of meetings and attendance figures are given below.

As can be seen below, in 2024-2025 the Full Governing Board met five times and the Finance Committee met five times (including an extra meeting of just the Audit and Risk Committee which now forms part of the Finance Committee). This resulted in nine points through the year at which effective financial management, in particular, was tested and challenged. All the other committees/group met three times each.

In relation to effective financial management, the Board maintained effective oversight of funds by:

- Ensuring the Finance Committee supported the Board in maintaining the Trust as a going concern.
- Delegating specific financial powers to the Business (inc. Finance) Committee (as detailed in the Terms of Reference of the Business (inc. Finance) Committee).
- Ensuring the Board approved the budget for the financial year.
- Sharing management accounts with the Chair of Directors and all the other Business (inc. Finance) Committee (and other) Directors monthly.
- Encouraging the Chair of the Business (inc. Finance) Committee to challenge and question the Finance Team during school visits and at other times virtually.
- Considering when the Board and the Business (inc. Finance) Committee met, taking action to maintain financial viability
- Ensuring an appropriate, reasonable and timely response to the findings by the Auditors, taking opportunities to strengthen financial management and control.

The quality of the data used at each main board or sub committee/group meeting is accepted by Directors as robust, accurate and useful. The Head teacher and members of the Senior Leadership Team provide data according to their individual responsibilities. The Chairs of the Committees/group, as well as the link Directors, make efforts to work with the data providers to understand and question the data.

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GOVERNANCE STATEMENT (CONTINUED)

Governance (continued)

Governance reviews:

Governance is continually reviewed through the Chair of Directors' oversight of each committee/group and of the contribution of each individual Director. Each main board and subcommittee meeting also provides an opportunity to consider how the work of each committee/group is going and whether there are key areas for Directors to focus on. At various points throughout 2024-2025 Directors were encouraged to become familiar with the Academy Trust Handbook and with financial management generally. Every year, the Full Governing Body reviews the efficiency of various aspects of governance including the effectiveness of meetings, Directors' interaction with the Head teacher's report and staff views on governance.

Directors have link role descriptions and schedules of work to bring forward into 2024-2025 as a way of ensuring regular liaison with the school and effective monitoring and challenge of various key aspects of the school. These link roles are also a way of providing evidence that individual Directors are active and making an effective contribution.

A skills audit of individual Directors was completed in October 2022.

Attendance at meetings

Full Governing Body (referred to in this report also as the Main Board)

The Full Governing Body formally met 5 times during the year. Three meetings were held face to face at the school and the two meetings focussed on finances were conducted online to enable the auditors to attend.

Attendance during the year at meetings of the board of Directors was as follows:

Director	Meetings attended	Out of a possible
Mrs S Abood	3	5
Mrs F Frossell	3	5
Mr S Hubbard	0	1
Ms S Jenkins	4	5
Mrs L Hood-Smith	3	5
Ms P Kendall, Chair	5	5
Rev I Pain	3	5
Mrs T Powell	3	3
Mr M Sanders	4	5
Mr M G Simpson, Head Teacher and Accounting Officer	5	5
Lynn Collins, Staff Governor	2	2
Mrs I Turner	3	5
Mr N Colbourne, Staff Governor	1	1

The Directors are responsible for ensuring that, in its conduct and operation, the Academy applies financial and other controls which conform with the requirements both of propriety and of good financial management.

The Academy has taken all necessary steps to ensure that any conflicts of interest are recorded within the register of interests and appropriately disclosed within the financial statements. Transactions are completed at arms length and the related party has no involvement in decisions in which they have an interest. The Academy's financial procedures include consideration of related party transactions, to ensure that staff are alert to the possibility of conflicts of interest and their impact.

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GOVERNANCE STATEMENT (CONTINUED)

Governance (continued)

Curriculum Committee

The Curriculum Committee is a Sub Committee of the Main Board and it met 3 times in the year. All the meetings were held virtually.

Objective: Ensures high quality provision for students and professional development opportunities for staff - sub set of Directors attend.

Attendance during the year at meetings was as follows:

Director	Meetings attended	Out of a possible
Mrs S Abood (Chair)	3	3
Mr S Hubbard	1	1
Ms S Jenkins	3	3
Ms P Kendall	2	3
Mr M Sanders	2	3
Mrs L Hood-Smith	3	3
Mrs Suzanna Jones	1	1
Mr M G Simpson, Head Teacher and Accounting Officer	3	3

Ethos and Pastoral Care Committee

The Ethos and Pastoral Care Committee is a Sub Committee of the Main Board and it met 3 times in the year.

Objective: Ensures the Christian character of the school is upheld and addresses the care and guidance of students - sub set of Directors attend.

Attendance during the year was as follows:

Director	Meetings attended	Out of a possible
Mrs S Abood	2	3
Ms S Jenkins	3	3
Ms P Kendall	2	3
Rev I Pain	0	3
Mr M G Simpson, Head Teacher and Accounting Officer	3	3
Mrs I Turner (Chair)	3	3
Mrs L Collins	1	1
Mr N Colbourne	0	1

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GOVERNANCE STATEMENT (CONTINUED)

Governance (continued)

Strategy Group

The Strategy Group is a Subgroup of the Main Board and it met 3 times in the year.

Objective: Ensures items of a strategic nature are discussed fully outside of the main board allowing for a more lengthy and in depth discussion - Directors drop in and attend as they wish, this is not such a 'set' sub group as other committees so the attendance figures are not so relevant here.

Director	Meetings attended	Out of a possible
Ms S Jenkins	4	5
Ms P Kendall	3	5
Mr M Sanders (Chair)	5	5
Mr N Colbourne	0	1
Mrs L Hood-Smith	4	5
Mr M G Simpson, Head Teacher and Accounting Officer	5	5
Mrs I Turner	3	5

Academy Business Committee (ABC) (since April 2021 this subsumed the new Audit and Risk Committee (A&RC))

The Academy Business Committee (ABC) is a Sub Committee of the Main Board and it met 4 times in the year.

At the April 2021 ABC meeting, a new Audit and Risk Committee was set up as part of ABC, meeting at the end of that meeting and each meeting thereafter.

Objective: Ensures all aspects of the school finances and personnel areas are managed effectively by:

- coordinating the planning and budgeting processes
- regularly monitoring the management accounts
- interacting with all other committees, to advise on the appropriate means by which their requirements which have budget implications can best be met
- ensuring the annual accounts are produced in accordance with the requirements of the Companies Act 2006 and the DfE guidance issued to academies
- authorising the award of contracts over £25,000
- authorising changes to the School personnel establishment

Director	Meetings attended	Out of a possible
Mrs F Frossell (Chair)	4	4
Mr M G Simpson, Head Teacher and Accounting Officer	4	4
Mrs I Turner	4	4
Ms P Kendall	3	4
Mrs T Powell	1	1