



# HARMONDSWORTH PRIMARY SCHOOL

## Annual Governance Statement - 2016

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<b>School Name</b>	Harmondsworth Primary School
<b>School Address</b>	School Road, West Drayton, Middlesex. UB7 0AU
<b>Telephone number</b>	020 8759 1718
<b>Contact email address</b>	office@harmondsworthprimary.org.uk
<b>Website</b>	www.harmondsworthprimary.org

*The Governing Board must be only contacted via the school details given above, which is the legal business address for the whole Governing Board.*

<b>Category of school</b>	Community
<b>DfE number</b>	312/2026
<b>Ofsted grading and date of last inspection</b>	Good. Last inspection 31 Jan /1 Feb 2012

<b>Name of Headteacher</b>	Mrs. Eleesa Dowding
<b>Name of Deputy Headteacher</b>	Mrs. Ruth Nicholson

<b>Date of Annual Governance Statement</b>	July 2016
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### The core functions of the Governing Board

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As defined by the Department for Education (DfE) in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the core functions of the Governing Board include:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Ensuring the sound, proper and effective use of the school's financial resources.

In exercising their functions the Governing Board shall

- Act with integrity, objectivity and honesty and in the best interests of the school; and
- Be open about the decisions they make and the actions they take and in particular shall be prepared to explain their decisions and actions to interested parties.

***Our Governing Board has a code of conduct which is reviewed and agreed annually. All governors and associate members are obliged to abide by this code.***

## Legal constitution of the Governing Board

The Governing Board was formally constituted on

1<sup>st</sup> November 2014

Category of Governor	Appointed or elected onto the Governing Board?
7 x Co-opted Governors	Elected on to the Governing Board by the Governing Board
4 x Parent Governors	Elected on to the Governing Board by parents of pupils at the school
1 x Headteacher	Governor by virtue of employment by the school
1 x Staff Governor	Elected on to the Governing Board by all staff employed by the school
1 x Local Authority Governor	Nominated by the Local Authority (Hillingdon Council), and appointed by the Governing Board
<b>Total number of governors = 14</b>	

## Who volunteers on the school's Governing Board?

Category of Governor	Full Name	Term of Office
Parent	Ms. Jenny Baker	4 years
Parent	Ms. Saeeda Wazir	4 years
Parent	Mr. Nazar Awan	4 years
Parent	Vacant	4 years
Headteacher	Mrs. Eleesa Dowding	Ex Officio
Staff	Vacant	4 years
Local Authority	Vacant	4 years
Co-opted	Ms. Amanda Hill	4 years
Co-opted	Mr. Hardip Lawana	4 years
Co-opted	Mrs. Ruth Nicholson	4 years
Co-opted	Ms. Angela Sheard	4 years
Co-opted	Ms. Sandra Davidson	4 years
Co-opted	Mr. Anil Sharma	4 years
Co-opted	Vacant	4 years
Staff Governor	Mrs. Mary Matthews	Resigned
Local Authority	Mr. Terry Morgan	Resigned
Co-opted	Miss Lucie Martin	Resigned

<b>The Clerk to Governors is</b>	Mrs. Pat Campbell
<b>The Chair of Governors is</b>	Ms. Amanda Hill
<b>The Vice Chair of Governors is</b>	Mr. Hardip Lawana

*This Governing Board also has Associate Members. Associate Members are not governors but they are public volunteers. They are appointed by the Governing Board to support the ongoing work and duties of the Governing Board. The number of Associate Members is determined by the Governing Board.*

Associate Members	Term of office	Voting rights at committee level?
Ms. Ngaire Hepworth	4 years	No

## **How the Governing Board delegates and distributes its duties**

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The Governing Board agreed to form the following committees on 24 November 2015. This is reviewed annually.

All committees have the following responsibilities. To:

1. receive reports from members of staff about matters relating to any of the issues listed in their terms of reference
2. contribute to, monitor and evaluate relevant parts of the SEF, the school development plan and the policies allocated to them, reporting or making recommendations to the full Governing Board.
3. consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full Governing Board.
4. consider the views of staff, pupils and parents when making strategic decisions that will impact on them
5. consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies.
6. take appropriate action on any other relevant matter referred by the Governing Board.

### **Teaching and Learning Committee:**

#### **❖ Committee membership details:**

Hardip Lawana (Chair)	Jenny Baker	Saeeda Wazir
Ngaire Hepworth	Anil Sharma	Nazar Awan

#### **❖ Remit of Committee**

**The Teaching and Learning Committee** will monitor and evaluate pupil achievement and the quality of teaching, ensuring the school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.

The committee will also monitor and evaluate relevant Equality Objectives, policies and assigned sections of the SEF and linked issues in the SDP notably:

- how the school deals with its statutory obligations in relation to the National Curriculum;
- the quality of the assessment system
- the performance of different groups, subjects and key stages making relevant comparisons to local and national data and analysing trends
- provision for, progress and attainment of vulnerable groups e.g. disadvantaged children, looked after children, young carers, and the effectiveness of any intervention strategies;
- the SEND policy, monitoring provision and ensuring that the school fulfils its responsibilities for pupils with special educational needs and with disabilities;
- the quality of teaching;
- the impact of interventions linked to specific grants such as pupil premium, primary PE and sport
- the range and impact of extra- curricular activities on pupil achievement and well-being;
- how well teaching prepares pupils for the next stage in their education

## ❖ Key Delegates Duties

Hardip Lawana: Chair  
Jenny Baker: Vice Chair  
Saeeda Wazir: Website assurance

## ❖ Number of meetings held in academic year

The Teaching and Learning Committee meet at least once a term. During 2015-16 the Teaching and Learning committee met on three occasions.

## ❖ Key Decisions Made and Impact

- Improved moderation of pupils' work and better formative assessments, pupil progress reviewed against national targets.
- Governors have made regular visits to the school to observe lessons and observations are discussed in committee meetings.
- Pupils workbooks are reviewed in meetings to assure teacher marking strategies.
- Policy reviews on E safety and Literacy resulting in updated policies that track changes to the national curriculum.

## Resources Committee:

### ❖ Committee membership details:

Sandra Davidson (Chair)	Hardip Lawana	Eleesa Dowding
Amanda Hill	Angela Sheard	

### ❖ Remit of Committee

**The Resources Committee** will monitor and evaluate the use of and impact of the school's budget, recruitment and professional development of staff, and premises.

### Finance

- ensure that the school operates within the financial regulations of the local authority and complies with any DfE and SFVS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money
- keep under review the scheme of delegation in financial matters including the level of delegation to the headteacher for the day-to-day financial management of the school and present to the Governing Board any recommendations for change;
- prepare and present to the Governing Board for ratification an annual budget reflecting priorities in the three year school development plan previously agreed by the FGB;
- monitor the budget (and any other devolved funds) and ensure a termly report to the Governing Board drawing on evaluations from the other committees and making any appropriate recommendations for future budgetary decisions.
- evaluate the value for money achieved particularly in relation to specific grants such as pupil premium, primary PE and sport

## **Staffing**

- monitor and evaluate staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled
- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
- recommend to the Governing Board the procedure for filling vacancies and making staff appointments below the Leadership Group;
- ensure that the school complies with the General Equality Duty in relation to staff.
- ensure the school complies with all requirements in relation to safer recruitment
- monitor and evaluate the impact of the budget for continuing professional development

## **Premises, health and safety**

- draw up medium and long term plans relating to the repair, maintenance and development of premises and infrastructure and recommend action to the Governing Board;
- monitor and evaluate health and safety and emergency procedures ensuring that necessary checks and risk assessments are carried out and action points are implemented.

### **❖ Key delegates duties**

All key duties covered in remit above

### **❖ Number of meetings held in academic year**

The Resources Committee meet at least once a term. During 2015-16 the Resources committee met on five occasions.

### **❖ Key Decisions Made and Impact**

- To take a loan from LA to support a shortfall in budget. Necessary due to funding levels changing.
- To hold more regular meetings in order to review budget situation
- Detailed reporting of budget
- Agreed part time return of 2 teachers from maternity leave – with positive effect on budget

## **Children, Families and Community Committee:**

### **❖ Committee membership details:**

Angela Sheard (Chair)	Sandra Davidson	Saeeda Wazir
Ruth Nicholson		

### **❖ Remit of Committee**

**The Children, Families and Community Committee** will monitor and evaluate relevant Equality Objectives and assigned sections of the SEF and linked key issues in the SDP notably:

- the impact of the school's contribution to pupils' personal development, behaviour and welfare
- the impact of safeguarding policies
- attendance, punctuality and behaviour patterns and trends;
- the views of pupils and staff and how these are taken into account in planning and day to day practice;
- the effectiveness of partnerships with other schools, external agencies and the community including business, to improve the school, extend the curriculum and increase the range and quality of learning experiences for pupils.
- the engagement and views of parents with the school, particularly those who find it hard to engage, and how these are taken into account, and consider ways in which home-school links can be further developed, making appropriate recommendations;
- community links and community use of the school,
- monitoring and evaluating the school's contribution to promoting community cohesion;
- supporting the school in ensuring that the school's website is compliant.

#### ❖ **Key delegates duties**

All key duties covered in remit above

#### ❖ **Number of meetings held in academic year**

The Children, Families and Community Committee meet at least once a term. During 2015-16 the Children, Families and Community committee met on three occasions.

#### ❖ **Key Decisions Made and Impact**

- Introduced colour coded lanyards for visitors to improve security
- Updated website to ensure compliance

Specific panels of the Governing Board are convened as required for

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline
- Headteacher Performance Management
- Contract Reviews
- Appeal Hearings

The Governing Board delegates some specific functions to some governors covering specific areas of school life. These governors are known as Link Governors. Our school has the following link governors.

<b>Area of responsibility</b>	<b>Named Governor</b>	<b>Number of visits to school in this role in academic year</b>
Safeguarding	Saeeda Wazir	Termly meetings with the Safeguarding Officer Lesson Observations Dec 15 Safeguarding learning walk March 16 Safeguarding Training March 16
<i>Priority 1 – To raise standards (in line with the new curriculum), attainment and progress in literacy</i>	Angela Sheard and Saeeda Wazir	Lessons Observations March 16 Weekly reading volunteer sessions
<i>Priority 2 – To raise standards (in</i>		Lesson observations Dec 16

line with the new curriculum), attainment and progress in maths	Terry Morgan	
<i>Priority 3</i> – Increase the proportion of strongly good/outstanding teaching in all year groups	Hardip Lawana and Sandra Davidson	Lesson observations Nov 15 Class Assemblies Open Evenings Summer Fair Curriculum Evenings
<i>Priority 4</i> – To meet the needs of the growing number of pupils with additional needs/vulnerable pupils to provide Outstanding provision	Jenny Baker and Lucie Martin	Open Evenings Curriculum Evenings Summer Fair Visited Literacy Co-ordinator regarding reading support for pupil with additional needs Visited Senco regarding support for pupils with additional needs
<i>Priority 5</i> – To ensure that formative and summative assessment procedures are accurate and robust	Sandra Davidson	Lesson observations March 16 Weekly reading sessions
<i>Priority 6</i> – To ensure that pupils are accessing a high quality computing curriculum.	Nazar Awan	Lesson observations April 16 Open Evenings
SEF	Amanda Hill, Saeeda Wasir, Hardip Lawana	All-Termly data meetings Amanda Hill – librarian visits

- All attended Ofsted training at school

## Governing Board and committee meeting attendance

Governor name	Governing Board Meeting Dates and Attendance				
	Autumn Term 29/9/15	Autumn Term 24/11/15	Spring Term 23/2/16	Summer Term 24.5.16	Summer Term 28/6/16
Nazar Awan	Apologies not accepted	Attended	Apologies given and accepted	Apologies given and accepted	Apologies given and accepted
Jenny Baker	Attended	Attended	Apologies given and accepted	Attended	Attended
Sandra Davidson	-	Attended	Attended	Attended	Attended
Eleesa Dowding	Attended	Attended	Attended	Attended	Attended
Amanda Hill	Attended	Attended	Attended	Attended	Attended
Hardip Lawana	Attended	Attended	Attended	Attended	Attended
Zubin Limbuvala	-	-	-	-	Attended
Lucie Martin	-	Attended	-	-	-
Terry Morgan	Attended	Apologies not accepted	Apologies not accepted	Apologies not accepted	-
Ruth Nicholson	Attended	Attended	Apologies given and accepted	Attended	Attended
Anil Sharma	Apologies given and accepted	Attended	Attended	Attended	Attended
Angela Sheard	Attended	Attended	Attended	Attended	Apologies given and accepted
Saeeda Wazir	Apologies given and accepted	Attended	Apologies given and accepted	Attended	Apologies given and accepted

<b>Membership</b>	<b>Teaching and Learning Committee Meeting Dates and Attendance</b>
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	Autumn Term 24/11/15	Spring Term 4/2/16	Summer Term 5/5/16
Hardip Lawana	Attended	Attended	Attended
Jenny Baker	Attended	Attended	Attended
Saeeda Wazir	Attended	Attended	Attended
Ngaire Hepworth	Attended	-	Apologies given and accepted
Anil Sharma	Attended	Attended	-
Nazar Awan	-	Attended	Attended
Eleesa Dowding	Attended	Attended	Attended
Ruth Nicholson	Attended	-	-
Sandra Davidson	Attended	-	-

Membership	Resources Committee Meeting Dates and Attendance				
	Autumn Term 24/11/15	Spring Term 9/02/16	Spring Term 22/3/16	Summer Term 10/5/16	Summer Term 18/6/16
Sandra Davidson	Attended	Attended	Attended	Attended	Attended
Angela Sheard	Attended	Attended	Attended	Attended	Attended
Hardip Lawana	Attended	Apologies given and accepted	Attended	Attended	Attended
Terry Morgan	-	-	-	-	-
Amanda Hill	Attended	Attended	Attended	Attended	Apologies given and accepted
Eleesa Dowding	Attended	Attended	Attended	Attended	Attended

Membership	Children, Families and Community Committee Meeting Dates and Attendance		
	Autumn Term 8/12/15	Spring Term 9/2/16	Summer Term 9/6/16
Angela Sheard	Attended	Attended	Attended
Sandra Davidson	Attended	Apologies given and accepted	Attended
Lucie Martin	Attended	Apologies given and accepted	-
Ruth Nicholson	Attended	Attended	Attended
Saeeda Wazir	Attended	Attended	Attended
Terry Morgan	-	Apologies not accepted	-

## Governing Board effectiveness and impact

### ***What were the significant challenges for the Governing Board in 2015-16?***

- Budget was overspent at end of year due to loss of £20k Pupil Premium allocation
- Two teaching staff on maternity leave at same time

### ***How were the challenges met?***

- Close financial analysis and efficiency savings have enabled GB to set a budget which meets requirements
- Effective recruitment of temporary staff with the right skill sets to ensure no impact on children's attainment

### ***What were the achievements of the Governing Board for 2015-16?***

- Undertaken a skills audit of GB so that we could identify areas in which the GB might require additional skills input.
- A change to the structure and responsibilities of the sub committees, so that we are able to better focus on the key areas

***How have these achievements improved areas of school life (impact)?***

- We actively seek out new governors with the skills needed to improve the effectiveness of the GB. We are better able to review the efficient performance of the school in this way.
- The new subcommittee structure ensures that there is a higher reporting focus on Safeguarding and pupil welfare.

**Find out more about our school ...**

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- Link to Ofsted report <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>
- Our school's Ofsted data dashboard can be found at <http://dashboard.ofsted.gov.uk/>
- Link to school's website [www.harmondsworthprimary.org](http://www.harmondsworthprimary.org)
- Link to school's pupil premium statement on the school's website [www.harmondsworthprimary.org](http://www.harmondsworthprimary.org)
- Link to school's PE and sport premium information on the school's website [www.harmondsworthprimary.org](http://www.harmondsworthprimary.org)
- Link to Parent View Portal, which seeks parents' opinions on aspects of our school, from the quality of teaching, to dealing with bullying and poor behaviour. <https://parentview.ofsted.gov.uk/>

