



HARMONDSWORTH PRIMARY SCHOOL

Annual Governance Statement - 2017

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

Category of school	Community
DfE number	312/2026
Ofsted grading and date of last inspection	Good. Last inspection 1 st March 2017

Name of Headteacher	Mrs. Eleesa Dowding
Name of Deputy Headteacher	Ms. Ngaire Hepworth

Date of Annual Governance Statement	October 2017
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The core functions of the Governing Board

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

25 September 2017

Category of Governor	Appointed or elected onto the Governing Board?
6 x Co-opted Governors	Elected on to the Governing Board by the Governing Board
3 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
Total number of governors = 12	

Who volunteers on the school's Governing Board?

Category of Governor	Full Name	Term of Office
Parent	Ms. Jenny Baker	4 years
Parent	Mr. Simon Bennett	4 years
Parent	Mr. Zubin Limbuvala	4 years
Headteacher	Mrs. Eleesa Dowding	Ex Officio
Staff	Ms. Ambereen Sharif	4 years
Local Authority	Vacant	4 years
Co-opted	Ms. Amanda Hill	4 years
Co-opted	Mr. Hardip Lawana	4 years
Co-opted	Ms. Sandra Davidson	4 years
Co-opted	Mr. Anil Sharma	4 years
Co-opted	Ms. Ngaire Hepworth	4 years
Co-opted	Vacant	4 years
Parent Governor	Ms. Saeeda Wazir	Resigned
Parent Governor	Mr. Nazar Awan	Resigned
Co-opted	Ms. Angela Sheard	Resigned
Co-opted	Mrs. Ruth Nicholson	Resigned

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

This Governing Board can also have 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.

How the Governing Board delegates and distributes its duties

The Governing Board agreed to form the following committees on 20 September 2016. 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
Ngaira Hepworth	Zubin Limbuvala	

❖ 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 2016-17 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 e.g. Literacy and Philosophy for children
- Reviews of local authority moderation of the EYFS
- Reviews of pupil case studies to evaluate impact of interventions

Resources Committee:

❖ Committee membership details:

Sandra Davidson (Chair)	Hardip Lawana	Eleesa Dowding
Amanda Hill		

❖ 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 2016-17 the Resources committee met on four occasions.

❖ Key Decisions Made and Impact

- Agreed part time return of 2 teachers from maternity leave – with positive effect on budget
- Agreed restructuring of PPA with a positive effect on the budget
- Review and agreement of the SFVS plan
- Working with the LA to discuss funding for the Y6 classroom

Children, Families and Community Committee:

❖ Committee membership details:

Saeeda Wazir (Chair)	Sandra Davidson	Eleesa Dowding
Anil Sharma		

❖ 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 2016-17 the Children, Families and Community committee met on three occasions.

❖ **Key Decisions Made and Impact**

- Updated website to ensure compliance
- Regular Safeguarding updates to ensure compliance
- Agreement to provide more support for pupil's emotional health and well being

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.

Area of responsibility	Named Governor	Number of visits to school in this role in academic year
Safeguarding	Saeeda Wazir	Termly meetings with the Safeguarding Officer Lesson Observations Autumn 16 Safeguarding learning walk Autumn 16, Spring 17 Data meetings Autumn 16

<i>Priority 1</i> – Raise standards, attainment and progress in literacy (particularly writing)	Saeeda Wasir	Lessons Observations Autumn 16
<i>Priority 2</i> – To raise standards, attainment and progress in maths	Saeeda Wasir Zubin Limbuvala	Lesson observations Observation of tutoring sessions Autumn 16
<i>Priority 3</i> – Increase the proportion of strongly good/outstanding teachers in all year groups	Hardip Lawana and Sandra Davidson	Lesson observations Autumn 16 Class Assemblies Open 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	Observed speech and language interventions Autumn 16 Lesson observations Autumn 16
<i>Priority 5</i> – To ensure that formative and summative assessment procedures are accurate and robust	Sandra Davidson	Health and Safety meeting with Joseph Anderson SATS visit to observe process and procedures
<i>Priority 6</i> – Introduction of Philosophy for Children throughout the school so that pupils develop the ability to ask questions.	Zubin Limbuvala	To observe P4C in action Autumn 16

Governing Board and committee meeting attendance

Governor name	Governing Board Meeting Dates and Attendance				
	Autumn Term 1	Autumn Term 2	Spring Term	Summer Term 1	Summer Term 2
Jenny Baker	Attended	Attended	Attended	Attended	Attended
Sandra Davidson	Attended	Attended	Attended	Attended	Attended
Eleesa Dowding	Attended	Attended	Attended	Attended	Attended
Amanda Hill	Attended	Apology given and accepted	Attended	Attended	Attended
Hardip Lawana	Attended	Attended	Attended	Attended	Attended
Zubin Limbuvala	Apology given and accepted	Attended	Attended	Apology given and accepted	Apology given and accepted
Anil Sharma	Attended	Attended	Attended	Attended	Attended
Nazar Awan	No apology	Attended	Resigned	Resigned	Resigned
Saeeda Wazir	Apology given and accepted	Attended	No apology	Apology given and accepted	No apology
Ambereen Sharif	-	Attended	Attended	Attended	Attended
Ngairi Hepworth	Attended	Attended	Maternity leave	Maternity leave	Maternity leave
Simon Bennett	-	-	No apology	Attended	Attended

Membership	Teaching and Learning Committee Meeting Dates and Attendance		
	Autumn Term	Spring Term	Summer Term
Hardip Lawana	Attended	Attended	Attended
Jenny Baker	Attended	Apology given and accepted	Attended
Saeeda Wazir	Attended	Attended	No apology
Ngairi Hepworth	Attended	Attended	Apology given and accepted
Zubin Limbuvala	Attended	Apology given and accepted	Apology given and accepted

Membership	Teaching and Learning Committee Meeting Dates and Attendance		
	Autumn Term	Spring Term	Summer Term
Sarah Groenen	-	-	Attended

Membership	Resources Committee Meeting Dates and Attendance			
	Autumn Term	Spring Term	Spring Term	Summer Term
Sandra Davidson	Attended	Apology given and accepted	Attended	Attended
Simon Bennett	-	-	Attended	Attended
Hardip Lawana	Attended	Attended	Attended	Attended
Amanda Hill	Apology given and accepted	Attended	Attended	Apology given and accepted
Eleesa Dowding	Attended	Attended	Attended	Attended

Membership	Children, Families and Community Committee Meeting Dates and Attendance		
	Autumn Term	Spring Term	Summer Term
Sandra Davidson	Attended	Attended	Attended
Eleesa Dowding	Attended	Attended	Attended
Saeeda Wazir	Attended	Attended	Attended
Anil Sharma	Apology given and accepted	Apology given and accepted	Apology given and accepted
Ambereen Sharif	-	Apology given and accepted	Apology given and accepted

Governing Board effectiveness and impact

What were the significant challenges for the Governing Board in 2016-17?

- Budget, reduced pupil funding due to October 2016
- Two teaching staff on maternity leave at same time
- Lack of funding from the local authority for the Y6 classroom

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 2016-17?

- Undertaken a skills audit of GB so that we could identify areas in which the GB might require additional skills input.
- **Successful Ofsted**

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.

Find out more about our school ...

- 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
- Link to school's pupil premium statement on the school's website www.harmondsworthprimary.org
- Link to school's PE and sport premium information on the school's website 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/>

