



# HARMONDSWORTH PRIMARY SCHOOL

## Annual Governance Statement – 2017 - 2018

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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 1 <sup>st</sup> March 2017

<b>Name of Headteacher</b>	Mrs. Eleesa Dowding
<b>Name of Deputy Headteacher</b>	Ms. Ngaire Hepworth

<b>Date of Annual Governance Statement</b>	September 2018
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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

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
<b>Total number of governors = 12</b>	

## 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

<b>The Clerk to Governors is</b>	Mrs. Pat Campbell
<b>The Chair of Governors is</b>	Mr. Hardip Lawana
<b>The Vice Chair of Governors is</b>	Mrs. Sandra Davidson

*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 2<sup>nd</sup> October 2017. 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:**

Jenny Baker (Chair)	Anil Sharma
Ngaire 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 Delegated Duties**

All key duties covered in remit above.

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

The Teaching and Learning Committee meet at least once a term. During 2017-18 the Teaching and Learning committee met on three occasions.

❖ **Key Decisions Made and Impact**

- ❖ **Governors have made regular visits to the school to observe lessons in guided reading, a SEND reading intervention,**
- ❖ **Governors have met with the Deputy Head to discuss how the school is raising attainment, standards & progress in reading, linked to Priority 1 of the School Development Plan.**
- ❖ **Governors have met with the Curriculum Manager for maths to learn about the benefits of White Rose planning, to scrutinise children’s maths books-linked to Priority 2**
- ❖ **Governors have learnt how IRIS technology is being used to video lessons to give valuable feedback to teachers on how to improve their teaching and raise standards.**
- ❖ **Governors have met with the SENCO to discuss how the school is improving communication with parents of SEND children regarding liaison with outside agencies linked to Priority 6 of the School Development Plan**

**Resources Committee:**

❖ **Committee membership details:**

Sandra Davidson (Chair)	Hardip Lawana	Eleesa Dowding
Amanda Hill	Simon Bennett	

❖ **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 2017-18 the Resources committee met on four occasions.

### ❖ Key Decisions Made and Impact

- Agreed for two part time teachers to work together to job share to cover maternity leave
- Review and agreement of the SFVS plan
- Working with the LA to agree that rent will not be due for the Y6 classroom
- Decision to accept funding from Heathrow for ICT equipment
- Decision to trial after school club

## Children, Families and Community Committee:

### ❖ Committee membership details:

Simon Bennett (Chair)	Sandra Davidson	Eleesa Dowding
Amber Sharif	Hardip Lawana	

### ❖ 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 2017-18 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
- Decision to introduce CPOMS – safeguarding program
- Agreement for staff to do mental health training
- Build links with the community
- Advertise the school in the community
- Decision for all governors to undertake safeguarding training

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 and <i>Priority 4</i> – To develop the emotional and physical wellbeing of pupils throughout the school	Simon Bennett	4 - including termly meetings with the Safeguarding Officer, safeguarding learning walk and lesson observations
<i>Priority 1</i> – Raise standards,	Anil Sharma/Amanda Hill	10 – including library visits, literacy

attainment and progress in literacy (particularly reading)		observation in Years 2 and 4, phonics observation in Nursery, maths observation in Year 6 and meetings with parents
<i>Priority 2</i> – To raise standards, attainment and progress in maths	Zubin Limbuvala	4 – including lesson observations and meeting with Maths lead.
<i>Priority 3</i> – Ensure that all teaching is constantly good or better across the school and <i>Priority 5</i> – To reduce teacher workload	Sandra Davidson	6 including SATs visit to observe correct process and procedures, literacy observation in Reception and Year 1 and Headteacher Performance reviews.
<i>Priority 6</i> – To communicate more clearly with parents, particularly those who have any concerns about the steps being taken to support their child’s specific needs and what the school is doing to support their children	Jenny Baker	3 – including classroom observations and meeting with SENDCo
	Hardip Lawana	8 – including gardening club, observation of lunchtime routine, event at The Barn, visit with Year 6 to The Bunker and visit with Year 6 to Brunel University.

### 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
Simon Bennett	Attended	Apology accepted	Attended	Absent no apology	Attended
Sandra Davidson	Attended	Attended	Attended	Attended	Attended
Eleesa Dowding	Attended	Attended	Attended	Attended	Attended
Amanda Hill	Apology accepted	Attended	Apology accepted	Attended	Attended
Hardip Lawana	Attended	Attended	Attended	Apology accepted	Attended
Zubin Limbuvala	Attended	Attended	Attended	Attended	Attended
Anil Sharma	Attended	Apology accepted	Apology accepted	Attended	Attended
Ambreen Sharif	Attended	Attended	Attended	Attended	Attended
Ngaire Hepworth	Attended	Apology accepted	Attended	Apology accepted	Apology accepted

Membership	Teaching and Learning Committee Meeting Dates and Attendance		
	Autumn Term	Spring Term	Summer Term
Jenny Baker	Attended	Attended	
Ngaire Hepworth	Attended	Attended	
Zubin Limbuvala	Attended	Attended	
Anil Sharma	Apology accepted	Absent no apology	

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

## Governing Board effectiveness and impact

### *What were the significant challenges for the Governing Board in 2017-18?*

- Budget restrictions
- Management of staff due to maternity absence
- Threat of third runway at London Heathrow Airport

### *How were the challenges met?*

- Close financial analysis and efficiency savings enabled GB to set a budget which meets requirements
- Effective recruitment of temporary staff with the right skill sets ensured no impact on children's attainment
- Re-organisation of staff to cover maternity leave effectively
- Promoted the school in the locality
- Provision of after school club from September 2018 to attract more families

### *What were the achievements of the Governing Board for 2017-18?*

- Staff retention – school fully staffed with no resignations
- Reduced staff workload
- Efficient management of budget
- Good community engagement with The Barn and Brunel University
- Closer working relationship with local business which resulted in a successful bid from British Airways to provide replacement interactive whiteboards for every class and the installation of a security gate.

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

- Pupils have benefited from a stable staff. This has ensured standards remain high.
- Marking has been reviewed which has freed up time for more teaching and improved staff wellbeing



- Replacement whiteboards have enhanced the learning experience within the classroom setting.
- Installation of security gate has increased safeguarding within the school for pupils, staff and visitors.

## **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/>

- **Governing Body Register of Interests (2018 - 19)**

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**This register must**

- state the name and category of each governor
- set out any relevant business interests
- set out details of any other educational establishments that they govern
- set out any relationship details between governors and members of staff, including spouses, partners and relatives.

Full Name	Category of Governor	Declarations of Members' Interests: Business, Educational and Personal
Ms. Jenny Baker	Parent	Nil
Mr. Simon Bennett	Parent	Nil
Mr. Zubin Limbuvala	Parent	Nil
Mrs. Eleesa Dowding	Headteacher	Headteacher Harmondsworth Primary School
Ms. Ambreen Sharif	Staff	Teacher Harmondsworth Primary School
Mrs. Sandra Davidson	Co-opted	Nil
Ms. Amanda Hill	Co-opted	Nil
Ms. Ngaire Hepworth	Co-opted	Deputy Headteacher Harmondsworth Primary School
Mr. Hardip Lawana	Co-opted	Nil
Mr. Anil Sharma	Co-opted	Drivetime Coach Hire
Vacant	Co-opted	
Vacant	LA Governor	

*Each governor has declared their interests as given above in writing to the Governing Board.*

**Date** **September 2018**

**Planned Review Date** **September 2019**