



# HARMONDSWORTH PRIMARY SCHOOL

## Annual Governance Statement – 2019-20

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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>Names of Assistant Headteacher</b>	Mrs Gurdip Daheley Mrs/ Emma Galko

<b>Date of Annual Governance Statement</b>	September 2020
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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
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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	Mr. Simon Bennett	4 years
Parent	Mr. Zubin Limbuvala	4 years
Parent	Mr. Masood Hayat	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	Mrs. Jenny Baker	4 years
Co-opted	Mr. Anil Sharma	4 years
Co-opted	Mrs. Nahbila Sher	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>	Ms. Amanda Hill

*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

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The Governing Board agreed to form the following committees. This is reviewed annually at the first Governing Board meeting of the academic year.

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(T&L)
<ul style="list-style-type: none"><li>• Committee Membership<ul style="list-style-type: none"><li>▪ Jenny Baker (Chair)</li><li>▪ Amanda Hill</li><li>▪ Zubin Limbuvala</li><li>▪ Anil Sharma</li><li>▪ Emma Galko</li><li>▪ Gurdip Daheley</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Remit of Committee<ul style="list-style-type: none"><li>▪ Curriculum</li><li>▪ Achievement and Attainment</li><li>▪ Inclusion</li><li>▪ Appropriate policies</li></ul></li><li>• Three meetings held in academic year</li><li>• Key decisions made and impact<ul style="list-style-type: none"><li>▪ Considered and responded to a consultation on Maths</li><li>▪ Received regular staff presentations on the school's curriculum</li><li>▪ Completed a phonics learning walk across Key Stages 1 and 2</li><li>▪ Received a demonstration of "Iris", a tool which enables teachers to record lessons to analyse areas of their work</li></ul></li></ul>

### Resources Committee

- Committee Membership
  - Sandra Davidson (Chair)
  - Hardip Lawana
  - Amanda Hill
  - Simon Bennett
  - Eleesa Dowding
- Remit of Committee
  - Finance
  - Health and Safety
  - Personnel
  - Premises
  - Appropriate policies
- Six meetings held in academic year
- Key decisions made and impact
  - Monitoring budget and making key decisions about spend
  - Approve SFVS to ensure financial probity
  - Monitoring health and safety to ensure a safe environment for pupils and staff
  - Review staff structure in relation to budget, school development plan and equality duty
  - Review Premises Action Plan and make recommendations regarding spend

### Children, Families and Community Committee (CFC)

- Committee Membership
  - Simon Bennett (Chair)
  - Hardip Lawana
  - Sandra Davidson
  - Amber Sharif
  - Eleesa Dowding
- Remit of Committee
- Impact of safeguarding
- Attendance, punctuality, welfare and behaviour
- Engagement with stakeholders
- Community links and cohesion
- Supporting school to ensure website compliance
- Appropriate policies
- Three meetings held in academic year
- Key decisions made and impact
- Regular safeguarding updates to ensure compliance
- Support for pupils' emotional health and wellbeing
- Monitored CPOMS to ensure system to record any safeguarding issues remains effective
- Visits into school to check Single Central Register
- 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.

Area of responsibility	Named Governor
Safeguarding and Child Protection	Simon Bennett
Pupil Premium	Sandra Davidson

### Governing Board and Committee meeting attendance

Governor name	Governing Board			
	Autumn Term 1	Autumn Term 2	Summer Term 1	Summer Term 2
Jenny Baker	Attended	Apology accepted	Attended	Attended
Simon Bennett	Apology accepted	Apology accepted	Attended	Apology accepted
Sandra Davidson	Attended	Attended	Attended	Attended
Eleesa Dowding	Attended	Attended	Attended	Attended
Amanda Hill	Attended	Attended	Attended	Attended
Hardip Lawana	Attended	Attended	Attended	Attended
Zubin Limbuvala	Apology accepted	Attended	Apology accepted	-
Anil Sharma	Attended	Attended	Attended	Apology accepted
Ambreen Sharif	Attended	Attended	No apology	Attended
Masood Hayat	-	Attended	Apology accepted	Attended
Nahbila Sher	-	Attended	Attended	Attended

Membership	Teaching and Learning Committee	
	Autumn Term	Summer Term
Jenny Baker	Attended	Attended
Zubin Limbuvala	Attended	Attended
Anil Sharma	Did not attend	Apologies accepted
Amanda Hill	Attended	Attended
Eleesa Dowding	-	Attended

Membership	Resources Committee						
	Autumn Term	Spring Term	Spring Term	Summer Term	Summer Term	Summer Term	Summer Term
Sandra Davidson	Attended	Attended	Attended	Attended	Attended	Attended	Attended
Simon Bennett	No apology	No apology	No apology	Apology accepted	Attended	Apology accepted	Attended
Hardip Lawana	Attended	Attended	Attended	Attended	Attended	Attended	Attended
Amanda Hill	Attended	Apology accepted	Attended	Attended	Attended	Apology accepted	Apology accepted
Eleesa Dowding	Attended	Attended	Attended	Attended	Attended	Attended	Attended
Nahbila Sher	-	Attended	No apology	Attended	No Apology	Attended	Attended

Membership	Children, Families and Community Committee	
	Autumn Term	Summer Term
Sandra Davidson	Attended	Attended
Eleesa Dowding	Attended	Attended
Simon Bennett	Attended	Apology accepted
Ambreen Sharif	Attended	Attended
Hardip Lawana	Apology accepted	Attended

## Governing Board effectiveness and impact

### *What were the significant challenges for the Governing Board in 2019-20?*

- Budget restrictions
- Covid-19
- Pre-Inspect visit by School Improvement Partner

### *How were the challenges met?*

- Budget restrictions.
  - Decisions were made around staffing
  - Another member of staff was trained to become an HLTA to reduce absence costs
  - A reduction was made in resources purchased
  - Close financial analysis and efficiency savings enabled GB to set a budget which meets requirements
- Covid-19.
  - During the initial lockdown, all staff were on a rota, either working in school or at home
  - E-learning and/or paper packs were produced and circulated
  - Successful home learning
  - Support given to all families – weekly telephone calls by teachers
  - Support also provided by family support worker and play therapist for vulnerable families
  - With the exception of one member of staff who was shielding, all staff returned to

- work during June
  - Safe practices were in place in school
  - Risk assessments and policies developed and understood
  - Risk assessments carried out for individual staff members
  - All pupils invited back to school before the end of term
  - Staff anxieties managed
- Pre-Inspection visit report highlighted areas for improvement. These areas have been addressed and a return visit planned.
- Promoted the school in the locality

***What were the achievements of the Governing Board for 2019-20?***

- Staff retention – school fully staffed with no resignations
- Efficient management of budget
- Good community engagement
- In-depth review of maths curriculum by Primary Mathematics Specialist Teacher and Consultant with positive outcome
- Successful National Lottery Bid to enable replacement of playground equipment

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

- Pupils have benefited from a stable staff. This has ensured standards remain high.
- Maths audit and maths action plan completed to enable improvement of subject across all key stages
- Installation of playground equipment has encouraged physical activity and wellbeing of children

**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/>
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