

**GOVERNING BODY OF
HAREFIELD INFANT & JUNIOR SCHOOLS**



ANNUAL GOVERNANCE STATEMENT



ACADEMIC YEAR 2020/21

Date of Annual Governance Statement	September 2020 – August 2021	
School Name	Harefield Infant & Junior Schools	
Category of school	Community	
Name of Executive Headteacher	Mr Arjinder Sunner	
Name of Head of Schools	Mr John Downs	
Schools	Harefield Infant School	Harefield Junior School
School Address	High Street, Harefield, Uxbridge UB9 6BT	Park Lane, Harefield, Uxbridge UB9 6BJ
Telephone number	01895 462399	01895 824447
Contact email address	office@harefieldinfant.com	office@harefieldjunior.com
Website	www.harefieldinfant.com	www.harefieldjunior.com
URN	102382	102381
DfE number	312/2024	312/2023
Ofsted grading and date of last inspection	08/06/17 – Good	18/09/19 – Requires Improvement

The core functions of the governing body

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 body include:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Executive 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 body 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 body 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 body

The governing body was formally constituted on

4th October 2018

Category of Governor	Appointed or elected onto the governing body?
10 x Co-opted Governors	Elected or appointed by the Governing Body.
2 x Parent Governors	Elected on to the governing body by parents of pupils at the school
1 x Ex. Headteacher	Governor by virtue of employment by the school
1 x Staff Governor	Elected on to the governing body by all staff employed by the school
1 x Local Authority Governor	Nominated by the Local Authority (Hillingdon Council), and appointed by the governing body
Total number of governors = 15	

Who volunteers on the school's governing body?

Category of Governor	Full Name	Term of Office	Term Ends
Co-opted	Rowena Scott	4 years	October 2022
Co-opted	Cheryl Evans	4 years	October 2022
Co-opted	Kunal Ratansi	4 years	July 2025
Co-opted	Sandra Hooson-Jones	4 years	October 2022
Co-opted	Stuart Henderson	4 years	October 2022
Co-opted	Dominic Todd	4 years	October 2022
Co-opted	Rochelle Thompson	4 years	April 2024
Co-opted	Vacancy	4 years	
Co-opted	Vacancy	4 years	
Co-opted	Vacancy	4 years	
Parent	Andrew Britton	4 years	April 2024
Parent	Melanie Henry	4 years	April 2024
Executive Head	Arjinder Sunner	Ex-officio	
Staff	Laura Churchill	4 years	April 2024
LA	Sandy Soanes	4 years	October 2022

The Clerk to Governors is	Amy Doody
The Chair of Governors is	Rowena Scott
The Vice Chair of Governors is	Cheryl Evans

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

Associate Members	Term of office	Voting rights at committee level?
John Downs	4 years	No voting rights.
Lucy Stanton	4 years	No voting rights.

This governing body also invites other attendees to specific meetings as required.

Other Attendees	Committee	Job Role
Cindy Tong	FPP	Joint School Business Manager

Resignations	Category	Date of resignation
Helen Timms	Co-opted	July 2021

How the governing body delegates and distributes its duties

The governing body agreed to form the following committees on 4th October 2018, memberships were agreed at the first Governing Body meeting of the year. New governors are allocated committees as they join the Governing Body. The structure and committees are reviewed annually.

Committees	Finance, Premises & Personnel	Curriculum, Standards & Outcomes
Committee Chair	Melanie Henry	Cheryl Evans
Committee Governors	Rowena Scott Cheryl Evans Andrew Britton Helen Timmins	Rowena Scott Sandy Soanes Sandy Hooson-Jones Rochelle Thompson Dominic Todd Stuart Henderson
Associate Members	John Downs	John Downs Lucy Stanton
Other Attendees	Cindy Tong	
Remit of the Committee	Oversee the financial planning and to relate the expenditure to objectives in the school Improvement and development plan.	Monitoring how tracking support supports pupil progress and how this reflects on SEND and EPS pupils and the intervention programmes put in place
Key delegates duties	Monitor budget spending and acknowledging where cuts need to be made, and any unusual variations	Impact of the new Behaviour Policy
Meetings held in each academic year	Three meetings	Three meetings
Key decisions made and impact	To see all financial matters are in accordance with LA practice and requirement Agree the annual budget plan. Completing SFVS document Ensured a basic carry forward figure Agreed the new catering contract Agreed the new IT contract	Agreed Safeguarding policy Agreed Behaviour policy –this has improved classroom behaviour which impacts on learning and playground behaviour

Governing body and committee meeting attendance

Name	Full Governing Body Meeting Dates and Attendance				
	08/10/2020	10/12/2020	18/03/2021	27/05/2021	15/07/2021
Arjinder Sunner	Attended	Attended	Attended	Attended	Attended
John Downs	Attended	Attended	Attended	Attended	Attended
Rowena Scott	Attended	Attended	Attended	Attended	Attended
Cheryl Evans	Attended	Attended	Apologies	Attended	Attended
Laura Churchill	Attended	Attended	Attended	Attended	Attended
Helen Timmins	Attended	Apologies	Attended	Attended	Attended
Sandra Hooson-Jones	Attended	Attended	Apologies	Attended	Attended
Sandy Soanes	Attended	Attended	Attended	Attended	Attended
Andrew Britton	Attended	Attended	Attended	Attended	Attended
Melanie Fernando	Apologies	Apologies	Attended	Attended	Attended
Stuart Henderson	Attended	Attended	Attended	Attended	Attended
Dominic Todd	Attended	Apologies	Apologies	Apologies	Apologies
Rochelle Thompson	Attended	Apologies	Attended	Apologies	Attended
Cindy Tong	Attended	Attended	Attended	Attended	Attended
Lucy Stanton				Attended	
Name	Curriculum, Standards & Outcomes Meeting Dates and Attendance				
	19/11/2020		04/03/2021		17/06/2021
Arjinder Sunner	Attended		Attended		Attended
John Downs	Attended		Attended		Attended
Rowena Scott	Attended		Attended		Attended
Cheryl Evans	Apologies		Attended		Attended
Laura Churchill	Attended		Attended		Attended
Sandra Hooson-Jones	Attended		Apologies		Attended
Sandy Soanes	Attended		Attended		Attended
Stuart Henderson	Attended		Attended		Attended
Dominic Todd	Apologies		Attended		Apologies
Rochelle Thompson	Apologies		Attended		Attended
Lucy Stanton	Apologies		Attended		Attended
Name	Finance, Premises & Personnel Meeting Dates and Attendance				
	12/11/2020		11/03/2021		20/05/2021
Arjinder Sunner	Attended		Attended		Attended
Rowena Scott	Attended		Attended		Attended
Cheryl Evans	Attended		Attended		Attended
Helen Timmins	Attended		Attended		Apologies
Andrew Britton	Attended		Attended		Apologies
Melanie Henry	Attended		Attended		Attended
John Downs	Attended		Attended		Attended
Cindy Tong	Attended		Attended		Attended

Governing Body key areas of focus – effectiveness and impact

Changes in the Governing Body

The Governing Body would like to take this opportunity to thank Helen Timms for her time, support and contribution to the Governing Body.

The Governing Body are delighted to welcome Kunal Ratansi, who was appointed a Co-opted governor at the last meeting of the year.

In the new academic year, the Governing Body will be recruiting for Co-opted governors to fill three vacancies which the Governing Body will review against the skills audit completed annually.

Committees

Due to the circumstances of this last year the Governing Body adapted how they held their meetings. In order to fully support the Headteachers, staff and schools the Governing Body held their meetings remotely to cover all statutory and essential items, as well as ensuring full support for the school during this difficult time.

As always, the Executive Headteacher and Chair of Governors remained in constant communication and continued to keep all governors fully up to date outside of these meetings.

Written requests for approval of important documents have been received and collated.

The Governing Body made the decision to cancel the summer term meetings for the committees.

All statutory and essential agenda items from these missed committee meetings were covered in the full Governing Body meetings.

Impact

At the end of each full Governing Body meeting governors reflect on the impact they have on the schools. This year this has included:

- Approving the pay increases for staff to ensure their wellbeing and acknowledge their hard work
- Approving the use of the Covid catch up premium on after school teaching for all pupils
- Discussing the curriculum and monitoring the gap with recovery curriculum
- Approving surveys for staff, parents and children
- Reviewing important policies which impact on the children's school experience
- Monitoring the Ofsted inspections areas
- Making significant changes to improve the schools' financial situation
- Monitoring the measures taken by the school to ensure staff wellbeing
- Reviewing the results of the pupils' survey and will monitor actions from this
- Scrutinising and approved the covid risk assessment
- Making decisions regarding the future budget and staffing structure of the schools to best suit the needs of the children
- Reviewing the covid risk assessments to ensure the health and safety of the children is being covered
- Making sure the wellbeing of staff is being thought about and provided governor assistance
- Robustly scrutinised the schools' budgets to ensure best use of funding for the children and school
- Reviewing the staffing structure in both schools and approved changes
- Approving the SFVS document

- Reviewing attendance figures and monitoring the persistent absentees
- Reviewing the consultation from the LA to reduce the pan

School improvement plan (SIP)

The SIP is a key document through which the Governing Body is able to track ongoing school improvement. Significant work was undertaken this year to review and monitor the SIP through the Headteacher reports and committees, keeping track of the key focus areas. This document is used as a key driver for activity throughout the year.

School policies

Governors review all statutory policies on a programmed basis to ensure that all guidance is current and up to date. Each committee is delegated specific policies to review, discuss and make amendments too. Specific attention is paid to ensure that the school complies with the Department of Education mandatory policy list and the Local Authority recommended list.

Training and development

All governors are required to continually maintain and build their competence. All new governors are required to undertake the mandatory training and all members of the Governing Body are expected to attend additional training events throughout the year. This year our governors have attended:

- Termly Chairs' and Clerks' Briefing Meeting
- Introduction to Governance for new Governing Body members
- Safeguarding Courses
- Safer Recruitment
- Work Life Balance
- Mental Health and Well Being
- Understanding the curriculum
- Governance Roles and Structure
- Asking the Right Questions
- Preventing school exclusion with Hillingdon
- SEND training with Hillingdon
- Educative Home Education
- EYFS and Ofsted course with GSS
- HR Matters for Governors
- Budgeting and Monitoring Training for Governors with Hillingdon

Governor visits

Governors make regular visits to the school, relating to their link governor role, an area of interest and in relation to specific events at the school. Due to Covid-19 governors have been unable to make as many visits into the school this year as before, but have kept informed through governor meetings, virtual governor visits and presentations from subject leaders.

Panels

The Governing Body would convene panels as required for the following reasons:

- School Complaints
- Staff Grievances and Discipline
- Pupil Discipline
- Pay Review
- Code of Conduct
- Headteacher Performance Review

Statutory duties

The Governing Body completed the statutory duties including but not limited to;

- Meeting in sub-committees and as a full Governing Body
- Publishing the full Governing Body minutes on the school's website
- Agreeing terms of references for the committees, their memberships and delegated responsibilities
- Completing declaration of interests for each governor
- Completing a skills audit for each governor
- Agreeing the school staffing structure
- Appointing a panel for the Headteachers' Performance Review
- Completing the SFVS document
- Creating a Governing Body calendar of dates
- Challenge the Headteachers on the educational performance of the school
- Monitor and approve the school's finances
- Review, discuss and approve the school's policies

Find out more about our school

- Link to Ofsted report: <https://reports.ofsted.gov.uk/provider/21/102382> and <https://reports.ofsted.gov.uk/provider/21/102381>
- Link to school websites: <https://www.harefieldinfant.com> and <https://harefieldjunior.com>

Governing Body Register of Interests 2020/21

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.

Category of Governor	Full Name	Declarations of Members' Interests: Business, Educational and Personal
Staff	Laura Churchill	Partner to a member of staff
Co-opted	Stuart Henderson	Spouse to a member of staff
Co-opted	Sandra Hoosen-Jones	Member of staff
Co-opted	Cheryl Evans	Related to two members of staff

Each governor has declared their interests as given above in writing to the governing body.

Chair of Governors signature _____

Date Autumn 2021

Planned Review Date Autumn 2022