

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



**GOVERNOR INFORMATION**



**ACADEMIC YEAR 2020/21**

## **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

4<sup>th</sup> October 2018

<b>Category of Governor</b>	<b>Appointed or elected onto the governing body?</b>
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
<b>Total number of governors = 15</b>	

## 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	Helen Timmins	4 years	October 2022
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

<b>The Clerk to Governors is</b>	Amy Doody
<b>The Chair of Governors is</b>	Rowena Scott
<b>The Vice Chair of Governors is</b>	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	School Business Manager
Steve Phenev	FPP	Site Manager
Katie Frost	CSO	Infant School SENCO
Julie Trainor	CSO	Junior School SENCO

Resignations	Category	Date of resignation
Lynn Boden	Co-opted	July 2020

## How the governing body delegates and distributes its duties

The governing body agreed to form the following committees on 4<sup>th</sup> 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
<b>Committee Chair</b>	Melanie Henry	Cheryl Evans
<b>Committee Vice Chair</b>	Andrew Britton	Sandy Soames
<b>Committee Governors</b>	Rowena Scott Cheryl Evans Helen Timmins	Rowena Scott Sandy Hooson-Jones Dominic Todd Stuart Henderson Rochelle Thompson
<b>Associate Members</b>	John Downs	John Downs
<b>Other Attendees</b>	Cindy Tong Steve Phenev	Katie Frost Julie Trainor Lucy Stanton
<b>Remit of the Committee</b>	Oversee the financial planning and to relate the expenditure to objectives in the school Improvement plan.	Monitoring how tracking support supports pupil progress and how this reflects on SEND pupils and the intervention programmes put in place.
<b>Key delegates duties</b>	Monitor budget spending and acknowledging where efficiencies need to be made, and any unusual variations	Impact of the SEND and Behaviour policies
<b>Meetings held in each academic year</b>	Three meetings	Three meetings
<b>Key decisions made and impact</b>	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 ICT contract	Agreed Safeguarding policy Agreed Behaviour policy –this has improved classroom behaviour which impacts on learning and playground behaviour

## 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.harefieldinfants.co.uk/> and <https://harefieldjunior.com/>

## Governing Body Register of Interests 2020/21

Category of Governor	Full Name	Declarations of Members' Interests: Business, Educational and Personal
Co-opted	Rowena Scott	Trustee of a charity
Co-opted	Cheryl Evans	Related to two staff members

Co-opted	Helen Timmins	Deputy Head at the Harefield Academy
Co-opted	Sandra Hooson-Jones	Member of staff at the school
Co-opted	Stuart Henderson	Related to one staff member
Co-opted	Dominic Todd	None to declare
Co-opted	Rochelle Thompson	None to declare
Parent	Andrew Britton	None to declare
Parent	Melanie Henry	None to declare
Staff	Laura Churchill	Member of staff at the school Partner to one staff member
LA	Sandy Soanes	None to declare
Clerk	Amy Doody	Clerks to 4 other schools in the Borough

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

## Governing body and committee meeting attendance 2019/20

Name	Full Governing Body Meeting Dates and Attendance				
	10/10/2019	05/12/2019	20/03/2020	21/05/2020	23/06/2020
Andrew Britton			Cancelled	Apologies	Attended
Arjinder Sunner	Attended	Attended		Attended	Attended
Cheryl Evans	Attended	Attended		Attended	Attended
Dominic Todd	Attended	Apologies		Attended	Apologies
Helen Timmins	Attended	Attended		Attended	Apologies
John Downs	Attended	Attended		Attended	Attended
Laura Churchill				Attended	Attended
Lucy Stanton	Apologies	Apologies		Attended	Apologies
Lynn Boden	Attended	Attended		Attended	Apologies
Melanie Fernando				Attended	Attended
Rochelle Thompson				Attended	Apologies
Rowena Scott	Attended	Attended		Attended	Attended
Sandra Hooson-Jones	Attended	Attended		Attended	Attended
Sandy Soanes	Attended	Attended		Attended	Attended
Stuart Henderson	Attended	Attended	Attended	Attended	
Governor name	Curriculum, Standards & Outcomes Meeting Dates and Attendance				
	28/11/2019		11/02/2020	Summer term	
Arjinder Sunner	Attended		Attended	Cancelled	
Cheryl Evans	Attended		Attended		
Dominic Todd	Apologies		Apologies		
Helen Timmins	Attended		Apologies		
John Downs	Attended		Attended		
Julie Trainor	Attended		Attended		
Katie Frost	Attended		Attended		
Lucy Stanton	Attended		Attended		
Lynn Boden	Attended		Attended		
Rowena Scott	Attended		Attended		
Sandra Hooson-Jones	Apologies		Attended		
Sandy Soanes	Attended		Attended		
Stuart Henderson	Attended		Attended		
Governor name	Finance, Premises & Personnel Meeting Dates and Attendance				
	27/11/2019		04/03/2020	Summer term	
Arjinder Sunner	Attended		Attended	Cancelled	
Cheryl Evans	Apologies		Attended		

Cindy Tong	Attended	Attended	
Helen Timmins	Attended	Apologies	
Jo Palmer	Attended	Attended	
John Downs	Attended	Attended	
Rowena Scott	Attended	Attended	
Sandy Soanes	Attended	Attended	
Steve Phenev	Attended	Apologies	