

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



ANNUAL GOVERNANCE STATEMENT



ACADEMIC YEAR 2022/23

Date of Annual Governance Statement	September 2022 – August 2023	
School Name	Harefield Infant & Junior Schools	
Category of school	Community	
Name of Executive Head Teacher	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	21/03/23 – 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 Head Teacher 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 Executive Head Teacher	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	Danielle Cheal	4 years	January 2027
Co-opted	John Downs	4 years	March 2026
Co-opted	Steve Hillier	4 years	January 2027
Co-opted	Terence Mankefo	4 years	October 2026
Co-opted	Kunal Ratansi	4 years	July 2025
Co-opted	Rowena Scott	4 years	October 2026
Co-opted	Sarah Sephton	4 years	May 2026
Co-opted	Vacancy		
Co-opted	Vacancy		
Co-opted	Vacancy		
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	Vacancy		

The Clerk to Governors is	Anita Edwards
The Chair of Governors is	Rowena Scott
The Vice Chair of Governors is	Melanie Henry

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?

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

Other Attendees	Committee	Job Role
Cindy Tong	FPP	School Business Manager

Resignations	Category	Date of resignation
Delvin Bertram	Co-opted	May 2023
Cheryl Evans	Co-opted	September 2022
Stuart Henderson	Co-opted	September 2022
Sandra Hooson-Jones	Co-opted	May 2023
Krishma Tailor	Co-opted	July 2023

Dominic Todd	Co-opted	September 2022
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Removed	Category	Date of resignation
Ian Gilder	Co-opted	March 2023 – non attendance

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	Andrew Britton	Sarah Sephton
Committee Governors	John Downs Melanie Henry Steve Hillier Terence Mankefo Kunal Ratsani Rowena Scott Arjinder Sunner	Delvin Bertram Danielle Cheal Laura Churchill John Downs Steve Hillier Sandy Hooson-Jones Rowena Scott Arjinder Sunner
Associate Members		
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 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.	Monitor the curriculum to ensure it meets the needs of every pupil. Impact of the 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 requirements. Agreed the annual budget plan. Completed the annual SFVS document. Ensured a basic carry forward figure. Agreed LED lighting projects using the Energy Efficiency Capital Grant. Agreed staff absence insurance with Education Mutual.	Agreed Attendance policy. Agreed Behaviour policy. Agreed RSE Policy.

Governing body and committee meeting attendance

Name	Full Governing Body Meeting Dates and Attendance				
	06/10/2022	7/12/2022	29/03/2023	25/05/2023	13/07/2023
Delvin Bertram	Apologies	Attended	Apologies		
Andrew Britton	Attended	Attended	Apologies	Attended	Attended
Danielle Cheal			Attended	Attended	Apologies
Laura Churchill	Attended	Attended	Attended	Attended	Attended
John Downs	Attended	Attended	Attended	Attended	Attended
Ian Gilder	Apologies				
Melanie Henry	Attended	Attended	Attended	Attended	Apologies
Steve Hillier			Attended	Attended	Attended
Sandra Hooson-Jones	Attended	Attended	Attended		
Terence Mankefo		Apologies	Apologies	Apologies	Apologies
Kunal Ratansi	Attended	Apologies	Attended	Attended	Apologies
Rowena Scott	Attended	Attended	Attended	Attended	Attended
Sarah Sephton	Attended	Attended	Attended	Attended	Attended
Arjinder Sunner	Attended	Attended	Apologies	Attended	Attended
Krishma Tailor			Attended	Apologies	Attended
Name	Curriculum, Standards & Outcomes Meeting Dates and Attendance				
	18/10/2022		08/03/2023	20/06/2023	
Delvin Bertram	Attended		Apologies		
Danielle Cheal				Attended	
Laura Churchill	Attended		Attended	Attended	
John Downs	Attended		Apologies	Attended	
Melanie Henry				Attended	
Steve Hillier			Attended	Attended	
Sandra Hooson-Jones	Attended		Attended		
Rowena Scott	Attended		Attended	Attended	
Sarah Sephton	Attended		Attended	Attended	
Arjinder Sunner	Attended		Attended	Attended	
Krishma Tailor				Apologies	
Name	Finance, Premises & Personnel Meeting Dates and Attendance				
	17/11/2022		16/03/2023	18/05/2023	
Andrew Britton	Apologies		Attended	Apologies	
Danielle Cheal			Attended		
John Downs	Attended		Attended	Attended	
Melanie Henry	Attended		Attended	Attended	
Steve Hillier			Attended	Attended	
Terence Mankefo			Apologies	Apologies	
Kunal Ratsani	Attended		Apologies	Attended	
Rowena Scott	Attended		Attended	Attended	
Arjinder Sunner	Attended		Attended	Attended	
Krishma Tailor				Attended	
Cindy Tong	Attended		Attended	Attended	

Governing Body key areas of focus – effectiveness and impact

Changes in the Governing Body

The Governing Body are delighted to welcome Danielle Cheal, Steve Hillier and Krishma Tailor, who were appointed as co-opted governors during the last academic year.

The Governing Body would like to take this opportunity to thank Delvin Bertram, Cheryl Evans, Stuart Henderson, Sandra Hooson-Jones, Krishma Tailor and Dominic Todd for their time, support and contribution to the Governing Body.

In the new academic year, the Governing Body will be recruiting co-opted governors to fill three vacancies which the Governing Body will review against the skills audit completed annually. The Governing Body will also be recruiting for the Local Authority governor vacancy.

Committees

The majority of governing body meetings were held in person at school.

As always, the Executive Head Teacher 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.

Impact

At the end of each full Governing Body meeting governors reflect on the impact they have had 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
- Making decisions regarding the future budget and staffing structure of the schools to best suit the needs of the children
- Making sure the wellbeing of staff is being thought about and provided governor assistance
- Robustly scrutinising 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 impact of the introduction of the new phonics scheme in the Infant School.
- Reviewing and monitoring pupil behaviour.
- Reviewing SEND provision options.
- Monitoring pupil attainment and progress.
- Reviewing length of school day.

School improvement plan (SIP)

The SIP is a key document through which the Governing Body is able to track ongoing school improvement. A summary overview can be found on the schools' website. 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 the following:

- Governor Safeguarding training

- KCSIE course
- Prevent training
- Chair & Vice Chair Question & Answer session
- An Inspector Calls presentation
- Governors School Data session
- Headteacher Performance Management training
- Budget Monitoring presentation
- Introduction to Governance for new Governing Body members

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. This year our governors attended the following:

- Governor Day in January 2023
- Curriculum Days
- Class assemblies
- School concerts and productions
- School trips
- Sports day and sporting events
- School fete

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://harefieldinfant.com/> and <https://harefieldjunior.com/>
- Link to school's pupil premium statement on the school websites: <https://harefieldinfant.com/wp-content/uploads/2023/03/HIS-Pupil-Premium-Strategy-Statement-2022-23-1.pdf> and <https://harefieldjunior.com/wp-content/uploads/2023/03/HJS-Pupil-Premium-Strategy-Statement-2022-23-1.pdf>

Governing Body Register of Interests 2022/23

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
Co-opted	Danielle Cheal	
Co-opted	John Downs	
Co-opted	Steve Hillier	
Co-opted	Terence Mankefo	
Co-opted	Kunal Ratansi	
Co-opted	Rowena Scott	
Co-opted	Sarah Sephton	Co-founder of Sephton Tutoring
Parent	Andrew Britton	Acquaintance of employee of VCG Group (company quoting for school site project)
Parent	Melanie Henry	
Executive Head	Arjinder Sunner	
Staff	Laura Churchill	Partner to a member of staff

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

Chair of Governors signature _____

Date Autumn 2023

Planned Review Date Autumn 2024