

Hillside Junior School Annual Governance Statement 2020-2021

School Name	Hillside Junior School
School Address	Northwood Way, Northwood, HA6 1RX
Telephone number	01923 825991
Contact email address	office@hillsidejunior.org
Website	www.hillsidejunior.org

The above is the legal business address for the whole Governing Body.

Category of school	Foundation School
DfE number	312/5205
Ofsted grading and date of last inspection	Good/June 2019

Name of Headteacher	Mr Andrew Davies
Name of Deputy Headteacher	Mrs Olivia O'Connor
Name of Assistant Headteachers	n/a

Date of Annual Governance Statement	September 2021
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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 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	1 January 2018
Category of Governor	Appointed or elected onto the Governing Body?
4 x Co-opted Governors	Appointed by the Governing Body
3 x Partnership Governors	Appointed by the Governing Body
4 x Parent Governors	Elected on to the Governing Body 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 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 = 14	

Who volunteers on the school's Governing Body?

Category of Governor	Full Name	Term of Office
Co-opted	Vacancy	
Co-opted	Karen Retter resigned 3/11/20	
Co-opted	Liz Stephenson	4 years / 15.07.2024
Co-opted	Jo Palmer	4 years / 21.02.2022
Co-opted	Nina Oskarsdottir	4years/19/3/2025
Partnership	Ken Hudson	4 years / 29.09.2022
Partnership	Joy Mason	4 years / 21.09.2023
Partnership	Anne Porcheron	4 years / 12.09.2024
Parent	Helen Chandler	4 years / 19.03.2025
Parent`	Mike Haines	4 years / 12.09.2024 Resigned 23/9/2021
Parent	Vacancy	
Parent	Dee Swaby	4 years/26.11.20
Parent	Annamaria Garbulet	4 years / 27.01.2024
Staff	Olivia O'Connor	4 years / 20.01.2023
Local Authority	Tony Eginton	4 years / 23.09.2022
Headteacher	Andrew Davies	Ex-officio

The Clerk to the Governing Body is	Ms Kate Boulter (resigned 29.01.21) / Mrs Tracey Middleton
The Chair of the Governing Body is	Mrs Joy Mason
The Vice Chair of the Governing Body is	Mr Ken Hudson

This Governing Body is allowed to appoint 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 Member	Term of office	Voting rights at committee level?
None in 2019-20		

How the Governing Body delegates and distributes its duties

The Governing Body has committees which are reviewed annually.

Committee 1 Curriculum	Committee 2 Finance & Premises
<u>Members</u> Andrew Davies (Headteacher) Olivia O'Connor (Staff Governor) Ken Hudson (Chair of Committee) Karen Retter Joy Mason Helen Chandler Olivia O'Connor	<u>Members</u> Andrew Davies (Headteacher) Olivia O'Connor (Staff Governor) Anne Porcheron (Chair of Committee) Karen Retter Tony Eginton Mike Haines Lauren Samson
<u>Remit of committee</u> Curriculum Achievement and Attainment Inclusion Appropriate policies	<u>Remit of committee</u> Financial Planning and Control Premises & Health and Safety Appropriate policies
<u>Number of meetings – 3 in an academic</u>	<u>Number of meetings - 3 in an academic year</u>
<u>Key decisions made</u> <ul style="list-style-type: none"> Reviewed internal monitoring reports for : <ul style="list-style-type: none"> .English (writing);ICT; History, Computing and D.T : Maths PE; English ;reading There was a discussion about the ability of all children to access remote learning and how the school was helping children gain access to ipads and computers to ensure there was full participation in tasks and the families felt supported during lockdown to ensure children continued to learn well. Discussed at report on introducing impact for writing , a two year project aimed at improving creative writing and asking for specific examples of the impact of this on the children's work. Monitored implementation of the School Development Plan. Committee reviewed report from the LA School Improvement visit on 4 October 2020. This had been conducted by Zoom and followed the 	<u>Key decisions made</u> <ul style="list-style-type: none"> Received monitoring reports and asked questions on the school budget. Reviewed the SFVS, Finance Policy and Procedures, Best Value Statement and Private School Fund Statement and recommended them to the FGB for approval. Reviewed premises update to look at ongoing issues arising from the new build. Received reports on compliance with health and safety requirement. Compared the school with others using benchmarking data. Reviewed the school's service level agreements to ensure relevancy and value for money. Approved the revised Emergency and Disaster Plan. Reviewed the draft budget for 2021/22 and recommended it to the Full Governing Body.

<p>headings of an Ofsted visit. Governors NOTED the report, which was overwhelmingly positive, and welcomed the input from external reviewers.</p> <ul style="list-style-type: none"> • Reviewed parent survey results. It showed parents felt school's home learning offering was far more organised than it had been when all schools were required to close and provide home learning at short notice in March 2020. • Discussed baseline assessment and the catch-up plans that had been put in place • Reviewed attendance data and asked school what plans had been put in place to keep children attending. It was noted that the school accepted more than the emergency workers children if they had assessed there was a family need or parents were not coping. • Had feedback from the staff wellbeing committee that monitors children and staff wellbeing. The chair of governors is part of that committee. Had reports back from the analysis • Monitored that wellbeing and preparedness for learning was central to the teaching and learning strategy • Governors reviewed the impact of the TLR appointment to improve the 6R's and acknowledged that it could be seen that these were being integrated into every aspect of school activities. • Governors also reviewed the plans to develop the curriculum to make it broader and deeper over the next two years. The introduction of the concepts of diversity and dilemma are being embedded into all aspects of the curriculum • Use of the pupil premium money and catch up money by receiving reports on the impact of interventions and purchases such as the running track have ensured value for money and positive impact on the children's learning and wellbeing. • Plans to develop link governors to visit school when the Covid situation allows but until that time video links with key staff had taken place 	<ul style="list-style-type: none"> • Considered plans for adapting the premises to enable the safe re-opening of the school following lockdown. • Reviewed extra costs resulting from the COVID contingencies. Reviewed the impacts on all grants the school had received including pupil premium, sports premium and the Catch up premium. • Approved lettings, charging and remissions, whistleblowing, debt recovery and disposal policies and payroll procedures.
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Committee 3 Personnel & Pay (joint with Hillside Infant School)	
<u>Members</u> Andrew Davies (Headteacher) Joy Mason (Chair of Committee) Liz Stephenson Jo Palmer Ken Hudson	
<u>Remit of committee</u> Staff Recruitment Teachers' Pay Appropriate policies	
<u>Number of meetings - 3 in an academic year</u>	
<u>Key decisions made</u>	
<ul style="list-style-type: none"> • Confirmed Teacher appraisals had taken place and the Head teacher performance review had taken place with the Chair and Vice Chair of Governors • Recommended the adoption of the pay policy • Reviewed staff appointments and applications for threshold, including TLR appointments. • Encouraged the SLT to develop middle management roles and reviewed their development • Participated in staff interview panels • Formed the workparty that worked to appoint external professional advisors to make permanent appointments for the Headteacher and Deputy Head • Discussed staffing availability and wellbeing issues relating to school closure, including asking if staff had any training on bereavement and mental health recently.to receive the Head's report on personnel issues 	

Specific panels of the Governing Body are convened as required for:

- School Complaints
- Staff Grievance, Discipline and Contract Review
- Pupil Discipline

The Governing Body 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 who regularly visit the school to observe their area of responsibility.

Area of responsibility	Named Governor
Safeguarding & Wellbeing	Joy Mason
Special Educational Needs & Disability (SEND)	Anne Porcheron / Ken Hudson
Health and Safety	Karen Retter/Liz Stephenson
Finance	Anne Porcheron
Maths	Ken Hudson

During the last academic year, governors were unable to visit due to the coronavirus lockdown and the closure of schools to most pupils. The Safeguarding and SEND Link Governors kept in touch with the school by phone or videoconferencing.

Governing Body effectiveness and impact

What were the significant challenges for the Governing Body in 2020/21?

- Covid-19 closure of schools and planning for safe re-opening.
- The wellbeing of staff and pupils.
- At a time of unprecedented challenges for schools, ensuring continuity of leadership following the retirement of one of the co-headteachers, advertising for a Head teacher and Deputy Headteacher were priorities to have a permanent senior leadership team in place who had the vision and skill to move the school forward.
- Maintaining a cohesive and effective Governing Body through remote working.
- Continuing financial pressures.
- Providing constructive challenge and support to the school through a period of change continuing to adapt to the new building and remote learning

How were the challenges met?

- The Governing Body provided support and advice to the Senior Leadership Team throughout school closure, both in one-to-one phone calls with staff members and through continuation of Governing Body meetings held by video link. The Chair continued weekly meetings with the SLT throughout the year.
- Governors discussed support for staff working from home, how those shielding would be helped to return to work, and how to make the school feel a safe place for all staff and pupils.
- The Governing Body put considerable thought into the appointments of the Headteacher and the Deputy, liaising with the local authority and taking external professional advice.
- The budget was closely monitored throughout the year.
- Governors monitored the school's adjustment to new ways of working in the new building, and some defective building works which required rectifying.

What were the achievements of the Governing Body for 2020/21?

- Maintaining a skilled and effective Governing Body, particularly during the disruption caused by COVID.
- Appointing a permanent Headteacher and Deputy Headteacher.

- Initiating the review of our vision for the school and canvassing all stakeholders to ensure our plans are central to that common vision.

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

- The Governing Body has a full complement of governors with a broad range of specialist skills who contribute to the school in many ways, particularly finance, HR, governance, wellbeing and maths.
- The appointment of the leadership team has provided continuity at a challenging time.

Find out more about our school ...

- Link to Ofsted report <https://files.api.ofsted.gov.uk/v1/file/50092436>
- Our school's performance data can be found at <https://www.compare-school-performance.service.gov.uk/school/102435/hillside-junior-school/primary>
- Link to school's website <http://www.hillsidejunior.org/>
- Link to school's pupil premium statement on the school's website http://www.hillsidejunior.org/serve_file/785048
- Link to school's PE and sport premium information on the school's website http://www.hillsidejunior.org/serve_file/783871
- Link to Governing Body and committee meeting attendance http://www.hillsidejunior.org/serve_file/1720416
- Link to Governing Body Register of Interests (2020-21) http://www.hillsidejunior.org/serve_file/1720414
- 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/>

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

Chair of Governor's signature	
Date	24 September 2021
Planned review date	September 2022

Plans for 2021/22

Vision:

Annual Business

- Conduct Election of Chair and Vice Chair
- Agree clerking arrangements
- Annual review of Instrument of Government, list of governors and terms of office, recruitment and succession planning for academic year – advise LA of membership and contacts via LA template
- Review requirement for school email address
- Agree Remote access to meetings
- Confirm dates of meetings for year agreed last term & blended approach
- GHUB reconfirmations - Register Of Business interests, Whistle Blowing Policy, Code of Conduct, KCSIE, ICT Acceptable Use Policy
- Confirm GHUB personal tabs up to date including training and contact information
- Agree Schedule of Financial Delegation as recommended by committee
- Agree review of policies for this academic year (GB, Committee, Link governor, School)
- Agree Committee Membership & Elect Committee Chairs & Vice Chairs & agree clerking arrangements
- Adopt Terms of Reference
- Check training requirements (e.g. safer recruitment 5 years, safeguarding 4 years, exclusions 2 years). Agree topic for whole GB training
- Review Link Governors and agree visit timetable and focus
- Agree Governor Day and focus of visit 21st March 2022
- Agree focus of governor visits and policy monitoring
- Adopt School Development Plan (SDP) and agree (monitoring and reporting) for this academic year - Board and Committees and Link Governors
- Agree Self Evaluation process (monitoring and reporting) for this academic year - Board and Committees
- Agree process and timing for receiving Annual Safeguarding Report & Annual Safeguarding checklist to the GB, the CLA Report, Annual DPO report, Annual H&S Report
- GDPR refresher training including privacy statement
- Agree Financial Monitoring with Finance and Premises Committee
- Agree strategic discussion item
- Send GB minutes to LA
- Implement Well Being Charter
- NGA ethical leadership audit

Governing Body 1

5th October 2021

- Receive monitoring and impact reports on funding PPG, SP, Covid Catch up
- Monitor School Development Plan
- Audit and Ensure statutory requirements met for school website and GIAS, inc. use of Pupil Premium, Catch Up Premium and Sports Premium, Governor page, Admissions, SENd etc
- GDPR
- Monitor risk assessments
- Chair to update programme of work
- Send GB minutes to LA

JOINT Personnel and Pay Committee 1

3rd November 2021

- Review and approve changes to staff structure for budget consideration
- Approve pay policy for 2021/22
- Benchmark costs using the DfE School financial benchmarking tool,
- Review Governor Induction Pack
- Recruitment
- CPD
- Performance management of staff and headteacher

October Finance meeting

4th November 2021

- Termly budget review to include: *Report on monthly budget monitoring, Capital Expenditure, Medium term plan Monitoring of termly Budget outturn; Report on monthly budget monitoring, Capital Expenditure, Medium term financial plan, Fund account, LA finance updates, agree benchmarking, Monitor actions from audits (SFVS preparation, Fund account, etc.), Debt register, Virements, Hiring's & Lettings, Contract register, Review of PAN and current roll*
- Consider virements
- Agree benchmarking for the year
- Review SDP /Buildings Plan
- Undertake Annual Premises Management Report to present to GB
- Receive Termly H&S audit
- Receive Fire drill Report
- Review Evacuation Procedure
- Receive Accident Report
- Undertake Audit /Risk Management
- Review Accessibility Plan/Compliance with DDA
- Monitor Energy Efficiency Scheme
- Undertake SFVS review to report to GB
- Review Insurances
- Review Debt Register
- Receive Catch Up, Pupil Premium Reports
- Receive external Fund Account Audit

- Review School Development priorities pertaining to this committee

Curriculum and Standards

19th November 2021

- SDP – To receive reports from subject teachers for science, RE and PSHCE and review the impact of the ongoing training on the Impact for writing
- Review extracurricular provision and clubs
- Baseline assessments
- Monitor Behaviour and attitudes

Governing Body 2

17th January 2022

- Monitoring
- Report from School Improvement Partner
- Receive Committee & link visits reports
- Receive monitoring and impact reports on funding PPG, SP, Covid Catch up
- Monitor School Development Plan progress, evidence and impact Review available assessment data:
 - SEND
 - Pupil Premium
 - Vulnerable Groups
- Receive update from HT Performance Mgt Panel
- Review Attendance Targets and agree monitoring arrangements (HT report)
- Audit and Ensure statutory requirements met for school website and GIAS, inc. use of Pupil Premium, Catch Up Premium and Sports Premium, Governor page, Admissions, SEND etc
- Pupil Achievement, Behaviour and Safety
- Receive and ask questions of the Head's written termly report including Exclusion of Pupils - < 5 day fixed term, age, gender, ethnicity, length, reason, group; Complaints, bullying & racist incidents , address each area of SEF, progress within year groups, roll, attendance, PP, SP and vulnerable groups, equalities, strategies and monitoring will be in place to support the mental health and wellbeing of staff and pupils, the 21/22 curriculum planning, NQT and Staff Induction
- GDPR
- Monitor risk assessments
- Chair to update programme of work
- Send GB minutes to LA

Finance and Premises Committee 2

TBC

- Termly budget review to include: *Report on monthly budget monitoring, Capital Expenditure, Medium term plan Monitoring of termly Budget outturn; Report on monthly budget monitoring, Capital Expenditure, Medium term financial plan, Fund account, LA finance updates, agree benchmarking, Monitor actions from audits (SFVS preparation, Fund account, etc.), Debt register, Virements, Hiring's & Lettings, Contract register, Review of PAN and current roll*
- Medium Term Financial Planning – draft budget for initial review
- Financial Procedures Manual Review
- SFVS/Audit/Risk Management
- Complete SFVS return
- Report of Financial changes
- Draft Budget preparation (staffing, capital expenditure)
- Discuss budget priorities for next financial year linked to SDP
- Self-Evaluation of Internal Controls
- Receive Sports Funding Reports
- Premises Development Plan, Report and survey
- Termly H&S audit
- Fire Risk Assessment Review
- Receive Fire drill Report
- Receive Accident Report
- Review SDP/Buildings Plan
- Inventory and Inventory Procedures
- Asset register and management plan
- Risk Register
- Present Benchmarking
- Review School Development priorities pertaining to this committee

JOINT Personnel and Pay Committee 2

14th March 2022

- Review Committee Terms of Reference to recommend to GB and self-evaluate impact of Committee this year
- Review programme of works for next academic year
- Review and agree Governor Induction Pack
- Receive NQT Update
- Review Self Evaluation – Quality of Teaching, and, Leadership and Management
- Review Self Evaluation for this committee
- Review and approve changes to staff structure for budget consideration
- Recruitment
- CPD
- Performance management
- Review School Development priorities pertaining to this committee

21st March 2022 Governors Day

Activities to be confirmed...meet parents , meet staff, visit classrooms, do assembly? School Council?

Curriculum and Standards

25th March 2022

- SDP – To receive reports from subject teachers for maths, reading and writing
- Review SDP progress
- Baseline assessments
- Monitor Behaviour and attitudes

Governing Body 4

TBC

Budget

- Approve Budget
- Review SFVS return
- Review SFVS Action Plan
- Confirm Financial Procedures in place e.g. manual and tailored to school including debt recovery, refunds, asset disposal
- Approve Best Value Statement
- Agree staffing structure for next year
- Receive Committee & link visits reports including Gov Skills Dev report on Governor training attended and required
- Review of year including feedback on performance targets - Evaluate governing body's effectiveness over the past year, relating this to targets set in the autumn term
- Review Self Evaluation Form – Leadership and Management
- Receive update on Pupil Voice – questionnaires
- Receive update on Parent Voice – questionnaires
- Review Engagement with community and the wider school sector
- Agree content of annual newsletter to parents from GB
- Annual audit of school website for compliancy
- Receive Head's written report including Exclusion of Pupils bullying & racist incidents, register of pupils, Attendance/punctuality report
- Review HIP Report (Progress) and any inspection reports e.g. Ofsted, Internal Audit, H&S, etc.
- GDPR
- Chair to update programme of work
- Send GB minutes to LA

Curriculum and Standards 3

25th June 2022

- Review Committee Terms of Reference to recommend to GB and self evaluate impact of this committee this year
- Review programme of works for next academic year
- SDP – To receive reports from subject teachers for history/geography, computing, art and review the impact of the ongoing training on the Impact for writing
 - SDP – monitor and review Priority 3 Receive SEND Link Governor Report

- Initial SATs analysis
- SDP – monitor and review
- SEF – monitor and review
- Teacher/Subject presentation/report
- School Learning Walk?
- Subject deep dive focus- Reading

Finance and Premises Committee 3

tbc via MS Teams

- Review Schedule of Financial Delegation & Committee Terms of Reference to recommend to GB and self evaluate impact of Committee this year
- Termly budget review to include: *Report on monthly budget monitoring, Capital Expenditure, Medium term plan Monitoring of termly Budget outturn; Report on monthly budget monitoring, Capital Expenditure, Medium term financial plan, Fund account, LA finance updates, agree benchmarking, Monitor actions from audits (SFVS preparation, Fund account, etc.), Debt register, Virements, Hiring's & Lettings, Contract register, Review of PAN and current roll*
- Review programme of works for next academic year
- Consider benchmarking data
- Review of lettings and sustainability
- Review of FSM and promotion to parents
- Review Contracts register
- Review cheque signing & Online banking usage and authority for approval.
- Review available local funding and revenue opportunities
- SFVS/Audit /Risk Management
- Review Premises Development Plan and summer works
- Impact of Capital Expenditure
- Receive Termly H&S audit
- Receive Fire Drill report
- Receive Accident book review
- Review Business Continuity Plan
- Review School Development priorities pertaining to this committee
- Review staff structure for next year and the budget implications thereof