



**Hillside Junior School  
Annual Governance Statement 2022-23**

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

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

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

<b>Name of Headteacher</b>	Mr Andrew Davies
<b>Name of Deputy Headteacher</b>	Mrs Olivia O'Connor

<b>Date of Annual Governance Statement</b>	September 2023
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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
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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
<b>Total number of governors = 14</b>	

On the 6<sup>th</sup> September 2023 the Board was reconstituted to have a total of 12 governors by reducing the parent governors to 2 instead of 4

## Who volunteers on the school's Governing Body?

Category of Governor	Full Name	Term of Office
Co-opted	Raju Shah	4 years / 21.08.2026
Co-opted	Liz Stephenson	4 years / 15.07.2024
Co-opted	Jo Palmer	4 years / 21.02.2026
Co-opted	Nina Oskarsdottir	4 years/ 17/3/26
Partnership	Ken Hudson	4 years / 29.09.2026
Partnership	Joy Mason	4 years / 21.09.2027
Partnership	Anne Porcheron	4 years / 12.09.2024
Parent	Saud Taj	4 years / 16.11.2026
Parent	Vacancy	
Staff	Olivia O'Connor	4 years / 20.01.2027



Local Authority	Tony Eginton	4 years / 23.09.2026
Headteacher	Andrew Davies	Ex-officio

<b>The Clerk to the Governing Body is</b>	Mrs Tracey Middleton
<b>The Chair of the Governing Body is</b>	Mrs Joy Mason
<b>The Vice Chair of the Governing Body is</b>	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 2022-23		

### **How the Governing Body delegates and distributes its duties**

The Governing Body has committees which are reviewed annually.

<b>Committee 1 Curriculum</b>	<b>Committee 2 Finance &amp; Premises</b>
<u>Members</u> Andrew Davies (Headteacher) Olivia O'Connor (Deputy Headteacher) Ken Hudson (Chair of Committee) Nina Oskarsdottir Joy Mason	<u>Members</u> Andrew Davies (Headteacher) Anne Porcheron (Chair of Committee 2022-2023) Joy Mason Tony Eginton Raju Shah (Chair of Committee 2023-2024)
<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 year</u>	<u>Number of meetings - 3 in an academic year</u>
<u>Key decisions made</u>	<u>Key decisions made</u>



- ❖ Reviewed internal monitoring reports:
  - Maths, reading and Science in the autumn term
  - RE, computing and writing in the spring term
  - DT, PE and MFL in the summer term
- ❖ A focus throughout the year has been on attendance and what the impact of the actions of the school have been to improve it.

We have been working with the school to:

- ❖ To support the challenge of raising standards
- ❖ To work with the school to ensure that performance data is available for vulnerable groups so that governors can monitor their progress and the effectiveness of pupil premium spending.
- ❖ The actions of the school to improve reading fluency have been monitored and the effectiveness of the comprehensive interventions program has been keenly watched to see pupil improvement throughout the year. This was especially important because the year 3 cohort had a lower attaining entry point explained by the absence from school because of Covid 19. The governors have been able to see how a reading audit was used to identify the starting points for the children and how this year the key focus of staff inset had been used to develop a love of reading throughout

- ❖ 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 defects 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.
- ❖ Reviewed the draft budget for 2022/23 and recommended it to the Full Governing Body. This included a 3 year forecast .
- ❖ Monitored the effect of rising energy prices and how the school had used money to try and reduce energy needs
- ❖ Considered and monitored the use of the Coronavirus grants
- ❖ To review staff absence and supply costs and the school's decisions to deal with insurance as the insurance many schools used in the Borough was no longer going to be available.
- ❖ To manage the potential changes to School Teachers Pay and Conditions.
- ❖ To work with the school to ensure that all teaching is good or better.
- ❖ Ensure we are achieving Value for Money in our spending.
- ❖ Track Pupil Premium and Sport



the school.

- ❖ Governors were keen to participants in the School science week which fully delivered the curriculum and created obvious awe, wonder and excitement.
- ❖ The school has invested in the talk for writing scheme. CPD had been used to reintroduce grammar coverage sheets so teachers could track progress. This includes training and using the support staff so they could help the children more effectively.
- ❖ Governors were able to ask questions about how subjects and progress were being monitored. This included being part of the borough monitoring system so there had been external monitoring as well,
- ❖ Monitored implementation of the School Development Plan. We linked governors to different aspects of the plan
- ❖ The governors were pleased to attend a governor day where were able to see lessons in progress, see a very well received achievement assembly, talk to the school council about things they thought were important in the school and share some time with staff.
- ❖ Reviewed parent survey results.
- ❖ Discussed the Analyse School KS2 Performance Summary for 2021/22 and expectations for 2022/23 cohort KS2 SATS.

Premium spending.

- ❖ To review the impact of employing Kirk and Kirk as the school's health and safety advisors, review the audit and training they provided.



### **Committee 3 Personnel & Pay (joint with Hillside Infant School)**

#### Members

Andrew Davies (Headteacher)  
Joy Mason (Chair of Committee)  
Liz Stephenson  
Jo Palmer  
Ken Hudson until September 2023

#### Remit of committee

Staff Recruitment  
Teachers' Pay  
Appropriate policies

#### Number of meetings - 3 in an academic year

#### Key decisions made

- ❖ Monitor the Performance Management process to ensure all staff have an objective linked to the school performance targets.
- ❖ To appoint an advisor and carry out the Headteacher's performance review
- ❖ To receive the headteacher's report on staffing including wellbeing and absences
- ❖ To review the impact of the ECT programme
- ❖ To confirm all staff had carried out safeguarding training
- ❖ To appoint a new site manager
- ❖ To confirm that the SCR had been checked, that associated safer recruitment training had been carried out.
- ❖ The committee reviewed the



<p>staffing structure to ensure it met the needs of the school, that any appointments were budgeted for and could be sustained.</p> <p>❖ Governors have attended training so that there is an understanding of the appropriate approach towards restructuring should that be required at any point in future years. However, the primary aim is to make good appointments that can be sustained into the future to go stability and benefit the children by helping them reach their full potential.</p>	
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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.

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





During the summer term 2020, 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 2022/23?***

- This was the first full year back after the Covid-19 closure of schools and planning for 'catch up' and safe re-opening were of paramount concern. This included plans to think about the academic achievement of the pupils, their wellbeing, attendance and behaviour. All aspects of school life needed to be reviewed.
- The wellbeing of staff and pupils.
- The Headteacher and Deputy both completed their NPQH this year which meant both had large workloads in a challenging year.
- The way the governing body worked needed to be reviewed after two years of remote working coming back into school and developing relationships with staff and pupils took time. The governing body has used this year to review which meetings need to be in person and which can be carried out remotely. This is making people conscious of use of time.
- Continuing financial pressures due to inflation, pay awards and energy price rises.

### ***How were the challenges met?***

- The Governing Body provided support and advice to the Senior Leadership Team throughout their NPQH studies and their work was used to inform the development of new policies that the board has since adopted. This includes new ways of monitoring and dealing with absence, new behaviour policies, a new and exciting curriculum which is both broad and deep. The impact of their studies is that they have both been asked to showcase Hillside Junior School to the next cohort of NPQH and speak about their experiences.
- The policies they have presented to the Governing Board have been adopted and we have seen sound progress since the year before showing the priorities on reading, maths and writing have worked well. We have also seen the next steps have been identified in the SEF and are informing the SDP for this coming year.
- Governors have been able to see how the SLT have become excellent facilitators and have developed the subject coordinators in the school to take ownership of an area of the curriculum. They speak with passion and confidence about their areas of responsibility and their future plans.
- The budget was closely monitored throughout the year and the resources bought have been used to improve the standards of the children.



### ***What were the achievements of the Governing Body for 2022/23?***

Ensuring that training and resources were linked to the needs of the children

- Encouraging the SLT to forward plan with staffing to deal with budgetary constraints and use staff efficiently.
- Newly appointed leaders have completed their training successfully and used it to improve the policies the school uses. They have responded to the questions and challenge the governors have given them to change the school.
- 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.

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

- Yes, the challenge has meant we have started this academic year with a budget that allows the school to plan and develop the curriculum it has prepared for this year.
- External moderators have praised the depth of the curriculum plans.
- The amount of progress of the children at the end of Key Stage 2 has increased from 2022 to 2023 showing the work in the school has been effective.
- Walking around the school it is a calm learning place but there is also a lot of enthusiasm and the children clearly enjoy learning. The school environment is stimulating and well maintained. This means the school has used the resources it has well.



## 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/page/pupil-premium/8310>
- Link to school's PE and sport premium information on the school's website <http://www.hillsidejunior.org/page/sports-premium-/8313>
- 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/>



## Governing Body Register of Interests (2019-20)

### 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.

Full Name	Category of Governor	Declarations of Members' Interests: Business, Educational and Personal
Karen Retter	Co-opted	<ul style="list-style-type: none"><li>• Chair of 2nd Northwood Scouts</li><li>• Governor of Hillside Infant School</li></ul>
Liz Stephenson	Co-opted	<ul style="list-style-type: none"><li>• Employed by Promoveritas</li></ul>
Jo Palmer	Co-opted	<ul style="list-style-type: none"><li>• Employed by Harefield Junior School, LBH</li><li>• Chair of Hillingdon Governors Executive Committee</li><li>• Governor of Hillside Infant School</li></ul>
vacant	Co-opted	n/a
Ken Hudson	Partnership	<ul style="list-style-type: none"><li>• Employed by Pod Haulage Ltd &amp; Henry Taylor Transport Ltd</li><li>• Director of Henry Taylor Transport Ltd</li></ul>
Joy Mason	Partnership	<ul style="list-style-type: none"><li>• Self-employed - Home School Tutoring N/NW London</li><li>• Magistrate adult bench West London</li><li>• Governor of Hillside Infant School</li></ul>
Anne Porcheron	Partnership	<ul style="list-style-type: none"><li>• Employed by Kaplan Financial as a tutor</li><li>• Trustee of Girlguiding NW Middx</li><li>• Governor of Hillside Infant School</li></ul>



Helen Chandler	Parent	NONE
Mike Haines	Parent	<ul style="list-style-type: none"><li>•Witts Limited</li><li>•Spouse works in Hillside Infant School</li><li>•Governor of Hillside Infant School</li></ul>
Lauren Samson (27.01.2020 to 03.09.2020)	Parent	NONE
Annamaria Garbulet (27.01.2020 to 19.03.2020)	Parent	NONE
Olivia O'Connor	Staff	NONE
Tony Eginton	Local Authority	<ul style="list-style-type: none"><li>•Elected Member of LBH</li><li>•Own business - Tony Eginton &amp; Co. Chartered Accountants</li><li>•Governor of Minet Infant &amp; Nursery</li></ul>
Veronica Shepherd	Co-Headteacher	<ul style="list-style-type: none"><li>•Member of Primary Forum Executive</li></ul>
Andrew Davies	Co-Headteacher	NONE

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

<b>Chair of Governor's signature</b>	
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<b>Date</b>	24 September 2020
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<b>Planned review date</b>	September 2021
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