



Annual Governance Statement For Oak Farm Junior School 2016 - 2017



School Name	Oak Farm Junior School
School Address	Windsor Avenue Hillingdon Middlesex UB10 9PD
Telephone number	01895 238812
Contact email address	office@oakfarm.hillingdon.sch.uk
Website	www.oakfarmjunior.co.uk

The governing body must be only contacted via the school details given above, which is the legal business address for the whole governing body.

Category of school	Foundation
DfE number	3125201
Ofsted grading and date of last inspection	Good

Name of Headteacher	Mr Alan Mills
Name of Assistant Headteacher	Miss Catherine Lawrence Mr Andrew Betts

Date of Annual Governance Statement	1 st September 2017
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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

1st September 2016

Category of Governor	Appointed or elected onto the governing body?
4 x Co-opted	Appointed on to the governing body by the governors
2 x Partnership	Appointed on to the governing body by the local community
5 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
Headteacher	Mr Alan Mills	Ex. Officio
Staff	Mrs Kerry Stonely	14/12/2017
Local Authority	Mrs Teresa Doyle	15/5/2018
Partnership	Mrs Pritima Maisuria	01/09/2020
Partnership	Ms Tracy Allen	08/05/2021
Parent and Chair	Mr Neil McLoughlin	24/09/2020
Parent and Vice Chair	Mr Francis Saunders	01/12/2018
Parent	Mrs Maria Brough	01/12/2018
Parent	Mr Robin Dearing	13/03/2021
Parent	Mr Kamesh Patel	23/01/2021
Co-Opted	Miss Katherine Harker	01/09/2019
Co-Opted	Miss Rebecca West	25/04/2021
Co-Opted	Vacancy	Vacancy
Co-Opted	Vacancy	Vacancy

The Clerk to Governors is	Mrs Silvia Alves
The Chair of Governors is	Mr Neil McLoughlin
The Vice Chair of Governors is	Mr Francis Saunders

How the governing body delegates and distributes its duties

The governing body agreed to form the following committees on 6th July 2015. This is reviewed annually.

Curriculum Committee	Finance and Personnel Committee	Joint Premises Committee
<ul style="list-style-type: none"> • <i>Membership</i> - A minimum of three Governors, the Headteacher or Assistant and one Staff Governor • <i>Remit</i> - Promote the implementation of Curriculum policies • <i>Number of meetings held in academic year</i> - Three • Developed a new Assessment Model and the new curriculum to enrich learning. 	<ul style="list-style-type: none"> • <i>Membership</i> - Two Governors and Two members employed by the school • <i>Remit</i> - Overall responsibility for the Financial Management and Budgetary control of the School. To be the first contact within the Governing Body to handle any Personnel issues that may arise. • <i>Number of meetings held in academic year</i> - Six • Closely monitored school budget, currently revaluing service and income revenues. 	<ul style="list-style-type: none"> • <i>Membership</i> - A minimum of two Governors, one from each school, the Headteacher or Assistant from each school and the Facilities Manager who shall not be a voting member. • <i>Remit</i> - To identify maintenance requirements, deal with any outcomes from health and Safety issues. To advise on any building or maintenance problems as they occur. The planned development and expenditure of maintenance. • <i>Number of meetings held in academic year</i> - Three • Work on school continuity plan

Specific panels of the governing body are convened as required for:

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline
- Admissions
- Admissions Appeal
- Staff Performance Review

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.

Area of responsibility	Named Governor	Number of visits to school in this role in academic year
Safeguarding	Neil McLoughlin	5
Special Educational Needs and Disability (SEND)	Neil McLoughlin	1
School Data	Robin Dearing	5
Finance	Francis Saunders	12
Attendance	Neil McLoughlin	2
Admissions	Neil McLoughlin	1
Pupil Premium	Neil McLoughlin	2
Visits as chair	Neil McLoughlin	15

Governing body and committee meeting attendance

Governor name	Full Governing Body Meeting Dates and Attendance					
	Autumn Term 26/09/16	Autumn Term 05/12/16	Spring Term 23/01/17	Spring Term 13/03/17	Summer Term 08/05/17	Summer Term 10/07/17
Mr Alan Mills	Attended	Attended	Attended	Attended	Attended	Attended
Mrs Kerry Stonely	Attended	Attended	Attended	Attended	Attended	Attended
Mrs Teresa Doyle	Attended	Attended	Attended	Attended	Attended	Attended
Mrs Pritima Maisuria	Apologies received and accepted	Attended	Attended	Apologies received and accepted	Attended	Attended
Ms Tracy Allen					Attended	Attended
Mr Neil McLoughlin	Attended	Attended	Attended	Attended	Attended	Attended
Mr Francis Saunders	Attended	Attended	Attended	Attended	Attended	Attended
Mrs Maria Brough	Attended	Attended	Attended	No attendance no apologies received	Attended	No attendance no apologies received
Mr Robin Dearing	Attended	Attended	Attended	Attended	Apologies received and accepted	Attended
Mr Kamesh Patel				Attended	Attended	Attended
Miss Katherine Harker	Attended	Attended	Attended	Attended	Attended	Attended
Miss Rebecca West					Attended	Attended
Mrs Suki Rai	Attended	Resigned				

Membership	Finance and Personnel Committee Meeting Dates and Attendance					
	Autumn Term 26/09/17	Autumn Term 22/11/16	Spring Term 23/01/17	Spring Term 28/02/17	Summer Term 08/05/17	Summer Term 27/06/17
Alan Mills	Attended	Attended	Attended	Meeting cancelled	Attended	Attended
Francis Saunders	Attended	Attended	Attended	Meeting cancelled	Attended	Attended
Teresa Doyle	Attended		Attended	Meeting cancelled	Attended	Attended
Robin Dearing	Attended	Attended	Attended	Meeting cancelled	Apologies received and accepted	Attended
Maria Brough	Attended		Attended	Meeting cancelled	Attended	Attended
Pritima Maisuria	Apologies given and accepted		Attended	Meeting cancelled	Attended	Apologies received and accepted
Rakhi Batra	Attended	Attended	Attended	Meeting cancelled	Attended	Attended

Membership	Curriculum Committee Meeting Dates and Attendance		
	Autumn Term 5/12/16	Spring Term 13/03/17	Summer Term 10/07/17
Alan Mills	Attended	Attended	Attended
Kerry Stonely	Attended	Attended	Attended
Katherine Harker	Attended	Attended	Attended
Teresa Doyle	Attended	Attended	Apologies received and accepted
Neil McLoughlin	Attended	Attended	Attended
Beckie West			Attended

Membership	Joint premises Committee Meeting Dates and Attendance *		
	Autumn Term 11/10/16	Spring Term 31/01/17	Summer Term 06/06/17
Alan Mills	Attended	Attended	Attended
Teresa Doyle	Attended	Attended	Apologies received and accepted
Francis Saunders	Attended	Attended	Attended
Neil McLoughlin	Attended	Apologies given and accepted	Attended

*Junior School Governors Only

Governing body effectiveness and impact

What were the significant challenges for the governing body in 2016/17?

- New Assessment and Curriculum Model
- The School Budget
- Staff Restructure
- Recruitment of Governors

How were the challenges met?

- School has evolved an assessment model based on what works best, and the curriculum was developed and reviewed in light of the needs of the children in our school.
- Constantly reviewing budget focusing on variances and as a school we are looking at generating more income.
- Developing Partnerships.

What were the achievements of the governing body for 2016/17?

- Governors played an important role in the staff restructure and the budget.
- Introduction of a cashless system at the school.
- We have reviewed the impact of the new curriculum, as we have met with curriculum leaders.
- Key governors have worked effectively with the leads in the school.

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

- We as a governing body have a better understanding of the needs of the school. The school is evolving to meet the challenges of the new educational landscape.
- The children are at the centre of all decisions that are made about the school.

Find out more about our school ...

- Link to Ofsted report: http://www.oakfarmjunior.co.uk/files/102431_2.PDF
- Our school's Ofsted data dashboard can be found at: <https://www.compare-school-performance.service.gov.uk/school/102431>
- Link to school's website: <http://oakfarmjunior.co.uk>
- Link to school's pupil premium statement on the school's website: <http://www.oakfarmjunior.co.uk/?nav=pupilpremium>
- Link to school's PE and sport premium information on the school's website: http://www.oakfarmjunior.co.uk/files/Sports_Premium_Statement_2016-17.PDF
- 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/parent-view-results/survey/result/1847/all>

Governing Body Register of Interests (2017/2018)

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
Mr Alan Mills	Headteacher	<ul style="list-style-type: none"> • Nothing to declare
Mrs Kerry Stonely	Staff	<ul style="list-style-type: none"> • Nothing to declare
Mrs Teresa Doyle	Local Authority	<ul style="list-style-type: none"> • The Douay Martyrs School • Diocese of Westminster • JCD Painting & Decorating
Mrs Pritima Maisuria	Partnership	<ul style="list-style-type: none"> • Nothing to declare
Ms Tracy Allen	Partnership	<ul style="list-style-type: none"> • The Schools HR Co-operative
Mr Neil McLoughlin	Parent and Chair	<ul style="list-style-type: none"> • Oak Farm Kung Fu Club • The Japanese Club
Mr Francis Saunders	Parent and Vice Chair	<ul style="list-style-type: none"> • The Breakspear School
Mrs Maria Brough	Parent	<ul style="list-style-type: none"> • Nothing to declare
Mr Robin Dearing	Parent	<ul style="list-style-type: none"> • St. Charles Catholic Sixth Form College • Trustee of Hillingdon Park Baptist Church • Trustee of Dovetail Community Outreach
Mr Kamesh Patel	Parent	<ul style="list-style-type: none"> • Nothing to declare
Miss Katherine Hawker	Co-Opted	<ul style="list-style-type: none"> • Nothing to declare
Miss Rebecca West	Co-Opted	<ul style="list-style-type: none"> • Nothing to declare
Mrs Silvia Alves	Clerk	<ul style="list-style-type: none"> • Nothing to Declare

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

Chair of Governor's signature

N. McLoughlin



Date

10th July 2017

Planned review date

10th July 2018