



## Annual Governance Statement For Oak Farm Junior School 2015 - 2016

<b>School Name</b>	Oak Farm Junior School
<b>School Address</b>	Windsor Avenue Hillingdon Middlesex UB10 9PD
<b>Telephone number</b>	01895 238812
<b>Contact email address</b>	office@oakfarm.hillingdon.sch.uk
<b>Website</b>	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.*

<b>Category of school</b>	Foundation
<b>DfE number</b>	3125201
<b>Ofsted grading and date of last inspection</b>	Good

<b>Name of Headteacher</b>	Mr Alan Mills
<b>Name of Assistant Headteachers</b>	Miss Catherine Lawrence and Mr Andrew Betts

<b>Date of Annual Governance Statement</b>	1 <sup>st</sup> September 2016
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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<sup>st</sup> September 2016

Category of Governor	Appointed or elected onto the governing body?
4 x Co-opted	Elected on to the governing body by the governors
2 x Partnership	Elected 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
<b>Total number of governors = 14</b>	

## Who volunteers on the school's governing body?

Category of Governor	Full Name	Term of Office Ends
Head Teacher	Mr Alan Mills	Ex. Officio
Staff	Mrs Kerry Stonely	14/12/2017
Local Authority and <b>Chair</b>	Mrs Teresa Doyle	15/05/2018
Partnership	Mrs Pritima Maisuria	01/09/2020
Parent and <b>Vice Chair</b>	Mr Neil McLoughlin	24/09/2016
Parent	Mr Francis Saunders	01/12/2018
Parent	Mrs Maria Brough	01/12/2018
Parent	Mrs Alexandra Favinha	19/01/2018
Co-opted	Mr Robin Dearing	01/09/2019
Co-opted	Miss Katherine Harker	01/09/2019
<b>Partnership</b>	<b>Vacancy</b>	<b>Vacancy</b>
<b>Co-opted</b>	<b>Vacancy</b>	<b>Vacancy</b>
<b>Co-opted</b>	<b>Vacancy</b>	<b>Vacancy</b>
<b>Parent</b>	<b>Vacancy</b>	<b>Vacancy</b>

<b>The Clerk to Governors is</b>	Miss Tracy Allen
<b>The Chair of Governors is</b>	Mrs Teresa Doyle
<b>The Vice Chair of Governors is</b>	Mr Neil McLoughlin

*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?
Satwinder Sarron	01/09/2013	No

## How the governing body delegates and distributes its duties

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

Curriculum Committee	Finance and Personnel Committee	Joint Premises Meeting
<ul style="list-style-type: none"> <li>• <i>Membership</i> - A Minimum of Three Governors, The Headteacher or Assistant and One Staff Governor</li> <li>• <i>Remit</i> - Promote the implementation of curriculum policies</li> <li>• <i>No of Meetings a year</i> – Three</li> <li>• Developed a new assessment model and the new curriculum to enrich learning.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Membership</i> - Two Governors and Two Governors employed by the school.</li> <li>• <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.</li> <li>• <i>No of Meetings a year</i> – Three</li> <li>• Closely monitored school budget, currently revaluing service contracts and income revenues.</li> </ul>	<ul style="list-style-type: none"> <li>• Membership - A minimum of two governors, one from each school, The Headteacher or Deputy Head, from each school, The Facilities Manager, who shall not be a voting member.</li> <li>• Remit – 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.</li> <li>• <i>No of Meetings a year</i> - Three</li> <li>• Worked on school continuity plan.</li> </ul>

Specific panels of the governing body are convened as required for

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline
- Admissions Appeals
- 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	Laura Pearce (Left May16)	Five
Safeguarding	Neil Mc Louhlin	Two
Special Educational Needs and Disability (SEND)	Neil McLoughlin	Four
Finance	Teresa Doyle	Three
School Data	Robin Dearing	Two

### Governing body and committee meeting attendance

Governor name	Full Governing Body Meeting Dates and Attendance				
	Autumn Term 28/09/2015	Autumn Term 07/12/2015	Spring Term 14/03/2016	Summer Term 16/05/2016	Summer Term 11/07/2016
Mr Alan Mills	Attended	Attended	Attended	Attended	Attended
Mrs Teresa Doyle	Attended	Attended	Attended	Attended	Attended
Mr Neil McLoughlin	Attended	Attended	Attended	Attended	Attended
Mrs Pritima Maisuria	Attended	Attended	Attended	Attended	Attended
Mrs Laura Pearce	Apologies received and accepted	Attended	Resigned		Attended
Mrs Kerry Stonely	Attended	Attended	Apologies received and accepted	Apologies received and accepted	Attended
Mr Francis Saunders	Attended	Attended	Attended	Attended	Attended
Mrs Maria Brough	Attended	Attended	Attended	Apologies received and accepted	Attended
Mrs Alexandra Favinha	Attended	Apologies received and accepted	Attended	Non Attendance No Apologies received	Non Attendance No Apologies received
Mr Robin Dearing	Attended	Attended	Attended	Attended	Attended
Miss Katherine Harker	Attended	Attended	Attended	Attended	Attended

Membership	Finance and Personnel Meeting Dates and Attendance		
	Autumn Term 07/12/2015	Spring Term 14/03/2016	Summer Term 16/05/2016
Teresa Doyle	Attended	Attended	Apologies given and accepted
Alan Mills	Attended	Attended	Attended
Robin Dearing	Attended	Attended	Attended
Francis Saunders	Attended	Attended	Attended
Pritima Masuria	Attended	Attended	Attended
Maria Brough		Attended	Apologies given and accepted
Rakhi Bhatri	Attended	Attended	Attended

Membership	Curriculum Committee Meeting Dates and Attendance		
	Autumn Term 28/09/2015	Spring Term 08/02/2016	Summer Term 08/06/2016
Alan Mills	Attended	Attended	Meeting Cancelled
Kerry Stonely	Attended	Attended	Meeting Cancelled
Teresa Doyle	Attended	Attended	Meeting Cancelled
Neil McLoughlin	Attended	Attended	Meeting Cancelled
Katherine Harker	Apologies received and accepted	Attended	Meeting Cancelled

Membership	Joint Premises Committee Meeting Dates and Attendance *		
	Autumn Term 30/09/2015	Spring Term 10/02/2016	Summer Term 15/06/2016
Teresa Doyle	Apologies received and accepted	Attended	Attended
Neil McLoughlin	Attended	Attended	Attended
Francis Saunders	Attended	Attended	Attended
Alan Mills	Attended	Attended	Attended

\*Junior School Governors Only

## Governing body effectiveness and impact

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### ***What were the significant challenges for the governing body in 2015/16?***

- The possibility of an Academy Conversion
- New Assessment and Curriculum Model
- The School Budget
- Staff Restructure
- Recruitment of Governors

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

- Initial consultation completed and will review in the next academic year new government
- We're evolving a school assessment model based on what works best, and the curriculum is being 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 2015/16?**

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

**How have these achievements 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 ...**

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- Link to Ofsted report [http://www.oakfarmjunior.co.uk/files/102431\\_2.PDF](http://www.oakfarmjunior.co.uk/files/102431_2.PDF)
- Our school's Ofsted data dashboard can be found at <http://dashboard.ofsted.gov.uk/dash.php?urn=102431>
- Link to school's website <http://www.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\\_2015-16.pdf](http://www.oakfarmjunior.co.uk/files/Sports_Premium_Statement_2015-16.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 (2016 - 2017)**

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**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	Nothing To Declare
Mrs Teresa Doyle	Local Authority/ Chair	The Douay Martyrs School
Mrs Kerry Stonely	Staff	Nothing To Declare
Mr Neil	Parent / Vice	Nothing To Declare

Full Name	Category of Governor	Declarations of Members' Interests: Business, Educational and Personal
McLoughlin	Chair	
Mrs Pritima Masuria	Partnership	Nothing To Declare
Mr Francis Saunders	Parent	The Breakspear School
Mrs Maria Brough	Parent	Nothing To Declare
Mrs Alexandra Favinha	Parent	Nothing To Declare
Mr Robin Dearing	Co-opted	St Charles Catholic Sixth Form College in the London Borough of Kensington & Chelsea
Miss Katie Hawker	Co-opted	Nothing To Declare
Miss Tracy Allen	Clerk	The Schools HR Co-operative Ltd.

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

**Chair of Governor's signature**     **T. Doyle** \_\_\_\_\_

**Date**     **11<sup>th</sup> July 2016** \_\_\_\_\_

**Planned review date**     **10<sup>th</sup> July 2017** \_\_\_\_\_