



Annual Governance Statement For Oak Farm Junior School



2017 - 2018

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	Requires Improvement 01/Nov/17

Headteacher	Mr Alan Mills
Interim Headteacher (from 04/Jun/18)	Mr. Laurence Keel
Name of Assistant Headteachers	Miss Catherine Lawrence Mr Andrew Betts

Date of Annual Governance Statement	12th July 2018
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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 st September 2015

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	Committees membership
Interim Headteacher	Mr Laurence Keel	Ex. Officio	
Staff	Mrs Rakhi Batra	07/Nov/2021	<ul style="list-style-type: none"> Resources
Local Authority	Vacancy		
Partnership	Mrs Pritima Maisuria	01/Sep/2020	
Partnership	Ms Tracy Allen	08/May/2021	<ul style="list-style-type: none"> Admissions Resources
Parent and Chair	Mr Neil McLoughlin	24/Sep/2020	<ul style="list-style-type: none"> Admissions Resources Teaching, Learning&Standards
Parent	Mr Matthew Craig	15/May/2022	
Parent	Mrs Kelly Inglis	15/May/2022	
Parent	Mr Robin Dearing	13/Mar/2021	<ul style="list-style-type: none"> Resources Teaching, Learning&Standards
Parent	Mr Kamesh Patel	23/Jan/2021	<ul style="list-style-type: none"> Resources
Co-Opted	Miss Katherine Harker	01/Sep/2019	<ul style="list-style-type: none"> Teaching, Learning&Standards
Co-Opted	Miss Rebecca West	25/Apr/2021	<ul style="list-style-type: none"> Resources
Co-Opted and Vice Chair	Mr Francis Saunders	15/May/2022	<ul style="list-style-type: none"> Admissions Resources Teaching, Learning&Standards
Co-Opted	Mrs Rachel Blake	05/Dec/2021	<ul style="list-style-type: none"> Teaching, Learning&Standards

Previous Governors

Category of Governor	Full Name	Date stepped down
Staff	Mrs Kerry Stonely	11/Sep/2017
Parent	Mrs Maria Brough	12/Mar/2018
Local Authority	Mrs Teresa Doyle	15/May/2018
Parent	Mr Francis Saunders	14/May/2018

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

After a restructure, the governing body agreed to form the following committees on 05th December 2017.

Teaching, Learning & Standards Committee (former curriculum committee)	Resources Committee (former Finance & Personnel committee)	Admissions Committee
<ul style="list-style-type: none"> • <i>Membership</i> - A minimum of 5 Governors, The Committee may have Associate Members, but the majority of Committee members shall be Governors. • <i>Remit</i> - To ensure the National Curriculum is delivered and its assessment procedures are carried out in line with the legal framework. Contribute to the teaching, learning, standards and curriculum component of the School Improvement Plan or post-OFSTED Action Plan, and to monitor its implementation. • <i>Number of meetings held in academic year</i> - Six 	<ul style="list-style-type: none"> • <i>Membership</i> – A minimum of four governors, of which at least two are not employed at the school. The School Bursar should attend meetings. The Facilities Manager will attend the meeting when requested to do so. • <i>Remit</i> - Overall responsibility for the Financial Management and <i>Budgetary</i> control of the School. To be the first contact within the Governing Body to handle any Personnel issues that may arise. Providing support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety. • <i>Number of meetings held in academic year</i> - Six 	<ul style="list-style-type: none"> • <i>Membership</i> – A minimum of three Governors. The Senior administrator or assistant administrator should be present. • <i>Remit</i> - To set, review and recommend for the Governing Body’s approval the Admissions Policy. To determine applications for admission in accordance with the Governing Body’s published Admissions Policy • <i>Number of meetings held in academic year</i> – At least one

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

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline
- 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	1
	Kamesh Patel	1
Special Educational Needs and Disability (SEND)	Neil McLoughlin	1
School Data and GDPR	Robin Dearing	3
Attendance	Neil McLoughlin	1
Admissions	Neil McLoughlin	1
Pupil Premium	Neil McLoughlin	1
Visits as Chair of Governors	Neil McLoughlin	37
Visits as Chair of Resources	Francis Saunders	3
Visits as Chair of Teaching, Learning & standards	Rachel Blake	10

Full Governing body meetings attendance

Governor name	Full Governing Body Meeting Dates and Attendance						
	Autumn Term 26/09/17	Autumn Term 05/12/17	Spring Term 23/01/18	Spring Term 13/03/18	Summer Term Extraordinary 26/04/18	Summer Term 15/05/18	Summer Term 12/07/17
Alan Mills (HeadTeacher)	Attended	Attended	Meeting Cancelled				
Laurence Keel (Interim HeadTeacher)			Meeting Cancelled				Attended
Rakhi Batra		Attended	Meeting Cancelled	Apologies given and accepted	Attended	Attended	Apologies given and accepted
Teresa Doyle	Apologies given and accepted	Apologies given and accepted	Meeting Cancelled	Apologies given and accepted	Apologies given and accepted		
Pritima Maisuria	No apologies	Attended	Meeting Cancelled	Attended	Attended	Apologies given and accepted	Attended
Tracy Allen	Attended	Attended	Meeting Cancelled	Attended	Apologies given and accepted	Attended	Apologies given and accepted
Neil McLoughlin (Chair of Governors)	Attended	Attended	Meeting Cancelled	Attended	Attended	Attended	Attended
Francis Saunders (Vice-Chair of Governors)	Attended	Attended	Meeting Cancelled	Attended	Attended	Attended	Attended
Maria Brough	Attended	Attended	Meeting Cancelled				
Robin Dearing	Attended	Attended	Meeting Cancelled	Attended	Apologies given and accepted	Attended	Attended
Kamesh Patel	Apologies given and accepted	Attended	Meeting Cancelled	Attended	Apologies given and accepted	Attended	Apologies given and accepted
Katherine Harker	Attended	Attended	Meeting Cancelled	Attended	Attended	Apologies given and accepted	Attended
Rebecca West	Attended	Attended	Meeting Cancelled	Attended	Attended	Attended	Attended
Rachel Blake		Attended	Meeting Cancelled	Attended	Attended	Attended	Attended
Kelly Inglis			Meeting Cancelled			Attended	Apologies given and accepted
Matthew Craig			Meeting Cancelled			Attended	Attended
Members of the Senior Leadership Team as acting Co-Headteachers in the absence of the Headteacher							
Catherine Lawrence			Meeting Cancelled	Attended	Attended	Attended	
Andrew Betts			Meeting Cancelled	Attended	Attended	Attended	

Former Committees' membership and attendance (up to 05th December 2017)

Membership	Finance and Personnel Committee	
	Autumn Term	Autumn Term
	26/09/17	21/11/17
Alan Mills	Attended	Attended
Francis Saunders	Attended	Attended
Teresa Doyle	Apologies given and accepted	No Apologies
Robin Dearing	Attended	Attended
Maria Brough	Attended	Attended
Pritima Maisuria	No Apologies	Attended
Rakhi Batra	Attended	Apologies given and accepted
Tracy Allen	Attended	Attended

Membership	Curriculum Committee
	Autumn Term 5/12/17
Alan Mills	Meeting Cancelled
Maria Brough	Meeting Cancelled
Katherine Harker	Meeting Cancelled
Teresa Doyle	Meeting Cancelled
Neil McLoughlin	Meeting Cancelled
Beckie West	Meeting Cancelled

Membership	Joint premises Committee *
	Autumn Term
	17/10/17
Alan Mills	Attended
Teresa Doyle	Apologies given and accepted
Francis Saunders	Attended
Neil McLoughlin	Attended

**Junior School Governors Only*

Committees Membership and attendance after restructure (from 05th December 2017)

Membership	Admissions Committee dates and attendance	
	Autumn Term	Summer Term
	05/10/17	20/06/18
Alan Mills (HeadTeacher)	Attended	
Laurence Keel (Interim HeadTeacher)		Attended
Tracy Allen (Chair of Committee)	Attended	Attended
Francis Saunders	Attended	Attended
Neil McLoughlin	Attended	Attended
Harminder Kanda (Senior Administrator)	Attended	Attended

Membership	Resources Committee Meeting Dates and Attendance					
	Autumn Term	Autumn Term	Spring Term 23/01/18	Spring Term 06/03/18	Summer Term 01/05/18	Summer Term 27/06/18
Alan Mills (HeadTeacher)						
Laurence Keel (Interim HeadTeacher)						Attended
Francis Saunders (Chair of Committee)			Attended	Attended	Attended	Attended
Neil McLoughlin			Attended	Attended	Attended	Attended
Robin Dearing			Attended	Attended	Attended	Attended
Kamesh Patel			Attended	Attended	Attended	Attended
Rebecca West			Apologies given and accepted	Apologies given and accepted	Attended	Attended
Tracy Allen			Attended	Attended	Attended	Apologies given and accepted
Rhaki Batra (Bursar)			Attended	Attended	Attended	Attended
John Faley (Facilities Manager)				Attended		
Member of the Senior Leadership Team and Assistant Headteacher						
Andrew Betts			Attended	Attended	Attended	Attended

Membership	Teaching, Learning & Standards Committee Meeting Dates and Attendance					
	Autumn Term	Autumn Term	Spring Term 08/02/18	Spring Term 22/03/18	Summer Term 03/05/18	Summer Term 10/07/18
Alan Mills (HeadTeacher)						
Laurence Keel (Interim HeadTeacher)						Attended
Rachel Blake (Chair of Committee)			Attended	Attended	Attended	Attended
Francis Saunders			Attended	Attended	Attended	Attended
Neil McLoughlin			Attended	Attended	Attended	Apologies given and accepted
Robin Dearing			Attended	Attended	Attended	Attended
Katherine Harker			Attended	Attended	Attended	Attended

Associate members of the Committee / Senior Leadership Team

Catherine Lawrence			Attended	Attended	Attended	Attended
Andrew Betts			Attended	Attended	Attended	Attended
Laura Mitchell			Attended	Attended	Attended	Attended

Governing body effectiveness and impact

What were the significant challenges for the governing body in 2017/18?

- Recent ofsted inspection
- Long term absence of the Headteacher
- Vacant posts on the Governing Body
- Resources

How were the challenges met?

- Response to local authority notice and regular meetings with the Borough in response to Ofsted
- Recruitment of an Interim Headteacher
- Recruitment of new Governors
- Restructure of Governing Body Committees

What were the achievements of the governing body for 2017/18?

- Appointment of the Interim Headteacher
- Matching the skills needed in the Governing Body
- Income revenue

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

- Very good end of the year KS2 results despite the difficult year
- Setting a budget with limited funding available

Find out more about our school ...

- Link to Ofsted report:
<https://www.oakfarmjunior.co.uk/files/Oak%20Farm%20Junior%20School%2010041061%20PDF%20Final.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:
<https://www.oakfarmjunior.co.uk/files/ExpenditureSheet2017-2018.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>
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Governing Body Register of Interests (2018/2019)

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 Laurence Keel	Interim Headteacher	<ul style="list-style-type: none"> • Headteacher at Kilburn-Park Foundation school
Mrs Rhaki Batra	Staff	<ul style="list-style-type: none"> • Nothing to declare
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
Mrs Kelly Inglis	Parent	<ul style="list-style-type: none"> • Nothing to declare
Mr Matthew Craig	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 Harker	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 Rachel Blake	Co-opted	<ul style="list-style-type: none"> • Co-Headteacher at Whiteheath Infant school
Mr Francis Saunders	Co-opted and Vice Chair	<ul style="list-style-type: none"> • Business Manager at The Breakspear School
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

12th July 2018

Planned review date

July 2019