

Annual Governance Statement

School Name	Glebe Primary
School Postal Address	Sussex Road, Ickenham, UB10 8PH
Telephone number	01895 462 385
Contact email address	office@glebeprimary.org
Website	www.glebe.hillingdon.sch.uk

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

Category of school	Community
DfE number	3122020
Ofsted grading and date of last inspection	Good

Name of Headteacher	Mrs M Penney
Name of Deputy Headteacher	Miss J Griffiths
Name of Deputy Headteacher	Miss K Rhodes

Date of Annual Governance Statement	November 2022
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The core functions of the governing board

As defined by the [Department for Education \(DfE\) in Governance handbook for maintained schools, academies and multi academy trusts, October 2020](#), the core functions of all governing boards, no matter what type of school or how many schools they govern, have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

In exercising their functions, the governing board 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 board 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 board

The governing board was formally constituted on

01/09/2015

Category of Governor	Appointed or elected to the governing board?
2 x Parent Governors	Elected on to the governing board 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 board by all staff employed by the school
1 x Local Authority Governor	Nominated by the Local Authority (Hillingdon Council), and appointed by the governing board
9 x Co-opted Governors	Appointed by the governing board
Total number of governors = 14	

Who volunteers on the school's governing board?

Category of Governor	Full Name	Term of Office
Parent	Jennifer Campbell	18/01/19 – 17/01/23
Parent	Sabrina Rai	01/09/21- 31/08/25
Headteacher	Mrs M Penney	N/A
Staff	Ms D Lubbers	23/01/20 – 22/01/24
Local Authority	Mr J Buckingham	02/08/22-01/08/26
Co-opted	Patricia Swindells	22/06/19 – 21/06/23
	Julie Brown	09/02/19 – 08/02/23
	Steve Youens	01/09/19 – 31/08/23
	Philip Niznik	16/12/18 – 15/12/22
	Rakesh Shah	1/01/22- 31/12/26
	Louise Dwyer	1/01/22- 31/12/26
	Rita Collins	1/01/22- 31/12/26

The Clerk to Governors is	Mrs D Georgiou
The Chair of Governors is	Mr J Buckingham
The Vice Chair of Governors is	Mrs P Swindells

This governing board also has Associate Members. Associate Members are not governors, but they are public volunteers. They are appointed by the governing board to support the ongoing work and duties of the governing board. The number of Associate Members is determined by the governing board.

Associate Members	Term of office	Voting rights at committee level?
N/A	N/A	N/A

How the governing board delegates and distributes its duties

The governing board agreed to form the following committees on September 2015. This is reviewed annually.

Committee 1 Finance See Appendix A	Committee 2 Curriculum and Policy See Appendix B	Committee Personnel See Appendix C
<ul style="list-style-type: none"> • Committee membership details • Remit of committee • Key delegates duties • Number of meetings held in academic year • Key decisions made and impact 	<ul style="list-style-type: none"> • Committee membership details • Remit of committee • Key delegates duties • Number of meetings held in academic year • Key decisions made and impact 	<ul style="list-style-type: none"> • Committee membership details • Remit of committee • Key delegates duties • Number of meetings held in academic year • Key decisions made and impact

Specific panels of the governing board are convened as required for

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline

The governing board 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 and PSHE	Mr J Buckingham	At least termly
Numeracy and Prevent	Phillip Niznik	At least termly
Literacy	Patricia Swindells	At least termly
Science	Sabrina Rai	At least termly
ICT	Steve Youens	At least termly
Pupil Premium and Staff Well-being	Jennifer Campbell	At least termly
Anti-Bullying	Rita Collins	At least termly

Governing board and committee meeting attendance

Governor name	Governing Board Meeting Dates and Attendance					
	Autumn Term	Autumn Term	Spring Term	Spring Term	Summer Term	Summer Term
Mel Penney	Attended	Attended	Attended	Attended	Attended	Attended
John Buckingham	Attended	Attended	Attended	Attended	Attended	Apology given
Patricia Swindells	Attended	Attended	Attended	Attended	Attended	Attended
Julie Brown	Apology given	Attended	Attended	Attended	Attended	Attended
Steve Youens	Attended	Attended	Apology given	Attended	Attended	Attended
Phillip Niznik	Attended	Attended	Attended	Attended	Attended	Apology given
Sabrina Rai	Attended	Attended	Attended	Attended	Attended	Attended
Danique Lubbers	Attended	Apology given	Attended	Attended	Attended	Apology given
Rita Collins	N/A	Attended	Attended	Attended	Attended	Attended
Rakesh Shah	N/A	Absent	Attended	Attended	Attended	Attended
Louise Dwyer	N/A	Attended	Attended	Attended	Attended	Attended
Jennifer Campbell	Attended	Apology given	Apology given	Attended	Attended	Attended
Katie Rhodes	Attended	Attended	Attended	Attended	Attended	Attended
Jennifer Griffiths	Attended	Attended	Attended	Attended	Attended	Attended

Membership	Finance Committee Attendance					
	Autumn Term	Autumn Term	Spring Term	Spring Term	Summer Term	Summer Term dd/mm/yy
Mel Penney	Attended	Attended	Attended	Attended	Attended	Attended
John Buckingham	Attended	Attended	Apology given	Attended	Attended	Attended
Julie Brown	Attended	Attended	Attended	Attended	Attended	Attended
Steve Youens	Attended	Attended	Attended	Attended	Attended	Attended
Phillip Niznik	Attended	Attended	Attended	Attended	Apology given	Attended
Katie Rhodes	Attended	Attended	Attended	Attended	Attended	Attended
Jennifer Griffiths	Apology given	Apology given	Attended	Attended	Attended	Attended

Membership	Curriculum and Policy Committee Meeting Attendance					
	Autumn Term	Autumn Term	Spring Term	Spring Term	Summer Term	Summer Term
John Buckingham	Attended		Attended	Attended	Attended	Attended
Patricia Swindells	Attended		Attended	Attended	Attended	Attended
Louise Dwyer	N/A		Attended	Attended	Attended	Attended
Phillip Niznik++	N/A		Attended	N/A	N/A	Attended
Jennifer Griffiths	Attended		Attended	Attended	Attended	Attended
Katie Rhodes	Attended		Attended	Attended	Attended	Attended

Attended

++ When Numeracy is on the agenda

Membership	Personnel Committee Attendance					
	Autumn Term	Autumn Term	Spring Term	Spring Term	Summer Term	Summer Term
John Buckinham	Attended		Attended			
Patricia Swindells	Attended		Attended			

Governing board effectiveness and impact

What were the significant challenges for the governing board in 2021/2022

- Staff well-being: the impact of COVID on the mental well-being of staff.
- Understanding the Curriculum changes and impacts and bringing together staff and governors for training on shared vision.
- Recruitment of new governors.

How were the challenges met?

- A governor was appointed to look into staff well-being and suggest ideas as to how wellbeing could be improved, combining ideas from within and outside the Education sector. Proposals were put forward and agreed by the Governing Body
- Governors were invited to work alongside the Senior Leadership to take part in deep dives to see how departments were implementing Curriculum change and development. Governors were also invited to a training day to work alongside staff to agree a shared vision for the school and discuss how this vision can be cascaded and implemented within the school.
- The work of the Governing Body has become such that more governors were required to ensure that the Governing Body could be effective and efficient in the discharge of its duties.

What were the achievements of the governing board for 2019/20?

- There is now systems in place whereby governors contact their “adopted class and teacher” at least once a term.
- The governors have instituted a recognition award for all members of staff. To acknowledge a significant impact made by particular staff members. This recognition is given termly.
- The first round of subject deep dives was completed despite a resurgence of Covid. Feedback from the deep dives have been overwhelmingly positive. Likewise, the joint training day was very successful
- The appointment of three new governors has been achieved and they are already making a valuable contribution

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

- The governing body have made staff feel valued and have boosted morale by recognising the impact they make on the success of the school.
- The joint training day and the subject deep dives has given the governors a greater depth of knowledge so as to inform the monitoring and evaluation work of the governing body.
- A larger governing body has meant a sharing of the workload and greater effectiveness in completing our core functions.

Find out more about our school ...

- Link to school's website: <http://www.glebe.hillingdon.sch.uk>
- Pupil premium: <http://www.glebe.hillingdon.sch.uk/page/?title=Pupil+Premium&pid=28>
- Sport Premium: www.glebe.hillingdon.sch.uk/page/?title=Sports+Premium&pid=156
- Link to Ofsted report <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>
- 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 Board Register of Interests (2021 - 2022)

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
John Buckinham	LEA Governor	• None
Patricia Swindells	Co-opted Governor	• None
Julie Brown	Co-opted Governor	• None
Steve	Co-opted	• None

Full Name	Category of Governor	Declarations of Members' Interests: Business, Educational and Personal
Youens	Governor	
Phillip Niznik	Co-opted Governor	• None
Rita Collins	Co-opted Governor	• None
Louis Dwyer	Co-opted Governor	• None
Rakesh Shah	Co-opted Governor	• None
Sabrina Rai	Parent Governor	• None
Jennifer Campbell	Parent Governor	• None
Danique Lubbers	Staff Governor	• None
Mel Penney	Headteacher	• None

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

Chair of Governor's signature _____

Date November 2022

Planned review date September 2023

Appendix A - Code of Conduct



MISSION STATEMENT:

At Glebe School we believe in an ethos that values the whole child.
We strive to enable all children to achieve their potential academically, socially and emotionally.

Code of Conduct for Glebe Primary School Governing Body

This code sets out the expectations on and commitment required from Glebe governors in order for our governing board to properly carry out its work within the school and the community

Glebe governors have the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets -
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the Head Teacher
- Monitoring progress towards targets
- Performance managing the Head Teacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

As individuals on the board we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and the role of the head teacher.

- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
- We will actively support and challenge the Head Teacher.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the head teacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the Head Teacher, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.

- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing body.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

Agreed by the governing board of Glebe Primary School on: November 2020

Appendix B Terms of Reference: Finance Committee

MISSION STATEMENT:

At Glebe School we believe in an ethos that values the whole child.

We strive to enable all children to achieve their potential academically, socially and emotionally.

Finance Committee

Membership

Not less than 6 members of the Finance Committee: 4

school governors

1 Head Teacher

1 Deputy Head Teacher

Quorum and Voting

The quorum is three governors and the Head Teacher. The Chair of this Committee will have a casting vote.

Meetings

At least once per term and otherwise as required.

Attendance Rights

The Head Teacher has a right to attend all committee meetings.

Clerk to the Finance Committee The Clerk to the Governing Body will take the minutes. It is the statutory responsibility of the clerk to:

- convene meetings of the committee;
 - attend meetings of the committee and ensure minutes are taken and made available for the full Governing Body
- perform such other functions with respect to the committee as may be determined by the governing body from time to time.

Functions

- to guide and assist the Head Teacher and the Governing Body in all budgeting and financial matters, in line with the requirements set by the Local Authority and/or the Department for Education
- to prepare and review financial policy statements, including consideration of long term planning and researching.
- to draw up and present an annual budget for the Governing Body's approval, taking into account the agreed priorities of the School Development Plan.
- to monitor the budget over the year, report the financial situation each term and make recommendations where necessary, ensuring value for money
- to agree the level of delegation to the Headteacher for the day to day financial management of the school
- to liaise and consult with other committees where necessary
- to monitor the income and expenditure of all public funds, to receive and where appropriate respond to any audit of these
- to stipulate that all non-public funds for presentation to the Governing Body are suitably audited
- Approve the allocation of new, unallocated, or surplus funds and/or the virement (transfer of funds between budget headings, up to a limit of £20000. Amounts in excess of this must be authorized by the Governing Body. All virement must be reported to the Governing Body

- Approve contracts up to £20,000. Amounts in excess of this must be authorized by the Governing Body. Ensure contracts and tenders are awarded in accordance with the Local Authority's Financial Regulations
- Approve debt write off and asset disposal where values do not exceed £2,500
- Review the school's procedures for financial monitoring and control annually and approve the Financial 'Procedures Manual and Statement of Internal Controls' annually.
- Responsible for carrying out an annual self-assessment to ensure that the requirements of the Schools Financial Value Standard (SVFS) are met and receive the full Governing Body sign off.

Reporting Committee Matters to the Governing Body

The Chair is responsible within the Committee for reporting back to the Governing Body. Annual Review

A review of the committee, its terms of reference and membership is due at the beginning of each academic year.

Academic Year: 2021-2022

Signature of Chair.....

Date.....

Appendix C Terms of Reference Curriculum and Policy Committee

MISSION STATEMENT:

At Glebe School we believe in an ethos that values the whole child.

We strive to enable all children to achieve their potential academically, socially and emotionally.

Curriculum & Policy Sub-Committee Membership:

Not less than 2 school governors

The Head Teacher /Deputy Head Teacher

Quorum and Voting

The quorum is two governors and the Chair of this Committee who will have a casting vote.
Meetings: At least once a term and otherwise as required.

Attendance Rights: The Head Teacher has a right to attend all committee xxx

Functions:

To make recommendations to the governing body and review the school's curriculum statements as required, in the light of their statutory obligations regarding the National Curriculum

- In collaboration with staff to make available information to interested parties about how the curriculum is taught, evaluated and resourced
- To review the policy and provision for all National Curriculum subjects, collective worship, Relationships, Health and Sex Education (RHSE) and make recommendations as necessary
- To review the policy and provision for non-curriculum subjects as necessary
- To contribute to, evaluate and review the School Development Plan, as required
- Reporting Committee Matters to the Governing Body
- Chair of the Committee is responsible for reporting back to the Governing Body.
- Annual Review A review of the committee, its terms of reference and membership will take

place at the first meeting of the academic year

Academic Year: 2021-22

Signature of the Chair

Date

Personnel Sub-Committee

MISSION STATEMENT:

At Glebe School we believe in an ethos that values the whole child.
We strive to enable all children to achieve their potential academically, socially and emotionally.

Membership

Not less than three governors
The Head Teacher/Deputy Head Teacher

Quorum and Voting

The quorum is three governors including the Head Teacher or Deputy Head Teacher. The Chair of this Committee will have a casting vote.

Meetings

At least once a term and otherwise as required.

Attendance Rights

The Head Teacher has a right to attend all committee meetings.

Functions

- to draft and regularly review a policy statement on staff consultation for the governing body's approval and to undertake any formal consultations

- to draft and review in consultation with staff, criteria for redundancy to be recommended for the approval of the governing body when necessary
- to draw up and implement a Pay Policy for the governing body's approval including criteria for the use of the discretionary points and make recommendations about their implementation
- to review staff salaries annually and make recommendations
- to review, maintain and develop the staffing structure and to recruit staff when a vacancy occurs to support the school's priorities
- to liaise and consult with other committees where necessary
- any other issues as delegated by the governing body

Reporting Committee Matters to the Governing Body

The Chair is responsible within the committee for reporting back to the governing body. Items that should be reported back include all matters that have been discussed and any recommendations on decisions that must be ratified by the governing body. This should be supported by a written report and/or meeting minutes from each committee meeting. Annual Review

A review of the committee, its terms of reference and membership is due at the beginning of each academic year.

Academic Year: 2021-22

Signature of Chair

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Date: