

Annual Governance Statement

School Name	Glebe Primary School
School Postal Address	Sussex Road, Ickenham, UB10 8PH
Telephone number	01895 462385
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	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	21 st November 2023
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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

1 st September 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
8 x Co-opted Governors	Appointed by the governing board
Total number of governors = 13	

Who volunteers on the school's governing board?

Category of Governor	Full Name	Term of Office
Parent	Sabrina Rai	15/06/21-14/06/27
Parent	Ravinder Purewal*	06/07/23-05/07/27
Headteacher	Mel Penney	N/A
Staff	Natalya Gordon*	18/04/23-04/04/07
Local Authority	John Buckingham	03/08/21-02/08/25
Co-opted	Patricia Swindells	21/06/23-20/06/27
Co-opted	Jennifer Campbell	18/01/23-17/01/27
Co-opted	Julie Brown	08/02/23-07/02/27
Co-opted	Louise Dwyer	04/01/22-03/01/26
Co-opted	Philip Niznik	16/12/22-15/12/27
Co-opted	Rakesh Shah	04/01/22-03/01/26
Co-opted	Rita Collins	04/01/22-03/01/26
Co-opted	Steve Youens	01/09/23-31/08/27

*New member

The Clerk to Governors is	Mrs Despo Georgiou
The Chair of Governors is	Mr John Buckingham
The Vice Chair of Governors is	Mrs Patricia Swindells

This governing board can also have 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
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	Committee 2 Curriculum & Policy	Committee 3 Personnel
<ul style="list-style-type: none"> Annex B for details Number of meetings held in academic year – see below Key decisions made and impact Budget setting and oversight of spending Strategic planning of resources Investigation and oversight of tendering process Impact – a well run school with a surplus and the proper use of the resources to ensure every pupil obtains the best education. 	<ul style="list-style-type: none"> Annex C for details Number of meetings held in academic year – see below Key decisions made and impact To support the SLT in ensuring the best curriculum is delivered to every pupil. Receiving reports, written and in person, on curriculum areas and on new initiatives. Impact – Curriculum leaders get to know the governors and the governors are better informed as to the work of the school 	<ul style="list-style-type: none"> Annex D for details Number of meetings held in academic year – see below Key decisions made and impact To ensure that the process for HT performance management is correctly carried out. To ensure that performance management for the staff is correctly carried out. To set up appropriate panels for any complaints and appeals. Impact – to ensure that transparency is key.

Specific panels of the governing board are Investigation and oversight of tendering process 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 Inclusion	John Buckingham	
Well being	Jennifer Campbell	
Prevent Maths	Philip Niznik	

Pupil Premium	Rakesh Shah	
Anti Bullying	Rita Collins	
ICT	Steve Youens	
PSHE	Rav Purewal	
Sustainability	Rita Collins	
English SEN & SEND*	Patricia Swindells	

*Temporary

Governing board and committee meeting attendance

Governor name	Full Governing Board Meeting Dates and Attendance 2022-2023					
	Autumn Term	Autumn Term	Spring Term	Spring Term	Summer Term	Summer Term
Melanie Penney	Attended	Attended	Attended	Attended	Attended	Attended
John Buckingham	Attended	Attended	Attended	Attended	Attended	Attended
Patricia Swindells	Attended	Attended	Attended	Attended	Attended	Apologies given and accepted
Steve Youens	Attended	Apologies given and accepted	Attended	Apologies given and accepted	Attended	Attended
Julie Brown	Attended	Attended	Attended	Attended	Attended	Attended
Philip Niznik	Attended	Attended	Attended	Attended	Attended	Attended
Jennifer Campbell	Apologies given and accepted	Attended	Attended	Attended	Attended	Attended
Sabrina Rai	Apologies given and accepted	Attended	Attended	Attended	Attended	Apologies given and accepted
Danique Lubbers	Attended	Attended	Apologies given and accepted	Apologies given and accepted	-	-
Rita Collins	Attended	Apologies given and accepted	Apologies given and accepted	Attended	Attended	Attended
Louise Dwyer	Attended	Attended	Apologies given and accepted	Attended	Attended	Attended
Rakesh Shah	Absent without consent	Absent without consent	Attended	Attended	Attended	Apologies given and accepted
Katie Rhodes	Attended	Attended	Attended	Attended	Attended	Attended
Jenny Griffiths	Attended	Attended	Attended	Attended	Attended	Apologies given and accepted
Natalya Gordon*	-	-	-	-	Attended	Apologies given and accepted

*New governor

Membership	Finance Committee Meeting Dates and Attendance 2022-2023					
	Autumn Term	Autumn Term	Spring Term	Spring Term	Summer Term	Summer Term
Melanie Penney	Attended	Attended	Attended	Attended	Attended	Attended
Julie Brown	Attended	Attended	Attended	Attended	Attended	Attended
John Buckingham	Attended	Apologies given and accepted	Attended	Attended	Apologies given and accepted	Attended
Steve Youens	Attended	Attended	Attended	Apologies given and accepted	Attended	Attended
Phil Niznik	Attended	Attended	Attended	Attended	Attended	Attended
Katie Rhodes	Attended	Apologies given and accepted	Attended	Attended	Apologies given and accepted	Attended
Jennifer Griffiths	Attended	Apologies given and accepted	Attended	Apologies given and accepted	Apologies given and accepted	Apologies given and accepted

Membership	Curriculum and Policy Meeting Dates and Attendance 2022-2023					
	Autumn Term	Autumn Term	Spring Term	Spring Term	Summer Term	Summer Term
John Buckingham	Attended	Apologies given and accepted	Apologies given and accepted	Attended	Attended	Attended
Patricia Swindells	Attended	Attended	Attended	Attended	Attended	Attended
Louise Dwyer	Attended	Attended	Attended	Attended	Apologies given and accepted	Apologies given and accepted
Katie Rhodes	Attended	Attended	Attended	Attended	Attended	Attended
Jennifer Griffiths	Attended	Attended	Attended	Attended	Apologies given and accepted	Apologies given and accepted

Membership	Personnel Committee Meeting Dates and Attendance					
	Autumn Term	Autumn Term	Spring Term	Spring Term	Summer Term	Summer Term
John Buckingham	Attended		Attended			Attended
Patricia Swindells	Attended		Attended			Attended
Melanie Penney	Attended		Attended			Attended

Governing board effectiveness and impact

What were the significant challenges for the governing board in 2022/23?

- Ofsted: preparation for the inspection without disruption to the staff, pupils and the curriculum
- School Budget: Glebe was not immune from rising costs and decisions had to be made to ensure the best outcome for every pupil.

How were the challenges met?

- Ofsted: the governors had every confidence in the staff and pupils but we were aware that as a Board we had to show the positive impact that we were having on the education offered to the pupils. Every governor through being adopted governors and or link governors had great knowledge of the school, the staff and the pupils. The committee structure gave the governors a strategic input and the governing body meetings gave them opportunities to practise their three key functions as outlined at the beginning of the document. So armed with this accumulated knowledge we met with the Chief Inspector. As he reported the number of governors attending exceeded anything that he had experienced before in his role. The governors were able to demonstrate that they had an in depth knowledge of the school and were an integral part of the organisation.
- School Budget: Glebe has not been immune from the cost of living crisis and rising inflation over the year. Therefore the importance of robust monitoring and management of the school's finances has been key. The Finance committee has the remit of ensuring value for money and the allocation of resources to ensure the best possible outcome for staff and pupils. Looking at whether contracts should be renewed or investigations undertaken to find a cheaper alternative for example for energy or meal provision can mean savings can be made that will allow educational needs be addressed for the benefit of every pupil.

What were the achievements of the governing board for 2022/23?

- Ofsted: As a result of the governors interaction with Ofsted lead inspector it was noted that we had contributed to the success of the school.
- School Budget: Glebe has, unlike other schools, been able to maintain a budget surplus that gives the governing body and the SLT freedom to improve the curriculum and the environment

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

- Ofsted: The whole shared experience has meant a closer tie with the SLT and staff. It has also demonstrated to the staff that the governing body is with them in striving to provide the best education for every Glebe pupil.
- School Budget: As a result of the decisions taken by the Finance committee and the governing body developments in the curriculum can be supported, staffing can be maintained, teaching assistants can be employed and the surrounding environment kept to a very high standard.

Find out more about our school ...

- Link to Ofsted report <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>
- Link to school's website xxxxxxxx
- Link to school's Pupil Premium statement on the school's website xxxxxx
- Link to school's PE and Sport Premium information on the school's website xxxxxx
- 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 (2022 - 2023)

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
Jennifer Campbell	Co-opted	None
Julie Brown	Co-opted	None
Louise Dwyer	Co-opted	None
Philip Niznik	Co-opted	None
Rakesh Shah	Co-opted	None
Rita Collins	Co-opted	None
Steve Youens	Co-opted	None
Patricia Swindells	Co-opted	None
Sabrina Rai	Parent Governor	None
Ravinder Purewal	Parent Governor	None
Natalya Gordon	Staff Governor	None
Mel Penny	Headteacher	None
John Buckingham	LA Governor	None

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

Chair of Governor's signature _____

Date _____

Planned review date November 2024

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. All governors can attend.

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: 2022-2023

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 meetings and all governors are welcome.

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 were possible.

Academic Year: 2022-23

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 two governors
The Head Teacher/Deputy Head Teacher

Quorum and Voting

The quorum is two 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: 2022-23

Signature of Chair

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Date: