



## 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.

## Annual governance statement including a register of interests

School Name	Glebe Primary
School Address	Sussex Road, Ickenham, UB10 8PH
Telephone number	01895 462 385
Contact email address	<a href="mailto:office@glebeprimary.org">office@glebeprimary.org</a>
Website	<a href="http://www.glebe.hillingdon.sch.uk">www.glebe.hillingdon.sch.uk</a>

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

Name of Headteacher	Mrs M Penney
Name of Deputy Headteacher	Mrs Danielle Joyce
Name of Deputy Headteacher	Miss J Griffiths

Date of Annual Governance Statement	November 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 Head Teacher 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. (see appendix A)*

## Legal constitution of the governing body

The governing body was formally constituted on

1<sup>st</sup> September 2015

<b>Category of Governor</b>	<b>Appointed or elected onto the governing body</b>
9 Co-opted Governors	Appointed by Governing Body
2 Parent Governors	Elected on to the governing body by parents of pupils at the school
1 x Head Teacher	Ex-Officio
1 x Staff Governors	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
<i>Total number of possible governors = 14</i>	

## Glebe's governing body (September 2017 – 2018)

Category of Governor	Full Name	Term of Office
Parent	Natasha Cumberbatch * Resigned	17/12/14-16/12/18
Parent	Philip Niznik	17/12/14-16/12/18
Head Teacher	Mel Penney	Not applicable
Staff	Karen Hampshire	12/10/16-8/05/20
Local Authority	John Buckingham	03/08/14-02/08/18
Co-opted	Julie Brown	09/02/15-10/02/19
Co-opted	Steve Youens	02/09/15-01/09/19
Co-opted	Robert Everett	23/03/18-22/03/22
Co-opted	Stephanie Tempest	12/10/16-15/10/20
Co-opted	Natalie Ross	10/11/14-09/11/18
Co-opted	Patricia Swindells	22/06/15-21/06/19
Co-opted	Julia Heggie	22/10/17-21/10/21
Co-opted	Jennifer Morris	23/03/18-22/03/17

<b>The Clerk to Governors is</b>	Tamsin Connick
<b>The Chair of Governors is</b>	John Buckingham
<b>The Vice Chair of Governors is</b>	Patricia Swindells

*This governing body can appoint 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.*

<b>Associate Members</b>	<b>Term of office</b>	<b>Voting rights at committee level</b>
N/A		None

## **How the governing body delegates and distributes its duties**

The governing body agreed to form the following committees and this was reviewed at the first governing body meeting of the academic year and is reviewed annually.

<b>Committee 1 Finance</b> <i>Terms of reference Appendix B</i>	<b>Committee 2 Curriculum and Policy</b> <i>Terms of reference Appendix C</i>	<b>Committee 3 Personnel</b> <i>Terms of Reference Appendix D</i>
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Specific panels of the governing body are convened as required for

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline

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.

<b>Area of responsibility</b>	<b>Named Governor</b>	<b>Number of visits to school in this role in academic year</b>
Safeguarding	John Buckingham	Termly
Special Educational Needs and Disability (SEND)	Natalie Ross	Termly
Literacy	Patricia Swindells	Termly
Numeracy	Philip Niznik	Termly
Science	Vacant	Termly
ICT	Steve Youens	Termly
Inclusion	Natalie Ross	Termly
PSHE	Vacant	Termly

## Governing body and committee meeting attendance Academic Year 2017/2018

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Governor name	Governing Body Meeting Dates and Attendance					
	Autumn Term 20/09/17	Autumn Term 16/11/17	Spring Term 17/01/18	Spring Term 14/03/18	Summer Term 10/05/18	Summer Term 22/06/18
Melanie Penney	Attended	Attended	Attended	Attended	Attended	Attended
John Buckingham	Attended	Attended	Attended	Attended	Attended	Attended
Patricia Swindells	Attended	Attended	Apologies given and accepted	Attended	Attended	Attended
Julie Brown	Attended	Attended	Attended	Attended	Apologies given and accepted	Attended
Natasha Cumberbatch	Attended	Attended	Attended	Attended	Attended	Attended
Robert Everett	N/A	N/A	N/A	N/A	Attended	Attended
Kevin Fox	Attended	Attended	Attended	N/A	N/A	N/A
Jennifer Griffiths	Attended	Attended	Attended	Attended	Attended	Attended
Karen Hampshire	Apologies given and accepted	Apologies given and accepted	Attended	Apologies given and accepted	Attended	Not Attended
Julia Heggie	Attended	Apologies given and accepted	Attended	Attended	Attended	Attended
Danielle Joyce	Apologies given and accepted	Attended	Attended	Apologies given and accepted	Attended	Attended
Jennifer Morris	N/A	N/A	N/A	N/A	Apologies given and accepted	Attended
Philip Niznik	Attended	Attended	Attended	Attended	Attended	Attended
Natalie Ross	Attended	Attended	Attended	Apologies given and accepted	Attended	Attended
Stephanie Tempest	Attended	Attended	Attended	Attended	Attended	Attended
Steve Youens	Apologies given and accepted	Attended	Attended	Attended	Attended	Apologies given and accepted

**Governing body and committee meeting attendance  
Academic Year 2017/2018 : Finance Committee**

Governor Name	18/09/17	06/11/2017	15/01/2018	05/03/2018	01/05/2018	18/06/2018
Melanie Penney	Attended	Attended	Attended	Attended	Attended	Attended
Julie Brown	Attended	Attended	Attended	Attended	Attended	Attended
John Buckingham	Attended	Apologies Given	Attended	Attended	Attended	Attended
Kevin Fox	Attended	Attended	Attended	N/A	N/A	N/A
Danielle Joyce	-	-	-	Attended	Apologies Given	Apologies Given
Philip Niznik	Apologies Given	Attended	Attended	Attended	Attended	Attended
Steve Youens	Attended	Attended	Attended	Attended	Attended	Attended

**Governing body and committee meeting attendance Academic Year  
2017/2018: Curriculum Committee**

Governor Name	Autumn 29/11/17		Spring 21/02/18		Summer 11/06/18
John Buckingham	Y		Y		Y
Julie Heggie	Y		Y		Y
Natalie Ross	Y		Y		Y
Patricia Swindells	Y		Y		Y
Danielle Joyce	Y		Y		Y

**Governing body and committee meeting attendance Academic Year  
2017/2018: Personnel Committee**

Governor Name	Autumn 11/10/17		Spring		Summer 18/07/18
John Buckingham	Y		Y		Y
Patricia Swindells	Y		Y		Y
Natalie Ross					Y

## **Governing body effectiveness and impact**

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

- To ensure that the new Head Teacher had the support and resources to ensure that the School continued to grow not only in numbers but in the quality of the teaching and learning.
- To ensure that the school was ready for the next Ofsted inspection
- For the Governing Body to achieve the Governor Mark

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

- The Governing Body supported the strategies put in place by the SLT and the staff of the school and were kept apprised of the ongoing improvement
- The Finance Committee oversaw the budget and making informed decisions with regard to staffing and the various initiatives that were implemented through the School Development Plan
- The Governors worked together to produce the evidence of their impact on Teaching and Learning in the school

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

- Ofsted gave the school a Good in the recent inspection. They were exceedingly complimentary with regard to the quality of teaching; the effectiveness of the SLT and the efforts of all the staff. They found that the school had high expectations for all of its pupils. The Governors were praised for their knowledge of the school and their contribution to the raising of standards.
- The Governing Body has also achieved the Governor Mark – an independent assessment of their impact on the quality of teaching and learning in the school

### ***How have these achievements improved areas of school life?***

- All aspects of school life have improved with all, staff and governors, being focused on making sure that all pupils achieve their potential. All sharing the same vision.
- The emphasis on the wider curriculum and wellbeing for pupils and staff being a part of the School Development Plan.
- Making sure that attention is always on the pupil.

### **Find out more about our school ...**

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- Link to Ofsted report <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>
  - Our school's Ofsted data dashboard can be found at <http://dashboard.ofsted.gov.uk/>
    - Link to school's website <http://www.glebe.hillingdon.sch.uk/>
    - Link to school's pupil premium statement on the school's website [http://www.glebe.hillingdon.sch.uk/index.php?option=com\\_content&view=article&id=119&Itemid=107](http://www.glebe.hillingdon.sch.uk/index.php?option=com_content&view=article&id=119&Itemid=107)
  - Link to school's PE and sport premium information on the school's website [http://www.glebe.hillingdon.sch.uk/index.php?option=com\\_content&view=article&id=131&Itemid=115](http://www.glebe.hillingdon.sch.uk/index.php?option=com_content&view=article&id=131&Itemid=115)
  - 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/>
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## 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
Mel Penney	Head Teacher	• Head Teacher at Glebe
John Buckingham	L A Governor	• None
Patricia Swindells	Co-opted Governor	• None
Julie Brown	Co-opted Governor	• None
Natasha Cumberbatch	Parent Governor	• None
Julia Heggie	Co-opted Governor	• None
Karen Hampshire	Staff Governor	• None
Danielle Joyce	Deputy Head	• Deputy Head at Glebe
Philip Niznik	Parent Governor	• None
Stephanie Tempest	Co-opted Governor	• None
Natalie Ross	Co-opted Governor	• None
Steve Youens	Co-opted Governor	• None

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

Chair of Governor's signature \_\_\_\_\_

Date \_\_\_\_\_

Planned review date November 2018

## 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: September 2015

## **Appendix B Terms of Reference: Finance Committee**

### **MISSION STATEMENT:**

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

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### **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: 2018-2019**

**Signature of Chair .....**

**Date .....**

### **Appendix C Terms of Reference Curriculum and Policy Committee**

#### **MISSION STATEMENT:**

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**Curriculum & Policy Sub-Committee**

**Membership**

Not less than 4 school governors

The Head Teacher /Deputy Head Teacher

**Quorum and Voting**

The quorum is three governors including the Head Teacher or Deputy Head Teacher and 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 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, RE and Sex Education, 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: 2018-19**

**Signature of the Chair .....**

**Date.....**

## **MISSION STATEMENT:**

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### **Personnel Sub-Committee**

#### **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: 2018-19**

**Chairman's Signature**

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