



Annual Governance Statement

FOR THE 2017 TO 2018 ACADEMIC YEAR

Annual Governance Statement

School Name	Grange Park Infant and Nursery School
School Address	Landsbury Drive, Hayes, UB4 8SF
Telephone number	020 3886 0887
Contact email address	grangepkinf@gpin.school
Website	https://www.grangepark-inf.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	Foundation
DfE number	312/5203
Ofsted grading and date of last inspection	Good / 20th November 2014

Name of Headteacher	Mrs Kiran Thapar
Name of Deputy Headteacher	Mrs J Kernoghan

Date of Annual Governance Statement	September 2018
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The core functions of the governing board

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 board 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 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

2nd July 2015

Category of Governor	Appointed or elected onto the governing board?
6 x Co-opted Governors	Appointed by the Governing Board
2 x Partnership Governors	Appointed by the Governing Board
3 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
Total number of governors = 14	

Who volunteers on the school's governing board?

Category of Governor	Full Name	Term of Office
Parent	Miss Rebecca Eyre	13.03.18 – 12.03.22
Parent	Mrs Nishma Pai	13.03.18 – 12.03.22
Parent	Mr Ranveer Panesar	13.03.18 – 12.03.22 Resigned on 20.07.18
Headteacher	Mrs Kiran Thapar	Ex-officio
Staff	Ms Louise Jenkinson	13.03.18 – 12.03.22
Local Authority	Mr Dominic Honey	16.04.18 – 15.04.22
Partnership	Ms Lorraine Plummer-Walrond	01.09.16 – 31.08.20
Partnership	Dr Harjinder Rahanu	13.03.18 – 12.03.22
Co-opted	Mrs Selma Malek	01.09.16 – 31.08.20
Co-opted	Mrs Monica Dhaliwal	13.03.18 – 12.03.22
Co-opted	Mrs Amrit Kalsi	13.03.18 – 12.03.22
Co-opted	Mr Craig Rossiter	13.03.18 – 12.03.22 Resigned on 20.07.18
Co-opted	Vacancy	
Co-opted	Vacancy	

The Clerk to Governors is	Rahwa Arefeaine
The Chair of Governors is	Dr Harjinder Rahanu
The Vice Chair of Governors is	Ms Lorraine Plummer-Walrond

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?
Julie Kernoghan	1 year	None
Rose Hawes	1 year	none

How the governing board delegates and distributes its duties

In the 2017/18 academic year the governing board agreed that it would meet twice a term to ensure it met all its responsibilities at full governing board meetings. This is reviewed annually. When necessary there are Joint Premises Committee meetings with the Junior School but there was no need for this Committee to meet during the 2017/18 academic year.

Joint Premises Committee
<p>Committee Membership</p> <ul style="list-style-type: none"> • Harjinder Rahanu • Rose Hawes • Julie Kernoghan • Kiran Thapar <p>Remit of committee</p> <ul style="list-style-type: none"> • To review regularly the condition of all the school buildings for the two schools and prepare an appropriate overall annual maintenance plan to ensure they are kept in good order, having full regard to the 'Property Condition Survey'/Asset Management Plan/advice of the LA. • To keep under review the Accessibility Plan for the schools and to report to Governors on its implementation. • To make recommendations to both the Finance Committees/Governing Bodies for any development works necessary, so that these can be identified in the Financial Plans. • To liaise with the Headteachers to ensure that efficient, effective and safe programmes are in operation for the following:- reactive (day-to-day) and planned maintenance, premises/site security, cleaning, grounds maintenance, disposal of waste and catering. • To ensure that risk assessments for all works are in place and are being complied with and are regularly reviewed. Individual projects will be subject to specific risk assessment and monitoring. • For building works, to ensure that finances are considered and the necessary tendering arrangements are carried out, to approve the award of tenders and make recommendation to the Governing Bodies on the award of contracts. To ensure that the school complies with the Local Authority's Employment and Control of Contractors • To ensure that an energy audit of the school is carried out (checklist available on Schools Web)

Key delegated duties

- To prevent delay in authorising urgent repairs or minor works and making payments to contractors/suppliers delegated authority for agreeing shared expenditure up to £5,000 each school be devolved to the head teachers of each school.

Number of meetings held in academic year

- none

Key decisions made and impact

- not applicable

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 Child Protection	Lorraine Plummer-Walrond	1
Special Educational Needs and Disability (SEND)	Nishma Pai	
School Data	Harjinder Rahanu	1
Curriculum	Lorraine Plummer-Walrond and Harjinder Rahanu	
Science	Harjinder Rahanu	1
Early Years	Harjinder Rahanu	1
Pupil Premium	Harjinder Rahanu	1
Literacy	Selma Malek	
Maths	Monica Dhaliwal	
Equalities	Amrit Kalsi	1
PHSE / Citizenship	Craig Rossiter	1
Finance	Dominic Honey	1
Premises	Dominic Honey	1

Governing board and committee meeting attendance

Governor name	Governing Board Meeting Dates and Attendance				
	Autumn Term 26/09/17	Autumn Term 28/11/17	Spring Term 16/01/18	Spring Term 13/03/18	Summer Term 15/05/18
Rebecca Eyre	Attended	Apologies given and accepted	Present	Present	Present
Nishma Pai	Apologies given and accepted	Apologies given and accepted	Absent without consent	Absent without consent	Absent without consent
Ranveer Panesar	Present	Present	Apologies given and accepted	Present	Absent without consent
Kiran Thapar	Present	Present	Present	Present	Present
Louise Jenkinson	Present	Present	Present	Present	Present
Dominic Honey	Not applicable	Not applicable	Not applicable	Not applicable	Present
Lorraine Plummer-Walrond	Present	Present	Apologies given and accepted	Absent without consent	Absent without consent
Harjinder Rahanu	Present	Present	Present	Present	Apologies given and accepted
Selma Malek	Present	Present	Apologies given and accepted	Present	Apologies given and accepted
Monica Dhaliwal	Apologies given and accepted	Apologies given and accepted	Apologies given and accepted	Absent without consent	Absent without consent
Amrit Kalsi	Present	Present	Present	Present	Present
Craig Rossiter	Apologies given and accepted	Present	Present	Apologies given and accepted	Present

Governing Board effectiveness and impact

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

- Governor vacancies and recruitment
- Clerk to Governors vacancy
- Sharing the responsibility across the Governing Board for Governors' participating in school events
- Unpredictability of admission numbers across the Early Years arising from the school's increase in its PAN (Published Admissions Number)
- Pupil attendance figures
- Financial constraints related to the proposed national funding formula
- Addressing the Governing Board's responsibilities arising from the requirements of the General Data Protection Regulations (GDPR)

How were the challenges met?

- Governor participation in school events to raise the profile of school governors.
- Link governor visits to the school focussing on key areas of school management and using information gained from these visits to support and constructively challenge the school's leadership where necessary.
- Reviewing governing board membership to facilitate recruiting co-opted governors with specific skills and working with the Local Authority (LA) to appoint a suitably skilled LA governor.
- Using external support to recruit a Clerk to Governors.
- Receiving and discussing reports from the school on how the school is marketed in the local community and changing demographics of the local community.
- Supporting the school identify initiatives to improve pupil attendance
- Participating in GDPR training and supporting the school to be GDPR compliant
- Responding to consultations relating to the proposed national funding formula
- Regular monitoring of the school's budget at Governing Board meetings

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

- Recruitment of three new governors, strengthening the breadth, depth and experience within the Governing Board
- 9 number of governor link visits
- Approving a balanced budget for the 2018/19 financial year
- Raised the profile of the Governing Board with teachers, parents and the wider community through direct engagement with them.

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

- Strengthened links between the governing board, the school, parents and the local community.
- Ensuring the school's optimal use of resources for an effective learning and teaching experiences.

Find out more about our school ...

- 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 <https://www.grangepark-inf.hillingdon.sch.uk/>
- Link to school's pupil premium statement on the school's website <https://www.grangepark-inf.hillingdon.sch.uk/our-school/pupil-premium>
- Link to school's PE and sport premium information on the school's website <https://www.grangepark-inf.hillingdon.sch.uk/our-school/primary-sports-funding>
- 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 (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
Monica Dhaliwal	Co-opted Governor	<ul style="list-style-type: none"> • Nothing to declare
Amrit Kalsi	Co-opted Governor	<ul style="list-style-type: none"> • Employed at Barnhill Community School
Selma Malek	Co-opted Governor	<ul style="list-style-type: none"> • Nothing to declare
Craig Rossiter	Co-opted Governor	<ul style="list-style-type: none"> • Employed at Minet Infant School, Hayes
Dominic Honey	Local Authority Governor	<ul style="list-style-type: none"> • Nothing to declare
Rebecca Lynda Louise Eyre	Parent Governor	<ul style="list-style-type: none"> • Nothing to declare
Nishma Pai	Parent Governor	<ul style="list-style-type: none"> • Nothing to declare
Ranveer Panesar	Parent Governor	<ul style="list-style-type: none"> • Nothing to declare
Lorraine Plummer-Walrond	Partnership Governor	<ul style="list-style-type: none"> • Nothing to declare
Harjinder Rahanu	Partnership Governor	<ul style="list-style-type: none"> • Nothing to declare
Rahwa Arefeaine	Clerk to Governors	<ul style="list-style-type: none"> • Nothing to declare
Louis Jenkinson	Staff Governor	<ul style="list-style-type: none"> • Employed at the school
Kiran Thapar	Headteacher	<ul style="list-style-type: none"> • Employed at the school

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

Chair of Governor's signature _____

Date

26th November 2018

Planned review date

September 2019