



Striving for Excellence

Learning for Life

Achievement for All

**Annual Governance Statement for the Governing Board of
Frithwood Primary School**

1 September 2015 to 30 August 2016

School name:	Frithwood Primary School
School address:	Carew Road, Northwood HA6 3NJ
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Website:	http://www.frithwood.hillingdon.sch.uk/
The Governing Board must only be contacted via the school details given above, which is the legal business address for the whole Governing Board.	
Category of school:	Community
DFE number:	448240
Names of Headteachers:	Mr Dean Morse and Mrs Frances Saunders
Name of Assistant Head Teacher:	Mrs Jacqui Walton-Jones

School vision statement

We provide an inspirational, secure and safe foundation that enables our children to become confident, aspirational and valued members of society who make an active and positive contribution to local and global communities.

Our dynamic staff and committed governors have a clear vision and shared responsibility to enthuse and inspire all children through high quality teaching. By celebrating our successes and achievements, in partnership with supportive families, children will be enthusiastic and motivated learners.

The wider community are invited to embrace our school so that we can work together to enhance our children's learning. We will encourage lifelong learning for our children and their families- to broaden their horizons and enhance their spiritual, cultural, social and moral needs.

We want to empower our children, staff and community to flourish and grow together; tackling challenges and new learning opportunities with the confidence to succeed.

Our core functions

The Governing Board of Frithwood Primary School has a strong focus on its three core functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteachers to account for the educational performance of the school and its pupils; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

This Annual Statement is prepared in accordance with current Department for Education guidance.

Legal constitution of the Governing Board

The Governing Board was reconstituted on:

01 November 2014

The Governing Board is made up of 11 governors which consist of:

Category of governor	Number	Method of appointment
Co-opted	4	Elected onto the Governing Board by the governors
Parent	4	Elected onto the Governing Board by parents of pupils at school
Staff	2	Head Teachers by virtue of employment Staff governor elected onto the Governing Board by staff
Local Authority	1	Elected onto the Governing Board by the governors

Co-opted governors:

Co-opted governors are appointed by the Governing Board and are people who in the opinion of the Governing Board have the skills required to contribute to the effective governance and success of the school.

Parent governors:

Parent governors are elected onto the Governing Board by parents. As at the date of this statement we have three parent governors and one vacancy.

Staff governors:

We have two Head Teachers, both of whom sit on the Governing Board, they have the voting rights of one governor. In addition we also have a staff governor who is elected to the Governing Board by the school's staff.

Local Authority governor:

Lastly, we also have a Local Authority governor who is nominated by the Local Authority and appointed by the Governing Board.

Who volunteers on our Governing Board?				
Name	Category	Term ends	Committees	Other responsibilities
Dean Morse	Head Teacher	Ongoing	Curriculum Finance Communications Personnel Premises	
Frances Saunders	Head Teacher	Ongoing	Curriculum Finance Communications Personnel Premises	
Samantha Watts	Staff	April 2019	Curriculum	SEN
Gillian Mansbridge*	Co-opted	October 2016	Finance	Chair Training / governor development
Marsha Shultz*	Co-opted	October 2016	Communications	Vice Chair
Ann Purcell	Parent	April 2019	Finance (Chair)	
Rebecca Garton	Parent	December 2019	Curriculum (Chair) Premises (Chair)	Science
Emma Croft	Parent	April 2019	Communications (Chair) Finance	Maths
Vacancy	Parent			
Vacancy	Co-opted			
Savita Marsh	Co-opted	April 2019	Communications Curriculum	Literacy
Kuljeet Singh Dobe	Local authority	September 2019	Personnel Premises	

Elizabeth Greer	Clerk to the Governors	Ongoing		
<p>* This statement reflects the year from September 2015 to August 2016. Both our Chair (Gillian Mansbridge) and Vice Chair (Marsha Shultz) stepped down in October 2016 and the Governing Board has now appointed Ann Purcell as the Chair and Rebecca Garton as the Vice Chair.</p>				
<p>How our Governing Board operates:</p>				
<p>The full Governing Board meets at least three times every school year. We also have a number of committees to consider different aspects of the school. At Frithwood School we have a Finance Committee, Curriculum Committee, Personnel Committee, Premises Committee and a Communications Committee. Each committee has its own objectives and terms of reference and will meet at least once per term or more frequently if required.</p>				
<p>Attendance record of our governors:</p>				
<p>Governors have excellent attendance at meetings and we have never cancelled a meeting because it was not “quorate” (the number of Governors needed to ensure that legal decisions can be made). Full details of attendance is shown in Appendix 1.</p>				
<p>Governing Board effectiveness and impact:</p>				
<p>The Governing Board has had a busy year focusing on a number of key areas:</p> <p>Training and development</p> <p>A number of new governors joined the team this year and it was felt that this was an appropriate time to roll out a training and development programme. All new governors attended the appropriate courses provided by the Local Authority and in addition the Head Teachers provided bespoke training looking at areas such as data analysis, performance management and the school improvement plan. Governors also spent time in school, both during the day and at special events, familiarising themselves with the school operation and developing relationships with staff and pupils.</p> <p>Governor day</p> <p>In June we held a Governing Board day at the school with the aim of raising the profile of the governors amongst staff and pupils and building understanding of daily school life. The day was very enjoyable and successful and included a governor assembly, where all governors introduced themselves and took questions from the children, visits to different classes and a celebration for the Queen’s birthday. In view of the success of the day, the Governing Board would like to run this as annual event.</p>				

School improvement plan (SIP)

Following a successful Ofsted inspection in March 2015 the school developed a plan to drive further improvement and build on existing successes. The Governing Board actively reviews the SIP at each full Governing Board meeting in order that progress against targets can be monitored and also participated in a teacher training day where staff were able to provide individual input to the plan and discuss it in more detail. The SIP is a key document through which the Governing Board is able to track ongoing school improvement. A summary overview can be found on the school website.

Changes in the Governing Board

Following a significant number of years service, both the Chair and Vice-Chair announced that they would be stepping down in October 2016. The Governing Board therefore spent time considering the arrangements for succession planning and recruitment and this will be a key priority during the next school year.

School policies

Governors review all relevant policies on a programmed basis to ensure that all guidance is current and up to date.

Specific attention is paid to ensure that the school complies with the Department of Education mandatory policy list and the Local Authority recommended list.

Committees

There are a number of committees established with a view to facilitating oversight across key areas of the school's operation. All committees met on a regular basis.

Personnel Committee

We have successfully appointed three class teachers who started in September 2016. The Committee has a continued involvement in the performance management systems in the school.

Curriculum Committee

The Curriculum Committee provides a framework for self-evaluation, monitoring, support and challenge. Using a range of data sources and evidence, the committee provides oversight of the learning and achievement to ensure pupils experience a rich, varied and challenging curriculum.

Premises Committee

The Premises Committee was re-established at the start of the 2015/2016 academic year and has worked closely with the site manager and facilities manager to ensure compliance with statutory requirements. We have a termly walk about with the site and facilities managers and support assessments for health and safety, security and fire safety matters.

Finance Committee

Regular financial information is provided to the Governing Board so that we may review the financial performance of the school and ensure its funds are spent effectively. In addition, the Finance Committee also provides more detailed oversight of the school's budgets and allocation of financial resources.

Communications Committee

The Communications Committee was newly established with the aim of working with the school to develop a communication strategy and explore ways in which the Governing Board can better communicate with key stakeholders. A number of potential improvements have been identified and are in the process of being delivered; for example an update to the information which appears on the school website.

Future plans for the governors:

Key for the Governing Board for the next school year will be to ensure a smooth transition from the outgoing Chair and Vice-Chair to individuals taking over those roles. In addition, this will also create a number of vacancies and it will be important that the right individuals are quickly recruited into those positions.

The strategic vision for the Governing Board will also be further developed and articulated in order that governors can not only fulfil their roles effectively but also are clear about the role and remit of the Governing Board and how that will help the school continue to develop and improve the strategic direction of the school.

Appendix 1:

Full Governing Board Meeting Dates and Attendance			
Name	Oct 2015	Jan 2016	May 2016
Dean Morse	Attended	Attended	Attended
Frances Saunders	Attended	Attended	Attended
Samantha Watts	Attended	Attended	Attended
Gillian Mansbridge	Attended	Attended	Attended
Marsha Shultz	Attended	Attended	Attended
Ann Purcell	Attended	Attended	Attended
Rebecca Garton	Attended	Attended	Attended
Emma Croft	Attended	Attended	Attended
Savita Marsh	Attended	Attended	Attended
Kuljeet Singh Dobe	Attended	Attended	Attended
Riaz Alidina	N/a	Attended	Resigned