



Striving for Excellence

Learning for Life

Achievement for All

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

1 September 2016 to 30 August 2017

School name:	Frithwood Primary School
School address:	Carew Road, Northwood HA6 3NJ
Telephone number:	01923 825548
Contact email address:	frithwood@frithwood.hillingdon.sch.uk
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
School unique reference number:	102414
School inspection 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.

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	<ul style="list-style-type: none"> • Learning, Teaching and Curriculum • Finance • Communications • Personnel • Premises 	
Frances Saunders	Head Teacher	Ongoing	<ul style="list-style-type: none"> • Learning, Teaching and Curriculum • Finance • Communications • Personnel • Premises 	
Samantha Watts	Staff	Sep 2017	<ul style="list-style-type: none"> • Learning, Teaching and Curriculum 	SEN
Ann Purcell	Parent	April 2019	<ul style="list-style-type: none"> • Finance (Chair) 	Chair Training / Governor Development Foundation stage
Rebecca Garton	Parent	December 2019	<ul style="list-style-type: none"> • Learning, Teaching and Curriculum (Chair) • Premises (Chair) • Finance 	Vice Chair Science SEN & EAL
Emma Croft	Parent	April 2019	<ul style="list-style-type: none"> • Communications (Chair) • Finance 	Numeracy
Mark Harvey	Parent	December 2020	Communications	Sports & PE premium
Katherine Cooper	Co-opted	January 2021	Communications	Safe guarding
Monica Clifford	Co-opted	April 2021	Learning, Teaching and Curriculum Personnel	Literacy

Michael Chirnside	Co-opted	June 2021	Premises	
Vacancy	Co-opted			
Kuljeet Singh Dobe	Local authority	October 2019	Personnel Premises	
Elizabeth Greer	Clerk to the Governors	Ongoing		

This statement reflects the position as at 30 August 2017. Changes to the Governing Board which occurred during the year are outlined below.

How our Governing Board operates:

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 Committees for the following:

- Finance;
- Learning, Teaching and Curriculum;
- Personnel;
- Premises; and
- Communications.

Each Committee has its own objectives and terms of reference and will meet at least once per term or more frequently if required.

Attendance record of our governors:

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 are shown in Appendix 1.

Governing Board key areas of focus – effectiveness and impact

The Governing Board has had a busy year focusing on a number of key areas:

Changes in the Governing Board

Following a significant number of years’ service, two senior Governing Board leaders retired in early October 2016. The Governing Board considered applications for the vacant positions and appointed Ann Purcell as the Chair and Rebecca Garton as the Vice Chair. To ensure an ongoing level of continuity, the Governing Board has ensured that appropriate and sufficient support has been provided in order that the Chair and Vice-Chair are able to fulfil their duties in a competent and effective

manner. This is an on-going process as the individuals grow into their roles and any required training and development needs will be met on an ongoing basis. The Governing Board wishes to thank both for the commitment and energy they have brought to their roles thus far.

Training and development

All governors are required to continually maintain and build their competence. All new governors are required to undertake the mandatory training and all members of the Governing Board are expected to attend additional training events throughout the year.

Review of governance and reporting arrangements

A key part of the Governing Board's work this year has been to review the internal governance structure and reporting arrangements to ensure these processes are robust and effective. This was discussed in detail at the Strategy Away Day (see below) and following this significant work undertaken to:

- Create a template terms of reference document for all Committees;
- To review and date said terms of reference;
- To consider Committee membership and reporting lines; and
- Develop a schedule of key activities.

This has been completed for Governing Board and Finance Committee and will be rolled out across all Committees this year.

Strategy away day

The Governing Board had an away day in early November. Following the changes in membership, we wanted to take the opportunity to develop a deeper understanding of the role of the Board in providing effective challenge and support, take a fresh look at the Committee and reporting structures and identify the key challenges for the year. The day was felt to be enormously productive and informative and further offsite activities will be considered going forward.

School improvement plan (SIP)

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. Significant work was undertaken this year to review and update the SIP with the assistance of our School Improvement Partner. The updated plan for 2017/2018 was reviewed in detail before being approved at the June Board meeting. This document will be used as a key driver for activity in the coming year.

Governor visits policy

A school visits policy for governors was developed this year with the intention of providing a clear framework for undertaking monitoring visits. The policy helps governors ensure that monitoring visits are effective and purposeful by linking them to the School Improvement Plan and provides general guidance for governors when

undertaking school visits.

School policies

Governors review all statutory 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

There was no requirement for the Personnel Committee to meet during the last school year.

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 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 has worked closely with the school to develop a communication strategy and explore ways in which the Governing Board can better communicate with key stakeholders. Work has been undertaken to further develop the information on the school website and well as organising a recruitment drive for new community governors.

Future plans for the governors:

Following the work undertaken on the School Improvement Plan, the Governing Board is looking forward to working closely with the school in monitoring delivery of the plan and ensuring teaching is of the highest quality. We will also review the impact of exciting new initiatives, such as the Growth Mindset strategy.

As we have a number of newly appointed governors, we will ensure they have the opportunity to meet both the pupils and staff and see how the school operates on a daily basis. The Governing Board remains committed to the training and development of all governors will continue to encourage attendance at relevant events.

In the forthcoming year, the Governing Board will also be focusing on the effective use of governor time and ensuring Board meetings run efficiently. This includes, for example, developing understanding, knowledge and use of school data following the change in the reporting format.

Appendix 1:

Full Governing Board Meeting Dates and Attendance				
Name	19th Sep 2016	23rd Jan 2017	26th Apr 2017	4th Jul 2017
Dean Morse	Attended	N/a	Attended	Attended
Frances Saunders	Attended	Attended	Attended	Attended
Samantha Watts	Attended	Attended	Attended	Attended
Gillian Mansbridge	Attended	Resigned	Resigned	Resigned
Marsha Shultz	Attended	Resigned	Resigned	Resigned
Ann Purcell	Attended	Attended	Attended	Attended
Rebecca Garton	Attended	Attended	Attended	Attended
Emma Croft	Attended	Attended	Attended	Attended
Savita Marsh	Attended	Resigned	Resigned	Resigned
Kuljeet Singh Dobe	Attended	Attended	N/a	N/a
Mark Harvey	N/a	Attended	Attended	N/a
Katherine Cooper	N/a	Observing	Attended	Attended
Joe Feeley	N/a	Observing	Attended	Resigned
Monica Clifford	N/a	N/a	Observing	Attended
Michael Chirnside	N/a	N/a	N/a	Attended
Clerk	Attended	Attended	Attended	Attended

Finance Committee Meeting Dates and Attendance

Name	5 th Dec 2016	16 th Jan 2017	21 st Mar 2017	19 th May 2017
Dean Morse	Attended	N/a	Attended	Attended
Frances Saunders	N/a	Attended	Attended	Attended
Ann Purcell	Attended	Attended	Attended	Attended
Rebecca Garton	Attended	Attended	Attended	Attended
Emma Croft	Attended	Attended	Attended	Attended
Savita Marsh	Attended	Resigned	Resigned	Resigned

Learning, Teaching and Curriculum Committee Meeting Dates and Attendance

Name	1 st Dec 2016	9 th Jun 2017		
Dean Morse	Attended	N/a		
Frances Saunders	N/a	Attended		
Samantha Watts	N/a	Attended		
Rebecca Garton	Attended	Attended		
Savita Marsh	Attended	Resigned		

Premises Committee Meeting Dates and Attendance

Name	17 th Nov 2016	10 th Feb 2017		
Dean Morse	Attended	N/a		
Frances Saunders	N/a	Attended		
Rebecca Garton	Attended	Attended		
Kuljeet Dobe	Attended	Attended		

Communications Committee Meeting Dates and Attendance

Name	7 th Oct 2016	23 rd Nov 2016	13 th Jun 2017	
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Dean Morse	Attended	Attended	Attended	
Frances Saunders	Attended	Attended	Attended	
Emma Croft	Attended	Attended	Attended	
Savita March	N/a	Attended	Resigned	
Mark Harvey	N/a	N/a	Attended	
Katherine Cooper	N/a	N/a	Attended	

Personnel Committee Meeting Dates and Attendance

No requirement to meet.
