



Newnham Junior School

Annual governance statement including a register of interests

School Name	Newnham Junior School
School Address	Newnham Avenue Eastcote Middlesex HA4 9RW
Telephone number	020 3745 6216
Contact email address	office@mail.newnhamjun.org.uk
Website	http://www.newnham-jun.hillingdon.sch.uk/

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 school
DfE number	3122038
Ofsted grading and date of last inspection	Outstanding: October 2011

Names of Co-Headteachers	Mrs Kulvinder Nahal/Mr Neil Wilkey
Name of Assistant Headteacher	Mrs Jenny Lovelock

Date of Annual Governance Statement	20th October 2021
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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 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 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.

Legal constitution of the Governing Body

The Governing Body was formally constituted on

13th April 2015

Category of Governor	Appointed or elected to the Governing Body?
5 x Co-opted Governors	Appointed by Governing Body
1 x Local Authority Governor	Nominated by the Local Authority (Hillingdon Council), and appointed by the Governing Body
4 x Parent Governors	Elected by parents of pupils at the school
1 x Staff Governor	Elected by staff employed by the school
1 x Headteacher	Governor by virtue of employment by the school
Total number of governors = 12	

Who volunteers on the school's Governing Body?

Category of Governor	Full Name	Term of Office
Co-opted	Mr Duncan Castle	1 st January 2018 to 31 st December 2021
Co-opted	Dr Tanya Huehns	1 st June 2019 to 31 st May 2023
Co-opted	Mrs Humera Ijaz	1 st June 2019 to 31 st May 2023
Co-opted	Mr David Upcott	1 st June 2019 to date of death Dec 2020
Local Authority	Mr Andrew West	1 st January 2020 to 31 st December 2023
Parent	Mrs Jaz Balghan	1 st June 2019 to 31 st March 2023
Parent	Mrs Arti Bhandari	1 st February 2020 to 31 st January 2024
Parent	Mrs Nisha Bharadwa	1 st June 2019 to 31 st May 2023
Parent	Mr Chris Billiet	14 th March 2018 to 13 th March 2022
Staff	Mrs Jenny Lovelock	1 st January 2018 to 31 st December 2021
Co-Headteachers	Mrs Kulvinder Nahal /Mr N Wilkey	Ex-officio

The Clerk to Governors is	Mrs Atifa Ali-Khan (from January 2021)
The Chair of Governors is	Dr Tanya Huehns
The Vice Chair of Governors is	Mr Chris Billiet

This Governing Body also has Associate Members: not governors but volunteers appointed by the Governing Body to support its work and duties. The number of Associate Members is determined by the Governing Body.

Associate Member	Term of office	Voting rights at committee level?
Mr Eddi Mansi	1 st June 2019 to 31 st May 2023	Premises committee

How the Governing Body delegates and distributes its duties

The governing body delegates some specific functions to some governors covering specific areas of school life. These governors are known as Link Governors. The school has the following Link Governors.

Area of responsibility	Named Governor	Reviews of school in this role 2020-21
Safeguarding	Mr Chris Billiet	3
Special Educational Needs and Disability (SEND)	Mrs Nisha Bharadwa	3
Performance Management	Mrs Humera Ijaz/Mrs Jaz Balghan/Mrs Arti Bhanderi	2
Health and Safety	Mr Chris Billiet	2
Safer recruitment	Mr Chris Billiet	1

The Governing Body has the following subcommittees as agreed on 14th October 2020. This is reviewed annually at the first Full Governing Body meeting of the academic year.

Finance and Personnel Committee	
Committee membership details	Humera Ijaz (Chair), Tanya Huehns, Duncan Castle, Jaz Balghan (until Oct 2020), Neil Wilkey/Kulvinder Nahal
Remit of committee	<ul style="list-style-type: none"> Efficiently manage school budget in line with requirements set by Local Authority and/or Department for Education (DfE) Consider and approve budget priorities, to ensure value for money Regularly monitor expenditure reporting progress each term to the Governing Body with recommendations where necessary Consult and liaise with other subcommittees as needed
Key delegated duties	<ul style="list-style-type: none"> Ensure a strategic approach to planning a budget that reflects the school's prioritised educational objectives Plan and present the budget to the Governing Body for approval in line with the School Improvement Plan (including the schools staffing structure and charging policy) Monitor budget, ensure expenditure stays within agreed limits, act on significant variances and report to the Governing Body Approve allocation of new, unallocated, or surplus funds and /or the virement (transfer) of funds between budget headings, up to a limit of £20,000; any amount in excess must be authorised by the Governing Body and all virement reported to the Governing Body Approve contracts up to a limit of £20,000; in excess of this must be authorised by the Governing Body. Ensure contracts and tenders are awarded in accordance with Hillingdon Council's Financial Regulations Review the school's procedures for financial monitoring and control, liaise with Headteachers on specific aspects and approve the Financial Procedures Manual and Statement of Internal Controls annually. Ensure adherence to financial controls and procedures as stipulated by Hillingdon Council, to ensure the probity of the school's accounting procedures Monitor and ensure that the School Voluntary Fund (Private Fund) and Governors' Fund are managed with the same rigour as the public accounts including audits on these accounts. Approve debt write-off and asset disposal where values do not exceed £2,500. Ensure that the school's day to day financial management is established on firm principles of financial monitoring and control (in accordance with Hillingdon Council's financial standing orders) Monitor reports of Expenditure and Income against the school's delegated budget at each of the subcommittee's regular (termly) meetings

	<ul style="list-style-type: none"> Review and recommend for adoption procedures for dealing with discipline and grievances and other policy statements (as advised by Hillingdon Council) and ensure that staff are fully informed Adopt a Performance Management Policy for all staff and monitor implementation to ensure staff development is prioritised Appoint a separate subcommittee (minimum two governors) to undertake the Headteachers' Review and Objective Setting process Review staffing structure and assist the Headteachers in interviewing and recruiting new/promoted staff The clerk to the Finance and Personnel Committee must provide typed meeting minutes to the Governing Body, the Headteachers.
Number of meetings held in academic year	2
Key decisions made and impact	Successful monitoring of spending in all cost centres to deliver a balanced budget in the light of Covid-19 challenges. Key funding projects considered and approved. Overview of extra funding streams e.g. FONJSA, Rocketfund

Pay Committee	
Committee membership details	Humera Ijaz (Chair), Duncan Castle and Kulvinder Nahal
Remit of committee	<ul style="list-style-type: none"> Ensure that the requirements of national and local pay settlements and relevant legislation are met and are in line with the school's equal opportunities policy Ensure that the staffing structure of the school supports the School Improvement Plan and that salaries adequately reflect the level of responsibilities undertaken as well as the ability of the Governing Body to recruit and retain staff Ensure that no governor participates in discussions where he/she has a pecuniary interest Ensure that agreed job descriptions accurately reflect the responsibilities undertaken by all staff Set objective criteria for determining pay of staff employed at the school Set salaries within a budget agreed by the Governing Body Make recommendations to the Governing Body for additional funding deemed essential for salaries if there is a need which cannot otherwise be met within the allocated budget provision Ensure that responsibilities and corresponding salary points are distributed as widely as practical, ensuring as far as possible parity among awards made. Serious consideration will be given before the allocation to any one individual of multiple responsibilities on a permanent basis. Recognise that salary points take account of responsibility rather than hours worked Carry out an Annual Review of the Whole School Pay Policy and the salaries of staff employed, in consultation with staff and unions Maintain full and accurate records of salaries and any other remuneration paid to staff and to inform all staff in writing of the outcome of the Annual Review Provide a mechanism for individual members of staff to make representations if they have a complaint about the way in which the salary assessment procedure was followed or the outcome of the Annual Review
Key delegated duties	To set salaries within a budget agreed by the Governing Body
Number of meetings held in academic year	2
Key decisions made and impact	National pay settlements agreed and implemented. Teaching staff salaries reviewed to ensure they reflect the level of responsibility and achievement of targets set.

Premises Committee	
Committee membership details	Chris Billiet (Chair), Kulvinder Nahal/Neil Wilkey, Nisha Bharadwa, Arti Bhanderi and Eddie Mansi
Remit of committee	<ul style="list-style-type: none"> • Building full inspection, including services and safety, ensuring conforming to current regulations. • Grounds and perimeter inspection, in terms of safety and security.
Key delegated duties	None.
Number of meetings held in academic year	2
Key decisions made and impact	Ensured compliance with Covid-19 requirements. Key areas for improvement identified e.g. Gravel path

Curriculum & Safeguarding Committee	
Committee membership details	Jenny Lovelock (Chair part year), Jaz Balghan (Chair from June 2021) Tanya Huehns, Kulvinder Nahal/Neil Wilkey, Jaz Balghan & Chris Billiet
Remit of committee	<ul style="list-style-type: none"> • Review teaching and learning throughout the school for every subject. This involves: <ul style="list-style-type: none"> ○ following a subject observation schedule for observing lessons ○ speaking to a sample of pupils about the subject observed ○ meeting with the subject coordinator to discuss key priorities for the subject and then feeding back to the rest of the curriculum committee. ○ having access to subject action plans and subject monitoring data/information (available on Frog). • Monitor provision and progress for SEND pupils and Pupil Premium pupils. This also involves the Link SEND governor meeting the inclusion manager along with the Assessment Coordinator sharing relevant data. • Review attainment and progress made in statutory SATS testing by reviewing ASP (Analysing School Performance) under the direction of our School Improvement Partner or Headteacher. • Regularly discuss progress being made with the School Development Plan by focussing on a different objective each meeting. The focus so far has been on objectives related to raising progress in reading and developing effective marking and feedback. SATS results were used as evidence to show that a previous focus on writing had a positive impact. • Keep up to date with Safeguarding policies and procedures. This also involves the Link Governor for Safeguarding having regular meetings with the Headteachers and Welfare Officer. • Discuss other curriculum related issues/developments as and when necessary. • Review and make necessary changes to subject policies and any other policies related to the curriculum. • Summarise key points for the Curriculum Committee Meetings to the Full Governing Body on a termly basis.
Key delegated duties	None.
Number of meetings held in academic year	4
Key decisions made and impact	All curriculum subjects reviewed. Key coordinators fed back on changes in their subject areas. Regular discussion with children on their views of the curriculum/learning were carried out with feedback to the committee. Safeguarding checks were carried out and streamlined.

In addition, specific panels of the governing body are convened as required for

- School complaints
- Staff grievance and discipline
- Pupil discipline and appeals
- Staff appointments

Governors' attendance

Full Governing Body meetings

Governors	Meetings attended 1/09/20 to 31/8/21	Out of a possible
Mr Duncan Castle	4	4
Dr Tanya Huehns (Chair)	4	4
Mrs Humera Ijaz	4	4
Mr David Upcott	0	2
Mr Andrew West	4	4
Mrs Jaz Balghan	3	4
Mrs Arti Bhanderi	4	4
Mrs Nisha Bharadwa	4	4
Mr Chris Billiet	3	4
Mrs Jenny Lovelock	4	4
Mrs Kulvinder Nahal /Mr Neil Wilkey	4	4

Finance and Personnel Meetings

Members of committee	Meetings attended 1/09/20 to 31/08/21	Out of a possible
Mr Duncan Castle	2	2
Dr Tanya Huehns	2	2
Mrs Humera Ijaz	1	2
Mrs Jaz Balghan	1	1
Mrs Kulvinder Nahal /Mr Neil Wilkey	2	2

Governing Body effectiveness and impact

What were the significant challenges for the Governing Body in 2020/21?

- The Coronavirus (Covid-19) pandemic in 2020-2021 presented extensive challenges to the school.

How were the challenges met?

- Discussions on safety measures taken. Risk assessments completed by the leadership team and shared with the Governing Body.
- Online Governor meetings set up and successfully run.

What were the achievements of the governing body for 2020/21?

- The high standards of the school were maintained.
- Feedback from parents shows a high level of confidence in the school's ability to keep children safe and provide high quality learning, both remotely and in school.
- Staff have been supported.

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

- The school has continued to deliver high quality teaching and learning.
- Subject areas of the curriculum have been reviewed and discussed.
- A safe working environment has been maintained for staff, parents and pupils.

Governing Body Register of Interests 2020-21

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.

Category of Governor/Role	Full Name	Interest
Co-opted	Mr Duncan Castle	Wife, Claire Castle, full time teacher at Newnham Junior School.
Co-opted	Dr Tanya Huehns	1. Trustee of Coronary Thrombosis Trust, a charity 2. Director of Etage Management, a property management company 3. Trustee of Haydon School
Co-opted	Mrs Humera Ijaz	Nil
Co-opted	Mr David Upcott	Nil
Local Authority	Mr Andrew West	Nil
Parent	Mrs Jaz Balghan	Nil
Parent	Mrs Arti Bhandari	Nil
Parent	Mrs Nisha Bharadwa	Nil
Parent	Mr Chris Billiet	Nil
Staff	Mrs Jenny Lovelock	Husband's company: Lovelock Building Services (company occasionally does work for school).
Co-Headteacher	Mrs Kulvinder Nahal	Nil
Co-Headteacher	Mr N Wilkey	Nil
Mr Eddi Mansi	Mr Eddi Mansi	Nil
Mrs Atifa Ali-Khan	Mrs Atifa Ali-Khan	Clerk to Governing Body at Newnham Infant School

Each governor has declared their interests as given above in writing to the Governing Body.

Find out more about the school

- Link to school's website <http://www.newnham-jun.hillingdon.sch.uk/>
- 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 pupil premium statement on the school's website <https://www.newnham-jun.hillingdon.sch.uk/pupil-premium>
- Link to school's PE and sport premium information on the school's website <https://www.newnham-jun.hillingdon.sch.uk/sport>
- 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/>



Chair of Governors signature

20/10/2021

Date

Autumn term 2022

Planned review date