



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	https://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 Headteacher	Mr Neil Wilkey
Name of Assistant Headteacher	Mrs Jenny Lovelock
Name of Assistant Headteacher	Mr Dave Kent

Date of Annual Governance Statement	12th October 2023
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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
4 x Parent Governors	Elected by parents of pupils at the school
1 x Local Authority Governor	Nominated by the Local Authority (Hillingdon Council), and appointed by the Governing Body
1 x Staff Governor	Elected to the governing body by staff employed by the school
1 x Headteacher	Governor by virtue of employment by the school
5 x Co-opted Governors	Appointed by Governing Body
Total number of governors = 12	

Who volunteers on the school's Governing Body?

Category of Governor	Full Name	Term of Office
Parent	Mrs Jaz Balghan	1 Jun 2019 to 31 Mar 2023
Parent	Mrs Arti Bhanderi	1 Feb 2020 to 31 Jan 2024
Co-opted	Mrs Nisha Bharadwa	12 Oct 2022 to 11 Oct 2026
Parent	Mrs Julie Browne	18 May 2022 to 17 May 2026
Local Authority	Mrs Shnow Cheraghi	12 Oct 2022 to 11 Oct 2026
Co-opted	Dr Tanya Huehns	25 May 2023 to 24 May 2027
Co-opted	Mrs Humera Ijaz	1 Jun 2019 to 31 May 2023
Staff	Mrs Jenny Lovelock	1 Jan 2022 to 31 Dec 2026
Co-opted	Mr Daniel Singham	18 May 2022 to 17 May 2026
Co-opted	Mrs Katrina Waite	23 Feb 2023 to 22 Feb 2027
Headteacher	Mr Neil 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 Daniel Singham

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 Jun 2019 to 31 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 2022-2023
Safeguarding	Mr Daniel Singham & Mrs Arti Bhanderi	4
Special Educational Needs and Disability (SEND)	Mrs Julie Browne	3
Performance management	Mr Daniel Singham & Mrs Arti Bhanderi	2
Health and Safety	Mrs Nisha Bharadwa	2
Safer recruitment	Mrs Julie Browne	1
Pupil premium	Mrs Shnow Cheraghi	2
Sport premium	Mrs Shnow Cheraghi	2

The Governing Body has the following subcommittees as agreed on 12 October 2022. 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), Julie Browne, Shnow Cheraghi, Tanya Huehns, Katrina Waite, Neil Wilkey
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)

	<ul style="list-style-type: none"> • Monitor reports of Expenditure and Income against the school's delegated budget at each of the subcommittee's regular (termly) meetings • 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	3
Key decisions made and impact	<ul style="list-style-type: none"> • Successful monitoring of spending in all cost centres to deliver a balanced budget. • Key funding projects considered and approved. • Overview of extra funding streams e.g. FONJSA,. • SFVS submission scrutinised and approved. • Review of clubs/finance

Pay Committee	
Committee membership details	Humera Ijaz (Chair), Tanya Huehns, Julie Browne, Katrina Waite, Neil Wilkey
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. • Annual cycle of appraisal and performance management in school given oversight. • HT performance and appraisal managed with oversight of process.
Key delegated duties	To set salaries within a budget agreed by the Governing Body

Number of meetings held in academic year	3
Key decisions made and impact	<ul style="list-style-type: none"> • National pay settlements agreed and implemented. • Teaching staff salaries reviewed to ensure they reflect the level of responsibility and achievement of targets set. • Pay related policies and procedures in school reviewed and approved.

Premises Committee	
Committee membership details	Nisha Bharadwa (Chair), Neil Wilkey, Daniel Singham, Arti Bhanderi, 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	3
Key decisions made and impact	<ul style="list-style-type: none"> • New external doors • New astro turf area • New toilets throughout the school • Key areas for improvement identified and managed, e.g LED light replacements, tree work • Local traffic issues discussed. • Key Health & Safety Policies reviewed and approved. • Health & Safety documentation and protocols in school scrutinised.

Curriculum & Safeguarding Committee	
Committee membership details	Jenny Lovelock (Chair), Jaz Balghan, Tanya Huehns, Neil Wilkey, Julie Browne, Shnow Cheraghi, Katrina Waite, Arti Bhanderi, Daniel Singham.
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 meeting with coordinators and at certain points, pupils. The subject coordinator discusses recent developments and key priorities for their subject. ○ having access to curriculum maps for all subjects. • 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 IDSR (Inspection Data Summary Report) under the direction of the Headteacher and Assistant Headteacher. • Regularly discuss progress being made with the School Development Plan by focussing on a different objective each meeting. • Keep up to date with Safeguarding policies and procedures. This also involves the Link Governors for Safeguarding having regular meetings with the Headteacher. Two 'deep dives' into safeguarding take place each academic year in addition to termly checks to the Single Central Register. • 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	5
Key decisions made and impact	<ul style="list-style-type: none"> • Met with subject coordinators to discuss development and priorities for their subject. The following coordinators were met with: Computing, History, Geography and French.

	<ul style="list-style-type: none"> • Discussion with children on their views of the curriculum/learning. • Safeguarding checks carried out and deep dives into Safeguarding introduced. • Policies reviewed, scrutinised and approved as per policy schedule. • SEND and disadvantaged pupils' progress and attainment data shared at regular points during the year. • Governor input into SDP target related to SEND. Targets and developments shared with the committee and their input taken into account. • The committee sent out a questionnaire to SEND parents/carers about the school's provision for pupils with SEND. The results have contributed to the targets and developments in this area.
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In addition, specific panels of the governing body are convened as required for

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

Governing Body and F&P subcommittee meeting attendance

Full Governing Body meetings: 3

Governors	Meetings attended 01/09/22 to 31/08/23	Out of a possible
Jaz Balghan	2	2
Arti Bhanderi	3	3
Nisha Bharadwa	2	3
Julie Browne	2	3
Shnow Cheraghi	3	3
Tanya Huehns (Chair)	3	3
Humera Ijaz	2	3
Jenny Lovelock	3	3
Daniel Singham	3	3
Katrina Waite	2	2
Neil Wilkey	3	3

Finance and Personnel Meetings

Members of committee	Meetings attended 01/09/22 to 31/08/23	Out of a possible
Julie Browne	1	1
Shnow Cheraghi	1	1
Tanya Huehns	3	3
Humera Ijaz	3	3
Belinda Graham (Business Manager)	3	3
Katrina Waite	1	1
Neil Wilkey	3	3

Governing Body effectiveness and impact

What were the significant challenges for the Governing Body in 2022/23?

- Ensuring the new Headteacher was supported.
- Embedding curriculum areas and leadership.

How were the challenges met?

- Discussions on issues arising and strategies planned.
- Curriculum a large part of Governors' meetings.

What were the achievements of the governing body for 2022/23?

- The high standards of the school were maintained.
- Good feedback from parents was achieved, showing a high level of confidence in the school's ability to keep children safe and provide high quality learning.
- Staff have been supported to develop curriculum areas.
- New Headteacher has been able to continue the good work and make appropriate changes.

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.

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/>

Governing Body Register of Interests 2022-23

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	Full Name	Declared interests
Clerk	Mrs Atifa Ali-Khan	Clerk to Governing Body at Newnham Infant School
Parent	Mrs Jaz Balghan	Nil
Parent	Mrs Arti Bhanderi	Nil
Co-opted	Mrs Nisha Bharadwa	Nil
Co-opted	Mrs Julie Browne	Nil
Local Authority	Mrs Shnow Cheraghi	Nil
Co-opted	Dr Tanya Huehns	1.Trustee, Coronary Thrombosis Trust, a charity. 2.Director, Etage Management, property management 3.Trustee, Haydon School
Co-opted	Mrs Humera Ijaz	Nil
Staff	Mrs Jenny Lovelock	Husband's company: Lovelock Building Services (company occasionally does work for school).
Associate Member	Mr Eddi Mansi	Nil
Co-opted	Mr Daniel Singham	Nil
Co-opted	Katrina Waite	Nil
Headteacher	Mr Neil Wilkey	Nil

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

Chair of Governors' signature _____

Date

12.10.2023

Planned review date

October 2024
