



## Annual Governance Statement

<b>School Name</b>	Yeading Infant and Nursery School
<b>School Address</b>	Carlyon Road, Hayes UB4 0NR
<b>Telephone number</b>	02085733389
<b>Contact email address</b>	yeading@yeadinginf.co.uk
<b>Website</b>	www.yeadinginf.co.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.*

<b>Category of school</b>	Community
<b>DfE number</b>	312 2060
<b>Ofsted grading and date of last inspection</b>	Outstanding 20/3/19

<b>Name of Head teacher</b>	Mrs R Ahluwalia
<b>Name of Deputy Head teacher</b>	Mrs S Malik

<b>Date of Annual Governance Statement</b>	25 September 2019
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### **The core functions of the governing body**

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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 head teacher 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**

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**YEADING INFANT AND NURSERY SCHOOL GOVERNING BODY**

The governing body was formally constituted on

Sept 2019

<b>Category of Governor</b>	<b>Appointed or elected onto the governing body?</b>
4 x Co-opted Governor	Elected or appointed by the FGB
4 x Parent Governors	Elected on to the governing body by parents of pupils at the school
1 x Head teacher	Governor by virtue of employment by the school
1 x Staff Governor	Elected on to the governing body by all staff employed by the school
1 x Local Authority Governor	Nominated by the Local Authority (Hillingdon Council), and appointed by the governing body
<b>Total number of governors = 11</b>	

**Who volunteers on the school's governing body?**

<b>Category of Governor</b>	<b>Full Name</b>	<b>Term of Office</b>
Head teacher	Rupinder Ahluwalia	n/a
Co-opted	Sumit Parmar	28/9/15 – 4 years
Co-opted	Uma Loganayagam	12/12/16 – 4 years
Co-opted	Varinder Rekhi	31/10/15 – 4 years
Co-opted	Farina Jussab	5/3/19 – 4 years
Parent	Asma Nomani	12/12/16 – 4 years
Parent	Gurpreet Koldhar	8/11/18 – 4 years
Parent	vacancy	-
Parent	vacancy	-
Staff	Rina Siyani	1/9/16 – 4 years
Local Authority	Vacancy	-

<b>The Clerk to Governors is</b>	Michelle Waters
<b>The Chair of Governors is</b>	Sumit Parmar
<b>The Vice Chair of Governors is</b>	Uma Loganayagam

*This governing body also has Associate Members. Associate Members are not governors but they are public volunteers. They are appointed by the governing body to support the ongoing work and duties of the governing body. The number of Associate Members is determined by the governing body.*

<b>Associate Members</b>	<b>Term of office</b>	<b>Voting rights at committee level?</b>
Sabah Malik – Deputy Head teacher	n/a	Non voting
Kuldip Cheema – Assistant Head teacher	n/a	Non voting
Joyce Sellick – Finance Officer	n/a	Non voting

**How the governing body delegates and distributes its duties**

The governing body agreed to form the following committees on 12/9/18. This is reviewed annually.

Committee 1 Resources	Committee 2 Attainment
<ul style="list-style-type: none"> <li>• Committee membership - Rupinder Ahluwalia, Sumit Parmar, Varinder Rekhi, Uma Loganayagam, Gurpreet Koldhar, Sabah Malik, Kuldip Cheema &amp; Joyce Sellick</li> <li>• Number of meetings held in academic year - 6</li> </ul> <p><b>Remit of committee - The functions of the committee shall be:</b></p> <ul style="list-style-type: none"> <li>• To review budget outline, to produce first and final drafts of budget.</li> <li>• To monitor expenditure against budget.</li> <li>• To receive from the Governing Body the School Development Plan and review the relevant sections pertinent to personnel issues.</li> <li>• To review all aspects of premises management.</li> <li>• To be responsible for the drafting of arrangements for the management of special buildings projects.</li> <li>• To keep under review and to make recommendations to the Governing Body about the overall state of the school buildings and grounds, it's fixtures and fittings, its maintenance and adaptations.</li> <li>• To ensure that appropriate insurance for the buildings and site is in place.</li> <li>• To advise the Governing Body on its responsibilities under the Health and Safety legislation, including risk assessments.</li> <li>• Negotiating and securing contracts for bought-in services relating to premises.</li> <li>• Establishing policy on lettings for recommendation to the whole Governing Body.</li> <li>• Receive progress reports related to any building projects.</li> <li>• To oversee compliance with Health &amp; Safety requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Committee membership - Rupinder Ahluwalia, Uma Loganayagam, Asma Nomani, Gurpreet Koldhar, Farina Jussab, Rina Siyani, Sabah Malik &amp; Kuldip Cheema</li> <li>• Number of meetings held in academic year - 3</li> </ul> <p><b>Remit of committee - The functions of the committee shall be:</b></p> <ul style="list-style-type: none"> <li>• To review and monitor student base line assessment, attainment and progress, and to receive action plans as appropriate. To consider and review the pupil performance targets set.</li> <li>•</li> <li>• To receive from the Governing Body the School Development Plan and review the relevant sections pertinent to the curriculum.</li> <li>•</li> <li>• To receive reports about new and existing curriculum requirements from the Head Teacher and to make recommendations to the whole Governing Body.</li> <li>•</li> <li>• To review the curriculum on a regular basis, to draft curriculum policies and make recommendations to the whole Governing Body to ensure that the National Curriculum is delivered, all other legal requirements and that the proportion of curriculum time not governed by the National Curriculum is used in accordance with the aims of the Governing Body.</li> <li>•</li> <li>• To assess the budgetary and personnel impact of curriculum change and development and bring this to the attention of the Resources Committee.</li> <li>•</li> <li>• To advise the Governing Body and the Resources of any changes to the school buildings or site as may be necessitated by curriculum development or by the School Development Plan.</li> <li>•</li> </ul>



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	<ul style="list-style-type: none"> <li>• To advise the Governing Body on curriculum information that needs to be included in the School's prospectus.</li> <li>•</li> <li>• To ensure equality of access to curriculum to all pupils, in line with the School's Equal Opportunity Policy in relation to the curriculum.</li> <li>•</li> <li>• To review and make recommendation on policy and provision for Religious Education and collective worship.</li> <li>•</li> <li>• Review and make recommendations on policy and provision for Sex Education.</li> <li>•</li> <li>• To monitor the School's work for children with special educational needs.</li> <li>•</li> <li>• To receive and address complaints regarding the Curriculum and/or Religious Education (statutory requirement of Governing Bodies).</li> <li>•</li> <li>• 13. To review and monitor action issues arising from inspection reports.</li> </ul>
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Specific panels of the governing body are convened as required for

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline
- Performance Management of Head teacher

The governing body 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
English	Gurpreet Koldhar	3-4
Maths	Varinder Rekhi	3-4
Health & Safety	Asma Nomani	3-4
Safeguarding	Sumit Parmar	3-4
Pupil Premium	Uma Loganayagan	3-4



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Inclusion/SEN	Uma Loganayagan	3-4
Science/Eco School and Forest Schools	Asma Nomani	3-4
RE & PSHE	Farina Jussab	3-4
ICT & Data Protection	Sumit Parmar	3-4
LOTG	Farina Jussab	
Achievement for All	Uma Loganayagan	

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### Find out more about our school ...

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- Link to [Ofsted report](#)
- Our [school's Ofsted data dashboard](#)
- Link to [school's website](#)
- Link to school's [pupil premium statement](#) on the school's website
- Link to school's [PE and sport premium information](#) on the school's website
- 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.

**Governing Body Register of Interests (2018-2019)**

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**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.

<b>Full Name</b>	<b>Category of Governor</b>	<b>Declarations of Members' Interests: Business, Educational and Personal</b>
Head teacher	Rupinder Ahluwalia	None
Co-opted	Sumit Parmar	Married to Smita Parmar, an employee of the school
Co-opted	Uma Loganayagam	Husband a Governor at another school
Co-opted	Varinder Rekhi	None
Co-opted	Farina Jussab	None
Co-opted	Paul Rosen	Governor of Meadow Special School, Bowmansgreen Primary School – resigned 8/11/18
Parent	Asma Nomani	None
Parent	Gurpreet Koldhar	Sundeep Koldhar, Sister-in-law an employee of the school
Parent	Maneet Singh	None – resigned 3/7/19
Parent	Vacancy	
Staff	Rina Siyani	Governor of Downe Manor Primary School
Local Authority	Vacancy	

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



## **Governing body effectiveness and impact**

**The following statements were agreed upon by the governors on their impact and successes to be included in the Annual Governance Statement:**

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- Supporting the school through the OFSTED inspection
  - Governor visits
  - Supporting the school with IQM
  - Supporting the school with SCERTS
  - Involving themselves in the life of the school – music
  - Governor presence in special events.
  - Meetings with parents
  - Continuing good relations with staff and children
  - Regular governor training
  - Keeping up to date with current issues
  - DFE Level 3 Development for Clerks course completed by MW
  - Clerk progressing career further into governance.
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**YEADING INFANT AND NURSERY SCHOOL GOVERNING BODY**

**Chair of Governor's signature**  P.P. VVL

**Date** 25/9/19

**Planned review date** September 2020



## **Annual governance statement including a register of interests**

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### **Background**

From September 2015, all maintained school governing bodies must publish certain details online. This statutory requirement is set out in the 'Constitution of governing bodies of maintained schools', DfE Statutory Guidance March 2015.

### **Publication of governors' and associate members' details**

As holders of public office, governing bodies are required to publish online the identity of all their members. This information should include:

- full name and title
- which category of governor
- which body appoints/elect them to office
- term of office
- which committees governors serve on
- which committees associate members serve on (inc any voting rights afforded to them)
- details of any positions of responsibility held, such as chair, vice chair and chair of any committee or panel

### **Register of business interests**

From September 2015 all maintained schools are under a duty to publish online their register of interests. The register should:

- 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

### **Other information**

The DfE Governors' Handbook 2015 highlights that governing bodies should also publish other key information online. Please see extract below.

**In the interests of transparency, all schools and academies should publish, including on their website, up to date details of the structure of the governing body and any committees, together with the names of their governors and their particular roles and responsibilities within that structure. They should also publish an annual statement setting out the key issues that have been faced and addressed by the governing body over the last year, including an assessment of the impact of the governing body on the school. For academies, these details of their governance arrangements must also be provided within the governance statement of their published annual accounts.**

The use of the word 'should' in the above text strongly implies that it is good practice for governing bodies to publish an **annual governance statement** (as academy trusts are required to do through



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the Accounts Direction) to explain how it has fulfilled its responsibilities, particularly in relation to its core functions.

The statement should include

- the governance arrangements that are in place, including the remit of any committees;
- the attendance record of individual governors at governing body and committee meetings;
- An assessment of the effectiveness and impact of the governing body and any committees with details of any particular challenges that have arisen.

This is also reflected in the Ofsted Inspection Handbook, January 2015, section 165, where it says 'Inspectors should consider whether governors are transparent and accountable, including in terms of governance structures, attendance at meetings, and contact with parents and carers'.

### **Template**

A model is given overleaf which schools should adapt to their own needs.

This model draws together the governing body's duties to publish all their statutory information together in one statement online. It can also be easily printed out for those who request a hard copy from the school.



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Governor Category	Name	Surname	Attendance 2018-2019						
			Resources						
			9/10/18	6/12/18	10/12/18	5/2/19	26/3/19	14/5/19	2/7/19
HEADTEACHER	Rupinder	Ahuwalia	cancelled	cancelled	Present	present	Present	present	present
CO-OPTED	Sumit	Parmar	cancelled	cancelled	Present	apologies	Present	apologies	apologies
CO-OPTED	Uma	Loganayagam	cancelled	cancelled	Present	present	Present	apologies	apologies
CO-OPTED	Paul	Rosen	Resigned 5/11/18	Resigned 5/11/18		n/a	n/a	n/a	n/a
CO-OPTED	Varinder	Rekhi	cancelled	cancelled	Apologies	present	Present	present	present
PARENT	Maneet	Singh	cancelled	cancelled	apologies	apologies	present	apologies	apologies
PARENT	Gurpreet	Koldhar	n/a	cancelled	present	present	present	present	present
DHT associate member	Sabah	Malik	cancelled	cancelled	present	apologies	present	apologies	present
AHT associate member	Kuldip	Cheema	cancelled	cancelled	present	present	apologies	apologies	present
Finance Officer associate member	Joyce	Sellick	cancelled	cancelled	present	present	present	present	present

Governor Category	Name	Surname	Attendance 2018-2019		
			Attainment		
			28/12/18	20/3/19	24/6/19
HEADTEACHER	Rupinder	Ahuwalia	present	present	present
CO-OPTED	Uma	Loganayagam	Present	present	present
CO-OPTED	Farina	Jussab	present	present	apologies
PARENT	Asma	Nomani	Present	apologies	present
PARENT	Gurpreet	Koldhar	Present	present	present
STAFF	Rina	Siyani	Present	present	present
LA					
DHT associate member	Sabah	Malik	present	apologies	present
AHT associate member	Kuldip	Cheema	present	apologies	present



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**Governing body and committee meeting attendance**

Governor Category	Name	Surname	Attendance 2018-2019				
			FGB				
			12/9/18	12/12/18	5/3/19	21/5/19	12/7/19
HEADTEACHER	Rupinder	Ahuwalia	Present	present	present	present	present
CO-OPTED	Sumit	Parmar	Present	Present	apologies	present	present
CO-OPTED	Uma	Loganayagam	apologies	Present	present	present	present
CO-OPTED	Paul	Rosen	present	Resigned 8/11/18	n/a	n/a	n/a
CO-OPTED	Varinder	Rekhi	present	Present	apologies	present	present
CO-OPTED	Farina	Jussab	N/A	present	present	apologies	present
PARENT	Asma	Nomani	present	Present	present	present	present
PARENT	Maneet	Singh	present	Present	present	apologies	Resigned 3/7/19
PARENT	Gurpreet	Koldhar	n/a	Present	apologies	apologies	present
PARENT							
STAFF	Rina	Siyani	present	present	present	apologies	present
LA							
DHT associate member	Sabah	Malik	apologies	apologies	present	present	present
AHT associate member	Kuldip	Cheema	present	apologies	present	present	present