

Annual Governance Statement

(Template for Maintained Schools)

School Name	Harlyn Primary School
School Postal Address	Tolcarne Drive, Pinner, Middlesex HA5 2DR
Telephone number	020 8866 1290
Contact email address	office@harlynprimaryschool.co.uk
Website	www.harlyn.hillingdon.sch.uk

The governing board must be only contacted via the school details given above, which is the legal business address for the whole governing board.

Category of school	Community School
DfE number	312/2025
Ofsted grading and date of last inspection	2 (good) 10-11 December 2024

Name of Headteacher	Mr Simon Jones
Name of Deputy Headteacher	Mrs Shruti Mistry

Date of Annual Governance Statement	2024-25
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The core functions of the governing board

As defined by the [Department for Education \(DfE\) in Governance handbook for maintained schools, academies and multi academy trusts, October 2020](#), the core functions of all governing boards, no matter what type of school or how many schools they govern, have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

In exercising their functions, the governing board 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 board 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 board

The governing board was formally constituted on

15/2/19

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

Who volunteers on the school's governing board?

Category of Governor	Full Name	Term of Office
Co-Opted Governor	Sally de Jongh	8-09-24 to 8-09-28
Headteacher	Simon Jones	
Staff Governor	David Fox	3-09-24 to 2-09-28
Local Authority	Michael Simons	4-09-24 to 4-09-28
Co-Opted	Abi Ajibola	11-10-21 to 10-10-25
Co-Opted Governor	Murray Perkins	26-11-24 to 26-11-28
Parent Governor	Abi Walton	16-5-24 to 15-5-27
Co-Opted Governor	Michele Matonti	26-11-24 to 26-11-28
Co-Opted Governor	Adrian Richardson	19-5-22 to 18-5-26
Co-Opted Governor	Narinder Heyer-Chauhan	07-07-22(resigned 20-12-24)
Parent Governor	Chandresh Meghji	27-01-25 to 27-01-28
Parent Governor	Glenn Smith	27-01-25 to 27-01-28
The Clerk to Governors is	Jill Schrodel	
The Chair of Governors is	Sally de Jongh	
The Vice Chair of Governors is	Michele Matonti	

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

Associate Members	Term of office	Voting rights at committee level?
Shruti Mistry	03-10-24 to 03-10-26	

How the governing board delegates and distributes its duties

The governing board agreed to form the following committees on 3/10/24. This is reviewed annually.

Curriculum	Finance	Personnel	Premises/Health & Safety
<u>Mike Simons</u> Abi Walton David Fox Murray Perkins Shruti Mistry	<u>Adrian Richardson</u> Simon Jones Murray Perkins Sally de Jongh	<u>Sally de Jongh</u> Simon Jones Mike Simons Adrian Richardson	<u>Michele Matonti</u> Sally de Jongh Mike Simons Simon Jones Duncan Andrews Doug Vigar <u>Co-opted</u> Cecile Khan

Specific panels of the governing board are convened as required for

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline
- Head Teacher/Deputy Head Teacher Selection

The governing board 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
After School Club/Breakfast Club	Michele Matonti	Three Two
Art and Design & Technology	David Fox & Murray Perkins	-
Assessment, value added factors	Abi Walton	-
Child Protection, Looked After Children	Sally de Jongh	Two
Safeguarding	Sally de Jongh	Two
Computing	Abi Ajibola & David Fox	-
Foundation Stage/Early Years	Glenn Scott	One
Gifted & Talented and Inclusion	Sally de Jongh	Two
Health & Safety	Michele Matonti	Three
Humanities + Religious Education	Murray Perkins	-
English	Murray Perkins	-
Maths	Abi Ajibola	One

Modern Foreign Languages	Chandresh Meghji	One
Music	Michele Matonti	One
PSHCE & Citizenship	Abi Ajibola	One
Physical Education	David Fox	-
Pupil Premium	Abi Walton	One
Science	Mike Simons	One
School Council	Shruti Mistry	One

Governing board and committee meeting attendance

Governor name	Autumn Term 03-10-24	Spring Term 27-02-2025	Summer Term 15-05-25	Summer Term 03-07-25
Sally de Jongh	Attended	Attended	Apologies	Attended
Simon Jones	Attended	Attended	Attended	Attended
David Fox	Attended	Attended	Attended	Attended
Michael Simons	Attended	Attended	Attended	Attended
Abi Ajibola	Attended	Apologies	Attended	Attended
Murray Perkins	Attended	Apologies	Attended	Attended
Michele Matonti	Attended	Apologies	Attended	Attended
Narinder Heyer-Chauhan	Attended	N/A	N/A	N/A
Adrian Richardson	Attended	Attended	Apologies	Attended
Abi Walton	Attended	Apologies not accepted	Attended	Attended
Glenn Smith	N/A	Attended	Apologies	Attended
Chand Meghji	N/A	Attended	Attended	Attended

Membership	Finance Committee Meeting Dates and Attendance					
	Autumn Term 10-10-24	Spring Term 23-01-25	Spring Term 27-3-25	Summer Term 01-05-25	Summer Term 3-07-25	
Adrian Richardson	Attended	Attended	Attended	Attended	Attended	
Simon Jones	Attended	Attended	Attended	Attended	Attended	
Murray Perkins	Attended	Attended	Attended	Attended	Attended	
Sally de Jongh	Apologies	Attended	Attended	Apologies	Attended	

Membership	Curriculum Committee Meeting Dates and Attendance					
	Autumn Term 5-12-24	Spring Term 27-3-25	Summer Term 26-6-25			
Mike Simons	Attended	Attended	Attended			
Abi Walton	Attended	Apologies	Attended			
David Fox	Attended	Attended	Attended			
Murray Perkins	Apologies	Attended	Attended			
Shruti Mistry	Attended	Attended	Attended			

Membership	Premises/Health & Safety Committee Meeting Dates and Attendance					
	Autumn Term 5-12-24	Spring Term 12-2-25	Summer Term 26-6-25			
Michele Matonti	Attended	Attended	Attended			
Sally de Jongh	Attended	Attended	Attended			
Narinder Heyer Chauhan	Apologies for lateness	N/A	N/A			
Mike Simons	Attended	Attended	Attended			
Simon Jones	Attended	Attended	Attended			
Duncan Andrews	Attended	Attended	Attended			
Doug Vigar	Attended	Attended	Apologies			

Governing board effectiveness and impact

Governing body effectiveness and impact

What were the significant challenges for the governing body in 2024-25?

1. Supporting the school through the OFSTED inspection.
2. Managing the school within the restrictions of a deficit budget.

How were the challenges met?

1. Head Teacher and Governors supported each other through inspection, answered questions and were held accountable by Inspectors.
2. Governors supported school leaders with staffing and resourcing within new restricted parameters of budget restraints

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

1. Clear actions from the inspection to be worked upon within the school.

Find out more about our school ...

- Link to Ofsted report <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>
- Link to school's website xxxxxxxx
- Link to school's Pupil Premium statement on the school's website xxxxxx
- Link to school's PE and Sport Premium information on the school's website xxxxxx
- 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 Board Register of Interests (2024-25)

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	Declarations of Members' Interests: Business, Educational and Personal
Co-Opted Governor	Sally de Jongh	Miss R Petley – employee at Harlyn Primar School (Niece)
Headteacher	Simon Jones	nil
Staff Governor	David Fox	nil
Local Authority	Michael Simons	nil
Co-Opted	Abi Ajibola	nil
Co-Opted Governor	Murray Perkins	nil
Parent Governor	Abi Walton	Employee at Laurel Lane Primary School
Co-Opted Governor	Michele Matonti	nil
Co-Opted Governor	Adrian Richardson	Employee at St Dominics Sixth Form College
Co-Opted Governor	Narinder Heyer-Chauhan	nil
Parent Governor	Chandresh Meghji	nil
Parent Governor	Glenn Smith	Forces Pupil Premium (child registered)

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

Chair of Governor's signature



Date

22 September 2025

Planned review date

September 2026