

Annual Governance Statement

School Name	Harlyn Primary School
School 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 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	312/2025
Ofsted grading and date of last inspection	2 (good) 25/09/2019

Name of Headteacher	Mr Simon Jones
Name of Deputy Headteacher	Mr Chris Spratt

Date of Annual Governance Statement	2023-24
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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.

Legal constitution of the governing body

The Governing Body was formally constituted on

15/2/19

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

Who volunteers on the school's governing body?

Category of Governor	Full Name	Term of Office
Co-Opted Governor	Sally de Jongh	08-09-20 to 07-09-24
Headteacher	Simon Jones	
Staff Governor	David Fox	03-09-20 to 02-09-24
Local Authority	Michael Simons	08-09-20 to 07-09-24
Co-Opted	Abi Ajibola	11-10-21 to 10-10-25
Parent Governor	Murray Perkins	26-11-21 to 25-11-24
Parent Governor	Pedro Borelli	14-05-21 to 13-05-24
Parent Governor	Michele Matonti	26-11-21 to 25-11-24
Co-Opted Governor	Adrian Richardson	19-05-22 to 18-05-26
Co-Opted Governor	Narinder Heyer-Chauhan	07-07-22 to 06-07-26
Parent Governor	Abi Walton	16-05-24 to 15-05-27
The Clerk to Governors is	Jill Schrodel	
The Chair of Governors is	Sally de Jongh	
The Vice Chair of Governors is	Michael Simons (to 5-7-24) Michele Matonti (from 5-7-24)	

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.

Associate Members	Term of office	Voting rights at committee level?
Chris Spratt	2 years	

How the governing body delegates and distributes its duties

The governing body agreed to form the following committees on 05/10/2023 and these were subsequently revised. This is reviewed annually.

Curriculum	Finance	Personnel	Premises/Health & Safety
<u>Mike Simons</u> Pedro Borelli David Fox Murray Perkins Chris Spratt	<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 Narinder Heyer-Chauhan Simon Jones Duncan Andrews Doug Vigar <u>Co-opted</u> Cecile Khan

Specific panels of the governing body are convened as required for:

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

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
After School Club Breakfast Club	Michele Matonti	Two Two
Art and Design & Technology	David Fox & Murray Perkins	-
Assessment, value added factors	Mike Simons	Three
Child Protection, Looked After Children	Sally de Jongh	Two
Safeguarding	Sally de Jongh	Two
Computing	Abi Ajibola & Murray Perkins	One
Foundation Stage/Early Years	Narinder Heyer-Chauhan	One
Gifted & Talented and Inclusion	Sally de Jongh	Two

Health & Safety	Michele Matonti	Three
Humanities + Religious Education	Murray Perkins	One
English	Murray Perkins	One
Maths	Adrian Richardson	-
Modern Foreign Languages	Narinder Heyer-Chauhan	One TBC
Music	Michele Matonti	-
PSHCE & Citizenship	Abi Ajibola & Murray Perkins	One
Physical Education	Pedro Borelli & David Fox	One
Pupil Premium	Narinder Heyer-Chauhan	-
Science	Mike Simons	-
School Council	David Fox	One

Governing body and committee meeting attendance

	Autumn Term 5-10-23	Spring Term 11-1-24	Spring Term 21-3-24	Summer Term 16-5-24	Summer Term 4-7-24
Sally de Jongh	Y	Y	Y	Y	Y
Simon Jones	Y	Y	Y	Y	Y
David Fox	Y	Y	Y	Y	Y
Michael Simons	Y	Y	A	Y	Y
Abi Ajibola	Y	Y	Y	Y	A
Murray Perkins	Y	Y	A	Y	Y
Pedro Borelli	Y	Y	A	N/A	N/A
Michele Matonti	Y	A	Y	Y	Y
Narinder Heyer-Chauhan	Y	A	Y	Y	Y
Adrian Richardson	Y	Y	Y	Y	Y
Abi Walton	N/A	N/A	N/A	Y	Y

Membership	FINANCE COMMITTEE			
	Autumn Term 11-10-23	Spring Term 18-01-24	Summer Term 21-03-24	Summer Term 02-05-24
Adrian Richardson	Y	Y	Y	Y
Simon Jones	Y	Y	Y	Y
Murray Perkins	A	Y	Y	Y
Sally de Jongh	Y	Y	Y	A

Membership	CURRICULUM COMMITTEE		
	Autumn Term 7-12-23	Spring Term 14-3-24	Summer Term 27-6-24
Mike Simons	Y	Y	Y
Pedro Borelli	Y	Y	Y
David Fox	Y	Y	Y
Murray Perkins	Y	Y	Y
Chris Spratt	Y	Y	Y
Abi Walton	N/A	N/A	Y

Membership	PREMISES/ HEALTH & SAFETY		
	Autumn Term 13-9-23	Spring Term 24-1-24	Summer Term 8-5-24
Michele Matonti	Y	Y	Y
Sally de Jongh	Y	Y	Y
Narinder Heyer-Chauhan	A	Y	Y
Simon Jones	Y	Y	Y
Duncan Andrews	Y	Y	Y
Doug Vigar	Y	Y	Y

Governing body effectiveness and impact

What were the significant challenges for the governing body in 2023/24?

1. Managing the changing of staff in key roles e.g. Deputy Head and Upper KS2.
2. Ensuring that key teaching and learning was resourced to the best of the school's ability within a challenging budget.

How were the challenges met?

1. Head Teacher and Governors used robust selection criteria/processes to select the best candidate for key roles so that stability was the focus.
2. Governors supported school leaders with staffing and resourcing in order to ensure that teaching and learning was the most cost effective it could be within the means of the school.

Find out more about our school ...

- Our school's Ofsted data dashboard can be found at <https://www.gov.uk/government/organisations/ofsted>
- Link to school's website <http://www.harlyn.hillingdon.sch.uk>
- Link to school's pupil premium statement on the school's website <https://www.harlyn.hillingdon.sch.uk/pupil-premium>
- Link to school's PE and sport premium information on the school's website <https://www.harlyn.hillingdon.sch.uk/pe-and-sport-premium>
- 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 2023-24

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	Sally de Jongh	Miss R Petley (niece)
Headteacher	Simon Jones	nil
Staff	David Fox	nil
Local Authority	Michael Simons	nil
Co-Opted	Adrian Richardson	nil
Co-Opted	Abi Ajibola	nil
Parent	Murray Perkins	nil
Parent	Pedro Borelli	nil
Parent	Michele Matonti	nil
Co-Opted	Narinder Heyer-Chauhan	nil
Parent	Abi Walton	nil

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

Chair of Governor's signature

Date: 18 September 2024



Planned review date

September 2025