

Annual Governance Statement 2015-2016

School Name	Hedgewood School
School Address	Weymouth Road, Hayes, Middlesex UB4 8NF
Telephone number	020 8845 6756
Contact email address	office@hedgewood.org
Website	www.hedgewood.org

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	Special Needs Maintained School
DfE number	312/7009
Ofsted grading and date of last inspection	11-12 December 2012 - Good

Name of Headteacher	Mr J Goddard
Names of Assistant Headteachers	Mrs N Biring, Mrs D Owens and Mrs B Smith

Date of Annual Governance Statement	September 2016
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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

15/08/2013

Category of Governor	Appointed or elected onto the Governing Body?
4 x Parent Governors	Elected on to the Governing Body by parents of pupils at the school
3 x Co-Opted Governors	Appointed by the Governing Body
1 x Headteacher	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
Total number of governors = 10	

Who Volunteers on the School's Governing Body?

Category of Governor	Full Name	Term of Office
Parent	Mr Robin Hill	4 years
Parent	VACANCY from June 2016	4 years
Parent	Ms Amanda Hassan	4 years
Parent	Mrs Nicola Seers	4 years
Headteacher	Mr John Goddard	Whilst employed at school
Staff	Mrs Janet Pipe	4 years
Local Authority	Ms Kim Macey (formerly Co-Opted Governor until June 2016)	4 years
Co-Opted Governor	Mr Wayne King	4 years
Co-Opted Governor	Mrs Pam Cheema (formerly Parent Governor until June 2016)	4 years
Co-Opted Governor	Mrs Diane Owens (previously Mrs Biring until February 2016)	4 years

The Clerk to Governors is	Mrs Helen Pontnoy
The Chair of Governors is	Mr Wayne King
The Vice Chair of Governors is	Mr Robin Hill

How the Governing Body Delegates and Distributes its Duties

The Governing Body agreed to form the following committees on 15/08/2013. This is reviewed annually.

Committee 1 – Finance, Resource and Personnel Sub-Committee
<ul style="list-style-type: none">• Mr W King – Chair• Mr R Hill – Vice Chair• Ms A Hassan• Mr J Goddard• Ensuring proper, sound and efficient use of financial and human resources. Performance Management of Teaching Team. Ensuring premises are fit for purpose, safety and learning.• Mr W King, Chair and Mr R Hill, Vice Chair.• Number of meetings held in academic year – 4/5• Key decisions made and impact

Specific panels of the Governing Body are convened as required for:-

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline

The Governing Body delegates some specific functions to some governors covering specific areas of school life:-

Area of Responsibility	Named Governor	Number of visits to school in this role in academic year
Safeguarding/Child Protection	Mr Wayne King	1
Safeguarding/Looked After Children	Mr Robin Hill	1
Safeguarding Training	All Governors	4
Finance	Mr Wayne King	2
Finance	Mr Robin Hill	12
Special Educational Needs and Disability (SEND)	All Governors	25
School Data	All Governors	5

Governing Body and Committee Meeting Attendance 2015-16

Governor Name	Autumn Term		
	24/09/2015	01/10/15	26/11/15
Mr W King	Apologies given and accepted	Apologies given and accepted	Attended
Mr R Hill	Attended	Attended	Attended
Ms K Macey	Attended	Attended	Attended
Mrs N Seers	Attended	Attended	Attended
Mrs A Hassan	Apologies given and accepted	Attended	Attended
Mrs P Cheema	Attended	Attended	Attended
Mrs J Pipe	Attended	Attended	Attended
Mr J Goddard	Attended	Attended	Attended
Mrs N Biring	Attended	Attended	Attended
Mrs D Owens	Attended (Observer)	Attended (Observer)	Attended (Observer)

Governor Name	Spring Term	Summer Term			
	28/01/2016	05/05/2016	Extraordinary 26/05/2016	Extraordinary 16/06/2016	30/06/2016
Mr W King	Attended	Attended	Attended	Attended	Attended
Mr R Hill	Attended	Apologies given and accepted.	Attended	Attended	Attended
Ms K Macey	Attended	Attended	Attended	Attended	Attended
Mrs N Seers	Attended	Attended	Attended	Attended	Attended
Mrs A Hassan	Attended	Attended	Apologies given and accepted.	Attended	Attended
Mrs P Cheema	Apologies given and accepted.	Attended	Attended	Attended	Attended
Mrs J Pipe	Attended	Attended	Attended	Attended	Attended
Mr J Goddard	Attended	Attended	Attended	Attended	Attended
Mrs N Biring	Attended	N/A	N/A	N/A	N/A
Mrs D Owens	Attended (Observer)	Attended	Attended	Attended	Attended
Mrs B Smith	Attended (Observer)	Attended (Observer)	Apologies given and accepted.	Attended (Observer)	Attended (Observer)

Finance, Resource and Personnel Sub-Committee Attendance 2015-16

Membership	Autumn Term	Spring Term		Summer Term	
	08/10/2016	21/01/2016	03/03/2016	21/04/2016	16/06/2016
Mr W King	Attended	Attended	Attended	Apologies given and accepted	Attended
Mr R Hill	Attended	Attended	Attended	Attended	Attended
Ms A Hassan	Attended	Attended	Attended	Attended	Attended
Mr J Goddard	Attended	Attended	Attended	Attended	Attended

Governing body effectiveness and impact

Challenges and Governing Body Response 2015-2016 - The Year Reviewed

Safeguarding continues to be a priority for us all along with pupil progress and managing the budget effectively. We also want to minimise any disadvantage and we use our Pupil Premium allocation to help us do this: our website gives detail on this. We remain keen to be an all age school and still hope this will gain the support of the Local Authority although we are actively considering other routes to this objective.

The Safeguarding duties of Prevent, FGM, CSE and British Values are embedded and all staff have either been trained or refreshed. We have three Designated Safeguarding Leads and another is to be trained in November. Governors are also 'Safeguarding' trained and DBS checked. We assure you that we will update our training regularly. Our Safeguarding / Child Protection Policy is on our website. We work hard to ensure that all pupils, visitors and staff are safe here at Hedgewood.

Pupil progress is very pleasing and we note the positive feedback from parents; a digest of progress is available for parents on our website. A detailed analysis of pupil progress was considered by the Governing Body and we are delighted with the pupil outcomes. We know that the work on adapting and resourcing the curriculum is continuing and we support that. We are upgrading our BSquared assessment software to enable us to track pupil progress in even more detail and to report more effectively on that progress.

Our Training Centre is well used. Family and pupil well-being is important to us and we are always looking at ways of developing this support. We are still in the process of gaining our National Autistic Society accreditation and family Well-Being is now a more important part of that.

We also have a SPELL trainer in place and will use that skill for our staff development and that of colleagues in other schools. We have two Family Support Workers and their contact details are on the school website.

We now have 148 pupils on roll and this means we need more:-

a) space, b) Teachers, c) Teaching Assistants, d) Therapy, e) lunchtime support f) resources g) technology and support and obviously we also have much more administration to handle on a daily basis.

We continue to respond to each and every challenge as proactively as possible. The recruitment of Teachers has been a challenge this year but we are fully staffed at present.

Universal Infant Free School Meals are still available and are provided by Taylor Shaw.

We have also updated our website and hope that you are enjoying this.... please let us know what you think.

We look forward to another interesting and challenging year ahead and will work hard to make it as successful as last year.

Find out more about our school at www.hedgewood.org

- 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 website www.hedgewood.org
 - Link to school's pupil premium statement on the school's website www.hedgewood.org
 - Link to school's PE and sport premium information on the school's website www.hedgewood.org
 - 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/>
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Governing Body Register of Interests (2015-2016)

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.

Full Name	Category of Governor	Declarations of Members' Interests: Business, Educational and Personal
Mr Wayne King	Co-Opted Governor	• None
Mr Robin Hill	Parent Governor	• None
VACANCY (from June 2016)	Parent Governor	
Ms Amanda Hassan	Parent Governor	• None
Mrs Nicola Seers	Parent Governor	• Parent Support Worker at school employed for less than 500 hours per academic year. (From 13/04/2015 employed for more than 500 hours per academic year).
Mr John Goddard	Headteacher	• Daughter employed at the school and Son in Law sometimes employed as Electrical Contractor as per best value. Wife employed as part time consultant.
Mrs Janet Pipe	Staff Governor	• None
Mrs Pam Cheema (From June 2016 – previously Parent Governor)	Co-Opted Governor	• None
Mrs Naina Biring (Sept 2015 – Feb 2016)	Co-Opted Governor	• None
Mrs Diane Owens From Feb 2016	Co-Opted Governor	• Building and Flooring Company belonging to Son sometimes employed as per best value.
Ms Kim Macey (From June 2016 previously Co-Opted Governor)	LA Governor	• None

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

Chair of Governor's signature



Date

September 2016

Planned Review Date

Updated as and when necessary and reviewed
September each year.
