



# Warrender Primary School

<b>School Name</b>	Warrender Primary School
<b>School Address</b>	Old Hatch Manor, Ruislip HA4 8QG
<b>Telephone number</b>	01895 462355
<b>Contact email address</b>	<a href="mailto:office@warrenderschool.org.uk">office@warrenderschool.org.uk</a>
<b>Website</b>	<a href="http://www.warrender.hillingdon.sch.uk">www.warrender.hillingdon.sch.uk</a>

*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>	251
<b>Ofsted grading and date of last inspection</b>	Good – October 2021

<b>Name of Headteacher</b>	Mr Mike Smith
<b>Name of Deputy Headteacher</b>	Mrs Helen Brown

<b>Date of Annual Governance Statement</b>	Autumn 2022
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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

31 March 2015

Category of Governor	Appointed or elected onto the governing body?
7 x Co-opted Governors	Appointed by the governing body
2 x Parent Governors	Elected on to the governing body 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 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 = 12</b>	

## Who volunteered on the school's governing body for 2021/22?

Category of Governor	Full Name	Term of Office / End Date
Co-opted	Steven Baxter	4 years / 09.07.2026
Co-opted	Emilia Ciesla	4 years / 22.05.2022
Co-opted	Helen Dancer	4 years / 03.10.2026
Co-opted	Claire Edwards	4 years / 21.05.2025
Co-opted	John Garner	4 years / 13.09.2025
Co-opted	Cllr Eddie Lavery	4 years / 13.09.2025
Co-opted	Heather Rhodes	4 years / 18.10.2024
Parent	Joshua May	4 years / 07.01.2023
Parent	Ms Bhiru Shelat	4 years / 07.01.2023
Headteacher	Mr Mike Smith	Ex-officio
Staff	Vacancy	
Local Authority	Mrs Sakhdeep Sohi	4 years / 09.03.2024

<b>The Chair of Governors was</b>	Cllr Eddie Lavery
<b>The Vice Chair of Governors was</b>	John Garner
<b>Clerk to the Governors</b>	Tasmin Connick



*This governing body also can have 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.*

## How the governing body delegates and distributes its duties

The governing body agreed to form the following committees on 16 October 2020. This is reviewed annually.

Committee 1 Children, Families & Learning (CFL)	Committee 2 Resources
<ul style="list-style-type: none"> <li>Committee membership: <ul style="list-style-type: none"> <li>Steven Baxter</li> <li>Emilia Ciesta</li> <li>Helen Dancer</li> <li>Claire Edwards</li> <li>John Garner</li> <li>Cllr Eddie Lavery</li> <li>Heather Rhodes</li> <li>Mike Smith</li> <li>Sakhdeep Sohi</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Committee membership: <ul style="list-style-type: none"> <li>Steven Baxter</li> <li>John Garner</li> <li>Cllr Eddie Lavery</li> <li>Joshua May</li> <li>Bhiru Shelat</li> <li>Mike Smith</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Remit of committee: <ul style="list-style-type: none"> <li>Curriculum</li> <li>School Development Plan</li> <li>SEND</li> <li>Pupil Premium &amp; Sports Premium</li> <li>Parents, families &amp; communication</li> <li>Community &amp; partnerships</li> </ul> </li> <li>Key delegates duties <ul style="list-style-type: none"> <li>Approve School Targets</li> <li>SEND/Inclusion</li> <li>Parent Survey</li> <li>Review appropriate policies</li> </ul> </li> <li>Three meetings held in the academic year.</li> <li>Key decisions made and impact <ul style="list-style-type: none"> <li>Monitor Children's Progress</li> <li>Monitor Pupil Premium provision</li> <li>Monitor Sports Premium provision</li> <li>Monitor SEND/Inclusion provision</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Remit of committee: <ul style="list-style-type: none"> <li>Finance</li> <li>School Development Plan</li> <li>Health &amp; Safety</li> <li>Personnel</li> <li>Premises</li> <li>Assets</li> </ul> </li> <li>Key delegates duties <ul style="list-style-type: none"> <li>Approve budget</li> <li>Approve staffing structure</li> <li>Monitor Health &amp; Safety</li> <li>Review appropriate policies</li> </ul> </li> <li>Five meetings held in the academic year.</li> <li>Key decisions made and impact: <ul style="list-style-type: none"> <li>Monitoring budget and making key decisions about spend</li> <li>Approve SFVS to ensure financial probity</li> <li>Monitoring Health &amp; Safety to ensure a safe environment for pupils and staff</li> <li>Recommend to FGB Premises Plan spend</li> </ul> </li> </ul>



Specific panels of the governing body are convened as required for

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline
- Pay Review Panel
- HT Performance Review Panel

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
Finance	Steven Baxter	Regular meetings twice a term
SEND	Sakhdeep Sohi	Regular meetings each term
Data	Steven Baxter	Regular meetings each term
Safeguarding	Heather Rhodes	Regular meetings twice a term
PE & Sports Premium	Joshua May	Regular meetings each term
Pupil Premium	Steven Baxter	Regular meetings each term
Procurement	John Garner	Regular meetings each term
Lettings	Joshua May	As necessary
Friends of Warrender	Bhiru Shelat	As necessary



### Other governor visits completed in 2021/22

- IT procurement tender
- Safeguarding policy review
- Safeguarding meetings x 6
- Data meetings
- Meeting of governors and SLT re: wellbeing and plans to move forward
- Learning walks summer term
- In school Governing Body meetings
- SATS oversight
- Attendance at assemblies
- Observing phonics lessons
- Spring Term meeting with SENDCo

### Governing body and committee meeting attendance 2021/22

Governor	Full Governing Body Meeting Dates and Attendance					
	Autumn Term 13/09/2021	Autumn Term 09/12/2021	Spring Term 10/03/2022	Spring Term	Summer Term 24/05/2022	Summer Term 07/07/22
Steven Baxter	Attended	Attended	Attended		Attended	Attended
Emilia Ciesla	Attended	Attended	Attended		Attended	Attended
Helen Dancer					Attended	Attended
Claire Edwards	Attended	Attended	Apologies		Attended	Attended
John Garner	Attended	Attended	Apologies		Attended	Apologies
Cllr Eddie Lavery	Attended	Apologies	Attended		Apologies	Apologies
Joshua May	Apologies	Attended	Attended		Attended	Attended
Heather Rhodes	Apologies	Attended	Attended		Attended	Apologies
Bhiru Shelat	Attended	Attended	Attended		Attended	Apologies
Mike Smith	Attended	Attended	Attended		Attended	Attended
Sakhdeep Sohi	Attended	Apologies	Attended		Attended	Attended



Member	CFL Committee Meeting Dates and Attendance					
	Autumn Term 11/10/2021	Autumn Term -	Spring Term 27/01/2022	Spring Term -	Summer Term 19/05/2022	Summer Term -
Steven Baxter	Attended		Attended		Apologies	
Emilia Ciesla	Attended		Attended			
Helen Dancer			Attended		Attended	
Heather Rhodes	Attended		Attended		Attended	
Mike Smith	Apologies		Attended		Attended	
Sakhdeep Sohi	Apologies		Attended		Attended	



Member	Resources Committee Meeting Dates and Attendance					
	Autumn Term 15/10/2021	Autumn Term 06/12/2021	Spring Term 22/02/2022	Spring Term	Summer Term 17/05/2022	Summer Term 30/06/2022
Steven Baxter	Attended	Attended	Attended		Attended	Attended
John Garner	Apologies	Attended	Attended		Apologies	Apologies
Joshua May	Attended	Attended	Attended		Attended	Attended
Bhiru Shelat	Attended	Attended	Attended		Attended	Attended
Mike Smith	Attended	Attended	Attended		Attended	Attended

## Governing body effectiveness and impact

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### What were the significant challenges for the governing body in 2021/22?

- Staff and pupil well-being
- Continuing to embed the revised Curriculum
- Ensuring that pupils were able to make progress in their learning post lockdown
- Limited flexibility within the school budget
- Re-establishing the norms of pre-COVID - which included: Governing body effectiveness, face to face meetings, visits to school
- Recruitment of Chair and Vice Chair of Governors
- Recruitment of new co-opted governors
- OFSTED

### How were the challenges met?

- Chair and Vice Chair of Governors recruited through Governor Support
- Rigorous challenge and oversight of pupil progress
- Pro-active meticulous financial tracking, reporting and analysis. Investment in ensuring areas where possible financial benefit can be achieved are examined
- Governors ensured well-being considerations were examined and supported
- Governors support to staff and pupils during OFSTED
- Governors met with OFSTED inspector
- Summer 2022 was spent recruiting a strong team of governors

### What were the achievements of the governing body for 2021/22?

- Good attendance from governors across all committees and meetings (XX%)
- Good financial management/oversight
- Improvements to the playground facilities for the pupils
- Improvements to internal spaces in school in order to accommodate 2 form entry dining facilities



- OFSTED - Good
- Increased Governor visits into school
- More GB meetings being held in school

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

- The whole Governing Body has a better understanding of the needs of the school
- The new Governors that have been recruited are taking up roles which will support the staff of school
- Staff and pupils are more aware of who the Governors are. Governors are more visible around the school
- New Chair and Vice-Chair of Governors have been appointed - the Governing Body has been strengthened to support the school more fully

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

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- Link to Ofsted report <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>
- Our school's performance data can be found at <https://www.gov.uk/school-performance-tables/>
- Link to school's website <http://www.warrender.hillingdon.sch.uk/>
- Link to school's pupil premium statement on the school's website <http://www.warrender.hillingdon.sch.uk/pupil-premium/>
- Link to school's PE and sport premium information on the school's website <http://www.warrender.hillingdon.sch.uk/sports-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 2021/22

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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.

Full Name	Category of Governor	Declarations of Members' Interests: Business, Educational and Personal
Steven Baxter	Co-opted Governor	<ul style="list-style-type: none"><li>• Partner at Hymans Robertson LLP - HR LLP provide advice to LB Hillingdon on its pension scheme</li><li>• Parent at school</li></ul>
Emilai Ciesta	Co-opted Governor	<ul style="list-style-type: none"><li>• Employed at the Natural History Museum</li></ul>
Helen Dancer	Co-opted Governor	<ul style="list-style-type: none"><li>• Partner at The Art Gallery, Ruislip Manor</li></ul>
Claire Edwards	Co-opted Governor	<ul style="list-style-type: none"><li>• Employed by West London NHS Trust (in partnership with LB Hounslow schools)</li></ul>
John Garner	Co-opted Governor	<ul style="list-style-type: none"><li>• None declared</li></ul>
Cllr Eddie Lavery	Co-opted Governor	<ul style="list-style-type: none"><li>• None declared</li></ul>
Joshua May	Co-opted Governor	<ul style="list-style-type: none"><li>• Employed at Lease Accelerator</li></ul>
Heather Rhodes	Co-opted Governor	<ul style="list-style-type: none"><li>• Employed at Harrow School</li><li>• Member of London DOS Association</li></ul>
Bhiru Shelat	Parent Governor	<ul style="list-style-type: none"><li>• Employed at Marks &amp; Spencer plc</li><li>• Company Secretary for Sansaar Ltd (Children's charity)</li></ul>
Mike Smith	Headteacher	<ul style="list-style-type: none"><li>• Employed at Warrender School</li></ul>
Sakhdeep Sohi	LA Governor	<ul style="list-style-type: none"><li>• Nothing to declare</li></ul>

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

### Chair of Governor's signature

*Wendy Maynard*

**Date 6 November 2022**

**Planned review date**

**Autumn Term 2023**

