



Warrender Primary School Annual Governance Statement for 2022/23

School Name	Warrender Primary School
School Address	Old Hatch Manor, Ruislip HA4 8QG
Telephone number	01895 462355
Contact email address	office@warrenderschool.org.uk
Website	www.warrender.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
DfE number	251
Ofsted grading and date of last inspection	Good – October 2021

Name of Headteacher	Mr Mike Smith (until April 2023)
Name of Deputy Headteacher	Mrs Helen Brown (became Headteacher April 2023)

Date of Annual Governance Statement	November 2023
--	---------------

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.

The governing body has a code of conduct which is reviewed 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
Total number of governors = 12	

Who Volunteers on the School's Governing Body?

Category of Governor	Full Name	Term of Office / End Date
Headteacher	Michael Smith	Ex-officio (until 16.04.2023)
Headteacher	Helen Brown	Ex-officio (from 17.04.2023)
Co-opted	Steven Baxter	4 years / 08.07.2026
Co-opted	Helen Dancer	4 years / 20.07.2023
Co-opted	Michelle Davis	4 years / 03.10.2026
Co-opted	Claire Edwards	4 years / 08.07.2025
Co-opted	Tim Markham	4 years / 03.10.2026
Co-opted	Wendy Maynard	4 years / 03.10.2026
Co-opted	Lucy Newton	4 years / 20.07.2023
Parent	Bhiru Shelat	4 years / 07.01.2023
Parent	Lyndsey Dudley	4 years / 02.01.2027
Parent	Rachel Marriott	4 years / 23.02.2027
Staff	Charlotte Cook	4 years / 28.11.2026
Local Authority	Sakhdeep Sohi	4 years / 09.03.2024
Associate	Heather Rhodes	(until 17.04.2023)

The Chair of Governors is	Wendy Maynard
The Vice Chair of Governors is	Steven Baxter
The Clerk to Governors is	Nicki O'Flanagan



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"> Committee membership: <ul style="list-style-type: none"> Sakhdeep Sohi (Chair) Helen Dancer (until 20.07.23) Michelle Davis Claire Edwards Wendy Maynard Lucy Newton (until 20.07.23) Lyndsey Dudley (from 02.01.23) Michael Smith (until 16.04.23) Helen Brown (from 17.04/23) 	<ul style="list-style-type: none"> Committee membership: <ul style="list-style-type: none"> Tim Markham (Chair) Steven Baxter Helen Dancer (until 20.07.23) Wendy Maynard Bhiru Shelat (until 07.01.23) Lyndsey Dudley (from 02.01.23) Michael Smith (until 16.04.23) Helen Brown (from 17.04/23)
<ul style="list-style-type: none"> Remit of committee: <ul style="list-style-type: none"> Curriculum School Development Plan SEND Pupil Premium & Sports Premium Parents, families & communication Community & partnerships Key delegates duties <ul style="list-style-type: none"> Approve School Targets SEND/Inclusion Parent Survey Review appropriate policies Termly meetings held Key decisions made and impact <ul style="list-style-type: none"> Monitor Children's Progress Monitor Pupil Premium provision Monitor Sports Premium provision Monitor SEND/Inclusion provision 	<ul style="list-style-type: none"> Remit of committee: <ul style="list-style-type: none"> Finance School Development Plan Health & Safety Personnel Premises Assets Key delegates duties <ul style="list-style-type: none"> Approve budget Approve staffing structure Monitor Health & Safety Review appropriate policies Half termly meetings held Key decisions made and impact: <ul style="list-style-type: none"> Monitoring budget and making key decisions about spend Approve SFVS to ensure financial probity Monitoring Health & Safety to ensure a safe environment for pupils and staff Recommend to FGB Premises Plan spend



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

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline
- Pay Review Panel
- HT Recruitment
- 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
Assessment & Data	Sakhdeep Sohi	Regular meetings each term
Curriculum	Sakhdeep Sohi	Regular meetings each term
Finance	Tim Markham	Regular meetings twice a term
SEND	Claire Edwards	Regular meetings each term
Safeguarding	Michelle Davis	Regular meetings twice a term
PE & Sports Premium	Steven Baxter	Regular meetings each term
Pupil Premium	Helen Dancer	Regular meetings each term
Procurement	Tim Markham	Regular meetings each term



Other governor visits completed in 2022/23

- Meeting of governors and SLT
- Learning walks
- In school Governing Body meetings
- SATS oversight
- Attendance at assemblies and other events such as Prospective Parent Open Days
- Observing phonics lessons
- Spring Term meeting with SENDCO

Governing Body and Committee Meeting Attendance 2022/2023

Governor	Full Governing Body Meeting Dates and Attendance					
	Autumn Term 03/10/2022	Autumn Term 21/11/2022	Spring Term 30/01/2023	Spring Term 23/3/2023	Summer Term 23/05/2023	Summer Term 03/07/2023
Steven Baxter	Attended	Attended	Attended	Attended	Attended	Attended
Helen Brown	Attended	Attended	Attended	<i>Not invited</i>	Attended	Attended
Charlotte Cook	n/a	n/a	Attended	Attended	Attended	Attended
Helen Dancer	Attended	Attended	Attended	Attended	Attended	Apologies
Michelle Davis	Attended	Attended	Attended	Attended	Apologies	Attended
Lyndsey Dudley	n/a	n/a	Attended	Attended	Attended	Attended
Claire Edwards	Attended	Apologies	Attended	Attended	Attended	Attended
Tim Markham	Attended	Attended	Attended	Attended	Attended	Attended
Wendy Maynard	Attended	Attended	Attended	Attended	Attended	Attended
Rachel Marriott	n/a	n/a	n/a	Attended	Attended	Apologies
Lucy Newton	Attended	Apologies	Apologies	Attended	Apologies	Apologies
Heather Rhodes	Apologies	Apologies	Apologies	Apologies	n/a	n/a
Bhiru Shelat	Attended	Apologies	n/a	n/a	n/a	n/a
Michael Smith	Attended	Attended	Attended	<i>Not invited</i>	n/a	n/a
Sakhdeep Sohi	Attended	Attended	Attended	Apologies	Apologies	Attended



Member	CFL Committee Meeting Dates and Attendance					
	Autumn Term 07/11/2022	Autumn Term -	Spring Term 23/01/2023	Spring Term -	Summer Term 11/05/2022	Summer Term -
Helen Brown	Attended		Attended		Attended	
Charlotte Cook	n/a		Attended		Attended	
Helen Dancer	Apologies		Attended		Attended	
Michelle Davis	Attended		Attended		Apologies	
Lyndsey Dudley	n/a		Attended		Apologies	
Claire Edwards	Attended		Attended		Attended	
Rachel Marriott	n/a		n/a		Attended	
Wendy Maynard	Attended		Attended		Attended	
Lucy Newton	Attended		Attended		Apologies	
Heather Rhodes	Apologies		Apologies		n/a	
Sakhdeep Sohi	Attended		Attended		Attended	



Member	Resources Committee Meeting Dates and Attendance					
	Autumn Term	Autumn Term 01/11/2022	Spring Term 17/01/2023	Spring Term	Summer Term 17/05/2023	Summer Term 27/06/2023
Steven Baxter		Attended	Attended		Attended	Attended
Helen Brown		n/a	Attended		Attended	Attended
Helen Dancer		Apologies	Attended		Apologies	Apologies
Lyndsey Dudley		n/a	Attended		Attended	Attended
Tim Markham		Attended	Attended		Attended	Attended
Wendy Maynard		Attended	Attended		Apologies	Apologies
Bhiru Shelat		Apologies	n/a		n/a	n/a
Michael Smith		Attended	Attended		n/a	n/a

Governing Body Effectiveness and Impact

What were the significant challenges for the governing body in 2022/23

- Staff and pupil well-being
- Continuing to embed the revised Curriculum
- 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 staff and parent governors
- Recruitment of Headteacher and Deputy Headteacher

How were the challenges met?

- Governors ensured well-being considerations were examined and supported
- 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
- Autumn 2022 was spent recruiting parent governors and a staff governor
- Spring 2023 was spent recruiting a new Headteacher and then a new Deputy Headteacher

What were the achievements of the governing body for 2022/23

- Full Governing Body
- Good attendance from governors across all committees and meetings
- Good financial management/oversight
- More meetings being held in school
- New Headteacher in place and Deputy Headteacher recruited for September 2023

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

- Having a full Governing Body provides for a more diverse skill set and provides greater support for the school.



- Attending meetings and particularly for those held at the school, provides the governors with a better understanding of the challenges and needs of the school and also allows them to become more visible to the staff and pupils.
- Assertive efforts to fill the Headteacher and then the Deputy Headteacher position on a permanent basis to ensure stability for the leadership of the school.

Find Out More About Our School ...

- 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 2022/23

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"> • Partner at Hymans Robertson LLP - HR LLP provide advice to LB Hillingdon on its pension scheme • Parent at the school
Helen Brown	Headteacher (from 17.04.2023)	<ul style="list-style-type: none"> • Employed at Warrender Primary School
Charlotte Cook	Staff Governor	<ul style="list-style-type: none"> • Employed at Warrender Primary School
Helen Dancer	Co-opted Governor	<ul style="list-style-type: none"> • Partner at The Art Gallery, Ruislip Manor • Employed at The Maple Grove Primary School
Michelle Davis	Co-opted Governor	<ul style="list-style-type: none"> • Employed at London Borough of Hillingdon
Lyndsey Dudley	Parent Governor	<ul style="list-style-type: none"> • Employed at Pinner High School • Parent at the school
Claire Edwards	Co-opted Governor	<ul style="list-style-type: none"> • Employed by West London NHS Trust (in partnership with LB Hounslow schools) • Parent at the school
Tim Markham	Co-opted Governor	<ul style="list-style-type: none"> • Hon Treasurer for RNOFA
Wendy Maynard	Co-opted Governor	<ul style="list-style-type: none"> • Employed at Intercontinental Hotels plc
Rachel Marriott	Parent Governor	<ul style="list-style-type: none"> • Employed by St Helens School • Parent at the school
Lucy Newton	Co-opted Governor	<ul style="list-style-type: none"> • Employed at Cippenham Baptist Church
Heather Rhodes	Associate Governor	<ul style="list-style-type: none"> • Employed at Harrow School • Member of London DOS Association
Bhiru Shelat	Parent Governor	<ul style="list-style-type: none"> • Employed at Marks & Spencer plc • Company Secretary for Sansaar Ltd (Children's charity) • Parent at the school
Michael Smith	Headteacher (until 16.04.2023)	<ul style="list-style-type: none"> • Employed at Warrender Primary School



Heather Rhodes	Associate Governor	<ul style="list-style-type: none"> • Employed at Harrow School • Member of London DOS Association
Sakhdeep Sohi	LA Governor	<ul style="list-style-type: none"> • Nothing to declare

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

Warrender Governing Body	
Statement Updated:	November 2023
Date of next Review	November 2024
Signature (Governors):	<i>Wendy Maynard</i>

