



## ANNUAL GOVERNANCE STATEMENT

**2017-18**

School Name	Cherry Lane Primary School
School Address	Sipson Road, West Drayton, Middlesex, UB7 9DL
Telephone Number	01895 444480
Governor Contact e-mail	<a href="mailto:governor@cherrylane.hillingdon.sch.uk">governor@cherrylane.hillingdon.sch.uk</a>
Web-site	<a href="http://www.cherrylane.hillingdon.sch.uk">http://www.cherrylane.hillingdon.sch.uk</a>
Category of School	Community
DfE number	312-2084
OfSTED Grading	Good
Date of Last inspection	21st March 2014
Name of Head Teacher	Stephen Whitehouse
<b>Date of Annual Governance Statement</b>	<b>4<sup>th</sup> May 2018</b>

### **Background**

From September 2015, all maintained school governing bodies must publish certain details online. This statutory requirement is set out in the 'Constitution of governing bodies of maintained schools', DfE Statutory Guidance March 2015.

## Publication of governors' and associate members' details

As holders of public office, governing bodies are required to publish online the identity of all their members. This information should include:

- full name and title
- which category of governor
- which body appoints/elect them to office
- term of office
- which committees governors serve on
- which committees associate members serve on (incl. voting rights afforded to them)
- details of any positions of responsibility held, such as chair, vice chair and chair of any committee or panel

## Register of business interests

From September 2015 all maintained schools are under a duty to publish online their register of interests. The register should:

- 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

## Other information

The DfE Governors' Handbook 2015 highlights that governing bodies should also publish other key information online. Please see extract below.

In the interest of transparency, all schools and academies should publish, including on their website, up to date details of the structure of the governing body and any committees, together with the names of their governors and their particular roles and responsibilities within that structure. They should also publish an annual statement setting out the key issues that have been faced and addressed by the governing body over the last year, including an assessment of the impact of the governing body on the school. For academies, these details of their governance arrangements must also be provided within the governance statement of their published annual accounts.

The use of the word 'should' in the above text strongly implies that it is good practice for governing bodies to publish an **annual governance statement** (as academy trusts are required to do through the Accounts Direction) to explain how it has fulfilled its responsibilities, particularly in relation to its core functions.

The statement should include

- the governance arrangements that are in place, including the remit of any committees;
- the attendance record of individual governors at governing body and committee meetings;
- an assessment of the effectiveness and impact of the governing body and any committees with details of any particular challenges that have arisen.

This is also reflected in the Ofsted Inspection Handbook, January 2015, section 165, where it says 'Inspectors should consider whether governors are transparent and accountable, including in terms of governance structures, attendance at meetings, and contact with parents and carers'.

## 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 head teacher 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 Seven Principles of Public Life

***All governors and associate members are obliged to abide by these principles, originally published by the Nolan Committee:***

### Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### Leadership

Holders of public office should promote and support these principles by leadership and example.

## Constitution of the Governing Body

The governing body was formally constituted on 3<sup>rd</sup> October 2016. A governor's term of office is 4 years

Category	Number	Appointed or elected
Parent Governor	3	Elected by parents of pupils at the school
Staff Governor	1	Elected by all staff employed at the school
Co-opted Governor	6	Appointed by the Governing Body
Local Authority Governor	1	Nominated by the Local Authority and appointed by the Governing Body
Head Teacher	1	Governor by virtue of his position at the school
Total	12	

## Membership of the Governing Body

Name	Category	Information	Date Elected
Phil Haigh	LA Governor	Chair of Governors	03.10.2016
Steve Whitehouse	Headteacher		Not applicable
Mandy Bedborough	Staff Governor		05.10.2016
Carl Neilsen	Co-Opted Governor	Vice Chair	03.10.2016
Mary Davie	Co-Opted Governor		03.10.2016
Shaun Holliday	Co-Opted Governor		03.10.2016
Hailey Winton	Parent Governor		07.12.2016
Elizabeth Summerville	Parent Governor		13.07.2017
Neelum Bains	Parent Governor		24.05.2018
Kevin Bugler	Associate Governor		03.10.2016
Carol Wright	Co-Opted Governor		
Vacancy	Co-Opted Governor		
Vacancy	Co-Opted Governor		
Kate Boulter	Clerk	Non-Voting	N/A

### 03.10.2016 - re-appointment date following new 'Instrument of Governance'

## Induction and Training of Governors

An induction procedure has been implemented for training and induction of new Governors. Induction tends to be done informally and the exact nature of help and support to an individual will depend on their existing experience.

Formal training sessions for all new governors are run by the London Borough of Hillingdon Governor Support Team. Attendance on these courses by new governors is mandatory.

Governors are also provided with access to online training modules and courses. All governors are given access (either online or as printed copies) to policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role as governors.

Training by external providers is offered to all governors either for the governing body as a whole at the school or for governors individually. All governors are encouraged to attend regular training to keep their knowledge and skills up to date and the attendance of governors at training is monitored by the Chair of Governors.

## **A Commitment to Raising Academic Standards for All Pupils**

We encourage parents to be aspirational for their children and to have a clear understanding of what their children are able to achieve and what they can do to support learning.

To the end of raising achievement with parent support, the governors have promoted parent workshop, online homework and the home/school conversation described as 'Assertive Mentoring'. Governors have targeted more able pupils as a group to be encouraged and supported. As a result a member of staff has been involved in a special project with Teaching Leaders. All classes have additional curriculum strategies for developing the more able pupils in core subjects.

The school has been working with 'Teach It Right' supporting children/families who aspire to taking the 11 Plus Exam.

The Governors wish to encourage the sense of a Cherry Lane community that is cohesive and encompassing. This has been driven by means of curriculum but also by community events.

These have included Diwali, International Day and Eid. Also the May Fair, a Community Fair, Carol Singing and supporting local Charities.

## **Governance Structure**

The Governors approve all policies and review the performance of the school at all levels through the following Committees:

□ **The Governing Body (GB)** is responsible for determining the strategic direction of the school. In addition, because we are a small Governing Body, all curriculum matters including teaching & learning and target setting & assessment form the major part of the work of the GB. Non-confidential minutes are available

□ **Finance & Personnel (F&P)** is responsible for overseeing financial performance and the recruitment and retention of staff. The Committee Chair in 2017-18 was Phil Haigh. The F&P Committee has full powers delegated by the Governing Body. Non-confidential minutes are available

□ **Premises** responsible for the routine maintenance of the school buildings and carrying out investment projects delegated to it by the F&P Committee.  
The committee Chair for 2017-18 was Carl Neilsen.

□ **Performance Management** reviews the performance of the headteacher annually and determines the remuneration of the headteacher. It also reviews the salaries of members of the senior leadership team following their annual performance review by the headteacher. The Performance Management Committee has full powers delegated by the Governing Body. The Committee Chair in 2017-18 was Phil Haigh. All minutes are confidential.

□ Other Committees and panels are formed as required for considering staffing issues and pupil exclusions where relevant.

The governing body has the power to appoint Associate Members to Committees. One Associate Governor was appointed in 2017-18.

The Minutes of Committee meetings and policies approved are circulated to all Governors. Committee Chairs report at each Governing Body meeting on their activity with emphasis on their monitoring of progress towards the targets in the School Improvement Plan and the action taken in response to any significant variances from plan.

Members of the Senior Management Team attend relevant Committees to provide information.

In addition to information provided by the school's senior leadership, Committees seek input from a wide variety of external sources including examination results, published performance data (both educational and financial), benchmarking comparisons, results analyses from the Ofsted Data Dashboard and the Fisher Family Trust, RAISE online data, evidence on performance from the Local Authority school improvement advisory service, financial reports and Audits from the Local Authority, school council, presentations to governors by the school's middle managers and subject leaders, governors' monitoring of national and local educational developments, Ofsted criteria and reports.

Governors also develop their understanding of the school's day to day work through a programme of regular governor visits.

This information enables the governors to carry out effectively their three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is spent efficiently and provides 'best value'.

### Attendance at meetings of Governing Body and Committees with delegated powers (2017-18 to date)

Member	Governing Body		Finance & Personnel		Performance Management	
	attended	total meetings	attended	total meetings	attended	total meetings
Phil Haigh	6	6	6	6	2	2
Steve Whitehouse	5	6	6	6	2	2
Mandy Bedborough	4	6	5	6		
Carl Neilsen	5	6	6	6		
Mary Davie	6	6	5	6		
Shaun Holliday	3	6	N/A	N/A	1	1
Carol Wright	6	6	4	6		
Hailey Winton	6	6	4	6		
Elizabeth Summerville	4	5	3	4		
Neelum Bains	N/A	N/A	N/A	N/A		
S Condron*	N/A	N/A	5	5		

S Condron\* -School Business Manager in attendance.

### Key Issues and Challenges for Governors/Committees in 2017/18

#### Cherry Lane Governing Body

##### 1. To ensure that the school raises attainment in the core subjects in Key Stage One

Recognising that some of the children have low starting points, the detailed plan involves quality first teaching, specialist intervention groups and curriculum development both in Maths and Writing. Phonic groups were set to ensure that all children are gaining targeted provision. The outcome illustrates a significant improvement from a pass rate of to 79% in 2016 and 76% in 2017

## **2. To ensure that the school Improves the achievement of the more able pupils**

Ensuring that children's identified abilities are encouraged and developed, the plan involves good classroom practice that demonstrates the use of 'challenge for depth' providing additional activities and questions that stimulates more able pupils. Setting, interventions and enrichment activities are also elements of the plan. Aspiration is encouraged and the outcome was the establishment of an 11+ group.

## **3. To ensure that the school raises attainment in all core areas in KS2**

A new programme 'Talk for Writing' was introduced in year 2 with the intention of expanding the provision to other year groups in future years.

Writing was also enhanced with careful monitoring and high quality marking. Less able children often experience tuition in small groups. The focus on writing and the initiatives undertaken have resulted in improved achievement that is now above the national average at 81%.

## **Finance & Personnel Committee**

### **1. Recruitment and Retention of teaching staff (ongoing and permanent)**

Due to the substantial increase in primary pupil numbers and the reduction in teacher training capacity, teachers are in short supply. As Cherry Lane is an expanding school, we require additional teachers each year. Our CPD (Continuous Professional Development) programme has ensured that staff retention is high, which combined with efficient and imaginative recruitment techniques has ensured that the school remains fully staffed with high quality teachers. Supply teachers have only been used for short-term teacher absence.

### **2. Retain Cherry Lane's strong financial position**

School funding has not kept pace with inflation. This, together with increases in National Insurance and pension contributions, has put further pressures on school budgets.

Despite this, with the benefit of increased pupil numbers and prudent financial management, Cherry Lane is fully staffed and the senior management team has been strengthened. We continue to invest in our premises and our reserves have not reduced.

## **The Risk and Control Framework**

The Finance & Personnel Committee's system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability. In particular, it includes:

- comprehensive budgeting and monitoring systems with an annual budget and regular and frequent financial reports which are reviewed by the F&P Committee
- regular reviews by the F&P Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;
- clearly defined purchasing (asset purchase or capital investment) guidelines;
- delegation of authority and segregation of duties;
- identification and management of risks.

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness.

The F&P Committee reviews annually the school's compliance with the financial procedures regulations of the London Borough of Hillingdon. The Governing Body submits annually its self-assessment of compliance with financial best practice procedures, the School Financial Value Standard (SFVS). The school's submission for this period has been accepted by London Borough of Hillingdon.

During 2017-18 the F&P Committee has reviewed our medium term financial planning in the light of continued cash limited government funding.

The new single funding formula (NFF) from the DfE will benefit schools with relatively high 'social deprivation' and low 'prior attainment'. There is likely to be a moderate financial benefit to Cherry Lane.

Your Governors will continue to monitor the effect of this on our future funding and take account of it in our strategic planning.

## Risk Management

The Governors have reviewed the major risks to which the school is exposed, in particular those relating to teaching, provision of facilities and other operational areas of the school, and its finances although at the present time not all risks have been formally assessed and documented in risk registers.

The Governors have implemented a number of systems to assess risks that the school faces, especially in the operational areas (e.g. in relation to teaching, safeguarding, health and safety, bullying and school trips) and in relation to the control of finance. There is a Whistle Blowing Policy in place and governors have introduced systems, including operational procedures (e.g. vetting of new staff and visitors, supervision of school grounds) and internal financial controls in order to minimise risk.

## Capital Investments 2017/18

Your Governors have made substantial investments in the school, over the last 3 years and given the uncertainties about school funding, early in the financial year, decided that it would prudent to hold back any major expenditure for a short time until the implications of the NFF were more certain.

## Register of Business Interests 2015/16

Governor's details in the Register of Business Interests includes any other educational establishments they govern. There were no material interests arising from relationships between governors, or relationships between governors and school staff (including spouses, partners and close relatives).

Governor	Business or Educational Establishment	Nature of Business	Nature of Interest	Date of Appointment
Phil Haigh	Meadow High School	Special School	Governor	2018
	LB Hillingdon School's Forum	DSG Funding Allocation	Deputy Chair	2009
	School's Forum - High-Needs Funding Group	High Needs Funding Allocation	Chair	2013
	School's Forum - DSG Monitoring Group	Centrally retained DSG Monitoring	Chair	2013
	School's Forum - ISB Funding Group	Mainstream School Funding Allocation	Chair	2013
	School's Strategic Partnership Board	School Improvement Place Planning, Recruitment	Governor member	2016



<b>Carl Neilsen</b>	Yiewsley & West Drayton Town Centre Action Group	Community Group	Treasurer	2010
	Key House Trust (Yiewsley)	Community Group	Trustee	2010
<b>Shaun Holliday</b>	Bell Farm Christian Centre	Charity	Trustee & Director	2015
<b>Mary Davie</b>	None			
<b>Steve Whitehouse</b>	National Association of Head Teachers	Union	Branch Secretary	2009
	Hillingdon Primary Forum Executive	School's Association	Member	2016
	School's Strategic Partnership Board	School Improvement Place Planning, Recruitment	Member	2017
	Buttercup Day Nursery	Independent Group of Nurseries	Owned by Spouse	N/A
<b>Haily Winton</b>	None			
<b>Elizabeth Summerville</b>	None			
<b>Carol Wright</b>	None			
<b>Neelum Bains</b>	None			

### Financial Summary for the year ending 31<sup>st</sup> March 2018

The principal sources of funds are the Delegated Budget from the Dedicated School's Grant (DSG) allocated by the LB Hillingdon and the Pupil Premium and Universal Free School Meals Grant received from the Department for Education.

During the 2017-18 financial year the school's income and expenditure were;

#### Income:

All Income except Pupil Premium & Universal Free School Meals	£ 3,477,345
Pupil Premium & UFSM	£ 283,800
Surplus from 2016-17	£ 203,169
<b>Total</b>	<b>£ 3,964,304</b>

#### Expenditure:

Staffing	£ 2,906,201
Premises	£ 175,596
Capital items – Minor Works	£ 4,187
Learning Resources/ICT/Pupil Support	£ 365,195
Other (including catering contract)	£ 268,387
Surplus carried forward to 2018/19	£ 244,738
<b>Total</b>	<b>£ 3,964,304</b>

Note: Expenditure headings are summaries for information only and may not correspond with the CFR (Consistent Financial Reporting) framework in the school's statutory financial returns to the London Borough of Hillingdon.

Approved by the Governing Body and signed on its behalf by:

Philip Haigh  
Chair of Governors