



## Cherry Lane Primary School Annual Governance Statement 2020-21

School Name	Cherry Lane Primary School
School Address	Sipson Road, West Drayton, Middlesex, UB7 9DL
Telephone number	01895 444480
Contact email address	admin@cherrylane.hillingdon.sch.uk
Website	www.cherrylane.hillingdon.sch.uk

*The above is the legal business address for the whole Governing Body.*

Category of school	Community School
DfE number	312/2084
Ofsted grading and date of last inspection	Good/September 2018

Name of Co-headteachers	Steve Whitehouse / Nicky Tranter
Name of Deputy Headteacher	Sarah Daniels

Date of Annual Governance Statement	October 2021
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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	3 October 2016
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Category of Governor	Appointed or elected onto the Governing Body?
6 x Co-opted Governors	Appointed by the Governing Body
3 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 in 2020-21?

Category of Governor	Full Name	Term of Office
Co-opted	Neelum Bains	4 years / 27.11.2023
Co-opted	Mary Davie	4 years / 02.10.2023
Co-opted	Shaun Holliday	4 years / 02.10.2023
Co-opted	Carole Wright (to 05.11.2020)	4 years / 31.03.2021
Parent	Ashish Dave	4 years / 27.11.2023
Parent	Jas Kaur	4 years / 27.11.2023
Parent	Farah Chowdhury (from 20.07.2021)	4 years / 19.07.2025
Parent	Hailey Widdows (to 24.11.2020)	4 years / 27.11.2023
Staff	Amanda Bedborough (to 04.10.2020)	4 years / 04.10.2020
Staff	Geri Nicholson (from 26.11.2020)	4 years / 25.11.2024
Local Authority	Phil Haigh	4 years / 20.05.2024
Co-headteachers	Steve Whitehouse/Nicky Tranter	Ex-officio

<b>The Clerk to the Governing Body is</b>	Kate Boulter
<b>The Chair of the Governing Body is</b>	Phil Haigh
<b>The Vice Chair of the Governing Body is</b>	Neelum Bains

*This Governing Body is allowed to appoint 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 Member	Term of office	Voting rights at committee level?
Carl Nielsen	4 years / 17.10.2023	No



## How the Governing Body delegates and distributes its duties

The Governing Body has committees which are reviewed annually.

Committee 1 Curriculum & Standards	Committee 2 Resources
<u>Members</u> Nicky Tranter (Headteacher) Phil Haigh Neelum Bains (Chair of Committee) Mary Davie Shaun Holliday Carole Wright (to 05.11.2020) Ashish Dave	<u>Members</u> Nicky Tranter (Headteacher) Phil Haigh (Chair of Committee) Neelum Bains Mary Davie Carole Wright (to 05.11.2020) Jas Kaur Hailey Widdows (to 24.11.2020) Geri Nicholson (from 26.11.2020) Amanda Bedborough (to 04.10.2020)
<u>Remit of committee</u> Curriculum Achievement and Attainment Inclusion Appropriate policies	<u>Remit of committee</u> Financial Planning and Control Premises & Health and Safety Appropriate policies Delegated powers as set out in the Finance Policy Schedule of Delegation
<u>Number of meetings – usually 3 in an academic year.</u>	<u>Number of meetings – usually 6 in an academic year.</u>
<u>Key decisions made</u> This was a new committee from February 2020. The Committee: <ul style="list-style-type: none"> <li>• Looked at key data.</li> <li>• Received reports on curriculum and assessment.</li> <li>• Received reports on teaching and learning.</li> <li>• Received reports on the School Improvement Plan.</li> <li>• Received presentations from Curriculum Coordinator and Subject Leaders.</li> </ul>	<u>Key decisions made</u> <ul style="list-style-type: none"> <li>• Received regular budget monitoring reports and asked questions on the school budget.</li> <li>• Reviewed the finance policies and where appropriate recommended them to the FGB for approval.</li> <li>• Received regular reports on staffing and personnel matters.</li> <li>• Received regular reports on pupil numbers and marketing.</li> <li>• Received updates on premises matters and made decision on work or recommended to the FGB if outside approval limits.</li> <li>• Reviewed the Year End 2020/21 report and the draft budget for 2021/22 and recommended the budget to the FGB for approval.</li> </ul>

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

- School Complaints
- Staff Grievance, Discipline and Contract Review
- Pupil Discipline



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
Safeguarding	Mary Davie
Special Educational Needs & Disability (SEND)	Phil Haigh

During the summer term 2020, governors were unable to visit due to the coronavirus lockdown and the closure of schools to most pupils. The Safeguarding and SEND Link Governors kept in touch with the school by phone or videoconferencing.

### Governing Body and committee meeting attendance

Full Governing Body								
Name	Autumn 1 01.10.2020		Autumn 2 26.11.2020		Spring 1 08.02.2021		Summer 1 27.05.2020	
	Attended	Apologies given and accepted	Attended	Apologies given and accepted	Attended	Apologies given and accepted	Attended	Apologies given and accepted
Phil Haigh	✓		✓		✓		✓	
Neelum Bains	✓			✓	✓			
Mary Davie	✓		✓		✓			✓
Shaun Holliday	✓		✓		✓			
Carole Wright	✓							
Ashish Dave		✓	✓		✓		✓	
Jas Kaur		✓		✓				
Hailey Widdows		✓						
Farah Chowdhury								
Amanda Bedborough	✓							
Geri Nicholson			✓			✓	✓	
Nicky Tranter	✓		✓		✓		✓	
Steve Whitehouse	NOT REQUIRED		NOT REQUIRED		NOT REQUIRED		NOT REQUIRED	
Carl Nielsen	NOT REQUIRED		NOT REQUIRED		NOT REQUIRED		NOT REQUIRED	



Curriculum & Standards						
Name	Autumn 15.10.2020		Spring 30.03.2021		Summer 21.06.2021	
	Attended	Apologies given and accepted	Attended	Apologies given and accepted	Attended	Apologies given and accepted
Nicky Tranter	✓		✓		✓	
Phil Haigh	✓		✓			✓
Neelum Bains	✓		✓		✓	
Mary Davie	✓			✓	✓	
Shaun Holliday						
Carole Wright	✓					
Ashish Dave	✓			✓	✓	

Resources						
Name	Autumn 1 17.09.2020		Autumn 2 12.11.2020		Spring 1 21.01.2021	
	Attended	Apologies given and accepted	Attended	Apologies given and accepted	Attended	Apologies given and accepted
Nicky Tranter	✓		✓		✓	
Phil Haigh	✓		✓		✓	
Neelum Bains	✓		✓		✓	
Mary Davie	✓		✓		✓	
Carole Wright	✓					
Jas Kaur	✓		✓		✓	
Hailey Widdows	✓		✓			
Geri Nicholson					✓	
Amanda Bedborough	✓					

Resources						
Name	Spring 2 25.03.2021		Summer 1 17.05.2021		Summer 2 01.07.2021	
	Attended	Apologies given and accepted	Attended	Apologies given and accepted	Attended	Apologies given and accepted
Nicky Tranter	✓		✓		✓	
Phil Haigh	✓		✓		✓	
Neelum Bains	✓		✓		✓	
Mary Davie	✓		✓			
Jas Kaur		✓	✓			
Geri Nicholson	✓		✓			✓



## **Governing Body effectiveness and impact**

### ***What were the significant challenges for the Governing Body in 2020/21?***

- Covid-19 closure of schools and planning for safe re-opening.
- Maintaining a cohesive and effective Governing Body through remote working.
- Providing constructive challenge and support to the school through a period of change and uncertainty.
- The wellbeing of staff and pupils.
- Managing financial pressures.
- Supporting a new Co-headteacher and reduction of the Senior Leadership Team.

### ***How were the challenges met?***

- The Governing Body communicated frequently with the Senior Leadership Team throughout school closure, both in one-to-one phone calls with staff members and through continuation of Governing Body meetings held by video link, to provide support at a time of considerable challenge for all schools.
- Governors discussed support for staff working from home, how those shielding would be helped to return to work, arrangements for home learning, and arrangements for safe return to school for all pupils and staff.
- The budget was closely monitored throughout the year.

### ***What were the achievements of the Governing Body for 2019/20?***

- Maintaining a skilled, effective and supportive Governing Body, particularly during the disruption caused by Covid.
- Monitoring the school's response to the unprecedented challenge of adapting to the new ways of working during closure of schools to most pupils and home learning.
- Overseeing the delivery of a surplus budget.

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

- The Governing Body has governors with a broad range of specialist skills who contribute to the school in many ways, particularly finance, safeguarding and marketing.
- The Governing Body considered regular reports on action being taken by the school, and approved risk assessments to provide a safe school environment and protect the wellbeing of staff and pupils.



## Find out more about our school ...

- Link to Ofsted report <https://reports.ofsted.gov.uk/provider/21/131638>
- Our school's performance data can be found at <https://www.compare-school-performance.service.gov.uk/school/131638/cherry-lane-primary-school/primary>
- Link to school's website <https://www.cherrylane.hillingdon.sch.uk/>
- Link to school's pupil premium statement on the school's website <https://www.cherrylane.hillingdon.sch.uk/key-data/pupil-premium>
- Link to school's PE and sport premium information on the school's website <https://www.cherrylane.hillingdon.sch.uk/key-data/pe-and-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 (2020-21)

### 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
Phil Haigh	LA Governor	<ul style="list-style-type: none"> <li>• Vice-Chair of Hillingdon Schools Forum</li> <li>• Chair of Hillingdon Schools Forum Sub-Groups</li> <li>• Member of Schools Strategic Partnership Board</li> <li>• Deputy Chair of Hillingdon Governors Executive Committee</li> <li>• Governor of Meadow High School</li> </ul>
Neelum Bains	Co-opted Governor	• Nil
Mary Davie	Co-opted Governor	• Nil
Shaun Holliday	Co-opted Governor	• Trustee of Bell Farm Christian Centre
Carole Wright	Co-opted Governor	• Nil
Ashish Dave	Parent Governor	• Director - Darsh Pharmalink Ltd
Jas Kaur	Parent Governor	• Nil
Hailey Widdows	Parent Governor	• Nil
Farah Chowdhury	Parent Governor	• Nil
Amanda Bedborough	Staff Governor	• Partner is employed by the school
Geri Nicholson	Staff Governor	• Partner provides occasional locksmith services to school
Steve Whitehouse	Co-headteacher	• Nil
Nicky Tranter	Co-headteacher	• Nil

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

**Chair of Governor's signature**

**Date** 14 October 2021

**Planned review date** October 2022