

Coteford Junior School Governing Body Annual Governance Statement 2025-26

School Name	Coteford Junior School
School Postal Address	Fore Street, Pinner, HA5 2JQ
Telephone number	01895 634 206
Contact email address	info@coteford-jun.hillingdon.sch.uk
Website	www.cotefordjunior.org.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	Academy
DfE number	139295
Ofsted grading and date of last inspection	Good (Nov 2024)

Name of Headteacher	Ms Joanna Martin
Name of Deputy Headteacher	Mrs Rachael Eckley

Date of Annual Governance Statement	Summer 2026
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The core functions of the Governing Body

As defined by the [Department for Education \(DfE\) in Governance handbook for maintained schools, academies and multi academy trusts, October 2020](#), the core functions of all governing boards, no matter what type of school or how many schools they govern, have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

In exercising their functions, the governing board 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 board 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 board was formally constituted

September 2018.

Category of Governor	Appointed or elected to the governing board?
2 x Parent Governors	Elected on to the governing board 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 board by all staff employed by the school
4 x Co-opted Governors	Appointed by the Trustees
Total number of governors = 8	

Who volunteers on the school's Governing Body?

Category of Governor	Full Name	Term Expiry
Co-opted	Mrs Diana Johnson	20/12/2029
Co-opted	Dr Roald Versteeg	Resigned 15/01/2026
Parent	Mrs Ushma Sidhu	Resigned 02/02/2026
Headteacher	Ms Joanna Martin	Ex-officio
Staff	Mrs Deborah Boffey	28/12/2026
Co-opted	Mr Ronnie Burnett	Resigned 08/10/2025
Co-opted	Mrs Janet Herson	27/02/2029
Co-opted	Mr Steven Baxter	16/04/2030
Co-opted	Mr Prakash Pote	26/11/2029
Parent	Mrs Michelle Holloway	16/12/2029

The Clerk to Governors is	Ian Lowe
The Chair of Governors is	Mrs Janet Herson
The Vice Chair of Governors is	Mrs Diana Johnson

This governing board also has Associate Members. Associate Members are not governors, but they are public volunteers. They are appointed by the governing board to support the ongoing work and duties of the governing board. The number of Associate Members is determined by the governing board.

Associate Members	Term of office	Voting rights at committee level?

How the Governing Body delegates and distributes its duties

The governing board agreed to form the following committees. This is reviewed annually.

Teaching and Learning	Resources
<p>Committee Membership Four governors</p> <p>Key delegated duties Curriculum Implementation and Effectiveness</p> <p>See the Terms of Reference</p>	<p>Committee Membership Four governors</p> <p>Key delegated duties Finance, Premises and Staffing</p> <p>See the Terms of Reference</p>

Specific panels of the governing board are convened as required for

- Recruitment
- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline

The governing board 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	Mrs Janet Herson
Looked-after and previously looked-after children	Mrs Diana Johnson
Special Educational Needs and Disability (SEND), Inclusion and Equality	Mrs Diana Johnson
Attendance	Mrs Janet Herson
School Data	FGB
Wellbeing	Mrs Deborah Boffey
Health and Safety	FGB
GDPR	FGB
Literacy	FGB
Numeracy	FGB
Science	FGB

Full Governing Body Meeting Dates and Attendance

Governor name	Autumn Term 07/10/25	Autumn Term 27/11/25	Spring Term 03/02/26	Spring Term 18/03/26	Summer Term 21/05/26	Summer Term 16/07/26
Janet Herson	Attended	Attended	Attended	Attended	Attended	Apologies given and accepted
Joanna Martin	Attended	Attended	Attended	Attended	Attended	Attended
Deborah Boffey	Attended	Attended	Attended	Attended	Attended	Attended
Roald Versteeg	Attended	Attended	N/A	N/A	N/A	N/A
Diana Johnson	Attended	Attended	Attended	Attended	Apologies given and accepted	Attended
Ronnie Burnett	Absent	N/A	N/A	N/A	N/A	N/A
Ushma Sidhu	Attended	Attended	N/A	N/A	N/A	N/A
Michelle Holloway	N/A	N/A	N/A	Attended	Attended	Attended
Prakash Pote	N/A	Attended	Attended	Attended	Attended	Apologies given and accepted
Steven Baxter	N/A	N/A	N/A	N/A	Attended	Attended

Membership	Teaching and Learning Committee Meeting Dates and Attendance		
	17/11/25	02/02/26	11/05/26
Janet Herson	Apologies given and accepted	N/A	N/A
Ushma Sidhu	Attended	Attended	N/A
Diana Johnson (Chair)	Attended	Attended	Attended

Deborah Boffey	Attended	Attended	Attended
Michelle Holloway	N/A	Attended	Apologies given and accepted

Membership	Resources Committee Meeting Dates and Attendance		
	07/11/25	13/03/26	03/07/2026
Janet Herson (Chair)	Attended	Attended	Attended
Steven Baxter	N/A	N/A	Attended
Joanna Martin	Attended	Attended	Attended
Janet Giffney (Business Manager)	Attended	Attended	Attended
Prakash Pote	Attended	Apologies given and accepted	Apologies given and accepted

Governing Body Effectiveness and Impact

What were the significant challenges for the governing board in 2025/26?

- Continuing to deal with the challenges caused by the cost of living crisis, while adhering to a strict financial budget.
- Ensuring that the school is providing appropriate and effective educational support for all children so they made at least expected progress.
- Implementing curriculum changes to ensure the school is providing an effective and high quality learning experience for all pupils.
- Continuing to focus on improving pupil attendance.
- Recruitment of new Governors

How were the challenges met?

- The school continued to improve on its provision of wellbeing support for children, staff and families. Partnership Learning have provided funding this year which has been used to support staffing costs and classroom refurbishments.
- The Governing Body continues to receive reports on key areas from the Resources Committee and the Teaching and Learning Committee. Termly Governor visits are ongoing to evidence effective Teaching and Learning. The SEND Governor visits school and provides reports for the GB.
- Subject Leads continue to implement curriculum change. The development of a Teaching and Learning Lead has led to improved SATs results and good progress.
- An attendance team was set up to focus on improving pupil attendance. Persistent absence figures are stabilized but work on this will continue to reach national averages.
- A new Co-opted Governor was appointed but has unfortunately had to resign due to ill health.
- 3 new governors were appointed, 2 community governors and a parent governor.

What were the achievements of the governing board for 2025/26?

- The pupils have remained engaged in their learning throughout the year.
- The increased focus on the wellbeing of the pupils and staff.
- The Governing Body comprises people from a variety of backgrounds and increased Governor visits has enabled the governors to become more actively involved in ensuring that the school is both supported and challenged.
- The Governing Body was able to hold another enjoyable and informative Governors in School Day.
- Contact has been made with Coteford Infants with a view to developing stronger links between the 2 schools.
- The appointment of a new Governor with finance experience and expertise to the Resources Committee has allowed the full GB to have a clearer understanding of the School's financial situation.

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

- The positive attitudes and supportive culture have enabled the pupils and staff to remain upbeat, despite having to adapt to new ways of working.
- Overall, many pupils have maintained good levels of academic learning despite challenging circumstances.
- There was an increase in the number of children achieving at the expected standard in Key Stage 2 SATS
- There was an increase in the number of children achieving greater depth standard in in Key Stage 2 SATS
- The Governing Body and staff are effectively working together to improve outcomes.
- The governors have used their wide knowledge to become more actively involved in ensuring that the school is both supported and challenged.
- At Governors in School Day, the governors were able to see and hear first-hand what it is like to be a pupil at the school and also to speak to members of staff about aspects of the curriculum and assessment. They were then able to share their observations with the LGB, staff and parents.

Find out more about our school ...

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- Link to Ofsted report <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>
 - Link to school's website <http://www.cotefordinfantschool.co.uk/>
 - The school's Pupil Premium statement is available on the website
 - The school's PE and Sport Premium information is available on the website.
 - 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 Board Register of Interests (2024-2025)

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
Dr Roald Versteeg	Co-opted Governor	• Nothing to declare
Mrs Diana Johnson	Parent Governor	• Nothing to declare
Ms Joanna Martin	Headteacher	• Employee of the School
Mrs Deborah Boffey	Staff Governor	• Employee of the School, Trustee of Charity / Board Member
Mrs Janet Herson	Co-opted Governor	• Nothing to declare
Mr Ronnie Burnett	Co-opted Governor	• Nothing to declare
Mrs Ushma Sidhu	Parent Governor	• Nothing to declare
Mr Steven Baxter	Co-opted Governor	<ul style="list-style-type: none"> • Hymans Robertson LLP provides actuarial advice to London Borough of Hillingdon (LBH) including in relation to their pension scheme of which Staff at Warrender are members . • I play no part of the team providing this advice – and for any specialist matters involving the team I lead (longevity) an alternative primary contact is used. This has been formally disclosed within Hymans Robertson and to LBH.
Mrs Michelle Holloway	Parent Governor	• Nothing to declare
Mr Prakash Pote	Co-opted Governor	• Nothing to declare

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

Chair of Governor's signature J a n e t H e r s o n

Date Summer 2026