

# Coteford Junior School Governing Body Annual Governance Statement 2024-2025

<b>School Name</b>	Coteford Junior School
<b>School Postal Address</b>	Fore Street, Pinner, HA5 2JQ
<b>Telephone number</b>	01895 634 206
<b>Contact email address</b>	info@coteford-jun.hillingdon.sch.uk
<b>Website</b>	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*

<b>Category of school</b>	Academy
<b>DfE number</b>	139295
<b>Ofsted grading and date of last inspection</b>	Good (Nov 2024)

<b>Name of Headteacher</b>	Ms Joanna Martin
<b>Name of Deputy Headteacher</b>	Mrs Rachael Eckley

<b>Date of Annual Governance Statement</b>	Summer 2025
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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.
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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
<b>Total number of governors = 8</b>	

## Who volunteers on the school's Governing Body?

Category of Governor	Full Name	Term Expiry
Parent	Mrs Diana Johnson	20/12/2025
Co-opted	Dr Roald Versteeg	16/10/2027
Parent	Mrs Ushma Sidhu	23/03/2028
Headteacher	Ms Joanna Martin	Ex-officio
Staff	Mrs Deborah Boffey	28/12/2026
Co-opted	Mr Ronnie Burnett	31/03/2027
Co-opted	Mrs Janet Herson	27/02/2029
Co-opted	Mr Mihir Shah	Ended 20/07/2025

<b>The Clerk to Governors is</b>	Ian Lowe
<b>The Chair of Governors is</b>	Mrs Janet Herson
<b>The Vice Chair of Governors is</b>	Dr Roald Versteeg

*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><b>Committee Membership</b> Four governors</p> <p><b>Key delegated duties</b> Curriculum Implementation and Effectiveness</p> <p>See the Terms of Reference</p>	<p><b>Committee Membership</b> Four governors</p> <p><b>Key delegated duties</b> 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	Mr Ronnie Burnett
Special Educational Needs and Disability (SEND), Inclusion and Equality	Mrs Diana Johnson
School Data	FGB
Health and Safety	Dr Roald Versteeg
GDPR	FGB
Literacy	FGB
Numeracy	FGB
Science	FGB

## Full Governing Body Meeting Dates and Attendance

Governor name	Autumn Term 08/10/24	Autumn Term 19/11/24	Spring Term 04/02/25	Spring Term 19/03/25	Summer Term 20/05/25	Summer Term 08/07/25
Janet Herson	Attended	Attended	Attended	Attended	Attended	Attended
Joanna Martin	Attended	Attended	Attended	Attended	Attended	Attended
Deborah Boffey	Attended	Attended	Attended	Apologies given and accepted	Attended	Attended
Roald Versteeg	Attended	Apologies given and accepted	Attended	Attended	Attended	Attended
Diana Johnson	Attended	Attended	Attended	Attended	Apologies given and accepted	Attended
Ronnie Burnett	Absent	Absent	Apologies given and accepted	Apologies given and accepted	Attended	Absent
Ushma Sidhu	Attended	Attended	Attended	Attended	Attended	Attended
Mihir Shah	N/A	N/A	N/A	N/A	Attended	Attended

Membership	Teaching and Learning Committee Meeting Dates and Attendance		
	18/11/24	10/03/25	12/05/25
Janet Herson	Attended	Attended	Attended
Ushma Sidhu	Attended	Attended	Attended
Diana Johnson (Chair)	Attended	Attended	Attended
Deborah Boffey	Attended	Attended	Attended

Membership	Resources Committee Meeting Dates and Attendance		
	06/12/24	14/03/25	27/06/25
Roald Versteeg (Chair)	Attended	Attended	Attended
Mihir Shah	N/A	N/A	Attended
Joanna Martin	Attended	Attended	Attended
Janet Giffney (Business Manager)	Attended	Attended	Attended
Ronnie Burnett	Attended	Attended	Apologies given and accepted

## **Governing Body Effectiveness and Impact**

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### ***What were the significant challenges for the governing board in 2024/25?***

- Continuing to deal with the challenges caused by the pandemic and 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, include access to a counsellor for children identified as requiring extra support. PL have provided funding this year which has been used to support staffing costs.
- The Governing Body continues to receive reports on key areas from the Resources Committee and the Teaching and Learning Committee. Termly Governor visits have been introduced to evidence effective Teaching and Learning. The SEND Governor visits school and provides reports for the GB.
- Subject Leads continue to implement curriculum changes and the introduction of phase leaders support the work of subject leads in carrying out their responsibilities regarding supporting staff and monitoring any inconsistency within and across all year groups.
- An attendance team was set up to focus on improving pupil attendance. Persistent absence figures are stabilized.
- A new Co-opted Governor was appointed but has unfortunately had to resign due to ill health.

### ***What were the achievements of the governing board for 2024/25?***

- 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.

### ***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 least expected in their SATs papers.
- There was an increase in the number of children achieving greater depth standard in their SATs papers.
- 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. 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)

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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
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
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 Mihir Shah	Co-opted Governor	• Nothing to declare

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

