



Governors' Information and attendance records

Oak Farm Primary School

School Address	Windsor Avenue Hillingdon UB10 9PD
Category of school	Foundation
DfE number	312/5200
Ofsted grading and date of last inspection	Outstanding 27/Mar/2008
Date of formal amalgamation of the Infant and Junior School into a Primary School	01 September 2021

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 board 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 schools' financial resources.

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 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 GB was formally constituted on 01st September 2019. To reflect the amalgamation to primary School a variation of the Instrument of Government was formally approved with effect from 01st September 2021.

Name of the GB: "The Governing Body of Oak Farm Primary School"

Category of Governor	Appointed or elected onto the governing body
5 x Co-opted	Appointed by the governing body
2 x Partnership	Appointed by the governing body from the local community
2 x Parent Governors	Elected on to the governing body by parents of pupils at the schools
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	

How the governing body delegates and distributes its duties at Oak Farm Primary School*

	Remit	Membership	Number of meetings held in academic year
Resources Committee	Overall responsibility for the Financial Management of the School and to be the first contact within the GB to handle any Personnel issues that may arise. Also focuses on any matters relating with premises and Health & Safety.	A minimum of 4 Governors. The SBM should attend meetings. The Committee may have Associate Members, as agreed upon and appointed by the GB	Six
Standards Committee	To ensure the National Curriculum is delivered and its assessment procedures are carried out in line with the legal framework. Contribute to the teaching, learning, standards and curriculum component of the School Improvement Plan or post-OFSTED Action Plan, and to monitor its implementation.	A minimum of 4 Governors. The Committee may have Associate Members, as agreed upon and appointed by the GB.	Three/Four
Pay committee	To monitor performance management processes in the school and to make pay recommendations/decisions as delegated by the GB.	The committee shall consist of at least three non-staff Governors plus the HT in an advisory capacity.	At least one in the Autumn term.

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

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline
- Admissions Appeal
- HT Performance Review

* Given low numbers in the governing body, committee meetings were provisionally integrated within full governing body meetings from Nov 2022. Attendance for all meetings is recorded on page 6 of this document.

Governing Body membership – April 2024

Category of Governor	Full Name	Term of Office Start	Term of Office end	Register of interests	Committees membership	Other Roles	Date stepped down
Headteacher	Ms Jaspreet Cheema	Ex. Officio		•	•		
Local Authority	Dr Charlotte Moore	01/Jul/2020	30/Jun/2024	<ul style="list-style-type: none"> • Bursar at Cowley St Lawrence CE Primary School/St Matthew's primary School • Governor at Lady Bankes Primary School and Ruislip High School 	<ul style="list-style-type: none"> • Resources • Pay • Standards 	<ul style="list-style-type: none"> • Chair of Governors • Safeguarding link Governor • Chair of Resources Committee 	
Co-Opted	Mrs Sue Hynds	08/Oct/2020	07/Oct/2024	<ul style="list-style-type: none"> • Works for the LA with Schools across the Borough as EYFS advisor 	<ul style="list-style-type: none"> • Standards • Resources • Pay 	<ul style="list-style-type: none"> • Vice Chair of Governors • PP link Governor • Chair of Pay Committee 	
Parent	Mr Martin Dickie	03/Dec/2020	02/Dec/2024	<ul style="list-style-type: none"> • Nothing to declare 	<ul style="list-style-type: none"> • Standards 		
Staff	Mrs Samantha Hunt	23/Sep/2022	12/Sep/2026	<ul style="list-style-type: none"> • Parent Governor at Rabbsfarm Primary School 	<ul style="list-style-type: none"> • Standards 		
Co-Opted	Mrs Joanna Wagstaffe	28/Sep/2023	27/Sep/2027	<ul style="list-style-type: none"> • Nothing to declare 	<ul style="list-style-type: none"> • Standards • Resources • Pay 	<ul style="list-style-type: none"> • Chair of Standards Committee 	
Co-Opted	Ms Amy Doody	28/Sep/2023	27/Sep/2027	<ul style="list-style-type: none"> • Clerk to GB at Lady Bankes Primary School, Frithwood Primary School, Colham Manor primary School and Weald Rise Primary School 	<ul style="list-style-type: none"> • Standards 	<ul style="list-style-type: none"> • Wellbeing link governor 	
Parent	Mrs Bijal Karavadra	01/Dec/2023	30/Nov/2027	<ul style="list-style-type: none"> • Nothing to declare 	•		

Parent	Mr Harry Cox	19/Mar/2021	18/Mar/2025	<ul style="list-style-type: none"> Works for the LA SEND advisory service 	<ul style="list-style-type: none"> Resources Standards 		21/Jul/2023
Co-Opted	Ms Rebecca West	08/Oct/2020	07/Oct/2024	<ul style="list-style-type: none"> Head of School at Hillingdon Manor 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> SEND link Governor 	11/Jun/2023
Clerk to Governors	Mrs Silvia Alves	Ex. Officio		<ul style="list-style-type: none"> Nothing to declare 			

Governing Body meetings attendance 2022/2023

Meetings 2022/2023	Governors						
	Catherine Veale	Charlotte Moore Chair of Governors	Rebecca West	Sue Hynds Vice Chair of Governors	Martin Dickie	Harry Cox	Samantha Hunt
FGB - 22/Sep/2022	✓	✓	Absent	✓	✓	✓	
Standards Committee – 11/Oct/2022	✓	✓		✓	Absent	Apologies Accepted	✓
Pay Committee - 08/Nov/2022	✓	✓		✓		✓	
Resources Committee – 10/Nov2022 Cancelled							
FGB - 23/Nov/2022	✓	✓	✓	✓	✓	✓	✓
FGB – 08/Feb/2023	✓	✓	✓	✓	Apologies accepted	Apologies Accepted	✓
Extraordinary FGB - 27/Mar/2023	✓	✓	Absent	✓	✓	Apologies accepted	✓
Extraordinary FGB - 19/Apr/2023	✓	✓	Apologies accepted	Apologies accepted	✓	✓	✓
FGB - 25/May/2023	✓	✓	✓	✓	Apologies accepted	Apologies accepted	Apologies accepted
FGB - 13/Jul/2023	✓	✓	Resigned	✓	Apologies accepted	✓	✓