



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	Requires Improvement 05/Jun/2024
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 (except pay committee) were provisionally integrated within full governing body meetings from September 2024. Attendance for all meetings is recorded on page 5 of this document.

Governing Body membership – September 2025

Category of Governor	Full Name	Term of Office Start	Term of Office end	Register of interests	Committees membership* (Integrated in FGB)	Other Roles	Date stepped down
Headteacher	Ms Jaspreet Cheema	Ex. Officio		<ul style="list-style-type: none"> Nothing to declare 	<ul style="list-style-type: none"> N/A 		
Co-Opted	Dr Charlotte Moore	2nd TO 01/Jul/2024	30/Jun/2028	<ul style="list-style-type: none"> Bursar at Cowley St Lawrence CE Primary School/St Matthew's primary School Governor at Ruislip High School 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Chair of Governors Co-Safeguarding and behaviour link 	
Co-Opted	Mrs Sue Hynds	2nd TO 08/Oct/2024	07/Oct/2028	<ul style="list-style-type: none"> Nothing to declare 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> EY link 	
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"> N/A 		
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"> N/A 	<ul style="list-style-type: none"> PP link 	
Parent	Mrs Bijal Karavadra	01/Dec/2023	30/Nov/2027	<ul style="list-style-type: none"> Nothing to declare 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> SEN link 	
Parent	Miss Deslyn Edwards	06/Jan/2025	05/Jan/2029	<ul style="list-style-type: none"> Nothing to declare 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Co-Safeguarding and behaviour link 	
LA Governor	Mrs Beena Trivedi	19/Jun/2025	18/Jun/2029	<ul style="list-style-type: none"> Nothing to declare 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Reading link 	
Previous Governors							
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 		Ended Term of Office
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 			26/Jun/2025
Clerk to Governors	Mrs Silvia Alves	Ex. Officio		<ul style="list-style-type: none"> Nothing to declare 			

Governing Body meetings attendance 2024/2025

Meetings	Governors									
	Jaspreet Cheema	Charlotte Moore Chair of Governors	Sue Hynds Vice Chair of Governors	Samantha Hunt	Joanna Wagstaffe	Bijal Karavadra	Deslyn Edwards	Beena Trivedi	Amy Doody	Martin Dickie
FGB – 03/Oct/2024	✓	✓	✓	✓	✓	Apologies accepted			✓	Apologies Accepted
Pay Committee – 07/Nov/2024	✓	✓	✓		✓					
FGB – 12/Dec/2024	✓	✓	✓	✓	Apologies accepted	✓			Apologies accepted	End of office
Extraordinary FGB – 16/Jan/2025	✓	✓	Apologies accepted	✓		✓	✓		Apologies accepted	
Extraordinary DHT rat FGB – 10/Feb/2025	✓	✓	✓	✓	✓	✓	✓		Apologies accepted	
Extraordinary Pay Committee – 03/Mar/2025		✓	✓		✓					
FGB – 20/Mar/2025	✓	✓	✓	Apologies accepted	✓	✓	✓		Apologies accepted	
FGB – 15/May/2025	✓	✓	Apologies accepted	✓	✓	Apologies accepted	Apologies accepted		Apologies accepted	
FGB – 16/Jul/2025	✓	✓	✓	✓	✓	✓	✓	✓	Resigned	