



Westfield School

Nurturing Individuality & Progress

Annual Governance Statement for the Governing Board

2026-2027

In accordance with the Government's requirements for all governing bodies, the core strategic functions for Westfield School Governing Board are:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the organisation and making sure its money is well spent.
4. Ensure the safety of all members of the school community in accordance with the 'Keeping Children Safe in Education' Act (2015)

Governance Arrangements

The governing board of Westfield School is made up of 12 Governors, all serving a four year term of office. This breaks down to:

- 2 staff governors (including the Headteacher)
- 2 elected parent governors
- 1 Local Authority governor
- 7 co-opted governors

Co-opted governors are appointed by the governing board and are people who, in the opinion of the governing board, have the skills required to contribute to the effective governance and success of the school. All governors complete an annual skills audit so the board can identify membership gaps and skills training.

In 2025/26 four Co-opted governors resigned their position and one Associate Member (All due to personal circumstances). As at October 2026 the board had the following vacancies – 1 x LA Governor, 1 x Parent Governor and 3 Co-opted Governor vacancies.

The full governing board meets at least twice a term and the minutes are available from the School upon request.

The Pay Committee meets annually to consider the recommendations from the annual performance management reviews.

Other additional committees / panels relating to pupil and staff discipline, parental complaints etc are convened when required. A Staff Discipline Committee was convened in July 2026.

Attendance record of governors

Governors have a strong attendance at twice termly meetings, and none have been cancelled because they are not quorate (minimum required to make legal decisions). See Appendix 1 for the detailed 2025/26 attendance record.

How do we ensure clarity of vision, ethos and strategic direction?	The Governors work with the Headteacher and School Leadership Team in the development of the Schools Strategic Plan 2023-2026– this uses the School Evaluation Summary, attainment data and other sources, and an evaluation of the school curriculum to identify a small number of key priorities and action to be taken. This plan is presented to the Governing Board for discussion and challenge to ensure it is consistent with the ambitious vision for the school.
How do we hold the Headteacher to account for the educational performance of the school and its pupils?	A sub-committee of the Governing Board sets the Headteacher’s annual objectives, linked to the priorities in the School Plan and the educational outcomes for pupils in the school. This is done in conjunction with external professional advice. Progress against these objectives is reviewed twice within the academic year with an annual review carried out at the end of the academic year, with recommendations for future pay reflecting the Headteacher’s performance against targets.
How do we oversee the financial performance of the school and make sure money is well spent?	In the second Full Governing Board meeting of the term governors discuss the current budget and three-year financial outlook and all aspects of financial planning. The School Business Manager (SBM) advises the board and prepares monthly variance analysis of costs against budget presented at the first FGB in the term. A comprehensive Financial Procedure Manual sets out the policies of the school in relation things like financial controls, accounting systems and processes, expenditure authority levels and procurement best practices. A Schools Financial Value Statement is prepared annually and submitted to the LA to report on the schools financial situation.
How do we ensure the safety of all members of the school community?	The Safety of all members of the school community is the number one priority of the Governing Board and the board have several measures in place to ensure this. The board is also responsible for ensuring that the buildings and infrastructure are safe. Governors also ensure that safeguarding and child protection procedures are in place, all governors and staff members are DBS checked and have undertaken appropriate training. All staff and governors are recruited following safer recruitment practices.
Future plans for the governing board	The Governors have an ambitious vision for the School. The board have a clear idea of the steps that they will need to take in order to achieve this, focusing on improvements in the core areas of Leadership and Management, Teaching, Learning & Assessment, Personal Development, Behaviour and Welfare, Early Years Provision, and Outcomes for Pupils. The programme of meetings and school visits are all geared towards meeting this objective. The last Ofsted Inspection took place in February 2024 in which we maintained a rating of ‘Good’.
How you can contact the governing board	The board always welcome suggestions, feedback and ideas from parents or the local village community. The chair of governors can be contacted via the school office office@westfield.bucks.sch.uk. You will often see governors at school events throughout the year.

Westfield School Governing Board

Governors' details and the Register of Interests – September 2026

Name of Governor or Associate Member	Category of governor	Appointing board e.g. governing board, LA	Date of appointment	Term of office ends	Members of Committees Pay Committee (Pay)	Positions of responsibility	Relevant business interests that could present a conflict of interest including whether a governor at another school	Personal relationship (if any) with members of school staff e.g. spouse, partner, relative
Andrew Howard	Co-opted Governor	Governing Board	06/07/23	05/07/2027	Pay Committee	Chair of Governors Safer recruitment Interviewing HT Performance Review Achievement, Leadership & Governance Operations (Finance, H & S, Sustainability, IT)	Steering Group - Families and Carers Together in Buckinghamshire Gambling Commission - close family relationship - cannot be party to any discussion relating to any bid being considered to a charity funded by the National Lottery Foundation Governor at Waddesdon Church of England School	None
Tara Deakes	Headteacher	Ex-Officio	01/09/19	UFN			None	None

Name of Governor or Associate Member	Category of governor	Appointing board e.g. governing board, LA	Date of appointment	Term of office ends	Members of Committees Pay Committee (Pay)	Positions of responsibility	Relevant business interests that could present a conflict of interest including whether a governor at another school	Personal relationship (if any) with members of school staff e.g. spouse, partner, relative
Laura Air	Co-opted	Governing Board	24/02/26	23/02/30		Inclusion (PP & Disadvantaged) HT Performance Review	Governance Professional for 8 schools within MATs and one maintained school	None
Neil Strain	Co-opted	Governing Board	21/10/25	20/10/29		Curriculum, Teaching & Transitions	None	None
Erin Clare	Co-opted	Governing Board	21/10/25	20/10/29	Pay Committee	Safeguarding, Behaviour & Attendance	None	None

Aysha Ahmed	Parent Governor	Elected by parents	19/05/21	19/3/29	Pay Committee	Vice Chair Personal Development & Pupil Wellbeing	None	None
Debbie Howlett	Staff Governor	Elected by staff	07/02/2023	06/02/2027		Governor Training Staff Voice	None	None

Name of Governor or Associate Member	Category of governor	Appointing board e.g. governing board, LA	Date of appointment	Term of office ends	Members of Committees Pay Committee (Pay) Health & Safety Committee (H & S)	Positions of responsibility	Relevant business interests that could present a conflict of interest including whether a governor at another school	Personal relationship (if any) with members of school staff e.g. spouse, partner, relative
Vacant	Parent Governor							
Vacant	LA Governor							
Vacant	Co-opted Governor							
Vacant	Co-opted Governor							
Vacant	Co-opted Governor							

Term of office – 4 years

Headteacher – ex-officio

Name of Governor or Associate Member who has served in the last 12 months but has now stepped down	Category of governor	Appointing board e.g. governing board, LA	Date stepped down	Members of Committees	Positions of responsibility	Relevant business interests that could present a conflict of interest including whether a governor at another school	Personal relationship (if any) with members of school staff e.g. spouse, partner, relative
Emma Newell	Co-opted Governor	Governing Board	2/12/25	Pay Committee	Whistle Blowing Personal Development Governor RHE Curriculum Development Pupil Voice Anti-bullying Policies Classroom staff welfare	Beeches Learning & Development Trust - Other governance role - Executive Assistant to the Headteacher & Governance Professional at Burnham Grammar School	None
Ben Halder	Co-opted Governor	Governing Board	10/9/26	Pay Committee	Safeguarding, Behaviour & Attendance (jointly) Curriculum, Teaching & Transitions (jointly)	Governor at Tower Hill Community Primary School Oxford City Farm	None
Mike Ware	Co-opted Governor	Governing Board	18/5/26		Chair of Governors Pupil Attendance Equalities HT Performance Review Safeguarding Lead Safer recruitment Interviewing, Sickness and accident reporting GDPR/Data	None	Son-in-Law's mother works at the School.

Jayne Pitson	Associate Member	Governing Board	8/9/26		School Business Manager	None	None
Gill Towell	Co-opted Governor	Governing Board	11/9/26		Vice Chair Operations (Finance, H & S, Sustainability)	None	None

Westfield School

Governing Board Membership and Attendance Record 2025/26

Name	Category of governor	Attendance at meetings 2025/26 school year		
		Full Governing Board (6 meetings) plus 1 x Extra Ordinary Meeting	Pay Committee	Staff Conduct & Discipline Committee
Tara Deakes	Headteacher	6 out of 6	n/a	n/a
Andrew Howard	Co-opted	6 out of 6	1 out of 1	n/a
Aysha Ahmed	Parent	6 out of 6	1 out of 1	n/a
Debbie Howlett	Staff	4 out of 6	n/a	n/a
Erin Clare	Co-opted	4 out of 6	n/a	n/a
Neil Strain	Co-opted	4 out of 6	n/a	n/a
Laura Air	Co-opted	4 out of 4	n/a	1 out of 1
Jayne Pitson Resigned 8/9/26	Associate Member	4 out of 6	n/a	n/a
Ben Halder Resigned 10/9/26	Co-opted	5 out of 6	1 out of 1	n/a
Emma Newell Resigned 2/12/25	Co-opted	2 out of 2	1 out of 1	n/a
Mike Ware Resigned 18/5/26	Co-opted	3 out of 4	n/a	n/a
Gill Towell 19/5/26 to 11/9/26	Co-opted	1 out of 2	n/a	1 out of 1

