

Annual Governance Statement 2023-24

School Name	Marjory Kinnon School
School Address	Hatton Road, Bedfont, Middlesex, TW14 9QZ
Telephone number	0208 890 2032
Contact email address	office@marjorykinnon.hounslow.sch.uk
Website	www.marjorykinnonschool.co.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	Community
DfE number	URN 102554
Ofsted grading and date of last inspection	'Good' – 7th-8th December 2022

Name of Headteacher	Ms T Meredith
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Date of Annual Governance Statement	September 2024
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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 Body include:

- Ensuring that the vision, ethos and strategic direction are clearly defined.
- Ensuring that the Headteacher performs their responsibilities for the educational performance of the school.
- Ensure the sound, proper and effective use of the school's financial resources.

In exercising their functions, the Governing Body shall:

- Act with integrity, objectivity and honesty and in the best interests of the school.
- 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 are obliged to abide by this code.

Legal constitution of the Governing Body

The Governing Body was formally reconstituted on 20/10/16.
The Instrument of Government was last updated on 08/08/18.

Category	Appointed or elected onto the governing body?	
Co-opted	10	Appointed by the Governing Body
Parent	2	Elected onto the Governing Body by parents of pupils at the school
Headteacher	1	Governor by virtue of employment by the school
Staff Governor	1	Elected onto the Governing Body by all staff employed by the school
Local Authority	1	Nominated by the Hounslow Council, appointed by the GB
Total	15	

Who volunteers on the school's Governing Body?

Category of Governor	Full Name	Term of Office
Chair / Co-Opted	Mr T Gardner	4 years
Vice-Chair / Co-Opted	Mr S Turner	4 years
Headteacher	Ms T Meredith	-
Co-Opted	Ms G Ataderie	4 years
Co-Opted	Mr H Formella	4 years
Co-Opted	Mr P Goulden	4 years
Parent	Mrs R Kandola	4 years
Local Authority	Catherine Olson	4 years
Co-Opted	Mrs A Öztürk	4 years
Parent	Mr C Shah	4 years
Staff	Mrs J Stacey	4 years
Co-Opted	Mr A Wood	4 years

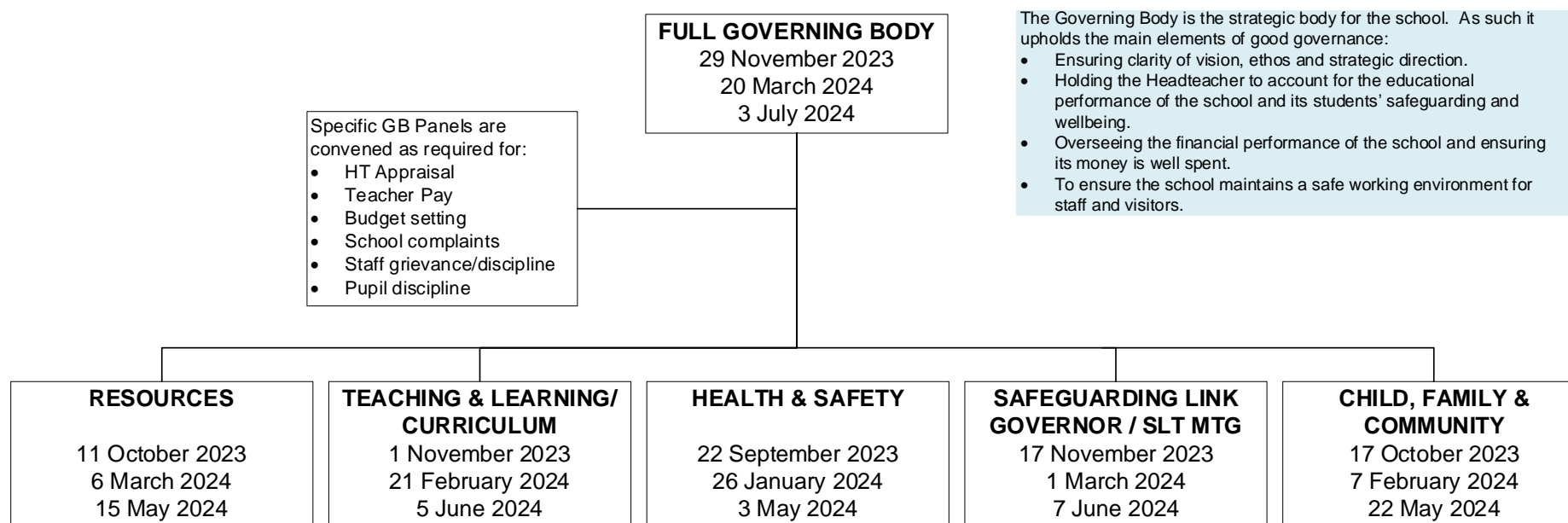
The Clerk to Governors is	Ms A Geraghty
The Chair of Governors is	Mr T Gardner
The Vice-Chair of Governors is	Mr S Turner

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

Associate Members	Term of office	Voting rights at committee level
-	-	-
-	-	-

How the Governing Body delegates and distributes its duties

The Governing Body agreed to form the following committees. This structure is reviewed annually.



The Governing Body is the strategic body for the school. As such it upholds the main elements of good governance:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the school and its students' safeguarding and wellbeing.
- Overseeing the financial performance of the school and ensuring its money is well spent.
- To ensure the school maintains a safe working environment for staff and visitors.

The Resources Committee monitor and evaluate the use of and impact of the school's budget, talent attraction and retention and professional development of staff. It will ensure that the school is using its resources appropriately, effectively and efficiently in order to provide and maintain the best possible environment for learning and support the best possible learning outcomes.

The T&L Committee will monitor and evaluate pupil achievement and the quality of teaching, ensuring the school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.

The H&S Committee will monitor and evaluate the management of risk within the school and the extent to which the pupils, staff and visitors are kept safe in the school. It will promote the best possible standards of maintenance and estate development, ensuring the school provides a high quality learning experience and delivering as strong as possible set of learning outcomes in keeping with the school's aims, all pupil needs and legal requirements.

The Safeguarding Committee will monitor and evaluate the schools safeguarding arrangements and activity to ensure that children are safe, supervised well, attend regularly and punctually and that they behave well. It will also ensure that all individuals involved with the school (i.e. staff, Governors, volunteers, contractors etc.) are checked for suitability and trained appropriately in accordance with the schools' legal requirements.

The CFC Committee will monitor and evaluate the extent to which the school engages with the whole school community, retaining a focus on our pupils as children and the family/care arrangements that supports them. The Committee will actively seek the views of learners and parents/carers as well as stakeholders in the wider school community to help inform the FGB and HT in their decision making.

The Governing Body delegates some functions to Governors covering specific areas of school life. These Governors are known as Link Governors.

Area of responsibility	Named Governor
Safeguarding	Mr Formella
Special Educational Needs and Disability (SEND)	N/A
Health & Safety / Premises / GDPR / Online Safety	Mr Goulden
Human Resources	Mr Gardner
Finance	Mr Shah
Teaching & Learning / Reading	Mrs Öztürk
Equality, Diversity & Inclusion	Mrs Kandola
Careers	Ms Olson
Environment	Mr Turner

Governing Body & Committee Meeting Attendance 2023-24

Governor Name	Full Governing Body - Dates & Attendance		
	Autumn 29-11-23	Spring 20-3-24	Summer 3-7-24
Mr Wood (Chair)	Attended <small>Reverted to Co-Opt Governor</small>	Apology given/accepted	Attended
Mr Gardner (Vice-Chair)	Attended <small>Elected as CoG</small>	Attended (Chair)	Attended (Chair)
Ms Meredith	Attended	Attended	Attended
Ms Ataderie	Attended	Attended	Attended
Mr Formella	Attended	Apology given/accepted	Apology given/accepted
Mr Goulden	Attended	Apology given/accepted	Attended
Mrs Kandola	Attended	Apology given/accepted	Attended
Ms Olson	Attended	Attended	Apology given/accepted
Mrs Öztürk	Attended	Attended	Attended
Mr Shah	Attended	Attended	Attended
Mrs Stacey	Attended	Attended	Attended
Mr Turner	Attended <small>Elected as VCoG</small>	Attended (Vice-Chair)	Attended

Governor Name	Resources Committee - Dates & Attendance		
	Autumn 11-10-23	Spring 6-3-24	Summer 7-6-24
Mr Gardner (Chair)	Attended	Attended	Attended
Mr Shah (Vice-Chair)	Attended	Part-attendance	Apology given/accepted
Ms Meredith	Attended	Attended	Attended
Mrs Öztürk	Attended	Stepped down from Resources WEF 8-1-24	-
Mr Turner	Attended	Attended	Attended
Mr Wood	-	Part-attendance	Part-attendance

Governor Name	Health & Safety Committee - Dates & Attendance		
	Autumn 22-9-23	Spring 26-1-24	Summer 3-5-24
Mr Goulden (Chair)	Attended	Attended	Attended
Ms Meredith	Attended	Attended	Attended
Mr Formella	Attended	Attended	Part-attendance

Governor Name	Safeguarding Link Governor / SLT Meeting - Dates & Attendance		
	Autumn 17-11-23	Spring 1-3-24	Summer 7-6-24
Mr Formella (Chair)	Attended	Attended	Attended
Ms Meredith	Attended	Attended	Attended

Governor Name	Teaching & Learning Committee - Dates & Attendance		
	Autumn 1-11-23	Spring 21-2-24	Summer 5-6-24
Mrs Öztürk (Chair)	Attended	Attended	Attended
Mr Shah (Vice-Chair)	Attended	Attended	Attended
Ms Ataderie	-	-	Attended
Ms Meredith	Attended	Attended	Attended
Ms Olson	Attended	Apology given/accepted	Apology given/accepted
Mrs Stacey	Attended	Attended	Attended

Governor Name	Child, Family & Community Committee - Dates & Attendance		
	Autumn 17-10-23	Spring 7-2-24	Summer 22-5-24
Mr Wood (Chair)	Attended <small>Stepped down from Committee</small>	-	-
Ms Meredith	Attended	Attended	Part-attendance
Mrs Kandola	Attended <small>Elected as Committee Vice Chair</small>	Attended	Attended
Mrs Öztürk	Attended	Attended	Attended
Mr Shah	Part-attendance <small>Elected as Committee Chair</small>	Attended (Chair)	Attended (Chair)
Mrs Stacey	Attended	Attended	Apology given/accepted

Governing Body Effectiveness & Impact

Specific priorities for 2023-24, linked to the School Development Plan (5.2):

1. Focus on governor learning and development and agree development actions

A range of professional development courses were sourced - designed for Governing Bodies of SEN maintained schools - which met the GB's legal obligations and responsibilities and were essential to build strong governance. Each autumn term the FGB agree development priorities for the year ahead.

The GB used various providers to acquire engaging learning programmes on (but not limited to):

Vision, Ethos & Strategic Direction:

- NGA White Paper & Schools Bill – Implications for those governing in a local authority.

Performance Management:

- LBH Clerks Briefing.
- Training for Clerks, Governance Professionals & Admins.
- Governor Hub Admin Training.
- NGA Governance Professional Network / Conference.
- Freedom of Information and Data Protection: How they work together.
- Data Protection: Handling Subject Access Request Redactions.
- Undertaking HR Review Panels.
- New Governor Essentials – online training for new and recently appointed school governors.
- Chairing Disciplinary & Grievance Panels.
- Complaints Pathway

Safeguarding:

- Safeguarding for Governance (incorporating Keeping Children Safe in Education Updates).
- Safer Recruitment in Education.
- The Prevent Duty.
- Child on Child Abuse.
- Female Genital Mutilation Awareness.
- Mental Wellbeing in Children and Young People.
- Domestic Abuse: Children & Young People
- Cyber Security

Question & Challenge:

- Getting your head around challenge.
- HR Overview – Terms & Conditions / Pay.
- Financial oversight in challenging times.
- Equality & Diversity.
- Pupil Attendance in Schools.
- Equality Duty Training

Preparing for Ofsted:

- Ofsted Preparation Training.

2. Review reporting to the governors from school leadership, with a view to streamlining and simplifying evidence and measurement

The Headteacher and Governing Body worked together to agree the scope and frequency of reporting – which included summary versions of the School Development Plan (SD) and Self-Evaluation Framework (SEF).

This met the criteria set out in the Maintained Schools Governance Guide that the governing body:

- Agrees with school leaders on how data will be provided, which will help it stay focused on its strategic functions while being mindful of the impact on workload.
- Identifies ways to validate and cross-reference the data provided by the executive leadership.

A board will need to see information in relation to the priorities it has identified for improvement. This may include data on:

- Pupil learning and progress.
- Pupil literacy and numeracy.
- Pupil applications, admissions, attendance and exclusion.
- Staff deployment, absence, recruitment, retention, morale and performance.
- Quality of teaching.

The HT Report and committee minutes provide and record evidence.

3. Focus on supporting the school leadership through change and re-designation

- Restructure and re-designation featured as priority agenda items at Resources Committees and FGB meetings throughout the year.
- A Governor attended the LBH Task & Finish Group Meeting and was involved in the agreement of the meetings Terms of Reference.
- Governors discussed and approved a new Admissions Criteria and Admissions Policy.
- The GB provided a sounding board and outlet for discussion on the school's decisions.
- The T&L Committee Chair monitored a number of areas linked to the changing curriculum and communication apps for the changing cohort.

4. Continue to explore options open to MKS for academisation

The Headteacher began further exploration and discussion on Academisation with Governors in 2023. The Government were not enforcing academisation but were still committed to the objective. The subject was presented again at the FGB (Summer 2023) where Governors had an opportunity to ask questions on the options open to the school.

- The school held exploratory discussions with a local SAT and Governors were invited to visit and two Governors took up this opportunity.
- The Chair of Governors met with the MAT CEO for further discussion.
- The Headteacher Report provided termly updates to the FGB.

Meetings, external guidance and consultation will continue in 2024-25 and when appropriate, will include information sharing with staff.

5. New pathway provision across the school to meet the requirements of the high needs group

Governors at the Teaching & Learning Committee discussed the Curriculum Overview & Bigger Picture PW1/2/3 where the school reported on its planning for the staffing for the first PW3 class in Secondary in September 2023.

The school's focus is now on communication and sensory with a new skills-based curriculum for Pathway 3. MKS are gradually moving away from the subject-based focused curriculum and subject leaders. The school need future leadership roles for Pathway 3.

The SaLT presented to the T&L Committee (1-11-23) on PW3 Alternative Augmented Communication embedded in practices across the school and how this was being expanded to cater for the changing cohort.

The FGB (29-11-23) had requested more information on curriculum pathways. TM/JS gave a presentation on the Social Communication/Emotional Regulation/Transactional Support (SCERTS) framework that underpins all curriculum pathways and teaching and learning for ASC pupils.

The school had completed the self-assessment towards the National Autistic Society (NAS) Accreditation. An interim review of the school and classroom environment with a NAS Assessor had taken place which produced an Action Plan. The T&L Chair had suggested engaging advice from the National Autistic Society so that MKS could record that PW3 was developed "in consultation with NAS".

6. Keep leadership succession under review

As per the Maintained Schools Governance Guide, whilst holding school leaders to account, the governing body is taking reasonable steps to ensure the wellbeing of the Headteacher and the Senior Leadership Team and to support sensible health and safety management.

The governing body is proactive in reviewing a succession plan that addresses anticipated, and possible unexpected, changes in its school leadership so that the school can continue to deliver its strategy and remain effective.

The Headteacher shared with governors:

- Succession Planning 2023-24 (from December 2023)
- 1-year SLT Interim Proposed Structure (Sept 2024 – Sept 2025)

Find out more about our school...

- Link to Ofsted report <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>
- Our school's Ofsted data dashboard can be found at <http://dashboard.ofsted.gov.uk/>
- Link to school's Pupil Premium and PE/Sports Premium information on the school's website <http://www.marjorykinnonschool.co.uk/funding-premiums.html>
- 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 Body Register of Interests

This register sets out any relevant business interests; details of any other educational establishments governed; and any relationship details between Governors and members of staff (including spouses, partners and relatives).

Full Name	Governor Category	Declarations of Members' Interests
Ms G Ataderie	Co-Opted Governor	No relevant business or pecuniary interests.
Mr H Formella	Co-Opted Governor	No relevant business or pecuniary interests.
Mr T Gardner	Co-opted Governor	No relevant business or pecuniary interests.
Mr P Goulden	Co-Opted Governor	Governor at another educational establishment.
Mrs R Kandola	Parent Governor	No relevant business or pecuniary interests.
Ms T Meredith	Headteacher	Member of MKS staff.
Ms C Olson	Local Authority Governor	No relevant business or pecuniary interests.
Mrs A Öztürk	Co-Opted Governor	No relevant business or pecuniary interests.
Mr C Shah	Parent Governor	Chair of Hounslow Parent / Carer Forum
Mrs J Stacey	Staff Governor	Member of MKS staff.
Mr S Turner	Co-Opted Governor	Links to other educational institutions and charities
Mr A Wood	Co-Opted Governor	Governor at another educational establishment.

Each Governor has declared their interests, as given above, in writing to the Governing Body.

Date September 2024

Planned review date September 2025