

Annual Governance Statement 2017-18

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 – 22 April 2015

Name of Headteacher	Ms T Meredith
Name of Deputy Headteacher	Mr K Smith

Date of Annual Governance Statement	September 2018
--	----------------

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 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 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; 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 Governing Body Constitution was reviewed on 20/10/16.

The Instrument of Government was reviewed on 17/11/16.

Category of Governor	Appointed or elected onto the governing body?
7 x Co-opted Governors	Appointed by the Governing Body
2 x Parent Governors	Elected onto the Governing Body by parents of pupils at the school
1 x Headteacher	Governor by virtue of employment by the school
1 x Staff Governor	Elected onto the Governing Body by all staff employed by the school
1 x Local Authority Governor	Nominated by the Local Authority (Hounslow Council), and appointed by the Governing Body
Total number of governors = 12	

Who volunteers on the school's Governing Body?

Category of Governor	Full Name	Term of Office
Parent	Mr C Shah	4 years
Parent	Mrs C Lock	4 years
Headteacher	Ms T Meredith	-
Staff	Mrs J Stacey	4 years
Local Authority	Ms S Houlton	4 years
Co-Opted	Mr A Wood	4 years
Co-Opted	Mrs J Chia	4 years
Co-Opted	Mrs A Ozturk	4 years
Co-Opted	Mr P Goulden	4 years
Co-Opted	Mr S Khan	4 years
Co-Opted	Mr S Thomas	4 years
Co-Opted	Mr M O'Brien	4 years

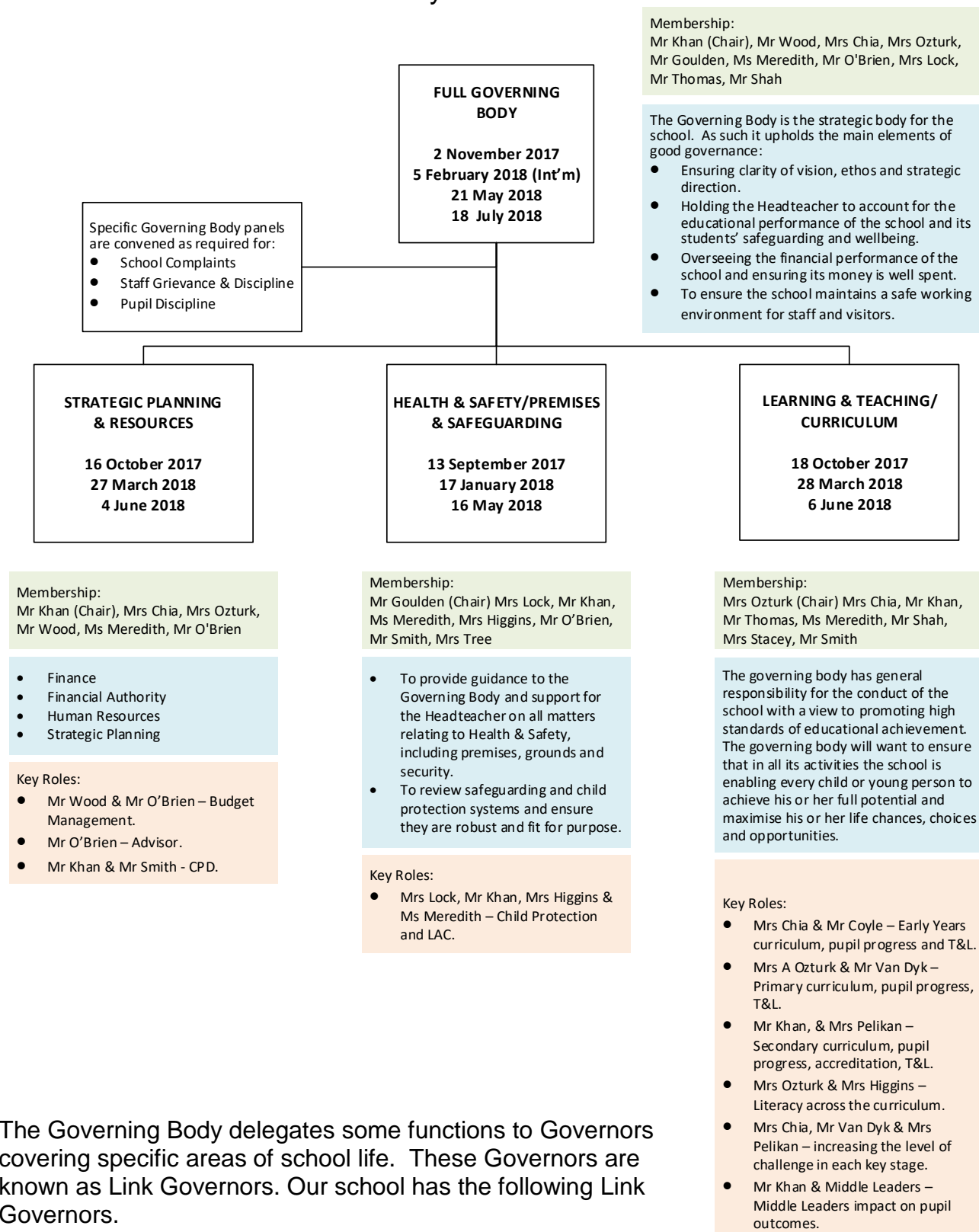
The Clerk to Governors is	Ms A Geraghty
The Chair of Governors is	Ms S Houlton (stepped down 2-11-17) Mr S Khan (from 2-11-17)
The Vice Chair of Governors is	Mr A Wood

Associate Members of the governing body are not governors but they are public volunteers. They are 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 delegates some functions to 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
Child Protection/ Looked After Children	Mrs Lock / Mr Khan
Special Educational Needs and Disability (SEND)	Not required.
Health & Safety	Mr Goulden
Pupil Premium	Included in T&L Committee outcomes

Governing Body & Committee Meeting Attendance 2017-18

Governor Name	Full Governing Body - Dates & Attendance			
	Autumn Term 2-11-17	Interim 5-2-18	Spring Term 21-5-18	Summer Term 18-7-18
Mrs J Chia	Attended	Attended	Apology given/accepted	Stepped Down 18-7-18
Mr P Goulden	Attended	Attended	Attended	Attended
Ms S Houlton	Attended	Attended	Stepped Down 21-5-18	
Mr S Khan	Attended	Attended	Attended	Attended
Mrs C Lock	Attended	Apology given/accepted	Part Attendance	Attended
Ms T Meredith	Attended	Apology given/accepted	Attended	Attended
Mr M O'Brien	Attended	Attended	Attended	Apology given/accepted
Mrs A Ozturk	Attended	Apology given/accepted	Attended	Attended
Mr C Shah	Attended	Attended	Attended	Attended
Mrs J Stacey	Attended	Attended	Attended	Attended
Mr S Thomas	Attended	Apology given/accepted	Stepped Down 21-5-18	
Mr A Wood	Attended	Attended	Attended	Attended

Governor Name	Strategic Planning & Resources Committee - Dates & Attendance		
	Autumn Term 16-10-17	Spring Term 27-3-18	Summer Term 4-6-18
Mrs J Chia	Attended	Attended	Attended
Ms S Houlton	Attended	Stepped Down 2-11-17	
Mr S Khan	Joined 27-3-18	Attended	Attended
Ms T Meredith	Attended	Attended	Attended
Mr M O'Brien	Attended	Attended	Apology given/accepted
Mrs A Ozturk	Attended	Apology given/accepted	Attended
Mr A Wood	Attended	Attended	Attended

Governor Name	H&S/Premises & Safeguarding Committee - Dates & Attendance		
	Autumn Term 13-9-17	Spring Term 17-1-18	Summer Term 16-5-18
Mr P Goulden	Attended	Attended	Attended
Mrs A Higgins*	Attended	Attended	Attended
Mr S Khan	Attended	Attended	Apology given/accepted
Mrs C Lock	Apology accepted	Attended	Attended
Ms T Meredith	Attended	Attended	Attended
Mr M O'Brien	Attended	Attended	Attended
Mr K Smith*	Joined 17-1-18	Attended	Attended
Mrs A Tree*	Joined 16-5-18		Attended

Governor Name	Learning & Teaching/Curriculum Committee - Dates & Attendance		
	Autumn Term 18-10-17	Spring Term 28-3-18	Summer Term 6-6-18
Mrs J Chia	Attended	Attended	Apology given/accepted
Ms S Houlton	Apology given/accepted	Stepped Down 2-11-17	
Mr S Khan	Attended	Attended	Attended
Ms T Meredith	Attended	Attended	Attended
Mrs A Ozturk	Attended	Apology given/accepted	Attended
Mr C Shah	Attended	Attended	Attended
Mr K Smith*	Attended	Attended	Attended
Mrs J Stacey	Joined 2-11-17	Attended	Attended
Mr S Thomas	Attended	Absent without consent	Stepped Down 21-5-18

*Non-governor attendees

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
Mrs J Chia	Co-Opted Governor	No relevant business or pecuniary interests.
Mr P Goulden	Co-Opted Governor	Governor at another educational establishment.
Ms S Houlton	LA Governor/Chair	No relevant business or pecuniary interests.
Mr S Khan	Co-Opted Governor	Personal connection to a member of MKS staff. Governor at another educational establishment.
Mrs C Lock	Parent Governor	No relevant business or pecuniary interests.
Ms T Meredith	Headteacher	Member of MKS staff.
Mr M O'Brien	Co-Opted Governor	Company Director
Mrs A Ozturk	Co-Opted Governor	No relevant business or pecuniary interests.
Mr C Shah	Parent Governor	No relevant business or pecuniary interests.
Mrs J Stacey	Staff Governor	Member of MKS staff.
Mr S Thomas	Co-Opted Governor	No relevant business or pecuniary interests.
Mr A Wood	Co-Opted Governor	No relevant business or pecuniary interests.

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

Date September 2018

Planned review date September 2019