

Annual Governance Statement 2022-23

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
Name of Senior Deputy Headteacher	Mr K Smith

Date of Annual Governance Statement	September 2023
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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 there is clarity of vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff.
- Overseeing the financial performance of the school and making sure its money is well spent.
- Ensuring the voices of stakeholders are heard.

In carrying out these functions, the Governing Body must be mindful of the need to:

- 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 prepared to explain these decisions and actions to interested parties.
- Accept the 'Seven Principles of Public Life'; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

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 A Wood	2 years
Vice-Chair / Co-Opted	Mr T Gardner	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
Co-Opted	Dr S Krstic Anderson (stepped down 5-1-23)	4 years
Co-Opted	Mr M O'Brien (stepped down 22-3-23)	4 years
Local Authority	Catherine Olson	4 years
Co-Opted	Mrs A Öztürk	4 years
Co-Opted	Ms N Salam (stepped down 21-7-23)	4 years
Parent	Mr C Shah	4 years
Staff	Mrs J Stacey	4 years
Co-Opted	Mr S Turner	4 years

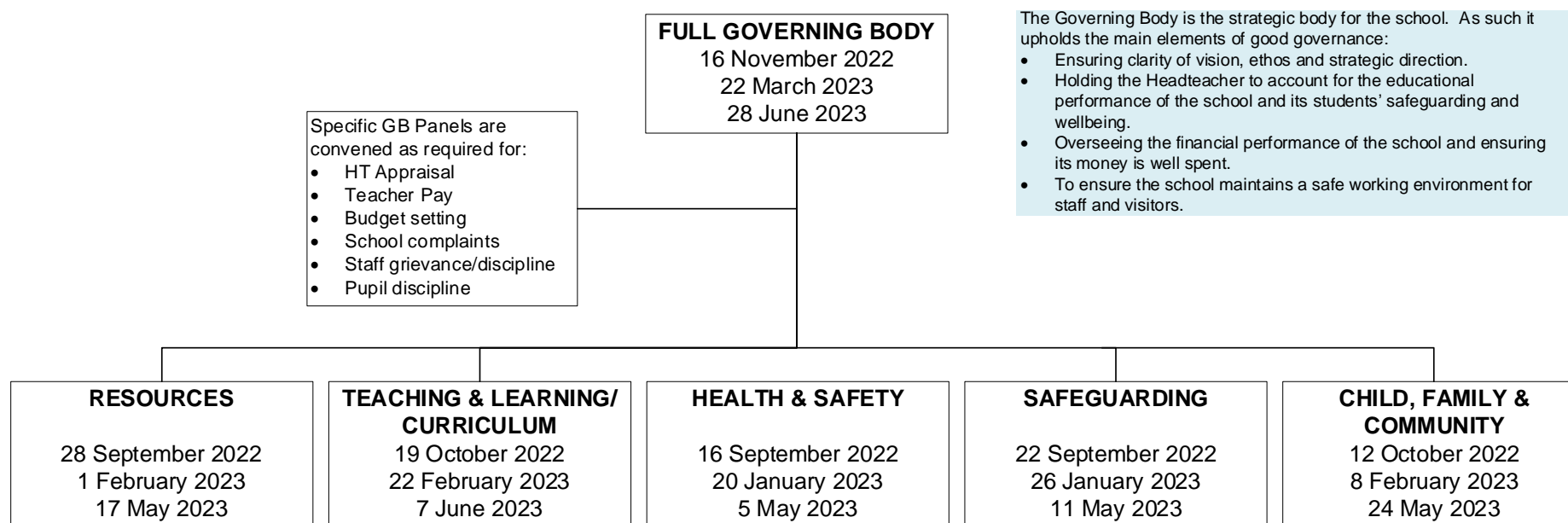
The Clerk to Governors is	Ms A Geraghty
The Chair of Governors is	Mr A Wood
The Vice-Chair of Governors is	Mr T Gardner

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 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	Mrs Salam
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 2022-23

Governor Name	Full Governing Body - Dates & Attendance		
	Autumn 16-11-22	Spring 22-3-23	Summer 28-6-23
Mr Wood (Chair)	Attended	Attended	Attended
Mr Gardner (Vice-Chair)	Attended	Attended	Attended
Ms Meredith	Attended	Attended	Attended
Ms Ataderie	-	In attendance	Apology given/accepted
Mr Formella	-	In attendance	Attended
Mr Goulden	Attended	Attended	Attended
Mrs Kandola	Attended	Attended	Attended
Dr Krstic Anderson	Attended	Stepped down WEF 5-1-23	-
Mr O'Brien	Attended	Attended	Stepped down WEF 22-3-23
Ms Olson	Attended	Attended	Attended
Mrs Öztürk	Apology given/accepted	Apology given/accepted	Attended
Ms Salam	Apology given/accepted	Apology given/accepted	Apology given/accepted
Mr Shah	Attended	Attended	Attended
Mrs Stacey	Attended	Attended	Attended
Mr Turner	Attended	Attended	Attended

Governor Name	Resources Committee - Dates & Attendance		
	Autumn 28-9-22	Spring 27-2-23	Summer 15-5-23
Mr Gardner (Chair)	Attended	Attended	Attended
Mr Shah (Vice-Chair)	Part-attendance	Apology given/accepted	Attended
Ms Meredith	Attended	Attended	Attended
Mr O'Brien	Attended	Part-attendance	Stepped down WEF 22-3-23
Mrs Öztürk	Attended	Attended	Attended
Mr Turner	Attended	Attended	Attended

Governor Name	H&S/Premises Committee - Dates & Attendance		
	Autumn 16-9-22	Spring 20-1-23	Summer 5-5-23
Mr Goulden (Chair)	Attended	Attended	Attended
Ms Meredith	Attended	Attended	Attended
Mr O'Brien	Attended	Attended	Stepped down WEF 22-3-23
Mr Formella	-	-	Attended

Governor Name	Safeguarding Committee - Dates & Attendance		
	Autumn 22-9-22	Spring 26-1-23	Summer 11-5-23
Ms Salam (Chair)	Attended	Attended	Attended
Ms Meredith	Attended	Attended	Attended
Ms Ataderie	-	-	Attended
Mrs Kandola	Apology given/accepted	Attended	Attended
Mr O'Brien	Attended	Attended	Attended
Mrs Stacey	Attended	Attended	Attended

Governor Name	Teaching & Learning Committee - Dates & Attendance		
	Autumn 19-10-22	Spring 22-2-23	Summer 7-6-23
Mrs Öztürk (Chair)	Attended	Attended	Attended
Mr Shah (Vice-Chair)	Attended	Attended	Attended
Ms Meredith	Attended	Attended	Attended
Dr Krstic Anderson	Attended	Stepped down WEF 5-1-23	-
Mr O'Brien	Attended	Apology given/accepted	Stepped down WEF 22-3-23
Ms Olson	-	Apology given/accepted	Attended
Mrs Stacey	Attended	Attended	Attended

Governor Name	Child, Family & Community Committee - Dates & Attendance		
	Autumn 12-10-22	Spring 1-3-23	Summer 24-5-23
Dr Krstic Anderson (Chair)	Attended	Stepped down WEF 5-1-23	-
Ms Meredith	Attended	Attended	Attended
Mrs Kandola	-	-	Apology given/accepted
Mr O'Brien	Attended	Attended	Stepped down WEF 22-3-23
Mrs Öztürk	Attended	Attended	Attended
Mr Shah	Attended	Attended	Apology given/accepted
Mrs Stacey	Attended	Attended	Attended
Mr Wood	Part-attendance	Attended (Acting Chair)	Attended (Acting Chair)

Governing Body Effectiveness & Impact

Specific priorities for 2022-23, linked to the School Development Plan (5.2):

1. Review committee structure and membership in light of NGA Report.

A process-led External Review of Governance (ERG) was completed by the NGA in the summer term 2022 to provide the Governing Body with:

- An independent, objective view of its strengths and areas for improvement.
- Clear recommendations for future improvement.
- An opportunity for the board to review the strategic direction of the organisation and to evaluate the effectiveness of its processes and systems.

As part of the ERG the Summer Term FGB had been observed; governor interviews held and a governor questionnaire completed. The following actions were taken in response to the recommendations from the Review:

- The Chief Operating Officer stepped down as a member of the governing body, to enable the Governing Body to hold him accountable in a more effective and objective manner.
- It was discussed at committees and at the FGB whether amalgamation of committees would produce a more efficient use of governors' time.
- Committee agendas would follow the model of the board agenda, with the purpose and proposed timing of each item indicated.
- Committee Chairs would be asked to provide summary reports to the FGB which cover the issues considered, decisions reached and any risks which the FGB should be aware of.
- Each Committee Chair was given the option to streamline minutes. This could be achieved by recording only decisions made, questions from governors and a summary of the responses to these.
- The Child, Family & Community Committee would produce regular information for stakeholders on the work of the governors for the HT Newsletter.
- Material was added to the 'Recruitment' section on the website to encourage prospective governors to contact the Clerk. The title of the "Governor Information" section was changed to "Our Governors".
- The Governing Body Code of Conduct was updated to incorporate "I will not use my connection to the governing body for personal gain".
- Annual conversations between the Chair and each governor have been established.
- The date of the next 360° evaluation of the Chair will be decided as part of the procedure for electing the Chair and Vice-Chair.
- The Governing Body will refer to NGA's [Preparing your board for the future](#) and [Learning Link](#) material to improve succession planning.
- The induction process for new governors includes the offer of a Mentor.

2. 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.
 - Charing Disciplinary & Grievance Panels.
- **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.
- **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.

3. 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 whilst meeting the criteria set out in the Governance Handbook that it is the Executive Leaders job to provide whatever management information the board requires to monitor different aspects of life in the school throughout the year, but being mindful on the impact on workload.

In particular, a board will need to see information relation to the priorities it has identified for improvement. This might include data on:

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

The HT Report and comprehensive minutes provide and record evidence.

4. Focus on supporting the school leadership through the current schools funding crisis.

Funding was a priority agenda item at Resources Committees and FGB meetings throughout the year.

An Extraordinary Resources Committee was called in November 2022 to address the challenges the school faced approving a budget when the Funding Certificate was still under discussion with the Local Authority.

The GB provided a sounding board and outlet for discussion on the school's decisions around budget and funding.

5. Continue to explore options open to MKS for academisation.

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

The school are in early exploratory discussions with a local SAT. Meetings, external guidance and consultation will continue in 2023-34 and will include information sharing with staff.

6. 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 focussed curriculum and subject leaders. The school need future leadership roles for Pathway 3.

The school had completed the self-assessment towards the National Autistic Society (NAS) Accreditation. Accreditation meetings with NAS Reviewers would look at the classroom and school environment to ensure it is classroom friendly. 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".

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	No relevant business or pecuniary interests.
Mr H Formella	Co-Opted	No relevant business or pecuniary interests.
Mr T Gardner	Co-opted (Vice-Chair)	No relevant business or pecuniary interests.
Mr P Goulden	Co-Opted	Governor at another educational establishment.
Mrs R Kandola	Parent	No relevant business or pecuniary interests.
Dr Krstic Anderson	Co-Opted	Governor at another educational establishment.
Ms T Meredith	Headteacher	Member of MKS staff.
Mr M O'Brien	Co-Opted	Member of MKS staff. Company Director. ISBL/SRMA Consultant. HCPT Advisor
Ms C Olson	Local Authority	No relevant business or pecuniary interests.
Mrs A Öztürk	Co-Opted	No relevant business or pecuniary interests.
Ms N Salam	Co-Opted	No relevant business or pecuniary interests.
Mr C Shah	Parent	No relevant business or pecuniary interests.
Mrs J Stacey	Staff	Member of MKS staff.
Mr S Turner	Co-Opted	No relevant business or pecuniary interests.
Mr A Wood	Co-Opted (Chair)	Governor at another educational establishment.

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

Date September 2023

Planned review date September 2024