

Annual Governance Statement 2019-20

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 – 30 April 2019

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

Date of Annual Governance Statement	September 2020
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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 reviewed on 08/08/18.

Category of Governor	Appointed or elected onto the governing body?
Co-opted Governors	10 appointed by the Governing Body
Parent Governors	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 Governor	1 nominated by the Local Authority (Hounslow Council), and appointed by the Governing Body
Total number of governors = 15	

Who volunteers on the school's Governing Body?

Category of Governor	Full Name	Term of Office
Chair / Co-Opted	Mr S Khan	2 years
Vice-Chair / Co-Opted	Mr A Wood	4 years
Headteacher	Ms T Meredith	-
Co-Opted	Mr P Dimon	4 years
Co-Opted	Mr T Gardner	4 years
Co-Opted	Mr P Goulden	4 years
Co-Opted	Mr A Griffiths	4 years
Co-Opted	Dr S Krstic Anderson	4 years
Co-Opted	Mr M O'Brien	4 years
Co-Opted	Ms N Salam	4 years
Co-opted	Vacancy (Mr D Harris stepped down 25-6-20)	-
Local Authority	Mrs A Öztürk	4 years
Parent	Mrs R Kandola	4 years
Parent	Mr C Shah	4 years
Staff	Mrs J Stacey	4 years

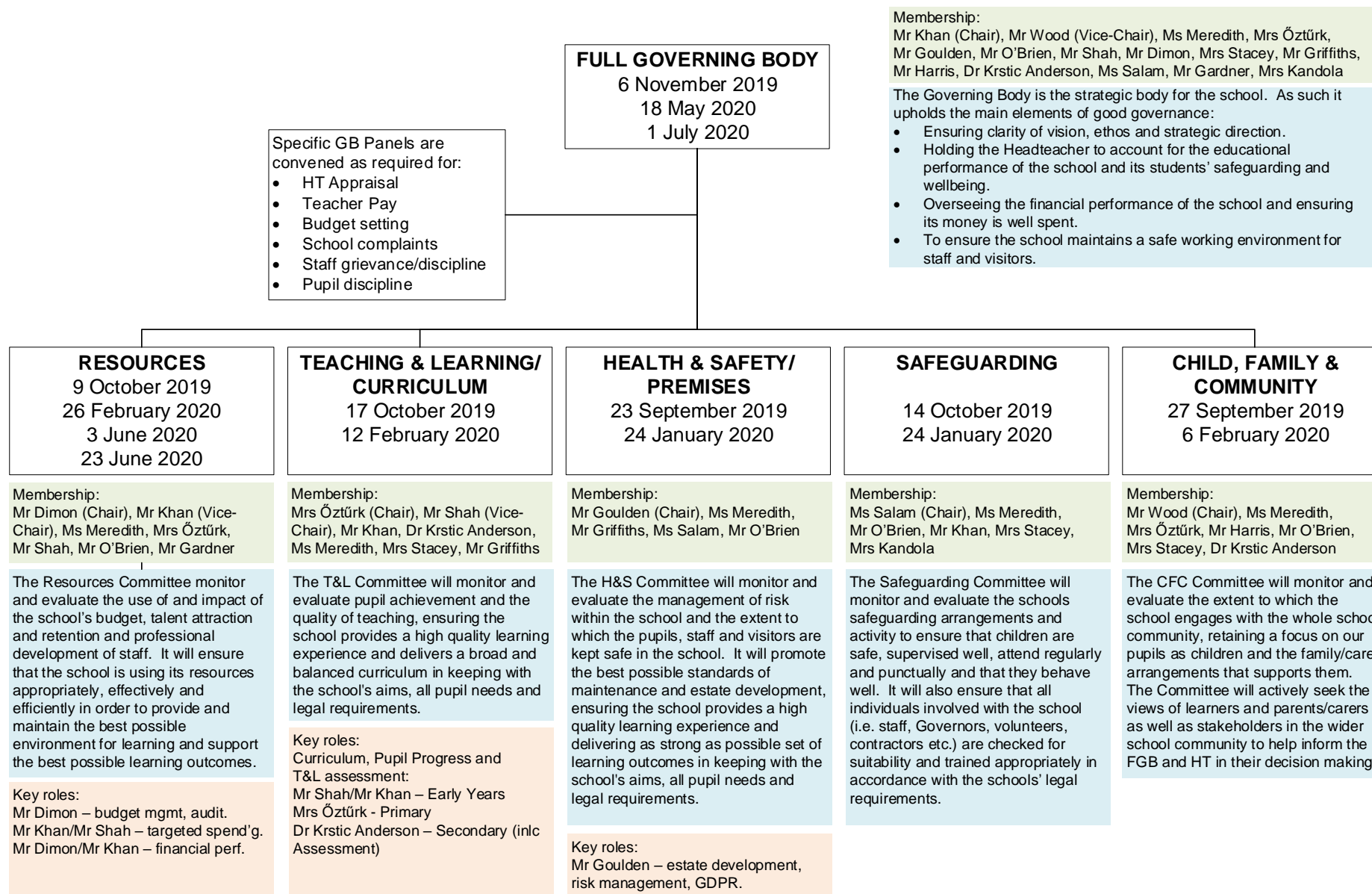
The Clerk to Governors is	Ms A Geraghty
The Chair of Governors is	Mr S Khan
The Vice-Chair of Governors is	Mr A Wood

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.



Following DfE guidance, the Governing Body cancelled some sub-committees to focus on urgent, time-bound decisions and deferred non-urgent items until future meetings.

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

Area of responsibility	Named Governor
Child Protection / Looked After Children	Mr Khan
Special Educational Needs and Disability (SEND)	N/A
Health & Safety	Mr Goulden
Pupil Premium	Included in T&L Committee outcomes

Governing Body & Committee Meeting Attendance 2019-20

Governor Name	Full Governing Body - Dates & Attendance		
	Autumn 6-11-19	Spring 18-5-20	Summer 1-7-20
Mr Khan (Chair)	Attended	Attended	Attended
Mr Wood (Vice-Chair)	Attended	Attended	Attended
Ms Meredith	Attended	Attended	Attended
Mr Dimon	Attended	Attended	Attended
Mr Harris	Attended	Attended	Stepped down 25-6-20
Mr Gardner	Joined 18/5/20	Attended	Attended
Mr Goulden	Attended	Attended	Attended
Mr Griffiths	Attended	Attended	Attended
Mrs Kandola	Joined 4/3/20	Apology given/accepted	Attended
Dr Krstic Anderson	Attended	Attended	Attended
Mr O'Brien	Attended	Attended	Attended
Mrs Öztürk	Attended	Attended	Attended
Ms Salam	Apology given/accepted	Part-Attendance	Apology given/accepted
Mr Shah	Attended	Attended	Attended
Mrs Stacey	Attended	Attended	Attended

Governor Name	Resources Committee - Dates & Attendance			
	Autumn 9-10-19	Spring 26-2-20	Summer 3-6-20	23-6-20
Mr Dimon (Chair)	Attended	Attended	Attended	Attended
Mr Gardner		Joined 18/5/20	Attended	Attended
Mr Khan	Attended	Attended	Apology given/accepted	Attended
Ms Meredith	Attended	Attended	Apology given/accepted	Attended
Mr O'Brien	Attended	Attended	Attended	Attended
Mrs Öztürk	Attended	Apology given/accepted	Attended	Attended
Mr Shah	Attended	Attended	Attended	Attended

Governor Name	H&S/Premises Committee - Dates & Attendance		
	Autumn 23-9-19	Spring 24-1-20	Summer CANX
Mr Goulden (Chair)	Attended	Attended	As per DfE guidance, sub-committees were cancelled for the GB to focus on urgent, time-bound decisions and defer non-urgent items until future meetings.
Mr Griffiths	Attended	Attended	
Ms Meredith	Attended	Attended	
Mr O'Brien	Attended	Attended	
Ms Salam	Apology given/accepted	Apology given/accepted	

Governor Name	Safeguarding Committee - Dates & Attendance		
	Autumn 24-9-18	Spring 24-1-20	Summer CANX
Ms Salam (Chair)	Attended	Attended	As per DfE guidance, sub-committees were cancelled for the GB to focus on urgent, time-bound decisions and defer non-urgent items until future meetings.
Mrs Kandola		Joined 4/3/20	
Mr Khan	Attended	Apology given/accepted	
Ms Meredith	Attended	Attended	
Mr O'Brien	Attended	Attended	
Mrs Stacey	Joined 24/1/20	Attended	

Governor Name	Learning & Teaching Committee - Dates & Attendance		
	Autumn 17-10-19	Spring 12-2-20	Summer CANX
Mrs Öztürk (Chair)	Attended	Attended	As per DfE guidance, sub-committees were cancelled for the GB to focus on urgent, time-bound decisions and defer non-urgent items until future meetings.
Mr Griffiths	Attended	Attended	
Mr Harris	Attended	Attended	
Mr Khan	Attended	Apology given/accepted	
Dr Krstic Anderson	Attended	Attended	
Ms Meredith	Attended	Attended	
Mr Shah	Attended	Attended	
Mrs Stacey	Attended	Attended	

Governor Name	Child, Family & Community Committee - Dates & Attendance		
	Autumn 27-9-19	Spring 6-2-20	Summer CANX
Mr Wood (Chair)	Attended	Attended	As per DfE guidance, sub-committees were cancelled for the GB to focus on urgent, time-bound decisions and defer non-urgent items until future meetings.
Mr Harris	Apology given/accepted	Attended	
Dr Krstic Anderson	Attended	Apology given/accepted	
Ms Meredith	Apology given/ accepted	Attended	
Mr O'Brien	Attended	Attended	
Mrs Öztürk	Attended	Attended	
Mrs Stacey	Attended	Apology given/accepted	

Governing Body Effectiveness & Impact

Specific priorities for 2019-20, linked to the School Development Plan (5.2):

1. Extend training and expertise of Governing Body.

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.

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

- Vision, ethos and strategic direction (NGA Regional Conference).
- Performance management (DfE Development for Chairs, LBH New Governor Essentials, NGA Clerks Advisory Group, LBH Clerk & Correspondent Briefing)
- Safeguarding (LBH Safeguarding in Schools – What Governors need to know)
- Question and challenge (LBH Effective Monitoring)
- Preparing for Ofsted (LBH Georgina Herry Presentation, LBH Early Years in the revised Ofsted Framework).

2. Expand engagement with the Pupil Council.

The Governing Body worked to build productive relationships with pupils, using the views of pupils as another source of information to shape their questions and inform discussions. The Governing Body received Pupil Voice reports and visited the school (on 4-12-19 and 20-1-20) to meet with the Pupil Council who presented their ideas and views about the school.

3. Introduce Governor's Review Meetings with the Chair.

The Chair of Governors and the Governing Body self-review effectiveness. This informal exercise provides a baseline on which to build:

- Succession planning
- Skills audits
- Training and development
- Meeting planning

4. Interview Middle Leaders responsible for curriculum.

Monitoring visits (on 17-10-19 and 12-2-20) contributed to the work of the Governing Body in ensuring high standards of achievement for all children and young children in the school by making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school priorities.

5. Review the effectiveness of new M&E tool Lessons Learned.

The Governing Body received regular updates on the effectiveness of the new tool, which was minuted in Teaching & Learning Committees.

6. Undertake a review of the effectiveness and impact of Interventions/Therapy.

This area of review has been postponed due to the Coronavirus pandemic.

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
Mr P Dimon	Co-Opted	Mentor/Advisor at another educational organisation.
Mr T Gardner	Co-opted	No relevant business or pecuniary interests.
Mr P Goulden	Co-Opted	Governor at another educational establishment.
Mr A Griffiths	Co-Opted	Member of MKS staff.
Mr D Harris	Co-Opted	No relevant business or pecuniary interests.
Mrs R Kandola	Parent	No relevant business or pecuniary interests.
Mr S Khan	Co-Opted (Chair of Governors)	Personal connection to a member of MKS staff.
Dr Krstic Anderson	Co-Opted	Employee 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.
Mrs A Öztürk	Local Authority	Trustee at another educational organisation.
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 A Wood	Co-Opted (Vice-Chair)	Governor at another educational establishment.

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

Date September 2020

Planned review date September 2021