

Annual Governance Statement 2020-21

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 2021
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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	2 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

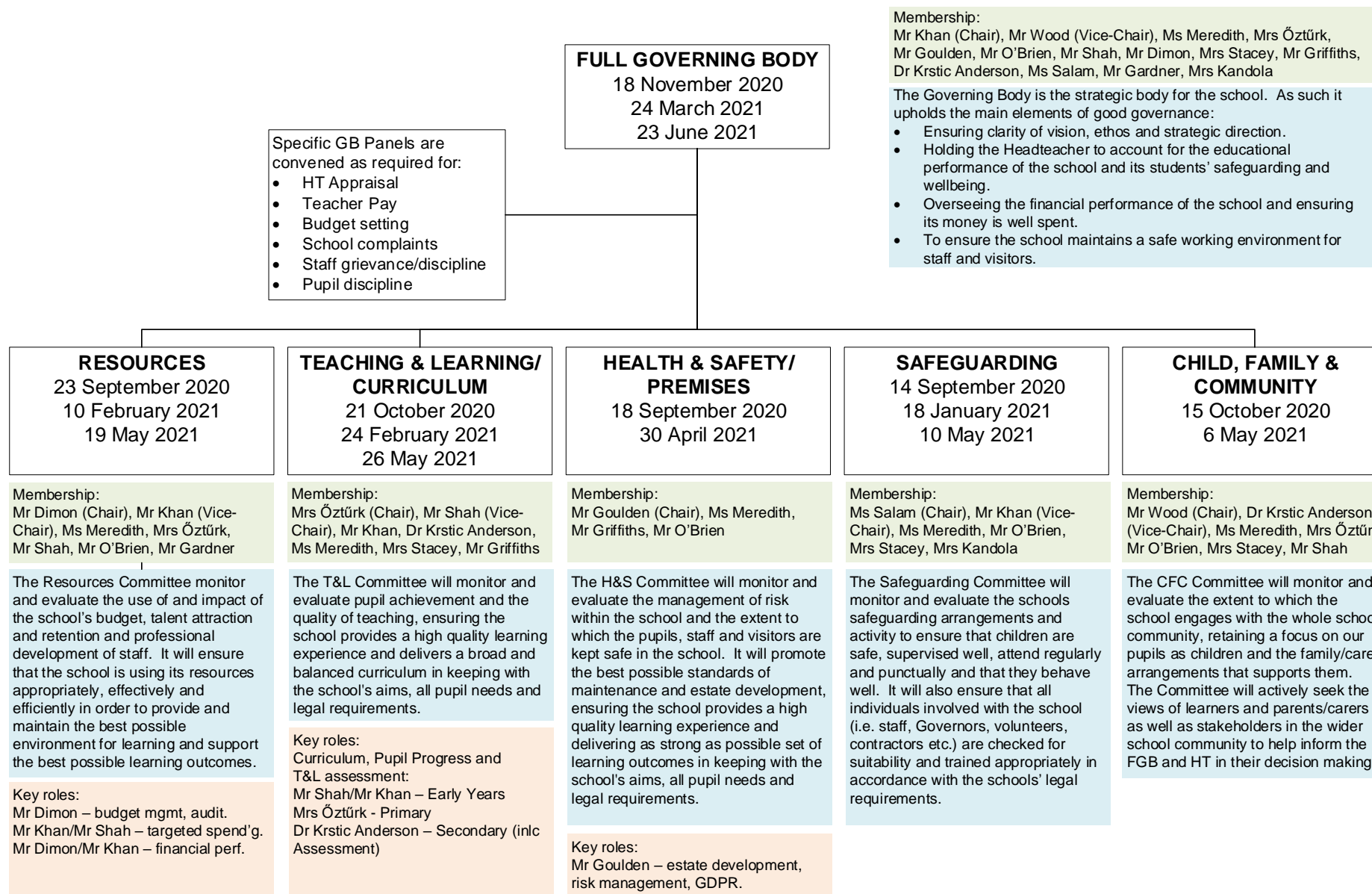
The Clerk to Governors is	Ms A Geraghty
The Chair of Governors is	Mr S Khan
The Vice-Chair of Governors is	Mr A Wood

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 2020-21

Governor Name	Full Governing Body - Dates & Attendance		
	Autumn 18-11-20	Spring 24-3-21	Summer 23-6-21
Mr Khan (Chair)	Attended	Apology given/accepted	Attended
Mr Wood (Vice-Chair)	Attended	Attended	Attended
Ms Meredith	Attended	Attended	Attended
Mr Dimon	Attended	Part-attendance	Attended
Mr Gardner	Attended	Attended	Attended
Mr Goulden	Attended	Attended	Attended
Mr Griffiths	Attended	Attended	Attended
Mrs Kandola	Attended	Attended	Attended
Dr Krstic Anderson	Attended	Attended	Attended
Mr O'Brien	Attended	Attended	Attended
Mrs Öztürk	Attended	Attended	Attended
Ms Salam	Attended	Attended	Attended
Mr Shah	Attended	Attended	Attended
Mrs Stacey	Attended	Attended	Attended

Governor Name	Resources Committee - Dates & Attendance		
	Autumn 23-9-20	Spring 10-2-21	Summer 10-6-21
Mr Dimon (Chair)	Attended	Attended	Attended
Mr Khan	Apology given/accepted	Apology given/accepted	Apology given/accepted
Mr Gardner	Attended	Part-Attendance	Attended
Ms Meredith	Attended	Attended	Attended
Mr O'Brien	Attended	Attended	Attended
Mrs Öztürk	Attended	Attended	Attended
Mr Shah	Attended	Attended	Part-Attendance

Governor Name	H&S/Premises Committee - Dates & Attendance		
	Autumn 18-9-20	Spring CANX	Summer 10-5-21
Mr Goulden (Chair)	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.	Attended
Mr Griffiths	Attended		Attended
Ms Meredith	Attended		Attended
Mr O'Brien	Attended		Attended
Ms Salam	Attended		Stepped down 1-3-21

Governor Name	Safeguarding Committee - Dates & Attendance		
	Autumn 14-9-20	Spring 18-1-21	Summer 10-5-21
Ms Salam (Chair)	Attended	Attended	Attended
Mr Khan	Attended	Part-attendance	Attended
Ms Meredith	Attended	Attended	Attended
Mr O'Brien	Attended	Apology given/accepted	Attended
Mrs Stacey	Part-attendance	Attended	Attended
Mrs Kandola	Attended	Attended	Apology given/accepted

Governor Name	Teaching & Learning Committee - Dates & Attendance		
	Autumn 21-10-20	Spring 24-2-21	Summer 26-5-21
Mrs Öztürk (Chair)	Attended	Attended	Attended
Mr Griffiths	Attended	Attended	Attended
Mr Khan	Attended	Apology given/accepted	Apology given/accepted
Dr Krstic Anderson	Attended	Apology given/accepted	Attended
Ms Meredith	Attended	Attended	Attended
Mr Shah	Apology given/accepted	Part-attendance	Attended
Mrs Stacey	Attended	Attended	Attended
Mr O'Brien		Joined 26-5-21	Attended

Governor Name	Child, Family & Community Committee - Dates & Attendance		
	Autumn 15-10-20	Spring CANX	Summer 6-5-21
Mr Wood (Chair)	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.	Apology given/ accepted
Dr Krstic Anderson	Attended		Attended
Ms Meredith	Attended		Attended
Mr O'Brien	Attended		Attended
Mrs Öztürk	Apology given/ accepted		Attended
Mr Shah	Joined 6-5-21		Part-attendance
Mrs Stacey	Attended		Attended

Governing Body Effectiveness & Impact

Specific priorities for 2020-21, 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, LBH SEND Training for Governors).
- Performance management (DfE Development for Chairs, , NGA Clerks Advisory Group, LBH Clerk & Correspondent Briefing).
- Safeguarding (LBH Safeguarding - Generalist Training for Governors, Educare Safer Recruitment).
- Question and challenge (LBH School Finance, LBH Finance for Governors, LBH Data for Governance).
- Preparing for Ofsted (LBH Chairs & LA Governors Briefing).

2. Expand engagement with the Pupil Council.

Plans to follow up on progress made in 2019-20 to build productive relationships with pupils (using the views of pupils as another source of information to shape Governor's questions and inform discussions) were impacted by the Covid-19 lockdown and Government guidelines on visits to 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

Several review meetings went ahead before lockdown.

The Governing Body completed a Governance Health Check survey and scheduled an external Audit of Governance for autumn 2021.

4. Interview Middle Leaders responsible for curriculum.

Monitoring visits contributed to the work of the Governing Body in ensuring high standards of achievement for all children and young children in the school during the pandemic. T&L Governors made enquiries of relevant staff, and reported to the governing body on the progress on the school priority of remote learning:

The focus for monitoring on 21-10-20 was:

- Autumn term noticeboard displays.
- Virtual assembly recordings.
- Google Classroom assembly.
- Google Classroom demonstration.

The focus for monitoring on 24-2-21 was:

- Providing Remote Education.
- Maintaining the curriculum and continuity of learning for pupils.

The Maths Middle Leader (TLR) attended the Summer T&L Committee to report on progress in the 'Maths with Parents' initiative.

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

Governor's quality assured the Lessons Learned tool to support the SLT. The Governing Body received regular updates on the effectiveness of the new tool, which were minuted at Teaching & Learning Committees:

- 21-10-20: The autumn term would focus on work scrutiny and planning scrutiny. The SDHT would recommence lesson observation data input (as part of the appraisal process) into Lessons Learned after Christmas. An alternative to the usual learning walk monitoring would take place.
- 24-2-21: The Lessons Learned database had been updated and the SLT would receive training on inputting data. Despite lockdown, a substantial amount of evidence had been collected from work scrutiny and planning scrutiny. Planning scrutiny revealed differences between department and individual's planning which had resulted in a policy revision and a training session to clarify expectations. 77% of staff 'met' or 'exceeded' standards'. Lesson observations identified 3 areas for improvement/training for teaching staff - types of challenge / self-assessment / peer assessment.
- 26-5-21: Performance observations had started. The SDHT continued to use the Lessons Learned reporting tool and anticipated he would be able to provide a complete report to Governors for the autumn T&L Committee.

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

This area of review - to analyse more efficient provision and use of budget for interventions - has been postponed due to the Coronavirus pandemic.

7. Monitor HT and staff workload and support wellbeing in the school community.

- Governors received regular 'HT Reports to GB During Coronavirus' on staff and pupil wellbeing during the pandemic. This was a priority area for review.
- Governors regularly reviewed Covid-19 addendums to the Behaviour Policy and Safeguarding & Child Protection Policy, written to mitigate for unforeseen circumstances during the pandemic.
- Governors scrutinised the Covid-19 Catch-up Premium to ensure funding was allocated where required.
- A T&L Governor monitoring visit on 24-2-21 scrutinised the support provided to pupils during the pandemic on these priority areas:
 - How has the school addressed safeguarding issues linked to pupils' and staff use of remote education?
 - How are pupils and parents being supported in using online learning?
 - What has been done to support pupils with limited or no access to online learning?
 - How are you ensuring there is a healthy work-life balance for all staff, considering the extra workload that remote learning has incurred?
 - What is being done, through remote learning, to ensure that the relevant interventions are being put in place to support pupils' learning?
 - What provisions are in place now, and looking forward, to ensure the mental health and wellbeing of pupils and staff?
- A Safeguarding Governor monitoring visit on 17-5-21 provided oversight of ongoing Risk Assessments and sought assurance that the measures in place were working effectively in the current circumstances and that safeguarding remained the highest priority.
 - Have the school risk assessments been updated to date to reflect changing national, local and personal contexts?
 - Have risk assessments been conducted for vulnerable and higher-risk staff?
 - Have safeguarding protocols been updated to reflect changes in the day-to-day running of the school?
 - Have staff raised specific concerns about safety of the working environment and have these been addressed through the Risk Assessment and control measures?
 - Have updated safeguarding protocols and policies been communicated effectively to all stakeholders?
 - Do the protocols and policies encompass arrangements to keep children who are not physically attending school safe, especially online. How are concerns about these children progressed? Have effective control measures been implemented and/or adapted to reflect updated risk assessments and safeguarding protocols?
 - Was there sufficient cover and staffing capacity to facilitate the opening of the school to the children of key workers and vulnerable children?
 - What steps were taken if the school was unable cater for large numbers of vulnerable and key worker children attending?
 - What was the rationale for any decision made to move to partial opening for these groups?
 - How were parents and families (of the children affected) being supported to deal with the implications of the decision?
 - Are transport services in place for pupils continuing to attend school? Has social distancing whilst travelling been maximised?
 - Is external support being utilised effectively?

○ Are internal welfare and pastoral systems working well?

- Governors wrote to staff to acknowledge the challenges due to the pandemic and to offer their support.
- Governors incorporated workload and wellbeing into the Headteacher Appraisal and Mid-year Review, which took into account the impact of the pandemic on objectives.
- Governors reviewed the analysis of the Coronavirus (Covid-19) Staff Wellbeing Self-Assessment.

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)	No relevant business or pecuniary interests.

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

Date September 2021

Planned review date September 2022