

# Annual Governance Statement 2024-25

<b>School Name</b>	Marjory Kinnon School
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<b>Website</b>	<a href="http://www.marjorykinnonschool.co.uk">www.marjorykinnonschool.co.uk</a>

*The governing body must be only contacted via the school details given above, which is the legal business address for the whole governing body.*

<b>Category of school</b>	Community
<b>DfE number</b>	URN 102554
<b>Ofsted grading and date of last inspection</b>	'Good' – 7th-8th December 2022

<b>Name of Headteacher</b>	Ms T Meredith
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<b>Date of Annual Governance Statement</b>	September 2025
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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. An application to revise the Instrument has been submitted to the Local Authority Cabinet Meeting for consideration.

Category	Appointed or elected on to the governing body?	
Co-opted	10	Appointed by the Governing Body
Parent	2	Elected on to the Governing Body by parents of pupils at the school
Headteacher	1	Governor by virtue of employment by the school
Staff Governor	1	Elected on to the Governing Body by all staff employed by the school
Local Authority	1	Nominated by the Hounslow Council, appointed by the GB
<b>Total</b>	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
Staff	Mr J Kalman	4 years
Parent	Mrs R Kandola	4 years
Co-Opted	Mrs A Öztürk	4 years
Parent	Ms S Ramzan	
Co-Opted	Mr C Shah	4 years

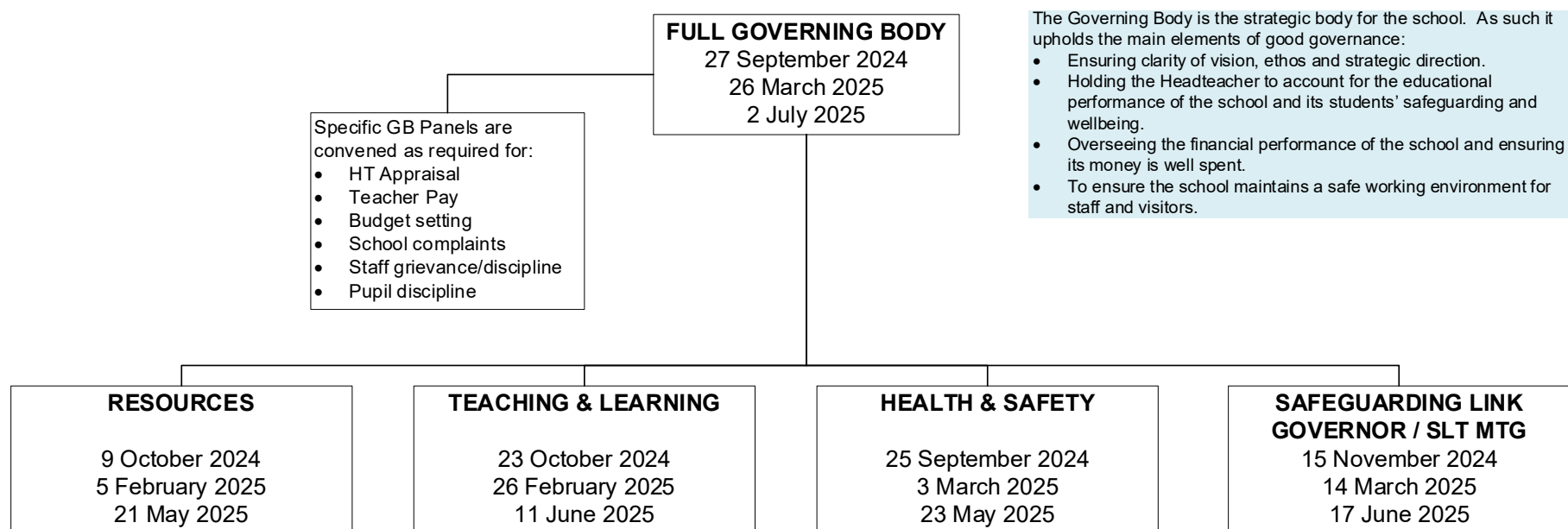
<b>The Clerk to Governors is</b>	Ms A Geraghty
<b>The Chair of Governors is</b>	Mr T Gardner
<b>The Vice-Chair of Governors is</b>	Mr S Turner

*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 Committee will monitor and evaluate the extent to which the school engages with the whole school community, retaining a focus on our pupils 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 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 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 / Wellbeing	Mr Shah
Teaching & Learning / Reading	Mrs Öztürk
Equality, Diversity & Inclusion	Mrs Kandola
Careers / Therapies	Ms Ataderie
Environmental Sustainability	Mr Turner

### Full Governing Body & Committee Meeting Attendance 2024-25

Governor Name	Full Governing Body - Dates & Attendance		
	Autumn 27-11-24	Spring 26-3-25	Summer 25-6-25
Mr Gardner (Chair)	Attended	Attended	Attended
Mr Turner (Vice-Chair)	Attended	Attended	Attended
Ms Meredith	Attended	Attended	Attended
Ms Ataderie	Attended	Attended	Attended
Mr Formella	Attended	Attended	Attended
Mr Goulden	Attended	Attended	Attended
Mr Kalman	-	-	Attended
Mrs Kandola	Attended	Apology given/accepted	Apology given/accepted
Mrs Öztürk	Attended	Attended	Attended
Ms Ramzan	-	Attended	Apology given/accepted
Mr Shah	Attended	Attended	Attended

Governor Name	Resources Committee - Dates & Attendance		
	Autumn 9-10-24	Spring 5-2-25	Summer 21-5-25
Mr Gardner (Chair)	Attended	Attended	Attended
Mr Turner (Vice-Chair)	Attended	Attended	Attended
Ms Meredith	Attended	Attended	Attended
Mr Shah	Attended	Part-attendance	Attended

Governor Name	Health & Safety Committee - Dates & Attendance		
	Autumn 25-9-24	Spring 3-3-25	Summer 23-5-25
Mr Goulden (Chair)	Attended	Attended	Attended
Ms Meredith	Attended	Attended	Attended
Mr Formella	Attended	Attended	Part-attendance
Ms Ramzan	-	-	Apology given/accepted

Governor Name	Safeguarding Link Governor / SLT Meeting - Dates & Attendance		
	Autumn 15-11-24	Spring 14-3-25	Summer 17-6-25
Mr Formella (Chair)	Attended	Attended	Attended
Ms Meredith	Attended	Attended	Attended

Governor Name	Teaching & Learning Committee - Dates & Attendance		
	Autumn 23-10-24	Spring 26-2-25	Summer 11-6-25
Mrs Öztürk (Chair)	Attended	Attended	Attended
Mr Shah (Vice-Chair)	Part-attendance	Attended	Apology given/accepted
Ms Ataderie	Attended	Apology given/accepted	Attended
Ms Meredith	Attended	Attended	Attended
Ms Olson	Attended	-	-
Mrs Stacey	Attended	Attended	Attended
Mrs Kandola	-	Attended	Attended

## Governing Body Effectiveness & Impact

Specific priorities for 2024-25, 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 maintained SEND 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.

It was incumbent on governors to source training to support their link roles.

- Training was logged on GovernorHub and reported on at FGB meetings.
- Governors shared presentations and training of interest to other governors on the GovernorHub Noticeboard.
- Governors participated in the Board Effectiveness Tool (Spring Term 2025) to identify areas of training that governors would like to develop.
- The Chair attended LBH Briefings to keep apprised of current issues.

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

**Vision, Ethos & Strategic Direction:**

- Chairs / LA Briefing.
- Governance for special schools and specialist settings.

**Performance Management:**

- Finance for the more experienced governor.
- Achieving a broad and balanced curriculum in special schools.
- Managing concerns to avoid complaints.
- SEND.
- Fire safety in education.
- Welcome to school governance.

**Safeguarding:**

- The Prevent Duty.
- Cyber Security.
- Safeguarding & Child Protection – The Essentials
- An Introduction to The Prevent Duty for Governors
- Domestic Abuse: Children & Young People
- Safeguarding for Governance
- Safeguarding for Governors for Primary Schools & Academies (2024-2025)

**Question & Challenge:**

- Impactful executive leader performance management.
- The Premiums - Pupil and Sport - Governors' role in planning, spending & monitoring.

**Preparing for Ofsted:**

- Preparedness for Ofsted.

## **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 (SDP) 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.

- The HT Report had been updated.
- Governors welcomed the new budget narrative.
- HR reporting data was being looking into.

### **3. Focus on supporting the school leadership through changes to the curriculum and funding linked to the re-designation**

- Funding linked to the re-designation featured as a priority agenda item at the Resources Committees and FGB meetings throughout the year.
- Governors had approved updates to the school's Admissions Criteria and Admissions Policy following Governor attendance at Local Authority Task & Finish Group meetings.
- The governing body provided a forum for discussion on the school's strategic direction around funding.
- The Chair engaged directly in communication with the Local Authority on funding and pupil numbers.
- Governors supported the school in Local Authority discussions on long-term estates management issues.
- The Teaching & Learning Committee monitor a number of areas linked to the changing curriculum for the new cohort (e.g. communication apps, SCERTS Assessment Tool, Outdoor Play & Learning (OPaL), etc.).
- The Link Governor for Sustainability is working with teaching and site staff and pupil Eco Champions on the school's sustainability and climate change strategy. This includes plans for a Net Zero Strategy, encouraging biodiversity, resource/premises efficiencies, environmental sustainability across the curriculum and green careers.

### **4. Restructuring of governance, including committee membership.**

The committee structure, membership and Terms of Reference were reviewed at the first meeting of the 2024-25 academic year. Governor link responsibilities and panel memberships were agreed.

The Chair proposed to reconstitute the Instrument of Government and presented a comparison of past and current membership. Governors acknowledged the challenges with recruitment and the benefit of reducing vacancies. Governors agreed to reconstitute the Instrument of Government (as presented) and an application was made to the Local Authority to submit the evidence to the next Cabinet Meeting. The GB was still awaiting a response in this legal process.

The Chair proposed to streamline the committee structure by re-aligning the Child, Family & Community Committee agenda items into other committees. The movement of governors would bolster other committees with more voices around the table and would ensure meetings were quorate. The streamlining also reduced duplication of agenda items across committees. Some matters of strategic focus would be subsumed into the HT Report (submitted to the FGB) to ensure that the recording of work was not lost.

Committee Membership: The Chair asked governors to rank committees in order of preference and where they could best contribute.

## 5. Keep leadership succession under review

Regular conversations take place between the Chair, HT and HR Manager.

The Interim Leadership Restructure (Sept 2024) was discussed at the FGB summer term meeting and replaced by a permanent structure from September 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.
Ms S Ramzan	Parent Governor	No relevant business or pecuniary interests.
Mrs R Kandola	Parent Governor	No relevant business or pecuniary interests.
Ms T Meredith	Headteacher	Member of MKS staff.
Mrs A Öztürk	Co-Opted Governor	No relevant business or pecuniary interests.
Mr C Shah	Parent Governor	Chair of Hounslow Parent / Carer Forum
Mr J Kalman	Staff Governor	Member of MKS staff.
Mr S Turner	Co-Opted Governor	Links to other educational institutions and charities

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

**Date** September 2025

**Planned review date** September 2026