Annual Governance Statement 2018-19

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 Deputy Headteacher	Mr K Smith

Date of Affidal Governance Statement September 2019	Date of Annual Governance Statement	September 2019
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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 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 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 08/08/18.

Category of Governor	Appointed or elected onto the governing body?	
10 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 = 15		

Who volunteers on the school's Governing Body?

Category of Governor	Full Name	Term of Office
Co-Opted/Chair	Mr S Khan	2 years
Co-Opted/Vice-Chair	Mr A Wood	4 years
Headteacher	Ms T Meredith	-
Co-Opted	Mr P Dimon	4 years
Co-Opted	Mr D Harris	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
Local Authority	Mrs A Őztűrk	4 years
Co-Opted	Ms N Salam	4 years
Staff	Mrs J Stacey	4 years
Parent	Mr C Shah	4 years
Parent	Vacancy	-
Co-opted	Vacancy	-

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.

FULL GOVERNING BODY

17 October 2018 27 February 2019 25 March 2019 (Interim) 26 June 2019

Membership:

Mr Khan (Chair), Mr Wood, Ms Meredith, Mrs Őztűrk, Mr Goulden, Mr O'Brien, Mr Shah, Mr Dimon, Mrs Stacey, Mr Griffiths, Mr Harris, Dr Krstic Anderson, Ms Salam

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.

Key roles:

Mr Khan/Dr Krstic Anderson – GB induction, GB development/training.

Specific GB Panels are convened as required for:

- HT Appraisal
- Teacher Pay
- Budget setting
- School complaintsStaff grievance/discipline
- Pupil discipline

RESOURCES

18 September 2018 14 February 2019 16 May 2019

Membership:

Mr Khan (Chair), Ms Meredith, Mrs Őztűrk, Mr Shah, Mr Dimon, Mr O'Brien

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.

Key roles:

Mr Dimon – budget mgmt, audit.
Mr Khan/Mr Shah – targeted spend'g.
Mr Dimon/Mr Khan – financial perf.
Mr Khan – workforce development/
performance.

TEACHING & LEARNING/ CURRICULUM

26 September 2018 30 January 2019 20 May 2019

Membership:

Mrs Őztűrk (Chair), Mr Khan, Mr Shah, Mrs Stacey, Mr Harris, Ms Meredith, Mr Griffiths

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.

Key roles:

Mr Shah (EYS), Mrs Őztűrk (Primary), Dr Krstic Anderson (Secondary) – curriculum, pupil progress, T&L. Mrs Őztűrk - literacy, challenge. Dr Krstic Anderson - Secondary accreditation, Maths Mastery. Mrs Őztűrk/Mr Goulden – behaviour mgmt, anti-bullying, inclusion, PSHE, citizenship, British values. Mrs Őztűrk/Mr Shah – educational performance.

HEALTH & SAFETY/ PREMISES

24 September 2018 18 January 2019 13 May 2019

Membership:

Mr Goulden (Chair), Ms Meredith, Mr Griffiths, Mr Harris, Mr O'Brien

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.

Key roles

Mr Goulden – estate development, risk management, GDPR.

SAFEGUARDING

24 September 2018 8 February 2019 24 May 2019

Membership:

Mr Khan, Ms Salam, Ms Meredith, Mr O'Brien

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.

Key roles:

Mr Shah – child protection, LAC, staff training, DBS, safer recruitment, contextual safeguarding.

CHILD, FAMILY & COMMUNITY

21 January 2019 11 June 2019 TBC

Membership:

Mr Wood (Chair), Ms Meredith, Mrs Őztűrk, Mr Harris, Mr O'Brien, Mrs Stacey, Dr Krstic Anderson

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.

Kev roles:

Mr Wood – workforce engagement, wellbeing, careers, employer engagement, develop Middle Leaders.

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 2018-19

	Full Governing Body - Dates & Attendance			
Governor Name	Autumn 17-10-18	Spring 27-2-19	Extraordinary 25-3-19	Summer 26-6-19
Mr Khan	Attended	Attended	Attended	Attended
Mr Wood	Attended	Attended	Apology given/ accepted	Attended
Ms Meredith	Attended	Attended	Attended	Attended
Mr Dimon	Attended	Apology given/ accepted	Part- attendance	Attended
Mr Harris	Joined 27-2-19	Attended	Attended	Attended
Mr Goulden	Attended	Attended	Attended	Attended
Mr Griffiths	Attended	Attended	Not required	Attended
Dr Krstic Anderson	Attended	Attended	Apology given/ accepted	Attended
Mrs Lock	Attended	Apology given/ accepted	Stepped Down 15-3-19	
Mr O'Brien	Attended	Attended	Attended	Apology given/ accepted
Mrs Őztűrk	Attended	Attended	Attended	Attended
Ms Salam	Joined 27-2-19	Attended	Attended	Attended
Mr Shah	Attended	Attended	Attended	Attended
Mrs Stacey	Attended	Attended	Not required	Attended

Governor Name	Resources	Committee - Dates & Attendance		
Governor Name	Autumn 19-9-18	Spring 14-2-19	Summer 16-5-19	
Mr Khan	Attended	Attended	Attended	
Mr Wood	Apology given/ accepted	Stepped down (Resources Committee) 17-10-18		
Ms Meredith	Attended	Attended	Attended	
Mr Dimon	Joined 14-2-19	Apology given/ accepted	Attended	
Mr O'Brien	Attended	Attended	Attended	
Mrs Őztűrk	Apology given/ accepted	Attended	Attended	
Mr Shah	Attended	Attended	Apology given/ accepted	

Governor Name	H&S/Premise	H&S/Premises Committee - Dates & Attendance		
Governor Name	Autumn 24-9-18	Spring 18-1-19	Summer 13-5-19	
Mr Goulden	Attended	Attended	Attended	
Mr Griffiths	Joined 18-1-19	Attended	Attended	
Mr Khan	Attended	Cataguarding concreted from LICC 0.2.40		
Mrs Lock	Part-attendance	Safeguarding separated from H&S 8-2-19.		
Ms Meredith	Attended	Attended	Attended	
Mr O'Brien	Attended	Attended	Attended	
M Salam		Joined 13-5-19	Attended	

Governor Name	Safeguarding Committee - Dates & Attendance		
Governor Name	Autumn 24-9-18	Spring 8-2-19	Summer 24-5-19
Mr Khan	Safeguarding included in	Attended	Attended
Mrs Lock		Apology given/	Stepped Down
IVIIS LOCK		accepted	15-3-19
Ms Meredith	1eredith H&S/Premises Committee	Attended	Apology given/
IVIS IVIETEUILIT			accepted
Mr O'Brien		Attended	Apology given/
			accepted
Ms Salam		Joined 24-5-19	Attended

Governor Name	Learning & Teaching Committee - Dates & Attendance			
Governor Name	Autumn 26-9-18	Spring 30-1-19	Summer 20-5-19	
Mrs Őztűrk	Attended	Attended	Attended	
Mr Griffiths	Joined 30-1-19	Attended	Apology given/ accepted	
Mr Harris	Joined 20-5-19 Attended			
Mr Khan	Apology given/ accepted	Attended	Apology given/ accepted	
Dr Krstic Anderson	Joined 30-1-19	Attended	Attended	
Ms Meredith	Attended	Attended	Attended	
Mr Shah	Attended	Attended	Attended	
Mrs Stacey	Attended	Attended	Attended	

Governor Name	Child, Family & Community Committee - Dates & Attendance		
Governor Name		Spring 21-1-19	Summer 7-6-19
Mr Wood		Attended	Attended
Mr Harris	CFC Committee established. First meeting held on 21-1-19	Joined 11-6-19	Apology given/ accepted
Mr Khan		Attended	Stepped Down (CFC) 21-1-19
Dr Krstic Anderson		Attended	Apology given/ accepted
Mrs Lock		Apology given/ accepted	Stepped Down 15-3-19
Ms Meredith		Attended	Attended
Mr O'Brien		Attended	Attended
Mrs Őztűrk		Attended	Attended
Mrs Stacey		Apology given/ accepted	Attended

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 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.
Mr S Khan	Co-Opted	Personal connection to a member of MKS staff.
Dr Krstic Anderson	Co-Opted	Employee at another educational establishment.
Mrs C Lock	Parent	No relevant business or pecuniary interests.
Ms T Meredith	Headteacher	Member of MKS staff.
Mr M O'Brien	Co-Opted	Member of MKS staff. Company Director. DfE/ESFA Consultant.
Mrs A Őztűrk	Co-Opted	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	No relevant business or pecuniary interests.

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

Date	September 2019	
Planned review date	September 2020	