

Meadow High School Governing Body Annual Governance Statement

2017 - 2018

School Name: Meadow High School

School Address: Royal Lane, Hillingdon, Middlesex, UB8 3QU

Telephone number: 01895 443310

Contact email address: meadow@meadowhighschool.org

Website: www.meadowhighschool.org

Category of school: Community Special Needs

DfE number: 3127004

Ofsted grading and date of last inspection: Good (May 2018)

Name of Head teacher: Jenny Rigby

Date of Statement: July 2018

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.

Legal constitution of the governing body

Total number of governor posts on the Governing Body

The Governing Body was formally constituted on

Twelve

13th April 2015

Category of Governor	Name	Term of Office Ends or Ended	Relevant business & pecuniary interests	Governance role in another school or college	Material relationships between governors or with school staff
Parent / Co-opted	Chris Edwards	31/12/17	Coteford Junior School	Bishop Ramsey Academy	None
Parent	Ricky Mills	30/04/20	None	None	None
Parent	Huma Mirza	23/05/20	None	None	None
Parent	John Goodbody	09/10/21	None	None	None
Parent	Sabih Khan	09/10/21	None	None	None
Staff (Headteacher)	Ross Macdonald	Ex-officio (Retired 31/12/17)	None	None	None
Staff (Headteacher)	Jenny Rigby	Ex-officio (Appointed 01/01/18)	None	None	None
Staff	Sana Bhopal	30/09/19	None	None	None

Local Authority	Paul Rosen	15/12/18	None	i. Westfield Academy ii. Bowmansgreen Primary School iii. Yeading Infants School	None
Co-opted	Kiran Kalia	01/11/20	None	None	Mother of teachers Ms Kalia and Mrs Shukla
Co-opted	Pauline Hardy	30/06/22	None	None	Sister of teacher Mrs Terry
Co-opted	Graeme Vickery	20/09/22	None	None	None
Co-opted	Phil Haigh	08/02/22	None	i. Cherry Lane Primary School ii. Schools Forum iii. High Needs Group iv. DSG/EY Funding Group	None
Co-opted	Richard Burton	20/09/22	None	None	None

The Chair of Governors is
The Vice Chair of Governors is
The Clerk to Governors is

Richard Burton
Graeme Vickery
Gill Duncan

How the Governing Body delegates and distributes its duties

The Governing Body agreed to form a Resources Committee and an Achievement Committee. This is reviewed annually.

Resources Committee	Achievement Committee
Committee membership details A minimum of five governors including the Headteacher. The Deputy Headteacher is invited to attend. Remit of committee and key delegated duties See the Terms of Reference Number of meetings held in academic year Four	Committee membership details A minimum of four governors including the Headteacher. The Deputy Headteacher is invited to attend. Remit of committee and key delegated duties See the Terms of Reference Number of meetings held in academic year Five

Specific panels of the Governing Body are convened as required for

- School Complaints
- Staff Grievance and Discipline
- Staff Contract Reviews
- Pupil Discipline
- Appeals

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

Area of responsibility	Named Governor	Number of visits to school in this role in academic year
Safeguarding Lead	Graeme Vickery	Two
Safeguarding Deputy	John Goodbody	One
Looked After & Previously Looked After Children	Graeme Vickery	One
Health & Safety	Ricky Mills	One
Student Voice	Graeme Vickery	One
6 th Form and 19-25 Provision	Graeme Vickery	Two
Pupils with English as an Additional Language	Kiran Kalia	Two
Careers	Kiran Kalia	One
Single Central Register	Graeme Vickery	Two
Curriculum	Huma Mirza	One

Governing Body and Committee Meeting Attendance

Full Governing Body Dates and Attendance								
Governors	Autumn Term 18/09/17	Autumn Term 13/11/17	Autumn Term 07/12/17	Spring Term 15/01/18	Spring Term 08/02/18	Spring Term 12/03/18	Summer Term 21/05/18	Summer Term 25/06/18
Chris Edwards	Attended	Apologies given and accepted	Apologies given and accepted					
Ricky Mills	Attended	Attended	Attended	Attended	Apologies given and accepted	Apologies given and accepted	Attended	Apologies given and accepted
Huma Mirza	Attended	Attended	Attended	Apologies given and accepted	Apologies given and accepted	Apologies given and accepted	Attended	Apologies given and accepted
John Goodbody		Attended	Attended	Attended	Attended	Attended	Attended	Attended
Sabih Khan		Attended	Apologies given and accepted	Apologies given and accepted	Attended	Attended	Did not attend	Attended
Ross Macdonald (Headteacher)	Attended	Attended	Attended					
Jenny Rigby (Headteacher)				Attended	Attended	Attended	Attended	Attended
Sana Bhopal	Attended	Attended	Attended	Attended	Attended	Attended	Attended	Apologies given and accepted
Paul Rosen	Attended	Attended	Attended	Apologies given and accepted	Apologies given and accepted	Attended	Attended	Attended
Karin Kalia	Attended	Apologies given and accepted	Apologies given and accepted	Apologies given and accepted	Attended	Apologies given and accepted	Apologies given and accepted	Attended
Pauline Hardy	Attended	Attended	Attended	Attended	Attended	Attended	Attended	Attended
Graeme Vickery	Apologies given and accepted	Attended	Attended	Attended	Apologies given and accepted	Attended	Apologies given and accepted	Apologies given and accepted
Richard Burton	Apologies given and accepted	Attended	Apologies given and accepted	Attended	Attended	Attended	Attended	Attended
Phil Haigh					Attended	Attended	Attended	Apologies given and accepted

Resources Committee Meetings Dates and Attendance				
Governors	Autumn Term 11/09/17	Autumn Term 27/11/17	Spring Term 12/03/16	Summer Term 21/05/15
Chris Edwards (Chair until 27/11/172017)	Attended	Attended		
Ross Macdonald (Headteacher)	Attended	Attended		
Jenny Rigby (Headteacher)			Attended	Apologies given and accepted
Paul Rosen (Chair from 27/11/17)	Apologies given and accepted	Attended	Attended	Attended
John Goodbody		Attended	Apologies given and accepted	Attended
Sabih Khan		Attended	Apologies given and accepted	Did not attend
Graeme Vickery	Apologies given and accepted			
Richard Burton	Attended	Attended	Attended	Apologies given and accepted
Pauline Hardy	Attended	Attended	Attended	Attended
Ricky Mills	Attended	Attended	Apologies given and accepted	Attended
Phil Haigh			Attended	Attended

Achievement Committee Meetings Dates and Attendance					
Governors	Autumn Term 02/10/17	Spring Term 15/01/18	Spring Term 26/02/18	Summer Term 23/04/18	Summer Term 08/05/18
Graeme Vickery (Chair)	Attended	Attended	Attended	Attended	Attended
Ross Macdonald (Headteacher)	Attended				
Jenny Rigby (Headteacher)		Attended	Attended	Apologies given and accepted	Attended
Sana Bhopal	Attended	Attended	Attended	Apologies given and accepted	Apologies given and accepted
Ricky Mills	Attended	Attended	Attended	Attended	Apologies given and accepted
Huma Mirza	Attended	Apologies given and accepted	Apologies given and accepted	Attended	Attended
Karin Kalia	Attended	Apologies given and accepted	Apologies given and accepted	Apologies given and accepted	Apologies given and accepted
John Goodbody		Attended	Attended	Attended	Attended
Richard Burton		Attended			
Phil Haigh			Attended	Apologies given and accepted	

Governing Body effectiveness and impact

Governors are aware of the school systems for tracking pupil's progress and achievements and receive regular updates on pupil performance including those pupils who are not making expected progress.

IMPACT: Governors have challenged under performance leading to a review of data systems to capture more holistic pupil progress.

There are special interest roles for Governors including: Achievement Committee; Resources Committee; 6th Form and 19-25 Provision; Careers; Health & Safety; Safeguarding Lead; Safeguarding Deputy; Single Central Register; Looked After & Previously Looked After Children; Curriculum; Student Voice; Pupils with English as an Additional Language; Multi-Disciplinary Team and GDPR.

IMPACT: Governors have ensured they are able to carry out their statutory duties in relation to key priority areas.

Governors meet with key staff who provide them with updates and information about their area of responsibility. This happens both at Governing Body meetings, Sub-committees, Governor in School days and through pre-arranged meetings. An example of these key staff are: Data and Assessment Manager; Transition Coordinator; Assistant Head teachers; Faculty Leaders; CLA and PCLA coordinator. These updates and meetings allows Governors to have an understanding and overview of key aspects of the school.

IMPACT: Governors have had a deeper understanding of key roles and functions within the school allowing them to ask more challenging questions and follow up on Governance or standards issues.

Governors ensure all aspects of Teacher performance management are met. Governors formally sign off the Head teachers and teaching staffs performance management, ensuring that progression matches results.

IMPACT: Governors have ensured that Leadership and Teaching remain effective.

Governors are trained in a variety of key activities including: Safeguarding; Safer Recruitment; PREVENT and Health & Safety. Governors also undertake training from Governor Support Services ensuring full understanding and knowledge of current requirements.

IMPACT: Governors have been able to carry out their duties confidently and in line with guidance.

Governors have overseen the management of school finances, remaining within budget and meeting the objectives of the School Improvement Plan.

IMPACT: Governors have ensured that Meadow High School has remained financially solvent during a changeover period to Education Health Care Plans.

Governors check all policies are current and compliant.

IMPACT: Governors have ensured that the Governance Policies of Meadow High School meet statutory requirements and those of the school.

Governors have recruited a new Head teacher, Deputy Head and have restructured the leadership team to include two new roles, Assistant Head Thematic and Lead Practitioner.

IMPACT: Governors have ensured that the new configuration and staffing of the Leadership team will ensure effective development in key areas.

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 website www.meadowhighschool.org

Link to school's pupil premium statement

[www.meadowhighschool.org/key-information/pupil premium](http://www.meadowhighschool.org/key-information/pupil-premium)

- Link to Parent View which seeks parents' opinions on 12 aspects of our school, from the quality of teaching, to dealing with bullying and poor behaviour.
<https://parentview.ofsted.gov.uk/>

The Governing Body can be contacted about this statement by enquiring through the school office. 01895 443310.