

# Meadow High School Governing Body

## Annual Governance Statement 2019-2020

<b>School Name</b>	Meadow High School
<b>School Postal Address</b>	Royal Lane, Hillingdon, Middlesex, UB8 3QU
<b>Telephone number</b>	01895 443310
<b>Contact email address</b>	meadow@meadowhighschool.org
<b>Website</b>	www.meadowhighschool.org

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

<b>Category of school</b>	Community Special Needs
<b>DfE number</b>	3127004
<b>Ofsted grading and date of last inspection</b>	Good (May 2018)

<b>Name of Headteacher</b>	Mrs Jenny Rigby
<b>Name of Deputy Headteacher</b>	Ms Claire Caddell

<b>Date of Annual Governance Statement</b>	Summer 2020
--	-------------

### **The core functions of the governing board**

As defined by the [Department for Education \(DfE\) in Governance handbook for maintained schools, academies and multi academy trusts, October 2020](#), the core functions of all governing boards, no matter what type of school or how many schools they govern, have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

In exercising their functions, the governing board 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 board has a Code of Conduct which is reviewed and agreed annually. All governors and associate members are obliged to abide by this code.***

## Legal constitution of the governing board

The governing board was formally constituted on

13<sup>th</sup> April 2015

Category of Governor	Appointed or elected to the governing board?
4 x Parent Governors	Elected on to the governing board by parents of pupils at the school
1 x Headteacher	Governor by virtue of employment by the school
1 x Staff Governor	Elected on to the governing board by all staff employed by the school
1 x Local Authority Governor	Nominated by the Local Authority (Hillingdon Council), and appointed by the governing board
5 x Co-opted Governors	Appointed by the governing board
<b>Total number of governors = 12</b>	

## Who volunteers on the school's governing board?

Category of Governor	Full Name	Term of Office
Parent	Mr John Goodbody	October 2021
Parent	Mr Ricky Mills	Ended April 2020
Parent	Mr Sabih Khan	Resigned September 2019
Parent	Mrs Huma Mirza	Resigned November 2019
Parent	Mrs Georgie Bhad	November 2023
Headteacher	Mrs Jenny Rigby	Ex-officio
Staff	Ms Sana Bhopal	October 2023
Local Authority	Mr Phil Haigh	June 2023
Co-opted	Mr Richard Burton	September 2022
Co-opted	Mr Graeme Vickery	September 2022
Co-opted	Mrs Kiran Kalia	November 2020
Co-opted	Mrs Pauline Hardy	April 2022
Co-opted	Mrs Nikki Hill	September 2023

<b>The Clerk to Governors is</b>	Mrs Gill Duncan
<b>The Chair of Governors is</b>	Mr Richard Burton
<b>The Vice Chair of Governors is</b>	Mr Graeme Vickery

## How the governing board delegates and distributes its duties

---

The governing board agreed to form the following committees. This is reviewed annually.

Performance Management	Achievement	Resources
See Terms of Reference	See Terms of Reference	See Terms of Reference

Specific panels of the governing board are convened as required for

- Recruitment
- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline

The governing board 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
Safeguarding	Mr Goodbody
Safeguarding Deputy	Mr Vickery
Single Central Register	Mr Haigh
Disadvantaged Pupils including CLA & PLAC	Mr Burton
Health and Safety	Mr Mills until April 2020 Mr Burton from April 2020
6 <sup>th</sup> Form & Life After Meadow	Mr Vickery
Student Voice	Mr Vickery
Therapy & Welfare	Mr Goodbody
GDPR	Mr Burton
Careers	Mrs Kalia

## Governing Board and Committee Meeting Attendance

---

### Full Governing Board

Membership	Autumn Term 30/09/2019	Autumn Term 25/11/2019	Summer Term 01/06/2020	Summer Term 19/06/2020	Summer Term 08/07/2020
Mrs Bhad		Attended	Attended	Attended	Attended
Ms Bhopal	Attended	Attended	Attended	Attended	Attended
Mr Burton	Attended	Attended	Attended	Attended	Attended
Mr Goodbody	Attended	Attended	Attended	Attended	Attended
Mr Haigh	Apologies given and accepted	Attended	Attended	Attended	Attended
Mrs Hill	Apologies given and accepted	Attended	Attended	Apologies given and accepted	Attended
Mrs Hardy	Attended	Attended	Attended	Attended	Attended
Mrs Kalia	Apologies given and accepted	Apologies given and accepted	Attended	Attended	Attended
Mr Mills	Attended	Attended			
Mrs Mirza	Attended				
Mrs Rigby	Attended	Attended	Attended	Attended	Attended
Mr Vickery	Attended	Attended	Attended	Attended	Attended

### Achievement Committee

Membership	Autumn Term 04/11/2019	Spring Term 10/02/2020	Summer Term 22/06/2020
Mrs Bhad		Attended	Apologies given and accepted
Ms Bhopal	Attended	Attended	Attended
Mr Goodbody	Attended	Attended	Attended
Mrs Kalia	Apologies given and accepted	Attended	Apologies given and accepted
Mr Mills	Attended	Did not attend	
Mrs Mirza	Did not Attend		
Mrs Rigby	Attended	Attended	Apologies given and accepted
Mr Vickery	Attended	Attended	Attended

### Performance Management Panel

Membership	Autumn Term 16/09/2019	Autumn Term 11/2019	Spring Term 20/01/2020
Mr Burton	Attended	Attended	Apologies given and accepted
Mr Goodbody	Attended	Attended	Attended
Mr Haigh	Attended	Attended	Attended
Mr Mills			Attended

## Resources Committee

Membership	Autumn Term 16/09/2019	Autumn Term 18/11/2019	Spring Term 20/01/2020	Spring Term 09/03/2020	Summer Term 11/05/2020	Summer Term 26/05/2020	Summer Term 26/05/2020
Mrs Bhad		Attended					
Mr Burton	Attended	Attended	Apologies given and accepted	Attended	Attended	Attended	Attended
Mr Goodbody	Attended	Attended	Attended	Attended	Attended	Attended	Attended
Mr Haigh	Attended	Attended	Attended	Attended	Attended	Attended	Attended
Mrs Hardy	Attended	Attended	Apologies given and accepted	Attended	Attended	Attended	Attended
Mrs Hill			Apologies given and accepted	Did not attend	Did not attend	Apologies given and accepted	Apologies given and accepted
Mr Mills	Attended	Attended	Attended	Did not attend			
Mrs Rigby	Attended	Attended	Attended	Attended	Attended	Attended	Attended

## Governing board effectiveness and impact

---

### ***What were the significant challenges for the governing board in 2019/20?***

- The Pandemic
- New Build
- Therapy Team Recruitment
- Planning for Future Capacity

### ***How were the challenges met?***

- Implementation of a covid-secure school environment.
- Provision of online learning and remote learning resources for engagement at home.
- Provision of therapy during lockdown
- Support for key worker and vulnerable children on site
- Wellbeing support for staff, pupils and families.
- New build planning completed to start work in the Summer holidays 2020
- Recruitment of permanent and locum therapy staff to ensure needs met
- Working with the LA to identify solutions to maintaining and expanding capacity to meet need.

### ***What were the achievements of the governing board for 2019/20?***

- Implemented covid-secure school environment and engagement at home provision
- Funding secured and new build signed off.

### ***How have these achievements have improved areas of school life (impact)?***

- School community kept safe and wellbeing supported.
- New build secured including an additional hall.

### **Find out more about our school ...**

---

- Link to Ofsted report <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>
- Link to school's website [www.meadowhighschool.org](http://www.meadowhighschool.org)
- The school's Pupil Premium statement is available on the website
- 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 Board Register of Interests (2019-2020)

---

### This register must

- state the name and category of each governor
- set out any relevant business interests
- set out details of any other educational establishments that they govern
- set out any relationship details between governors and members of staff, including spouses, partners, and relatives.

Full Name	Category of Governor	Declarations of Members' Interests: Business, Educational and Personal
Mr John Goodbody	Parent Governor	• Nothing to declare
Mr Ricky Mills	Parent Governor	• Nothing to declare
Mr Sabih Khan	Parent Governor	• Nothing to declare
Mrs Huma Mirza	Parent Governor	• Nothing to declare
Mrs Georgie Bhad	Parent Governor	• Works for SENDIASS • Co-opted member of Hillingdon Parents & Carers Forum
Mrs Jenny Rigby	Headteacher	• Nothing to declare
Ms Sana Bhopal	Staff Governor	• Governor at Khalsa Secondary Academy
Mr Phil Haigh	LA Governor	i. Chair of Governors at Cherry Lane Primary School ii. Schools Forum –Deputy Chair iii. School's Forum -High Needs Funding Group -Chair iv. DSG/EY Funding Group Chair v School's Strategic Partnership Board -Governor Member
Mr Richard Burton	Co-opted Governor	• Nothing to declare
Mr Graeme Vickery	Co-opted Governor	• Nothing to declare
Mrs Kiran Kalia	Co-opted Governor	• Family member works at the school
Mrs Pauline Hardy	Co-opted Governor	• Employee at the Meadow High School
Mrs Nikki Hill	Co-opted Governor	• Nothing to declare

*Each governor has declared their interests as given above in writing to the governing board.*

**Chair of Governor's signature**

\_\_\_\_\_  
**Richard Burton**

**Planned review date**

\_\_\_\_\_  
**Summer 2021**