

### 1. **Information about the Governing Body**

Hendon School is a single convertor academy and a company limited by guarantee. The company was incorporated on 7 October 2011. As an academy, Hendon School is responsible for its own governance and management. The Academy is the employer of its staff, owns the building assets on its main site and retains responsibility for its own admission arrangements, working in conjunction with the Local Authority on this. Funding comes primarily from the Education Funding Agency (an agency of the Department for Education) and also from the Local Authority (Barnet).

Hendon School currently has sixteen members; three founder members and thirteen other members appointed by the founder members. The Members' functions are different to those of the Governors and are in general limited to appointing the Governors of the Academy, approving the Annual Report and Account, appointment of the auditors and approving any changes to the Governing documents of the Academy. The members carry out their duties at the Annual General Meeting or at other general meetings of members.

Parents (including carers) of registered pupils at the school are eligible to stand for parent governorship. Parent Governors are elected by other parents at the school for a four year term of office.

### 2. **The Work of the Governing Body**

The Governing Body is responsible for the strategic direction and governance oversight of the School. It has responsibility for:

- Approving the school financial budget
- Determining the admissions policy
- Approving the School Improvement Plan (high level strategic document)
- Appointing the Head Teacher
- Approving key policies that regulate how the school operates, e.g. Health & Safety
- Ensuring that the school is compliant with legal requirements
- Determining employment practices as the employer of its staff

In addition, the Governing Body has a duty to monitor the work of the school, especially its performance, and to be a critical friend to the school through working in partnership with the Head Teacher.

The Governing Body has delegated the management and running of the school to the Head Teacher.

### 3. **How Does the Governing Body Operate?**

The Governing Body normally holds four meetings a year, one per term with two in the autumn term, including an AGM in December. The Head Teacher provides a report on the work of the school to each of these meetings. At the meeting, the Governing Body will go through the report from the Head Teacher, the work of its various committees and determine the outcome of discussions on pertinent topics relevant to governance.

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The Governing Body appoints various committees whose work is to review in more detail various activities that support the Governing Body regarding key decisions to ratify. The Committees are as follows:

- **Admissions Committee:** Responsibility includes developing and approving the Admissions Policy and reviewing the school's standard number of admissions, supporting the school in pupil recruitment activities
- **Audit Committee:** The Audit Committee's purpose is to monitor internal controls and risk management systems, the effectiveness of internal and external audit activity and the integrity of the financial statements.
- **Chairs' Committee:** Considers and advises on any matters within the remit of the Governing Body, particularly those that involve the interests of more than one of the Governing Body Committees. Takes decisions in areas that do not require approval by the full Governing Body and which are not the responsibility of the Governing Body Committees with delegated powers.
- **Curriculum Committee:** The Curriculum Committee explores developments at the school with regard to the curriculum as well as monitoring the work of the school with regard to examination results and other key performances, the progress of special needs and looked after children, and the progress of the Equality Plan.
- **Finance & General Purposes Committee:** Its purpose is to oversee finance, premises, IT, human resources, health and safety and other business management issues; approving the annual budget, medium term plans and virements against budget.
- **Staffing Committee:** Its purpose is to promote and maintain the effective use of resources to ensure the highest standards of attainment for all pupils by supporting the school in the recruitment, selection and retention of staff.
- **Student Welfare Committee:** Considers on matters involving student interests; determines and monitors strategy and policies in respect of student support including SEN, minority ethnic, disabilities looked-after children; monitors and evaluates Pupil Premium, Behaviour, Discipline, Exclusions and Attendance
- **Performance Monitoring Group:** Its purpose is to ensure the implementation of the pay policy, monitor the performance management process by receiving an annual report from the Headteacher, agree performance based changes in salary for members of the leadership team other than the Headteacher consider and agree any changes in salary for teachers on the upper pay range and report annually to the Staffing Committee on its activities.

#### 4. **The Work of the Parent & Staff Governor**

Parents/carers and staff have the opportunity to vote for who they think will make a good governor when vacancies appear for parent or staff governor. Parent and Staff Governors are not delegated to work specifically on behalf of, or for parents. The post is chosen by ballot of parents or staff to select those who have the motivation, skills and qualities that would make a good governor in the best interest of the school – in the same way that all Governors are responsible as members of the Governing Body.

Because the role and responsibilities of the Parent or Staff Governor are no different to other Governors, it is not the role of a Parent or Staff Governor to take up individual requests of parents or staff. In all cases of a personal matter about what is happening at school as a parent or a member of staff, the advice from the Governing Body is to take the matter to the Head Teacher, as it is the Head Teacher who is responsible for the running of the school. If after that a parent or a member of staff feels

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a need to contact the Governing Body, and it is not a formal complaint, then please contact the Clerk to the Governors to discuss how best to resolve the issue.

### 5. **Do you want to Contact the Governing Body?**

Sometimes parents/carers wish to contact the Governing Body directly. Sometimes parents/carers wish to contact Parent Governors about a school matter that is affecting them. Please contact the Head Teacher in the first instance. The Head Teacher is operationally in charge of the school, not the Governing Body, so on most matters, it is the Head Teacher who can most effectively deal with the issue. The Head Teacher is also a governor and, if the matter is more strategic, he is in the best position to bring it to the attention of the Governing Body.

There are formal processes to deal with admission and exclusion and parents/carers involved in those processes will be contacted directly over those matters and informed on how to appeal.

If you are still of the view that you want to contact the Governing Body, please contact the Clerk to the Governors, at the school for advice about how best to pursue the matter.

### 6. **How to Contact the Governing Body**

The Governing Body can be contacted via the Clerk to the Governors c/o Reception Office, Hendon School.

Hendon School Governing Body information

Founder Members/Trustees	Appointed members
Mrs Firoozeh Ghaffari, Chair of Governing Body	Mr Rajesh Batra
Mr Chris Maslin, Vice-Chair of Governing Body	Mrs Beatrice Baumgartner-Cohen
Ms Anna Woodworth	Mr James Dunne
	Ms Anna Lee-White
	Mrs JJignasha Shavdia
	Mrs Louise Varley
	Mrs Rhona Povey
	Mrs Helena Byrne
	Mr Konstantinos Kalogirou
	Mr Adrian Winiecki
	Ms Francesca Conn
	Mrs Amreena Husain-Ali

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	Dr Sinead Mehigan
	Mr Nick Starling
	Ms Anna Woodworth

### Governors

Name	Category of governor	Appointing body	Positions/Link role	Committees	Start date	End date	
Rajesh Batra	Parent Governor	Elected by parents	Link Governor/ Maths	Finance & General Purposes; Staffing; Performance Monitoring Group	24 June 2012	23 June 2016	
Beatrice Baumgartner-Cohen	Parent Governor	Elected by parents	Link Governor/ Expressive Arts/ Training	Finance & General Purposes; Staffing	25 February 2015 Previously 1 February 2011	24 February 2019 31 January 2015	
Helena Byrne	Staff Governor	Governing Body/Staff		Student Welfare	28 October 2015	27 October 2019	
Francesca Conn	Community Governor	Governing Body	Link Governor Humanities	Staffing	10 December 2013	9 December 2017	
James Dunne	Parent Governor	Elected by parents	Link Governor Science	Student Welfare	7 November 2014	6 November 2018	
Firoozeh Ghaffari	Community Governor	Governing Body	Chair of Governing Body Chair of Finance & General Purposes Committee; Link Governor Business & IT	Finance & General Purposes; Chairs'; Headteacher's Performance Review; Staffing	1 November 2015 Previously 1 November 2011	31 October 2019 31 October 2015	

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Name	Category of governor	Appointing body	Positions/Link role	Committees	Start date	End date	
Amreena Husain-Ali	Community Governor	Governing Body	Chair of Student Welfare Committee/ Link Governor for Inclusion	Student Welfare; Admissions, Curriculum; Staffing	26 June 2012	25 June 2016	
Konstantinos Kalogirou	Staff Governor	Governing Body		Curriculum	28 October 2015	27 October 2019	
Chris Maslin	Community Governor	Governing Body	Vice-Chair of Governing Body/ Chair of Staffing Committee	Chair of Staffing; Admissions; Chairs'; Headteacher's Performance Review; Finance & General Purposes; Performance Monitoring Group	1 November 2015 Previously 1 November 2011	31 October 2019 31 October 2015	
Sinead Mehigan	Community Governor Previously Co-opted Governor	Governing Body	Link Governor Community	Student Welfare	17 March 2015	16 March 2019	
Rhona Povey	Principal	Governing Body	Headteacher	Admissions; Chairs'; Finance & General Purposes; Staffing; Performance Monitoring Group; Ex-officio member of Curriculum and Student Welfare	February 2015	Ongoing	
Mrs Jignasha Shavdia	Parent Governor	Appointed by Governing Body		Curriculum Committee	8 December 2015	7 December 2019	

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Name	Category of governor	Appointing body	Positions/Link role	Committees	Start date	End date	
Nick Starling	Community Governor	Governing Body	Chair of Curriculum Committee. Link Governor for Health & Safety and Modern Foreign Languages	Chair of Curriculum Committee; Admissions; Chairs'; Finance & General Purposes	1 November 2015 Previously 1 November 2011	31 October 2019 31 October 2015	
Louise Varley	Parent Governor	Elected by parents	Chair of Admissions Committee. Link Governor for Sixth Form	Chair of Admissions Committee; Audit; Chairs'; Curriculum; Finance & General Purposes; Staffing; Performance Monitoring Group	7 November 2014 And 1 November 2010	6 November 2018 31 October 2014	
Anna Lee-White	Parent Governor	Elected by parents	Link Governor Design & Technology	Student Welfare Committee	2 March 2015	1 March 2019	
Adrian Winiacki	Staff Governor	Elected by staff		Curriculum Committee	19 July 2013	18 July 2017	
Anna Woodworth	Community Governor	Governing Body	Chair of Audit Committee. Link Governor Pastoral Care and Pupil Premium	Chair of Audit Committee; Chairs'; Finance & General Purposes	18 March 2014	17 March 2018	

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### Former Governors 2014/2015

Lucy Baxter	Community Governor	Governing Body	Sat on F&GP Committee	19 March 2013	25 November
Renu Barton-Hanson	Parent Governor	Elected by staff	Sat on Curriculum Committee. Was Link Governor for PE	7 February 2014	24 August 2015
Naila Dunleavy	Parent Governor	Elected by parents	Sat on Student Welfare Committee	24 June 2012	21 October
Angela Francis	Community Governor	Elected by GB	Chair of Student Welfare Committee	1 November 2011	13 October 2014
Andrew Macalpine	Community Governor	Elected by GB	Chair of Governing Body; sat on Admissions, Curriculum, F&GP and Staffing Committees	1 November 2011; re-appointed 13 October 2015	8 December 2015
Steve Nagle	Staff Governor	Elected by staff	Sat on Admissions and F&GP Committees	30 September 2013	24 July 2015
Emma Peto	Staff Governor	Elected by staff	Sat on F&GP and Staffing Committees	30 September 2013	31 August 2015
Vinod Pindoriya	Parent Governor	Elected by parents	Sat on F&GP Committee	1 November 2010	24 September 2014



## Hendon School Governing Body information

### Governing Body/Committee attendance 2014 to 2015

Governing Body		26.09.2014	14.10.2014	10.11.2014	9.12.2014	5.03.2015	17.03.2015	14.07.2015
Macalpine	Andrew	✓	✓	✓	✓	✓	✓	✓
Barton-Hanson	Renu	x	✓	x	✓	x	x	✓
Batra	Raj	✓	x	x	x	x	x	x
Baxter	Lucy	x	x	x	n/a	n/a	n/a	n/a
Baumgartner-Cohen	Beatrice	x	x	x	✓	✓	✓	✓
Conn	Francesca	x	✓	✓	x	✓	x	✓
Dunleavy	Naila	x	✓	✓	✓	x	✓	✓
Dunne	Jim	n/a	n/a	n/a	n/a	x	✓	✓
Francis	Angela	x	n/a	n/a	n/a	n/a	n/a	n/a
Ghaffari	Firoozeh	✓	✓	✓	x	✓	✓	✓
Husain-Ali	Amreena	✓	✓	✓	x	x	x	x
Lee-White	Anna	n/a	n/a	n/a	✓	✓	✓	✓
Maslin	Chris	✓	✓	✓	✓	✓	✓	✓
Mehigan	Sinead	n/a	✓	✓	✓	✓	✓	✓
Nagle	Steve	x	x	✓	✓	✓	x	✓
Peto	Emma	x	x	n/a	n/a	n/a	n/a	n/a
Povey	Rhona	✓	✓	✓	✓	✓	✓	✓
Starling	Nick	x	✓	x	✓	✓	✓	✓

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Varley	Louise	✓	✓	✓	✓	✓	✓	✓
Winiecki	Adrian	✓	✓	x	✓	✓	x	✓
Woodworth	Anna	x	✓	✓	x	x	✓	✓

<b>Admissions Committee</b>		<b>21.10.2014</b>	<b>09.03.2015</b>
<b>Varley</b>	<b>Louise</b>	✓	✓
Husain-Ali	Amreena	x	n/a
Macalpine	Andrew	✓	✓
Maslin	Chris	✓	✓
Nagle	Steve	x	x
Povey	Rhona	✓	x
Starling	Nick	✓	x

<b>Audit Committee</b>		<b>07.10.2014</b>	<b>02.12.2014</b>	<b>24.02.2015</b>	<b>12.05.2015</b>
<b>Woodworth</b>	<b>Anna</b>	✓	x	✓	✓
Ghaffari	Firoozeh	✓	✓	✓	✓
Povey	Rhona	✓	✓	✓	✓
Varley	Louise	✓	✓	✓	✓

		<b>25.09.2014</b>	<b>20.01.2015</b>	<b>27.04.2015</b>
<b>Chairs</b>		<b>Sub-Committee</b>	<b>Sub-Committee</b>	
<b>Macalpine</b>	<b>Andrew</b>	✓	✓	✓
Husain-Ali	Amreena	✓	✓	?

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Ghaffari	Firoozeh	✓	✓	✓
Povey	Rhone	✓	✓	✓
Starling	Nick	x	✓	✓
Varley	Louise	✓	✓	✓
Woodworth	Anna	n/a	x	x

<b>Curriculum Committee</b>		<b>30.09.2014</b>	<b>09.02.2015</b>	<b>21.05.2015</b>
<b>Starling</b>	<b>Nick</b>	✓	✓	✓
Barton-Hanson	Renu	✓	✓	✓
Husain-Ali	Amreena	✓	✓	?
Macalpine	Andrew	✓		
Povey	Rhona	✓	✓	x
Varley	Louise	✓	✓	✓
Winiecki	Adrian	✓	✓	✓

<b>F&amp;GP Committee</b>		<b>21.10.2014</b>	<b>13.01.2015</b>	<b>12.3.2015</b>	<b>12.5.2015</b>	<b>14.07.2015</b>
<b>Ghaffari</b>	<b>Firoozeh</b>	✓	✓	✓	✓	✓
Batra	Raj	x	x	x	x	x
Baxter	Lucy	x	N/a	N/a	N/a	N/a
Baumgartner-Cohen	Beatrice	x	✓	✓	x	✓

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Macalpine	Andrew	✓	✓	✓	✓	✓
Maslin	Chris	✓	x	x	✓	✓
Nagle	Steve	✓	x	✓	✓	x
Peto	Emma	x	N/a	N/a	N/a	N/a
Povey	Rhona	✓	✓	✓	✓	✓
Starling	Nick	✓	x	✓	✓	✓
Woodworth	Anna	x	✓	✓	✓	✓

<b>Staffing Committee</b>		<b>20.09.2014</b>	<b>24.02.2015</b>	<b>23.06.2015</b>
<b>Maslin</b>	<b>Chris</b>	✓	✓	✓
Batra	Raj	x	✓	✓
Baumgartner-Cohen	Beatrice	✓	x	✓
Conn	Francesca	✓	✓	✓
Ghaffari	Firoozeh	✓	✓	x
Macalpine	Andrew	✓	✓	✓
Peto	Emma	N/a	N/a	N/a
Povey	Rhona	✓	✓	✓
Varley	Louise	✓	✓	✓

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<b>Student Welfare Committee</b>		<b>10.11.2014</b>	<b>23.02.2015</b>	<b>09.06.2015</b>
<b>Husain-Ali</b>	<b>Amreena</b>	✓	✓	✓
Barton-Hanson	Renu	x	n/a	n/a
Baxter	Lucy		n/a	n/a
Dunleavy	Naila	✓	✓	x
Dunne	Jim	n/a	x	x
Lee-White	Anna	n/a	n/a	✓
Mehigan	Sinead	✓	✓	✓

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### Governing Body/Committee attendance 2015 to 2016

Governing Body		13.10.2015	08.12.2015	10.11.2014	9.12.2014	5.03.2015	17.03.2015	14.07.2015
Macalpine	Andrew	✓	✓	N/A				
Batra	Raj		✓	x	x	x	x	x
Baumgartner-Cohen	Beatrice		x	x	✓	✓	✓	✓
Conn	Francesca	x	x	✓	x	✓	x	✓
Dunleavy	Naila	x	N/A	✓	✓	x	✓	✓
Dunne	Jim	n/a	✓	n/a	n/a	x	✓	✓
Ghaffari	Firoozeh	✓	✓					
Husain-Ali	Amreena	✓	✓	✓	x	x	x	x
Lee-White	Anna		x	n/a	✓	✓	✓	✓
Maslin	Chris	✓	✓	✓	✓	✓	✓	✓
Mehigan	Sinead							
Povey	Rhona	✓	✓	✓	✓	✓	✓	✓
Jagnisha	Shavdia	N/A	✓					
Starling	Nick		✓	x	✓	✓	✓	✓
Varley	Louise		✓	✓	✓	✓	✓	✓
Winiecki	Adrian		✓	x	✓	✓	x	✓
Woodworth	Anna		✓	✓	x	x	✓	✓