



Annual Governance Statement for the Governing Body of Kelmscott School

July 2020

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the Kelmscott School are:

1. Ensuring clarity of vision , ethos, and strategic direction
2. Holding the Headteacher to account for the educational performance of the school and students
3. Overseeing the financial performance of the school and making sure its money is well spent

<p>Governance Arrangements</p>	<p>The governing body of Kelmscott School is made up of the following:-</p> <ol style="list-style-type: none"> 1. 1 Co-opted governor (LA governor) 2. 7 Co-opted governors (inc 2 staff) 3. 4 Parent governors 4. 1 Staff governor 5. The Headteacher <p>We currently have 3 co-opted governor vacancies and 1 parent governor vacancy.</p> <p>The full governing body meets once each term with additional meetings if required. We have 2 committees:-</p> <ol style="list-style-type: none"> 1. Finance, Personnel and Premises Committee 2. Learning Committee <p>These 2 committees consider different aspects of the school enabling the full governing body to adopt strategic approach to running the school.</p> <p>We also have sub-committees that meet as required to consider student discipline and staffing matters.</p> <p>A list of governors and their roles is attached</p>
<p>Attendance record of governors</p>	<p>Meetings have to be attended by a minimum number of governors to ensure that our decisions are legally binding. The governors have an excellent attendance record, details of which are attached.</p>
<p>The work that we have done on our committees and in the governing body</p>	<p>The governing body this year has found themselves overseeing some very important work, namely Ofsted and of course the school's response to Covid-19. The former saw the school receive a Section 8 Inspection in January 2020 to ascertain whether the school was still a 'good' school. Following a challenging but ultimately very good and typical two Kelmscott days, the school was judged to still be 'good'. The role that governors played in this was significant with the Chair and Vice-chair being interviewed at length and the minutes of all recent governors' meetings being scrutinised considerably. In the feedback, the work that governors do was highlighted as a significant strength of the school.</p> <p>Covid-19 has of course provided a huge challenge for all of us these past months and it was no different for the governing body. Responding to the ever changing</p>

requirements, ensuring students and staff are kept safe has been extremely difficult. Governors have asked sensible questions and although opinion has differed on various issues, a sensible course has been plotted. At the time of writing, we are not out of the woods yet but by working together we will hopefully get through to the other side sooner rather than later.

Despite Ofsted being the main focus, prior to lockdown, there was still much work carried out both within the Learning Committee and the Finance, Premises and Personnel Committee. Our work in the early part of the year focused on the examination results. Whilst there were some significant successes, we were concerned about the dip in Progress 8 as well as some in school variation in certain departments. Whilst there were some very specific reasons for this that relate to the 2019 cohort, much scrutiny will be placed going forwards on the progress of all students.

Significant challenges also faced the Finance Committee as it continued to grapple with the reality of budget cuts and increased costs. We were pleased to hear, earlier in the year, that the postponed school expansion project would be going ahead in readiness for an additional tutor group in Year 7 for September 2020. This work would significantly improve the facilities in school and provide more reasons as to why local families would want to choose Kelmscott as a secondary school for their children.

To summarise the main work of the Governing Body this year, we have:

- ❑ Held the school accountable for its summer 2019 examination results.
- ❑ Prepared for a contributed to Ofsted Jan 2020
- ❑ Supported the school through Covid-19 and all the challenges it has brought
- ❑ Monitored and considered the progress of all students including specific groups such as the lower and middle attainers, boys and those with SEND.
- ❑ Questioned senior staff about the quality of teaching in the school and discussed any concerns the senior leadership may have, and asked the school to provide evidence that teachers are being supported and monitored.
- ❑ Scrutinised the appraisal process and made decisions on staff performance.
- ❑ Carried out a review of students' mobile phone use.
- ❑ Reviewed our arrangements for safeguarding and made improvements as required.
- ❑ Ensured that the schools resources continue to be used well, including ensuring the budget constraints have had the minimum impact on teaching and learning. Continued our partnership work with other schools.
- ❑ Continued to work closely with the local authority as a maintained school.

Finance, Personnel and Premises Committee

The first meeting of the academic year took place in October 2019, when Mark Holding was elected as Chair and the terms of reference were agreed. The first order of business was a review of the LBWF Internal Audit Report received during the summer break. Governors are pleased to have received the rating of Reasonable Assurance and set to work on an action plan to address 4 medium and 5 low risk observations. There were no critical or high risk findings.

Autumn term meetings also included a detailed examination of mid-year performance of income and expenditure against the budget plan set earlier in the year, inspection and recommendation of the H&S Annual Report, Asset Register and Staff Declarations of Interest and a review of the Best Value Statement.

As part of monitoring the budget, Governors have scrutinized the value of spending on services and contracts and most importantly the effectiveness of staffing throughout the school; considering rising costs against the need to sustain a broad and balanced curriculum. The impact of pupil premium funding/spending has also been considered.

In addition, the committee undertook its annual review of the appraisal process, pay recommendations and the salary assessments of staff in the autumn term.

Prior to the COVID lockdown in the Spring of 2020, Governors were able to consider the Financial Risk Register and Statement of Internal Control guided by the recommendations from our Audit Report and review the School's Financial Regulations. As the end of the financial year approached so did the need to meet remotely to consider the school's outturn and plan a three budget. Following remote discussion, the committee recommended the 2019-20 Outturn, 2020-2023 Budget Plan and assessment against the School's Financial Value Standard to the full governing body, which were unanimously approved in May 2020.

As expected, much of the committee's work since May has been a full consideration of the health and safety implications of working in lockdown and the school's access arrangements for vulnerable students through to three phases of partial opening. Governors prioritised the spending on meals for students, PPE, cleaning and resources to support student learning and welfare and staff wellbeing during the crisis. Governors' have also secured additional capital match funding for development of the black playground to a multi-sport MUGA and are currently applying for funds to cover the additional costs incurred as a result of COVID.

Learning Committee

The learning committee has met five times across the year and has had a focus on a range of issues including the teaching and learning strategy in school, performance of key groups of students such as the achievement of boys and attendance figures.

In September we discussed the summer 2019 examination results. We were concerned about the dip in terms of Progress 8 although attainment stayed broadly in line with recent years.

The Learning Committee reviewed the school's SEF that focused on retrieval practice and embedding lesson study. Regular updates were also given on the school's Department Review that continues to go from strength to strength. In response to the dip in progress in the summer's results, the Learning Committee worked with the SLT to explore a new way of tracking progress in KS4, trying to engender buy in from students, families and staff. The school have designed the '100 Score' that has been trialled this year. The Learning Committee will work with the school to review this.

We have continued to monitor the curriculum and considered carefully its breadth and balance. Some discussions were had around the place of RE and why it is compulsory for all students. This is something that will be returned to in more detail next year. Ofsted were impressed by the curriculum on offer at Kelmscott. We are proud that despite the pressures, from budget constraints, the school still offers a broad and balanced curriculum which more than meets the needs of all of the students at Kelmscott.

	<p>A consultation has taken place around the use of mobile phones at Kelmscott. The school had serious concerns about the damage phones cause through their permitted use at break and lunch times outside of the school buildings. The Learning Committee felt though that technology offered some advantages in the classroom and felt it prudent to ensure that staff could still take advantage of the use of mobile phones in the classroom. As such mobile phones are still permitted on school site but only at the discretion of the teacher.</p> <p>The committee have reviewed the impact of the new behaviour strategy in school that has been a real success so far. This is something that will become a standing agenda item next year and beyond.</p> <p>The committee is pleased to continue to support the work the school is doing to develop the partnerships that have been established over time. We recognise the importance of partnerships such as the Waltham Forest Challenge and the Green School Teaching Alliance, as well as the West Walthamstow Partnership (WWP). Governors are very supportive of these partnerships and recognise the contributions they give in regard to our educational values. There was an excellent turn out at the WWP shared governors meeting earlier in the school year that was hosted at Kelmscott.</p> <p>Lastly, the committee spent much of the latter part of the year supporting the school during the Covid-19 outbreak as the school endeavoured to maintain its support for students' learning during this difficult time.</p>
How you can contact the governing body	<p>We are interested in your ideas. We welcome your suggestions and your feedback. Please contact the chair of governors, Ms Kiri Tunks, via the school office; we would be pleased to hear from any parents/carers.</p> <p>The full list of governors, their roles and their attendance at meetings are available on the website.</p>



Link Governors – July 2020

Link Governor	Type of Governor	Area	Committee
VACANCY	Co-opted		
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Sonia Hunt	Co-opted	Art (inc photography/media/textiles)	Learning
Amarjit Myers	Co-opted	Performing Arts	Learning
Kiri Tunks (CHAIR)	Co-opted (LA)	Child Protection / Safeguarding / English	FPP
VACANCY	Parent		
Alanna Molloy	Parent	TBC	FPP
Scarlet Harris	Parent	TBC	Learning
*Adam Gibson	Parent	Teaching & Learning / Maths & Numeracy	Learning
VACANCY	Co-opted (Staff)		
Stephen Madge	Co-opted (Staff)	TBC	FPP
Karla Shepherd	Staff	RE / SMSC	FPP
Mohsin Zaidi	Associate	EAL & More Able	Learning
Sam Jones	Headteacher	Leadership	All sub-committees
Siobhan Hosein	Observer		FPP

Learning	Finance, Premises & Personnel
*Adam Gibson (Chair)	Sam Jones
Sam Jones	Siobhan Hosein
Amarjit Myers	Kiri Tunks
Sonia Hunt	Karla Shepherd
Scarlet Harris	Stephen Madge
Mohsin Zaidi	Alanna Molloy