



Annual Governance Statement for the Governing Body of Kelmscott School
July 2022⁺

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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

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<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 2 co-opted (staff) vacancies one parent governor vacancies.</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 & Skills Analysis</p>	<p>Meetings have to be attended by a minimum number of governors to ensure that our decisions are legally binding. Attendance for 2020/2021/2021/2022 has been excellent.</p> <p>The governors have an excellent attendance record, details of which are attached. Training is regularly undertaken</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 as the school returned to new and improved pre-lockdown routines and systems, the completion of Phase 1 of our expansion works and of course the school's response to Covid 19.</p> <p>Phase 1 of the expansion, although slightly delayed due to COVID 19 restriction was completed early in the Spring Term and</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>

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~~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.~~

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

- ❑ Held the school accountable for its summer 2021 TAGs.
- ❑ Supported the school through post 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~~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.
- ❑ Reviewed our arrangements for safeguarding and made improvements as required.
- ❑ Consulted on the closure of our Post 16 provision and changes to our TLR structure
- ❑ 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.
- ❑ Continued to work closely with our partner schools in the West Walthamstow Partnership

~~Our priorities for the coming year, in addition to continuing with our 5 year journey in and out of the classroom and our Covid 19 response, are to address some important community issues; such as Black Lives Matter, anti-sexist and anti-racist standpoints under the banner "everyone an ally".~~

Finance, Personnel and Premises Committee

~~The committee has faced significant challenges from its first meeting in~~ 1st meeting of the academic year ~~took place~~ in October 2021 as it continued to grapple with the reality of budget cuts and increased costs. remotely, when Alanna Molloy was elected as Chair and the terms of reference were agreed. The first order of business was a review Covid-19 safety measures. These measures included ensuring every classroom was provided with cleaning, product, hand sanitiser and tissues and that every student was provided with a face mask each day, additional cleaning routines for specialist rooms and equipment, additional agency staff to cover isolating colleagues and the set up and staffing of our LFT testing station. Governors are pleased that the safety measures and risk assessment reviews have continued to keep students and staff safe during difficult times and regard keeping the school community safe was rightly prioritised over the school's financial position this year.

Autumn term meetings continued to be on-line and 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 and the on-going impact of Covid-19

safety expenditure. The impact of pupil premium funding/spending has also been considered.

The governing body continues to work closely with the school on improving and refreshing the school's policies to be fit for purpose.

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

In the Spring of 2021², 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 review the support staff structure in order to ensure the changes to work routines and increased technology were represented in staff job descriptions.~~

In the summer term, the committee recommended the 2020¹-2021² Outturn, 2021-2022³ Budget Plan and assessment against the School's Financial Value Standard ~~the period with a summer approach to 2021-22. The following core costs have been included to support~~

~~As expected, much of the committee's work this year has been a full consideration of the health and safety implications of working in lockdown and the return to face to face lessons, the school's access arrangements for vulnerable students and ensuring that measures were in place to ensure students continued to have access to school meals.~~

The coming year will see a focus on raising income to support learning and continuing the transformation of manual processes into more time efficient and cost-effective digital ones.

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 and attendance figures. ~~Much of the discussion this year, however, focussed on the quality of and the engagement with Online learning while the school was open to only the vulnerable and children of key worker students.~~

In the first two meetings of the year in September 2020¹, Governors reviewed the Year 11 GCSE Results (~~Centre Teacher~~ Assessed Grades) and discussed the targets to be ~~set for the year. The committee will continue to monitor the data and report on progress.~~

Later meetings deliberated on ~~the process for the collection of data to inform Teacher Assessed Grades (TAGs) which replaced exams in the summer of 2021.~~ In particular, the committee urged the school to consider external moderation of ~~grades in order to maximise confidence in TAGs. The school did implement a policy of collaborative moderation with Willowfield and other schools which was felt to be beneficial for staff CPD, the continuing impact of COVID, including the strategies in place to continue with productive learning in times of heightened levels of teacher sickness, student voice and co-curricular opportunities~~

The Learning Committee reviewed the school's SDP and the new School Development plan priorities were discussed which include developing the 5 year Co-Curriculum and Character Development journeys to accompany the ~~the school's SDP and the new School Development plan priorities were discussed which include developing the 5 year Co-Curriculum and Character Development journeys to accompany the~~

	<p>We have continued to monitor the curriculum and considered carefully its breadth and balance; with <u>regular updates on the school's Department Review that continues to go from strength to strength and an in depth look at the co-curricular strategy.</u></p> <p>and bringing in the curriculum of the PSUA. We would like to see if the school offers a broad and balanced curriculum which more than meets the needs of all of the students at Kelmscott. <u>The teaching of Latin, Ancient Greek and Ancient History, and the planned creation of a Classics Department, is a particular high point.</u></p> <p>The summer term saw the launch of a consultation proposing a change to the school day; moving permanently to a 3-session day from September 2021.</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.</p> <p>Lastly, the committee spent much of the year supporting the school during the Covid 19 outbreak as the school endeavoured to maintain successfully extended and improved its support for students' learning during this difficult time.</p>
<p>How you can contact the governing body</p>	<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>

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Link-Governing Body Memberships – July 2022

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Link Governor	Type of Governor	Area	Committee
Sheila Trotman	Co-opted	Behaviour & Attendance	Learning FPP
Reka Hollos	Co-opted	Health & Safety	Learning
Umar Nawaz	Co-opted (Parent)	SEND	Learning FPP
Sonia Hunt	Co-opted	Training	Learning
Amarjit Myers (VICE CHAIR)	Co-opted (Parent)	Literacy/Training	Learning
Kiri Tunks (CHAIR)	Co-opted (LA) Local Authority	Child Protection / Safeguarding	FPP
Charlotte Macken	Co-opted	SEND	FPP
*Alanna Molloy	Parent	More Able	FPP (Chair)
Scarlet Harris	Parent	GDPR	FPP Learning
*Adam Gibson	Co-opted (Parent) Parent	Numeracy	Learning (Chair)
Stephen Madge	Staff	Behaviour & Attendance/Website & Communications	FPP
Karla Shepherd	Co-opted (Staff)		FPP
Mohsin Zaidi	Associate	More Able	Learning
Holly Bembridge	Parent		Learning
Hanan Al-Naijar	Co-opted		FPP
Sam Jones	Headteacher	Leadership	All sub-committees Learning & FPP
Mohsin Zaidi	Associate (non-voting)	More Able	Learning
VACANT	Parent		

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