

Annual Governance Statement for the Governing Body of Kelmscott School

July 2025

In accordance with the Government 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**

Governance Arrangements

The governing body of Kelmscott School is made up of the following:

1. 1 Co-opted governor (LA governor)
2. 7 Co-opted governors
3. 4 Parent governors
4. 1 Staff governor
5. The Headteacher

We currently have no vacancies.

The full governing body meets once each half term. We have 3 committees:

1. Finance, Personnel and Premises Committee
2. Learning Committee
3. Pay Committee

These 3 committees consider different aspects of the school enabling the full governing body to adopt strategic approach to running the school.

We also have sub-committees that meet as required to consider student discipline and staffing matters.

A list of governors and their roles is available on our website.

Attendance Record & Skills Analysis	Meetings have to be attended by a minimum number of governors to ensure that our decisions are legally binding. Attendance for 2024/2025 has been excellent. The governors have an excellent attendance record, details of which are attached. Training is regularly undertaken.
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The work that we have done on our committees and in the governing body

Over the course of the year, the Full Governing Body of Kelmscott School met regularly to oversee the strategic direction, financial health, and educational performance of the school. Key actions and developments included:

Leadership and Governance: Governors reviewed and confirmed membership, welcomed new members, and held elections for Chair and Vice-Chair roles. A strong focus was maintained on safeguarding training, the Code of Conduct, and updating governor bios and DBS checks. A skills audit and diversity feedback were also commissioned to strengthen governance practice.

Ofsted Inspection: The Governing Body supported preparations for the Ofsted inspection and received detailed feedback from the Headteacher. Governors were proud of the outcome, which praised the school's curriculum ambition, exemplary behaviour, and strong leadership, while highlighting a single area for development around curriculum retention strategies. Governors will continue to monitor this through committee scrutiny.

Strategic Development: Governors received regular updates on the School Development Plan, the Teacher Research Project, the successful West Walthamstow Partnership INSET day, and the school's continued work on the Global Schools Alliance. They approved ongoing investment in eco-schools work and noted positive engagement in co-curricular activities.

Safeguarding and Student Wellbeing: Safeguarding remained a key priority, with regular reports from the Safeguarding Link Governor and senior leaders. Governors noted growing mental health needs among students and rising numbers of students experiencing homelessness. Actions included reviewing support strategies and proposing allocation of funds to help with school travel.

Premises and Expansion: Governors monitored the school's expansion plans, which included new facilities for PE, music, SEND, and staff. They were also kept informed on the installation of a new 4G pitch and ongoing site safety and compliance through Health and Safety reports.

Finance and Risk: Governors ratified key statutory financial documents including the Business Continuity Plan, Scheme of Delegation, and Internal Controls. They scrutinised the Financial Risk Register and SFVS return and debated ethical procurement practices as part of the Best Value Statement review.

Policy Oversight: A number of policies were ratified including the Complaints Policy, Whistleblowing Policy, and the Business Continuity Plan. The Whistleblowing Policy was referred back for further review to ensure up-to-date contact information.

Parental Engagement and Co-Curricular Enrichment: Governors welcomed the creation of a new Parent Action Group aimed at forming a PTA. The Headteacher reported high levels of parental involvement and strong feedback during the Ofsted process, with 95% of parents saying they would recommend the school.

The Governing Body remains committed to upholding the school's values and ensuring all decisions reflect the best interests of students, staff, and the wider school community.

Finance, Personnel and Premises Committee

Over the course of the academic year, the Finance, Personnel and Premises Committee maintained close oversight of Kelmscott School's financial performance, staffing strategy, and site development plans. The committee met regularly to monitor budget forecasts, approve key policies, and ensure effective use of public funds in support of the school's strategic aims.

A key focus was the school's financial position. Governors reviewed termly outturn reports and received detailed updates on income and expenditure. By the end of the year, the school reported a projected in-year surplus of approximately £385,000, with a total revenue carry forward of over £675,000. This strong financial performance was achieved despite economic pressures and reflects prudent budgeting, particularly around energy and staffing costs. The committee supported plans to reinvest part of this surplus into vital infrastructure improvements, while recognising the potential long-term impact of falling student numbers on future income.

Budget planning for 2025–26 and beyond was reviewed in detail. Governors scrutinised the three- and five-year forecasts, which indicated a manageable in-year deficit for 2025–26 due to planned capital investments. The forecasts project a return to surplus in future years. The committee confirmed that the school is well placed to manage future financial pressures, including the end of growth funding from the local authority. Governors also examined assumptions relating to staffing, inflation, and utility costs.

The committee reviewed the draft budget in full and recommended it for ratification by the full governing body. Additional income from the National Insurance Grant was noted, along with a clear breakdown of staff and premises costs. Governors asked questions throughout to ensure that the school's assumptions and projections were realistic and that spending remained aligned with priorities.

Staffing was another key area of oversight. The committee was kept informed of recruitment activity across teaching and support roles. Despite changes in the English department, governors were reassured that staff departures were for genuine personal reasons and that recruitment had been successful. The school continues to plan for future workforce needs, including consideration of the apprenticeship levy to upskill existing staff.

The committee also played an active role in overseeing premises and site development. Governors reviewed the school's updated Asset Management Plan, which outlined priorities such as new tiered hall seating, improved ventilation, whiteboard replacements, and resolving ownership of floodlighting. Projects were prioritised by need and feasibility, and decisions were linked to available budget and long-term benefit. Governors praised the clarity of the reporting and the alignment between strategic site planning and the school's improvement goals.

Key policies such as the Cyber Security Policy and Abusive Visitors Risk Assessment were reviewed and approved during the year. The committee also monitored key processes including staff declarations of interest, the Schools Financial Value Standard (SFVS), and catering provision through The Pantry. Improvements to meal options and payment systems were welcomed, with governors continuing to challenge on the quality and accessibility of food for all students, including those entitled to free school meals.

In summary, the Finance, Personnel and Premises Committee has provided rigorous scrutiny and constructive support throughout the year. Its work has helped ensure that the school remains financially secure, strategically resourced, and well placed to meet the needs of students and staff now and in the future.

Learning Committee

Over the past academic year, the Learning Committee has continued to play a vital role in supporting and challenging the school's efforts to raise standards in teaching, learning and student outcomes. Meeting each term, the committee reviewed curriculum development, academic performance, inclusion strategies and wider improvement initiatives across all year groups.

A key area of focus was the performance of students at Key Stage 4. Governors closely monitored Progress 8 and Attainment 8 scores, along with key indicators such as English and Maths results. The committee supported a number of targeted strategies designed to raise outcomes, including small group tuition, mentoring and subject-specific interventions. Governors also welcomed the introduction of the "Critical 30" strategy; this enables a carefully selected group of Year 9 students to take three GCSE options instead of four, allowing additional time for Maths and English. The aim is to improve outcomes for students who are capable but at risk of missing key benchmarks.

The committee reviewed progress against the School Development Plan, which focused on four key strands: strengthening the SEND curriculum; improving behaviour and conduct; supporting staff through a Teacher Research Project; and developing Kelmscott's work as a 'Global School'. Governors received detailed updates on how teaching is being adapted to support students with Education, Health and Care Plans, and how staff training is being used to embed inclusive practices across the curriculum. The school's expectations and values have been reinforced through "The Kelmscott Way", and the committee noted a positive reduction in suspensions thanks to a clear, stepped approach to behaviour management.

The Teacher Research Project has given all teaching staff the opportunity to explore and apply new pedagogical strategies. This work is supported through regular observations, peer feedback and a CPD lecture series. Governors were encouraged by the strong teaching observed and the school's commitment to professional learning. The school is also reviewing

	curriculum content across departments to ensure it is inclusive, diverse and relevant. Assessment and progress tracking were discussed regularly, including the introduction of standardised GL assessments in Years 7 to 9. These provide additional data to help identify gaps in learning and support early intervention. Governors were also kept informed of attendance and punctuality data; the school's attendance has improved and is above the national average, although lateness remains an area for ongoing focus. The committee received and reviewed the school's Student Premium Strategy, including its impact on attendance, engagement and attainment. Governors praised the range of support offered, such as study clubs, reading interventions and co-curricular opportunities, and noted a continued commitment to evaluating what works best for students. Kelmscott's growing international links were also supported by the committee. This included partnerships with schools in Spain and China, which are helping to broaden students' cultural awareness and global outlook. Throughout the year, the Learning Committee has worked closely with school leaders to ensure that all students are supported to succeed. Governors have provided both challenge and encouragement, always with the aim of ensuring the best possible education and experience for every young person at Kelmscott.
How you can contact the governing body	We are interested in your ideas. We welcome your suggestions and your feedback. Please contact the chair of governors, Dr Susan Thomas, via the school office; we would be pleased to hear from any parents/carers. The full list of governors, their roles and their attendance at meetings are available on the website.