



Annual Governance Report for Kilburn Grange School Local Governing Body 2017-18

Kilburn Grange School is sponsored by Bellevue Place Education Trust and opened as a Free School in September 2015. By October census in 2017 the school had 128 pupils across Reception and Years 1 and 2. The school will grow to a capacity of 420 pupils in September 2021.

Working in partnership with the Headteacher and other staff, Governors in 17-18 were involved in strategically managing the implementation of:

- setting the school's aims and policies;
- improving standards of teaching and achievement;
- agreeing the school's budget plan and monitoring expenditure;
- interviewing and appointing teachers and support staff;
- acting as a link between the local community and the school;
- dealing with complaints about the school;
- creating the School Development Plan and monitoring the success of the plan by contributing to the School Evaluation Form (SEF).

Governance Arrangements

The Local Governing Body of Kilburn Grange School (KGS) was made up of 2 staff governors (including the Headteacher), 2 elected Parent Governors and 6 Community (Sponsor appointed) Governors. The Community Governors are appointed by Bellevue Place Education Trust. In 2017/18 a new parent governor Jennifer Fee joined the Governing Body . The Local Governing Body met twice each term, and there were established Link Governors in key areas such as Finance which comprised of a Finance Committee, Curriculum, Pupil Premium ,SEND, Health and Safety, Behaviour (including attendance)and Safeguarding.

In 2018 the Trust consulted upon and are enacting new governance arrangements from September 2018 and KGS will now be overseen by a Local Advisory Board whose membership will be finalised at its first meeting on 25th September.

Attendance record of governors

Governors have excellent attendance at meetings and a meeting has never been cancelled because it was not "quorate" (the number of governors needed to ensure that legal decisions can be made). See page 4 for details of the attendance of individual governors at meetings. Information regarding the Local advisers (formerly governors) can also be found at www.kilburngrange.org.uk.

The work that we have done on our committees and in the

The full Governing Body met 6 times in the last academic year, the school's third year of operation.

At each meeting the LGB received an update from the Headteacher either verbally or via a detailed termly report and a standard report from the Clerk

<p>Board of Governors</p>	<p>on progress with decisions taken by the LGB/ reports of Governor visits and learning walks in the school. The LGB also receive an update on Governor training and developments with the school site plus progress on school policies reviewed individually by Lead Governors.</p> <p>In the academic year 2017/18 the link governors made a number of visits to the school and provided written reports for discussion at LGB meetings.</p> <p>AUTUMN TERM 2017</p> <p>The GB considered the key following business:-</p> <ul style="list-style-type: none"> - A Yearly Governor workplan created by the Headteacher. - School budget update including pupil numbers at the October census. - The GB agreed 3 key priority areas in the 17-18 School Development Plan (Attendance/Standards of writing throughout the school /Challenging all staff to ensure that the gap is closing and the pupils meet or exceed national expectations in GLD phonics and KS1 SATs.) and identified key success areas from 2016-17. - Safeguarding is a vital area of school life and the Headteacher and Lead Governor reported on this activity at each meeting providing assurance to Governors. - GB approved the staffing structure for the year and received details of the performance management of the staff. - GB received Data in Autumn Term 2 on progress of the children in all the 3 Year groups. - GB received reports from the Link Governors for Special educational needs/Pupil Premium, Behaviour and Safeguarding. - Marketing and parental engagement including a successful presence at the 2017 Queens Park day. - Admissions Policy 2019/20. - BPET Autumn Term report to the Governing Body of all its schools. - School site update and progress with ongoing snagging works. - The Headteacher termly written report focused on key aspects of the school including key data for the children/attendance and behaviour/Website and Communication/staffing /Admissions/ parental and Community engagement and the outcome of the September external visit by the DfE assessor. - A review of the School Self-evaluation Plan (SEF). - The GB undertook an Audit of Skills analysis and agreed next steps for Governor Training. <p>SPRING TERM 2018</p> <p>The GB considered the key following business:-</p> <ul style="list-style-type: none"> - Agreeing priority areas for improving the progress of the childrens' learning following discussion of the Autumn term data for the 3 year groups. - Discussion on progress with the updated School Development Plan. - A review of the School Self Evaluation Plan. - The Headteacher report covering attendance/Admissions/Site Management and parental engagement. - Preparations for the school's first Ofsted inspection and developed their work around 'Knowing our School'.
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- GB agreed the 18/19 Term Dates.
- Link governor reports on Finance and a review of the 18-19 budget.
- Pupil Premium Allocation and Action Plan 2017-18.
- In year admissions.
- In March the GB received a presentation from the Chief Executive of the Trust and a representative from the National Governors Association on proposed changes to Local Governance Arrangements. GB made the formal response to the consultation.
- GB reviewed the updated SDP and SEF. GB was pleased to note following the previous discussion at January GB there had been significant progress in the areas of quality of teaching and learning and staffing and that the highlighted weaknesses had been addressed and the school were in a more secure place.
- Spring term report from DfE assessor.
- Outcome of the Trust's Safeguarding audit and BPET Termly Governance report to LGB's.
- The GB reflected on the impact of their Spring Term meetings and believed that their key focus was clearly on the data priorities and to ensure safeguarding is a strong element of the school and that it had further developed its understanding of school governance at KGS in light of the presentation.

SUMMER TERM 2018

The GB considered the key following business:-

- A finance report and update on the 2018-19 budget process.
- Latest version of the SEF on a section by section basis.
- Admissions Update for September 2018 which was positive.
- Staffing structure for 18-19 as the school continues to grow.
- Performance Management and appraisal arrangements for the staff.
- Latest update on the School Development Plan and the latest performance Pupil Data for the 3 Year Groups. In respect of data GB had before them detailed data for all 3 year groups and GB was pleased to note that for Y1 the school hoped to exceed the national average of phonics screening.
- The GLD prediction of 75% is the highest ever for the school.
- The GB reflected on their Summer Term 1 meeting and believed that the issues discussed within the staffing structure and the SEF clearly outlined the school's key priorities for the rest of the school year.
- At their July meeting GB received a confidential update on the outcome of the recent Ofsted inspection but the final report would not be received until after the end of the school year. Some of the issues raised by the Inspector will, however, being taken into account in the school development plan for 18/19.
- The termly headteacher report included data for End of Year outcomes from 2017/18 / Attendance and punctuality/ Community Engagement and Events/ Curriculum updates and development/ External moderation of school data and parental feedback on the school.
- The GB agreed their priorities in the School Development Plan for 18-19.
- GB received details from the Trust on the final agreed Governance model and agreed that the first LAB meeting should take place towards the end of September to reflect the above priorities and that the final transition to the new LAB be agreed and take effect from autumn term 2 meeting to be held

	in November.
Governance priorities 2018-19	<p>The Local advisory Board in September confirmed their governance priorities for 2018-19 through the School Improvement Plan (Leadership and Management):</p> <ul style="list-style-type: none"> • Ensure that leaders provide challenge and support to colleagues and children to ensure that standards of teaching and learning are high and lead to good progress and outcomes. • Continue to develop current leadership through coaching, Trust-wide and Local Authority collaboration, ensuring that leaders can articulate their impact on whole school improvement. • Begin to develop leaders for all areas so that all curriculum areas have a 'champion' (PP, art, music, history/geography etc.). • Select good CPD opportunities to ensure that leaders drive standards and create an effective middle leadership team. • Ensure that there is clarity about the roles and responsibilities of the Local Advisory Board, as the Local Governing Body is phased out. • Establish the LAB and ensure that members are clear about their roles and responsibilities. Carry out a skills audit. • Present the LAB to the staff, parents and children, ensuring that key roles and responsibilities are clear to all stakeholders. • Establish a cycle of portfolio visits in advance so that these link to LAB meetings.

Members of the Kilburn Grange School Local Governing Body 2017-18

Governor	Role on LGB	Type of Governor	Date appointed
Mark Lowe	Former Chair and lead Governor for Safeguarding/Leadership and Management /Writing	Community Governor	July 2015 Resigned July 2018)
Jonathan Kruger	Lead Governor for Pupil Premium and Co Lead governor finance	Parent Governor	October 2016
Damon Lacey	Current Chair and Lead Governor for Health and Safety/Premises/SEN	Community Governor	July 2015
Sarah Storey	Staff Governor and Link governor for Phonics	Staff Governor	May 2017
James Mutton	Lead Governor for Behaviour	Community Governor	October 2016- resigned July 2018
Amanda Burgess	Sponsor Rep	Trust appointed Governor	September 2015 until 31 July 2018
Helen Richardson	Headteacher	Staff Governor (Ex-officio)	July 2018
Rianna Poulos	Lead Governor for Quality of Teaching	Community Governor	July 2015

	/Curriculum		
Ana Diez	Lead Governor for parental Engagement	Parent Governor	November 2016 until December 2017
Jennifer Fee	Lead Governor for parental engagement	Parent Governor	From March 2018

Attendance Record of Kilburn Grange LGB members for 2017/18

	Full LGB Meetings	
Governor	Meetings attended	Out of a possible
Mark Lowe	3	5
Ana Diez	1	2
Damon Lacey	5	6
Jonathan Kruger	5	6
James Mutton	5	6
Helen Richardson	5	6
Rianna Poulos	5	6
Amanda Burgess	4	6
Sarah Storey	2	2

Governor Training Record of Kilburn Grange GB members

Governor	Safeguarding Training	Other training attended since becoming a Governor during the academic year
Mark Lowe	Yes	Safeguarding (Level 3) NSPCC Safer Recruitment/On Line Child Protection training
Damon Lacey	Yes	Camden LBC Governor Induction (4 sessions)/Safeguarding //On Line Child Protection training
Sarah storey	Yes	Various Staff Training and cpd//On Line Child Protection training
Helen Richardson	Yes	Various Staff Training and cpd including Safeguarding training/Fire Warden training/Safer recruitment Food hygiene/
Rianna Poulos	Yes	Camden LBC Governor Induction//On Line Child Protection training
Amanda Burgess	Yes	NGA Governance/Parent Pay/Civica and other Finance related training//On Line Child Protection training
Jonathan Kruger	Yes	Camden LBC Governor induction/Safeguarding//On Line Child Protection training
James Mutton	Yes	Various School based Staff Training and cpd//On Line Child Protection training
Ana Diez	Yes	Safeguarding
Jennifer Fee	Yes	Various school based staff training and cpd

Additionally at most full Governing Body meetings there is a training and development session and in the last academic year covered the following.

School Development Plan and Self Evaluation: 2018-19 priorities

Preparations for Ofsted: Knowing Our School: presentation from Chair of Whitehall Park School Governing Body

Transition of local Governance arrangements

Damon Lacey

Chair of the Governing Body