**Board of Directors’ Annual Report 2016-2107**

**London Welsh School: Charity Commission Number: 1167479**

**Board Membership** : There have been no resignations from the Board during 2016-2017.and we are fortunate to have committed governors with a wide range of skills and expertise. Following our Ofsted inspection at the end of November, it was felt that the Board would benefit from recruiting further members and two new Directors have agreed to join us. We welcome Mr Huw Davies, who has extensive experience in product risk assessment and regulatory supervisionin banking and Mrs Ann Batey, a recently retired Key Stage 1 teacher, specialising in supporting SEN pupils. We look forward to working together to further develop strong and effective governance of the school.

**Members of the Board of Directors**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Responsibility  |  Joined the Board  |
| Miss Rachel Rawlins | LeadTeacher |  | Sept. 2016 |
| Mrs Ann Batey | Director | Early Years | July 2017 |
| Mr Huw Davies | Director | Governance/ Financial Advisor | May 2017 |
| Mrs Margaret Jones | Chair  | Education/ SEND./Safeguarding | 2013 |
| Mr Robert Nichols  | Director | Ethical/ spiritual/ moral, | 2016 |
| Miss Glenys Roberts | Director | Education | 2016 |
| Mr Ceredig Thomas  | Director/Vice Chairman | Parent Representative | 2015 |
| Mr Neil Thomas  | Director | Governance/Finance | 2016 |
| Mrs Sioned Wiliam | Director | **Media/ marketing** | **2014** |
| Mrs Eleri Brady | Clerk |  | 2012 |
| **Non Board member**  |
| Miss Sara Wyn Roberts |  | **Support with legal matters** |  |

**Staffing:** The School’s dedicated team of teachers, Support Staff and administrators remain stable. Miss Rawlins has worked extremely hard and effectively in her new role as Lead Teacher whilst also continuing to ably teach Class 1. She has implemented many changes**:** reviewing assessment systems to develop a consistent approach to assessing and moderating pupils’ work across the school. She and Miss Jones have setting ambitious targets for pupils to progress and effected closer monitoring of pupil achievements. She has encouraged the development of skills and subject knowledge through targeted training for all Staff.

M**i**ss Sioned Jones, Class 2 teacher has inspired her class and contributed widely to curriculum development. In particular she has begun the implementation of improvements in the use and teaching of IT. She has further enriched pupil opportunity within the PSHE curriculum by inviting speakers and visitors to support pupils learning and awareness.

All staff have worked with great commitment to support the school and to implement further improvements.

**Ofsted Inspection- Nov 29th 2016**

Much preparatory work for the Ofsted inspection had taken place at school and at Board level, despite highlighting many strengths, we were disappointed with the final judgment of ‘Requires Improvement’. However, it was a learning experience for all, an Action Plan was immediately prepared and implemented. When the Ofsted progress monitoring inspection took place recently, Miss Rawlins was able to demonstrate that under her leadership, the school was making steady progress to meet all the compliance requirements.

**Material Change:** At Ofsted recent Progress Monitoring inspection consideration was given to the accommodation of pupils within our wing of HCC. Ofsted is to recommend a maximum of 40 pupils but this will take a few months to be confirmed as it requires the approval of the Department of Education.

**Site:** Following the Ofsted inspection, we are required to install a WC cubicle close to a Medical Room facility. The architects are in the process of finalizing the plans. Building consent has been granted and we are on schedule to have the WC cubicle built during August. (Ofsted; Independent Schools Standard and Compliance -No.24).

**Site Safety Inspection**: Glenys Robert’s ( Director ), Ruth Tremain ( School Health and Safety Officer) and HCC”s Site Manager conduct termly site inspections and report on Health and Safety issues to the Board of Directors.

**Safeguarding:** Miss Rawlins is the Designated Safeguarding Lead(DSL). We encourage an open culture where children are confident to speak of concerns. Pupils are taught to be aware of dangers and in particular the ever growing online risks**.** The Child Protection and Safeguarding Policy is updated annually and ratified by the Board. We follow the recommended cycle of CP training for all Staff. Following the Ofsted inspection the school was required to prepare a Risk Assessment Policy. During its ratification on 13 03 17, the Board focused on the Risks Compliance List and appropriate action was taken where needed. This has been approved by Ofsted.

**Risk Register:** As part of its responsibilities the Board, has this Spring prepared a Risk Register which covers strategic, reputational, operational, compliance and financial aspects of School Governance.

**Governance: Strategic Development Plan:(SDP)** The Board’s SDP covers the period 2015 -2019 and communicates our vision, ethos and long-term direction for the school. It supports the School Development Plan, prepared by the Staff, which is reviewed annually.

**Policies adopted 2016-2017:** A number of policies have been drafted or reviewed by the Staff and ratified by the Board. They cover both curricular policies and procedural policies and can be accessed on our school website**.** These are the policies ratified during this academic year:

* Admissions -Assessment, Recording and Reporting- Child Protection and Safeguarding- Complaints Procedure- Data Protection - First Aid, Handwriting, Health and Safety, Healthy Eating and Special Diet- Free School Meals - Recruitment - Risk Assessment Policy +Internal Risk Assessment, External Risk Assessment, Toilet Risk Assessment - Sun Protection Policy -Whistleblowing Policy.

**Updated Action Plans:**

E-safety Action Plan-Safeguarding Action Plan -Educational Visits Risk Assessment Form

**Governor Learning Walk:** This year, Miss Rawlins introduced the Governor Learning Walks which encourages Board Members to see the school at work whilst focusing on one aspect of school life. By the end of the Summer Term these areas will have been covered: Teaching and Learning, Pupil Behaviour and Well-Being, Effectiveness of Interventions (SEND), Safeguarding,

**Pupil Progress and Attainment:**

 Pupil’s data is stored on the ‘Assessment Foundation’ online tracker, and termly Data Scrutiny takes place between the teaching staff and members of the Education Committee. A summary of this information is provided for the Board’s inspection. In this way, pupils who have not made expected progress are identified early, then intervention and support is planned for the following term.

**Finance:** Following the retirement of our long serving Treasurer, Mr Alun Thomas,changes were introduced in the Autumn to our financial structures. Most families have set up Standing Order arrangements which have ensured the smooth running of fee collection. School fees are now collected by the School Office with Miss Ruth Tremain recording financial transactions. These are over seen by Mr Neil Thomas (Director). Pritchard’s Accountants in Cardigan were engaged to provide certain financial services such as the preparation of termly financial reports for the Board’s consideration and for submission of end of year papers to Companies House. (These are available online).

 However, with ever increasing costs, our finances continue to need very careful management. One such example is the Annual Rent to Ealing Council which will rises to £24,000 next year. An increase in pupil numbers, with 8 new pupils enrolling in the Autumn Term, will ease some of the financial pressures.

 The Board wishes to thank the PTFA and the Marketing Group for their tremendous fund raising efforts this year, which have enabled the School to purchase vital resources such as the Plasma Screen for Class 2 and raised the funds to meet the costs of building the WC cubicle.

**Welsh Government:** Representatives from the Board are due to meet with members of theWelsh in Education Development Department in late July when negotiations for the next cycle of funding (Aug 2018- Aug 2021) will take place.

**Engaging with Parents’ and Pupils:** We engage with parents and pupils in a range of ways such as; on school visits, attending school events and fund raising activities. There is also an opportunity to meet a representative from the Board during Parents’ Evenings.

**Governor Training**: Courses attended during 2016 -2107:

|  |  |
| --- | --- |
| Safeguarding | GR+ EB |
| WRAP :Prevent Training | MJ & GR |
| Leading in Partnership for Chairs and Heads | MJ +RR |
| Government White Paper- Information for Governors | C Th. |
| Governor’s role – SEN and Inclusion      | MJ   |
| Effective challenge and Support: holding the Head teacher to account  | RN     |
| Clerks Network Briefing | EB |
| Recruitment & Safeguarding Refresher Training | MJ +RR |

 Board Members attendance record at our twice termly meetings is high. In addition, detailed work takes place at sub committee level which meets regularly during term time. Looking back over the year, much ground has been covered and I thank the Board members for their huge commitment and high aspirations, all of which is having a positive impact on the school.

Looking ahead to 2018, we thank Rob Nichols for setting up the 60th Anniversary Planning Group, comprising of himself, Sioned Bowen (former Chair), Elinor Delaney(former Chair) and Joanna Thomas ( PTFA Chair). Rob aims to involve the wider London Welsh community to share in our celebrations. Further details will be released during 2017 -2108.

**Margaret Jones, Chair**

**Board of Directors - July 2017**