**Board of Directors’ Annual Report 2019-2020**

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

The closure of schools, on 21st March due to the Covid-19 pandemic, has caused a huge disruption in people’s lives and to children’s schooling. As the Board prepares this report, it is with relief that we have been able to fully re-open the school to all our pupils but with strict safe distancing measures in place.

During the last three months, parents, teachers and the Board have all lived through unprecedented challenges which has increased all our work loads and put considerable pressure on home life and on our organisation.

Undoubtedly the effects of the pandemic will impact on our school but we now look to the future and the need to work to our strengths in a spirit of co-operation and by sharing our common goal which is to our pupils a sound, high quality bilingual education in Welsh and English within the school’s nurturing environment.

**Board membership** :

Huw Davies, the Finance Director is stepping down after three years on the Board and we thank him for his wide and thorough contribution to the governance of the school. Amongst other achievements, he has prudently managed the schools finances, secured additional donations and ensured stringent compliance. His offer to extend his period to hand over, to support the newly appointed Finance Director Angela Robinson, has been invaluable whilst we steered our way through the lockdown.

Sioned Wiliam, Board Member since 2014, stepped down due to the pressure of work at the BBC. We thank her for her long term support of the school and for maintaining a presence with the Welsh media and in marketing the school.

In January Ceredig Thomas, a past Parent Representative was co-opted on to the Board and will take responsibility for Governance and Risk Management.

**Members of the Board of Directors 2019-2020.**

**\*In this report the term Director is interchangeable with Governor**

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| --- | --- | --- | --- |
| Name |  | Responsibility | Joined the Board |
| Mrs Rachel King /  Sioned Rees Jones |  | Lead  Teacher- currently on on Maternity Leave  Executive Lead, during RK’s Maternity Leave. | Sept. 2016 |
| Mrs Ann Batey | Director | Education/Early Years /SEND | July 2017 |
| Miss Elin Hughes | Director | Legal/Governance | January 2019 |
| Miss Eiri Arfon Jones | Director | Ethical/ spiritual / moral,  Health and Safety | Sept 2019 |
| Mrs Margaret Jones | Director/  Chair | Education/Finance/Safeguarding | Nov 2013 |
| Miss Glenys Roberts | Director/Vice Chairman | Education/ Finance/ Safeguarding | Sept 2016 |
| *Mr Huw Davies*  Mrs Angela Robinson | Director | Finance, Insurance | *2017-2020*  March 2020 |
| Mr Ceredig Thomas | Director | Governance/ Risk Management | Jan 2020 |
| Mr Jonathon Wright | Director | Parent Representative | Sept 2018 |
| Mrs Eleri Brady | Clerk |  | 2012 |

**Governance:**

The school is regulated by Ofsted and is registered as a charity, hence being subject to the governance of the Charity Commission. The school is incorporated as a company limited by guarantee and is therefore subject to the requirements of the relevant Companies Acts, including the filing of annual accounts at Companies House, and in relation to the duties of its Directors

**Board Members’ Roles and Involvement ( as decreed by Ofsted):**

*Key responsibilities:*

*1.Ensuring clarity of vision, ethos and strategic direction*

*(includes Safeguarding).*

*2.Holding the Lead Teacher to account for the educational performance of the school and its pupils, and the performance management of staff.*

*3.Ensuring prudent financial management of the school and making sure its money is well spent***.**

**Staffing:**

Staffing remains stable and our committed Staff ensure that the school offers an excellent education to our pupils. After an exhausting period of leading the school from afar during Lockdown, our Lead Teacher, Mrs King is now on maternity leave until the end of the Spring Term and we wish her well.

Miss Angharad Price joined as maternity cover teacher in Class 1 on 1st June and has focused her considerable energies on reintegrating the children after their prolonged break during school closure.

We are also benefitting from the appointment of a former head teacher of a Primary school in Cardiganshire as executive maternity cover Lead Teacher, Mrs Sioned Rees Jones. She will be working with us for a day and a half a week.

**Reporting to the Board:**

**Lead teacher’s Reports**  
A detailed termly Lead Teacher’s Report is presented and scrutinised by the Board. This is an informative record of all the school achievements each term. The Lead teacher reports on the school progress in meeting its’ Key Priorities as detailed in the annually complied School Development Plan( SDP). Ofsted’s Education Inspection Framework (Sept 2019) which places wider focus on the curriculum also forms part of the SDP.

**Roles and Responsibilities**

Board Members Record of Attendance at our twice termly meetings is consistent and governance of the school benefits from their wide range of skills and experience.

In addition, detailed work takes place at sub-committee level which meet regularly and report to the main Board.

**Curriculum and Standards Committee:**

Committee Members: Ann Batey, Margaret Jones, Glenys Roberts

The committee met to discuss Ofsted’s New Inspection Framework (September 2019) which stresses the importance of the quality and breadth of the curriculum. Meetings were held to discuss the School Development Plan prepared by the teachers based on last year’s SDP and the Self- Evaluation Form (SEF) with key priorities being noted.

An inset session was organized for staff on the special emphasis placed on the reading attainment of every pupil which concentrated on the recommendations of the Deep Dive Reading and Bold Beginnings reports.

Members of the committee observed lessons once every half term and gave feedback to the teachers as well as scrutinizing what was offered on Google Classroom recently.

Usually, this group meets with the teachers twice a term to scrutinise academic data and to support the standard of teaching and learning from Early Years to Year 6.  The committee monitors attainment and progression by using formative and summative data inserted into the Assessment Foundation by the teachers.  The Assessment Foundation on-line tracking records teacher assessments each term and these are compared and correlated with the results of the annual performance data provided by the Welsh National Assessment tests at the end of the academic year.  A summary of this information is provided for the Board’s scrutiny.

Due to the COVID-19 pandemic, monitoring meetings have been suspended, temporarily. AB

**Finance Committee:**  
**Members during 2019-2020**: Huw Davies, Margaret Jones, Glenys Roberts, Angela Robinson (appointed to the Board March 2020). Huw Davies kindly agreed to stay on the Board until the end of the Summer Term to aid the transition of the Finance Trustee role.

**Finance and Governance section**

The Trustees are pleased to report that the academic year to 31/8/19 resulted in a further period of financial stability for the school, with the income and expenditure account showing a surplus, although reduced from the previous year. The accounts have been filed with Companies House and are available for inspection on their website. The management accounts for 8 months to 30/4/20 also show satisfactory financial results for the first two terms of 2019/20. The reason for these better than expected results was the increase in donations compared to what was budgeted. However, the outlook for 2020/2021 is not so encouraging, the reasons for which are explained below.

**School income and expenditure:**

Approximately a third of the school's income is derived from parental fees with another third from a grant received from the Welsh Government. The remaining third of income arises from the London Borough of Ealing's (LBoE) contribution to nursery education and donations to the school from institutions and private individuals including funds raised by the PTFA.

The four principal expense categories for the school in order of magnitude are i) staff salaries and pension costs, ii) rent for the school building payable to LBoE, iii) educational material, and iv) insurance. These four categories of expense account for 92% of the total school expenses in the 2019/20 budget.

Thanks to donations from the PTFA and the Chapels a modest Diamond Jubilee Bursary Fund has been set up during 2019/20. This fund is ring fenced from the School’s other funds. It has been established to provide financial assistance to pupils or families in need of support. We hope to be able to add to this Fund each year.

The Trustees are grateful to Ruth Tremain, the Bursar, and the school academic staff for prudent management of the costs within the budget during the last three academic years.

**Financial outlook for 2020/21:**

Based on a budget produced in June 2020, the outlook for the academic year 2020/21 does not look as positive as the last three years. The main reason for this is because of an expected drop in pupil numbers. There are a number transferring to Secondary school and others may leave because of a change in personal circumstances following the Covid 19 outbreak. Our strategy for the next couple of years will focus on trying to increase pupil numbers. We would appreciate every effort from parents to publicise the existence of the school to friends in the London Welsh community and in Wales in order to help attract more students to the school. Additional student numbers up to 40 would enhance the life of the school, as well as providing valuable additional income.

Although pupil numbers will reduce and there will be a reduction in total fee income there will be no corresponding decrease in costs. Our major costs are fixed and not dependent on the number of pupils.

We have been grateful in past years for the generous financial support of Trusts of Radnor Walk and Kings Cross Chapels, as well as the vigorous fundraising efforts of the school's PTFA. None of this financial support is guaranteed. In addition, this summer’s PTFA fundraising events have been curtailed by the Covid 19 pandemic. These uncertainties, has required the preparation of a cautious and prudent Budget for next year.

We would welcome any introductions that you as parents can give to any new potential benefactors, individuals or corporations, who would be interested in supporting the school financially. We do especially appreciate your continued participation in the PTFA's fundraising activities for the school.  AR

**Risk Register Committee:**

Members during 2020: Ceredig Thomas, Elin Hughes and Jonathon Wright

As part of its responsibilities, the Board maintains a Risk Register which coversstrategic, reputational, operational, compliance and financial aspects of School Governance. The Risk Register is reviewed annually, and risks prioritised according to need. Controls to mitigate the risks are in place.

The group refers and acts on the Ofsted Standards and Compliance requirements as set out in the Independent Schools Common inspection framework.

The main occurrence of 2020 was the covid-19 pandemic. A specific risk assessment was undertaken, to review precautions required to reduce the risk of transfer of the covid-19 virus when the school reopened following easing of the national ‘lockdown’.

**General Data Protection Regulations:** Jonathon Wright, Board Member and DP Officer who ensures the school is compliant with GDPR.

No data breaches have been detected or reported by the school since the GDPR introduction in May 2018

**Subject Access Requests**

The school has not received any Subject Access Requests (SARs) either directly or via the Data Protection Officer

**School Data Protection:** The following steps and measures have been taken :

**Centralised data storage:** All sensitive electronic school data is stored on the school’s central data server. Data is segregated according to school and staff function, with dedicated storage areas created for:

* Lead Teacher data
* Office related data
* Teacher data & information
* Pupil data

Paper based sensitive school data is appropriately marked and stored securely.

**Computer Security**

All computers at the school have anti-virus protection installed (Kaspersky) and are kept up to date with the latest anti-virus definitions and software. A Sonic Wall firewall is in place on the school network to prevent unauthorised access from the internet to school systems. JW

**Policies adopted during 2019- 2020** cover both curricular and procedural policies and can be accessed via our school website**.** Policies drafted or reviewed by the Staff and ratified by the Board during this academic year are:

**Admissions Policy \***

Assessment, Recording and Reporting

Complaints Policy

**Data Protection Policy**

**Fees and Dispensation Policy**

**Health and Safety Policy8**

**ICT Acceptable use Policy**

Medical Needs

**Nut Allergy Policy ( New)**

Pay Policy\*

Recruitment and Selection Policy- .

Safeguarding Policy **Child Protection Policy** \*  **Covid-19 Addendum - March**

**SEND Policy\***

**Staff Code of Conduct\***

**Sun Protection Policy**

Whistleblowing Policy\*

*(****\**** *Statutory Annual Review)*

**Nursery Contract ( Adapted)**

**Risk Assessment – reopening of school following Covid 19 lockdown**

In addition, the Board revised its four year **Strategic Development Plan 2019-2023** which outlines our vision, rationale and values and how they are implemented.

**Marketing Group** - includes the PTFA, Board and Staff members. Eleri Brady and Glenys Roberts represent the Board and Staff.

The group’s remit is to expand the knowledge of the existence of the school in the local area, by using all avenues open to us including the media and social media in London and Wales. The main objective is to attract more pupils. The marketing group also supports fundraising activities.

The School's 60th Anniversary in 2019 was celebrated very successfully with a service in Eglwys Canol Llundain, concerts and a party. The book about the history of the school ‘A Fynn a Fedr’ was launched at the National Eisteddfod in Cardiff and in different venues throughout London. These celebrations resulted in good publicity and inquiries from prospective parents.

The Open Morning was held on a Saturday morning for the first time In November. This proved to be successful and attracted more inquiries from interested parents.

Work has begun on further developing the school website. Details of Miri Mawr, the mother and toddler group at Hanwell, have been updated on the website. Ideas are being discussed to develop Miri Mawr to try and expand the numbers attending. It is an important feeder for the school.

In a collaborative meeting of parents and representatives from the Board, creative ideas were shared on how to further market the school in February Due to the Lockdown from March 23rd for almost three months, it was not possible to market the school in quite the same way this year. EB/GR

**Health and Safety: 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 any Health and Safety issues to the Board of Directors.RT carries out daily inspections of the toilets and outside play areas. A written report is kept of all inspections.

Due to COVID-19 it was necessary to re-visit H&S requirements and carry out a thorough assessment according to the Government guidelines of processes to limit the spread of the infection. This was undertaken by Rachel King and the Risk Assessment Committee and new arrangements for furniture etc put into place successfully by the staff. The parents responded positively to the temporary new arrangements with pupils also responding well. GR

**Fire Drills:** A record is maintained of the termly Fire Evacuation Drills and Lock Down Drills.

**Safeguarding:** Named Governors with responsibility for Safeguarding: Margaret Jones and Glenys Roberts. Rachel King is the Designated Safeguarding Lead (DSL) and Ruth Tremain during her maternity leave. Termly Safeguarding monitoring meetings take place between the DSL and Safeguarding Governors. The school encourages 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 school and the named directors receive weekly online Safeguarding Briefings ( Andrew Hall) which enables us to keep abreast of current issues and statutory developments.

The Board monitors the cycle of CP training and ‘Prevent’ training for Staff and Directors. The Staff receive their annual training at the start of the Autumn Term which is delivered by an approved Ealing Council Trainer. MJ

**Site Lease:** Our lease with Ealing Council has been renewed for a five year period 2020-2025.

**Annual Rent**: This Academic Year the rent is £27,948.00.

There will be an increase of 2% for Sept 2020 - Aug 2021 to £28,506.96

**Material Change:** Ofsted agreed to a maximum of 40 pupil numbers in our wing of HCC. We currently have the space and Staffing capacity to welcome additional pupils.

**Engaging with Parents and Pupils:**

The Governors engage with parents and pupils in a range of ways such as: School visits, Governor Walks, attending special school events and concerts and at fund raising events.

A representative of the Board is present during Parents’ Evenings.

G. Roberts offers Welsh Conversation classes to parents and carers.

I thank the Board for its commitment to maintaining high standards of governance and especially for its support during the challenges posed by the effects of school closure during recent months.

We have ensured the school is on a secure footing to rebuild and attract further pupil during 2020-2021.

Our thanks also to our clerk, Eleri Brady for her detailed preparation of the Board Minutes**.**

**Margaret Jones and Board members**