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Annual Governance Report for Whitehall Park School Local Governing Body 2016-17

Whitehall Park School is sponsored by Bellevue Place Education Trust and opened as a Free School in September 2014. Whitehall takes 60 pupils per year and opened with Reception pupils in September 2014 and will grow to a capacity of 420 pupils in September 2020.

Working in partnership with the Headteacher and other staff, Governors are involved in strategically managing the implementation of:

- setting the school's aims and policies;
- improving standards of teaching and achievement;
- setting 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;
- drawing up the annual School Development Plan and monitoring the success of the plan.

Governance Arrangements	<p>The Local Governing Body of Whitehall Park School (WPS) is 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 Autumn 2015 the Governing Body appointed an Associate Governor with planning and building expertise to assist with the planned redevelopment of the school site and advise on planning issues. His term of office ended at the end of July 2017 now that the school are settled into the new building. We are a skills-based governing body that seeks to have a strong set of professional skills represented, including expertise in education, leadership, finance, data analysis, legal and regulatory. There was a Review of Governor Skills sets to inform an Ofsted Training session in 13th October 2016. Simon Ward joined the GB in November as the new Trust representative and in March 2017 Linda Trapnell joined the GB as a new Co-opted Governor</p> <p>The Local Governing Body meets twice each term, and in 2016/17 had two committees to consider different aspects of the school in detail. These two sub-committees are the Finance and Operations Committee, which focuses on finance, premises and some personnel matters and has been in operation since the start of 2015; and from early 2016 an Education Committee, which closely monitors the standards of teaching, the teaching environment, the performance of the children, the provision for Special Educational Needs, extra curricular provision and evaluating school policies. We also have committees that meet on an ad hoc basis if required to consider pupil discipline and staffing matters.</p>
Attendance record of governors	<p>Governors have excellent attendance at meetings and we have never cancelled a meeting because it was not "quorate" (the number of governors needed to ensure that legal decisions can be made).</p>

	<p>See page 4 for details of the attendance of individual governors at meetings in 16/17. Information regarding the governors can also be found at www.whitehallparkschool.org.uk.</p>
<p>The work that we have done on our committees and in the Board of Governors</p>	<p>The full Governing Body met 6 times in the last academic year. At each meeting the GB receive an update from the Clerk on progress with decisions taken by the GB/ reports of Governor visits and learning walks to the school and an update on Governor training plus progress on School policies reviewed individually in advance of a meeting by Lead Governors.</p> <p>The Governing Body in the first half of the school year had to spend a significant amount of time focussing on supporting the Headteacher operating in the temporary school site at Mount Carmel and monitoring the redevelopment of the Whitehall Park school site. This presented significant challenges to school staff and Governors alike in terms of contingency planning arrangements for a growing school roll whilst ensuring that Quality First Teaching and provision were at the forefront of all the school seeks to ensure.</p> <p>AUTUMN TERM 2016 The GB considered the key following business: -</p> <ul style="list-style-type: none"> • Updates on the School redevelopment project plan and timescales, monitoring the planning process and engaging with parents, the local community and other relevant stakeholders around planning and building issues. • School Development and Self Evaluation plan 2016-17 • Admissions Policy /Equalities statement/Pupil premium Statement • Outcome of the performance management appraisal of the Headteacher • Re-launch of the school website significantly improved following the finance committee's agreement to additional resources • Reports from the 2 Committees including education priorities for the school year • The Governing Body Yearly work plan drawn up by the Headteacher • The Headteacher report on key aspects of the school including key RAISE Online data / EYFS/Key stage 1 data for the children as well as pupil premium data • School budget update from the Finance and Operations Committee which also looked at funding for school trips/ charges for after school clubs • Key documents produced by the Bellevue Place Trust including feedback from an external moderation visit to WPS a Safeguarding audit and a termly update covering matters relating to all Schools in the Trust • Paul Domjan and Tim Godfrey were re elected Chair and Vice Chair respectively of the GB for a further 2 year period <p>SPRING TERM 2017 The GB considered the key following business</p> <ul style="list-style-type: none"> • The termly report from the Headteacher report covering Admissions/ Attendance attainment and progress/ Quality of

	<p>Teaching/ Safeguarding/Pupil premium with detailed data for Reception and Key Stage 1 children and the software systems used; including wingdings excel data with invaluable support from parent governor and data analytics expert David Martin.</p> <ul style="list-style-type: none"> • Performance Management and appraisal arrangements for the staff and general staffing matters • Confirmation of School term dates 2017-18 and revisions to the 16-17 dates • Class sizes at WPS • Next steps in Governor recruitment to replace Pat Traynor. • A detailed Finance report including school meals tender and a Staffing report • Review of the School Development and Evaluation Plan 2016-17 • Report from the Education Committee including the Trust support to prepare WPS pupils for transfer to secondary school. The Trust Board have discussed this and there will be firm proposals to report back to LGBs • Link governor and Learning walk reports from Governors • Preparations for OfSTED • Safeguarding update at WPS • Performance management of the Headteacher <p>SUMMER TERM 2017</p> <p>The GB considered the key following business</p> <ul style="list-style-type: none"> • A detailed update on the move to the new school site • The Ofsted Inspection report following their visit in April • Agreement of the Governor workplan for 2017-18 and review of Lead Governor roles for 17/18 • Admissions Update for September 2017 and class sizes • Safeguarding Update • A report from the May Education committee meeting • Finalise arrangements for Governor involvement in the 2017/18 School Self evaluation and Development Plan, including a full-day session with Governors and the School's Leadership team • Latest update on the School Evaluation and Development Plan and the latest performance data (summer 2 data analysis) • An analysis of parental responses to the School questionnaire • Staffing report including the proposed structure for 2017-18 and staff development information/ Quality of Teaching data/ staff absence data • Agreement of 2017-18 budget following its review at the Finance Committee and a review of 2016/17 school budget and after school club pricing • The termly headteacher report including data for End of Year outcomes from 2016/17 for Reception, Year 1 and 2 children / Attendance /admissions/ /assessment/ Community Engagement and Events/ Curriculum updates and development/ External moderation of school data and parental feedback on the school • The latest moderation report from the Trust to the Governing Bodies of its schools
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	<ul style="list-style-type: none"> • Plans for the GB to carry out a self evaluation after 3 years of existence facilitated by the Clerk and succession planning • Policy Review • Tender awards for key school services
Future plans for the governors	<p>The Governing Body in June met informally to look at the 2017/18 School evaluation and Development Plan and reconfirmed their key governance priorities as follows: -</p> <ul style="list-style-type: none"> • A strong overview of standards and quality in the school along with any challenges faced • A strengthening understanding of the school's strengths and weaknesses and how improvements might be made (including information gleaned through a programme of visits and an increasing understanding of data) • A governing body, knowledgeable about the school, with the ability to hold the senior leaders to account for the performance of the school and recognise the impact of their work • An ability to support the strategic use of resources in the school ensuring that they are used to maximise children's achievement and provide good value for money • Strong relationships with the school community and a strengthening relationship with parents and the local community - and strong relationships between the Chair of Governors and the headteacher • A notable contribution to the Trust and its development • An 'eye' to the more vulnerable children • Continue to monitor educational performance, including the depth and breadth of the curriculum as we move to KS2 and integration of the core school curriculum and extended provision • Ensure Value for Money/-Overseeing the School Development Plan • a greater emphasis on ensuring that the vision of the Trust is understood by the school community and embodied in the school's practice.

Members of the Whitehall Park School Local Governing Body

Governor	Role on LGB	Type of Governor	Date appointed
Paul Domjan	Chair and link governor for Curriculum and Parental Engagement/Pupil Voice	Community Governor	July 2014
Timothy Godfrey	Vice Chair and Link Governor for SEN/ Safeguarding and Child Protection	Community Governor	July 2014
Linda Trapnell	Link Governor for EYFS	Community Governor	March 2017

Todd Lindsay	Chair of Education committee and Link Governor for Health and Safety and premises	Community Governor	July 2014
Simon Ward	Trust Liaison	Sponsor Representative	November 2016
Sarah Chapman	Chair of Finance Cttee and Link Governor for Admissions and Attendance	Community Governor	July 2014
Laura Birkett	Headteacher	Staff Governor (Ex-officio)	N/A
Nicki Wright	Link Governor Attainment and achievement	Staff Governor	December 2014
Nikki Uppal	Link Governor for Equality Community and parental Voice/Maths	Parent Governor	December 2014
David Martin	Link Governor for pupil achievement	Parent Governor	December 2014
Tom Wyld	Link Governor for Building /Site	Associate governor	October 2015 to July 2017

Attendance Record of Whitehall Park LGB members for 2016/17

	Full LGB Meetings	
	Attendance	Number of meetings
Paul Domjan	6	6
Timothy Godfrey	6	6
Todd Lindsay	6	6
Sarah Chapman	4	6
Laura Birkett	6	6
Nicki Wright	5	6
Nikki Uppal	6	6
David Martin	6	6
Linda Trapnell	2	2
Simon Ward	5	5
Tom Wyld	5	6

Governor Training Record of Whitehall Park LGB members

Governor	Safeguarding Training	Other individual training since Appointment as A Governor
Paul Domjan	Yes	Senior Executive Training programme at the London Business School which covered Governance/ read NGA publications and conducted internet research on education policy, education research and issues facing the school . Organisational Improvement

Timothy Godfrey	Yes	Level 3 Safeguarding and Child Protection
Linda Trapnell	Yes	Online Prevent training/ Update on the role of leadership in different formats of school Administration with Prof Peter Earley UCL
Todd Lindsay	Yes	Level 3 Safeguarding and Child Protection - for Designated Safeguarding Leads/Mental Health and the Developing Adolescent/PREVENT
Simon Ward	Yes	
Sarah Chapman	Yes	Project Management/Bribery legislation/Data Protection/Contracts/ Directors Duties
Laura Birkett	Yes	Various Staff Training and cpd /Safeguarding Level 3/Headteacher Briefings
Nicki Wright	Yes	Various Staff Training and cpd
Nikki Uppal	Yes	Governor performance and procedures
David Martin	Yes	Child protection and Safeguarding training provided by Camden LBC/ Book scrutiny training
Tom Wyld	No	

Additionally on a termly basis full Governing Body meetings, have a training and development session that needs to be added to the above training and in 2016/17 this covered :-

- Safeguarding at WPS where Governors undertook an interactive Safeguarding quiz presented by Assistant Headteacher Nicki Wright who also referenced the latest key documentation - Special educational needs Provision at WPS
- Y3 Curriculum at the school from Joanne Fynaut
- Additionally Governors attended a session on School development Plan in June 2017

All Governors are signed up to the National Governors Association and receive the weekly e mail on key educational governance developments.