

Annual Governance Statement for the Governing Board of Leytonstone School 2024-25

In accordance with the Government’s requirements the Leytonstone Governing Board’s three core strategic functions are:

- 1. Ensuring clarity of vision, ethos and strategic direction**
- 2. Holding the Head Teacher 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**

In addition, the board plays an important role in ensuring that the school is compliant with educational and other legislation such as Safeguarding, Equality and Health and Safety.

The board helps ensure that there is:

Accountability – justification for the decisions that are being taken

Oversight – scrutinising and investigation of key decision making and performance

Assurance – confidence that the school is operating effectively and compliantly on a day-to-day basis.

Governance Arrangements

The Governing Board of Leytonstone School consists of a total of 12 governor positions as follows:

- 7 Co-opted governors**
- 2 Parent governors**
- 1 Local Authority governor**
- 1 Staff governor**
- The Head Teacher**

The term of office for a governor is 4 years, after which they may re-apply, provided they still meet the requirements of the role.

Membership

The board started the academic year with two vacancies (staff and LA) which they were unable to recruit to during the year. It was agreed to run a new staff governor election early in the new academic year.

The Head Teacher position was initially occupied by Acting Head Lynne Tanswell, until November 2025 when the new permanent Head Teacher Julian Onyelekere commenced employment.

During the year we sadly said goodbye to one governor:
Natalie Downs - co-opted governor

One existing governor was re-elected:
Elizabeth Lay – Parent Governor

	<p>Sincere thanks go to all governors for their commitment and contribution to the governing board of the school during their terms of office. It takes time and dedication and is entirely voluntary.</p>
<p>Meetings & Committees</p>	<p>The full Governing Board at Leytonstone meets twice per term and there are three committees:</p> <ul style="list-style-type: none"> • Resources Committee (at least once per term) Its role is to look at Finance, Premises, Health & Safety and Staffing • Curriculum Committee (once per term) Its role is to review, monitor and evaluate the curriculum offer, including looking at achievement/progress and the quality of teaching. • Pay Committee – (at least once per year) Its role is to satisfy the Governing Board that pay recommendations and any other pay-related decisions are quality assured and in line with the school’s pay and performance management policies. It would also oversee any major changes to staffing structures. <p>The purpose of committees is to look in more detail at specific aspects of the school, to enable the governing board to adopt a high level strategic approach to governing the school. All governors are required to be on either the Curriculum Committee or the Resources Committee and some governors serve on both.</p> <ul style="list-style-type: none"> • In addition to the above, each year at least two governors will make up a panel to undertake Head Teacher performance Management. • Governors also serve on panels to look at Governor Discipline, Staff Discipline, Grievances, Dismissal appeals, Pay Appeals, Pupil Exclusions and Complaints when required. • Governors also participate in recruitment panels for SLT vacancies and run Head Teacher recruitment campaigns.
<p>Attendance Record of Governors</p>	<p>All Governing Board and committee meetings must be attended by a specified minimum number of governors for decisions to be binding. Governors at Leytonstone generally have an excellent record of attendance, details of which are published on the school website annually.</p>
<p>Governing Board Activity</p>	<p>During the start of the 24/25 academic year Governors were mostly concerned with making sure that the interim Head Teacher was well supported and resourced to steer the School through the busy period at the start of the academic year and ensuring that there were appropriate induction arrangements in place for the new Head Teacher’s start in November.</p> <p><u>Summary of the Work Full Governing Board (FGB)</u></p> <ul style="list-style-type: none"> • Attended Governor meetings and committees, reviewed extensive documentation, provided critique and asked questions. • Pupil Premium (pp) – reviewed the strategy statement and approved it for publication, scrutinised spending and evidence of impact, considered pp pupils in all metrics including attainment, behaviour, school meal uptake and behaviour/sanctions. Gave

consideration to what would be needed in the budget to support a new strategy starting from Sept 25.

- SEND – scrutinised the SEND income and expenditure report. Considered SEND pupils in all metrics. Liaised with SEND parents concerned about the impact of changes to behaviour management and attended seminars and training on SEND and the possible impact of the Government’s SEND review.
- Attended training, conferences and networking meetings. Including the LBWF school’s conference sessions, Chairs Group Meetings, Governor Briefings and had Leytonstone Governor representation on School’s Forum
- Attended School Events, including plays, mock interview events, parent coffee mornings and awards ceremonies.
- Completed the School Financial Value Statement (SFVS) and reviewed previously agreed actions.
- Approved the Budget and 5 yr forecast and forensically monitored income and expenditure, projected outturn and variations throughout the year.
- Reviewed termly reports on safeguarding from the DSL, including Harmful Sexual Behaviour and a Prevent risk assessment. Monitored update of the SCR. All governors read KCSiE every year and attend updated Safeguarding training. This year all governors also completed Prevent training.
- Reviewed termly reports on exclusion, behaviour and attendance, paying particular attention to any evidence of over representation of key groups including SEND, PP, gender and ethnic background. Reviewed evidence of the impact of new behaviour policies. Approved changes to the behaviour policy
- Were active in negotiating with the NEU during strike action including attending ACAS conciliation and negotiation meetings and liaising with the local authority
- Discussed the direction of future strategy on trips and enrichment
- Sat on disciplinary, pay appeal, exclusion and complaints panels for Leytonstone and supported other schools in the borough on this.
- Reviewed Self Evaluation Form (SEF) and the School Improvement Plan (SIP) and progress towards goals.
- Undertook link governor visits and reports in the areas of Safeguarding, Pupil Premium, Health and Safety, Careers, Finance, Literacy, SEND Teaching & Learning and Greener Governance.
- Approved changes to GCSE options buckets
- Scrutinised and reviewed a huge selection of Policy including approving new equality objectives for the school.
- Attended a Governor away day including talking to groups of students, seeing the school in action, seeing school catering in action, preparing for Ofsted and discussing future strategy around parental and staff communication/collaboration.

Curriculum Committee

Looked in depth at all areas linked to the curriculum including:

- The School Improvement Plan (SIP) and Self Evaluation Form (SEF) and progress towards goals

- Attainment and Progress including Y11 detailed analysis, termly reports for all years and scrutiny of predicted grades.
- Raising Standards Strategy and impact of actions
- Assessment Policy and Reporting to parents
- Quality of Teaching and Learning
- Reviewed and where appropriate ratified Curriculum related Policy including draft versions of the SEND policy and Information report and the Pupil Premium Strategy
- Maintained focus on science provision and plan for improvement

Resources

Looked in depth at all areas linked to finance, premises and staffing including:

- Termly scrutiny of Management Accounts
- Annual budget setting including decisions on assumptions made.
- Large contracts and SLAs
- Resources related policy
- ICT and Premises Management Plans
- Financial Risk Register
- School’s lettings activity, income and pricing structure
- School Debt and Debt Recovery Policy
- The provision provided by the school catering supplier
- Compliance with GDPR

They also conducted Health and Safety walks, emergency scenario testing and spot inspected emergency grab bags.

Governors were pleased to note that the school still had a healthy overall surplus but noted that the school was running in-year deficits and predicting an overall deficit from 26/27 onwards. Actual spend will be monitored carefully throughout the 25/6 year and any necessary action taken.

Link Governor Roles as at July 2025

Safeguarding	Shona Ramsay
Finance	Marion O’Hara
Pupil Premium	Fiona Sinclair
SEND	Fiona Sinclair
Training	Fiona Sinclair
Literacy	Nicola McEwan
Health and Safety	Michael Harrison
Teaching and Learning	Abi Hopper
Careers	Elizabeth Lay
Greener Governance	Dolapo Awoyinka

Resources Committee Membership 2024/25

Marion O’Hara (Chair)

	Michael Harrison (Vice Chair)
	Shona Ramsay
	Fiona Sinclair
	Dolapo Ayowinka
	Lynne Tanswell (until November 2024)
	Julian Onyelekere (from November 2024)
	Curriculum Committee Membership 2024/25
	Shona Ramsay (Chair)
	Elizabeth Lay (Vice Chair)
	Fiona Sinclair
	Nicola McEwan
	Abi Hopper
	Lynne Tanswell (until November 2024)
	Julian Onyelekere (from November 2024)
	FGB Membership as of July 2025
	Julian Onyelekere (Head)
	Fiona Sinclair (Chair) – Co-opted
	Marion O’Hara (Vice Chair) – Co-opted
	Nicola McEwan – Co-opted
	Shona Ramsay – Co-opted
	Michael Harrison – Co-opted
	Dolapo Ayoyinka – Co-opted
	Elizabeth Lay – Parent
	Abigail Hopper – Parent (Vice Chair)
How to contact the Governing Board	<p>The Governing Board would be pleased to receive comments/questions from parents/carers. Please contact the Chair of Governors via the school office. office@leytonstoneschool.org</p> <p>PLEASE NOTE that complaints need to be dealt with via the process outlined in the School Complaints Policy. Individual governors, including the Chair cannot consider or get involved with complaints unless it is a formal complaint about the conduct of the Headteacher.</p>