



MINUTES OF THE ST ANN'S SCHOOL GOVERNING BODY:

Thursday 30th November 2023 10th in School and by GOOGLE MEET at 6.00pm

Present: Arthur Batalona (Chair) (**AB**) Rosh Carter (**RC**) Joe Codrington (**JC**) (by GOOGLE MEET) Kathleen Hau (**KH**) Nicola Inson (**NI**) (by GOOGLE MEET) Sallie Mercer (**SM**) Timmy Holdsworth (Headteacher) (**TH**) Julian Hillman (**JH**) (Vice Chair) Dr Nasrullah Khilji (**NK**) and Tsu Pin Huang (**TPH**)

Others present: Mike Herlihy (Clerk) (**MH**) Mandeep Bhamra (**MB**) prospective Parent Governor

Apologies for Absence Juliette Fenton (**JF**) Dimitri Hall (**DH**) Steve Miley (**SMi**)

Welcome: **AB** welcomed all Governors as well as Mandeep to the meeting

Declarations of Interest: None in addition to the standing interests. Governors have updated their interests form for 2023-24, details have been posted on the school website.

Monitoring

1 Headteacher Termly report and key headline updates

GB received the Headteacher half-termly report together with a progress update on the individual School Development plan targets in the Autumn Term. GB noted that post-16 is a medium risk and that the F&P Committee have agreed the offer of an unpaid sabbatical to a teacher (Sammy) and that a letter would be sent to the parents of her class on 1/12/23. Premises remains the highest risk.

TH highlighted the following matters, in addition to the summary detail provided in the report:

(a) Leadership

TH stated that his performance management meeting will take place on w/c 4/12/23, the TA appraisals are the remaining staff category to be undertaken and that the Blue Sky software will assist the process.

(b) Teaching and Learning

GB noted the ongoing support provided to early careers teachers, as well as the teacher completing their initial teacher training. The occupational therapy input utilises Pupil Premium money, but the therapist is employed directly by the school and is making a significant contribution to this key service. **TPH** is leading on joint training with Mandeville School with a benefit being the 2 curriculums are more aligned and Gill Waseba, on her recent link officer visit, commented that student engagement had improved.

(c) Social and Emotional Learning

TH provided further detail on the application to Lodden for authorisation to use a specific intervention on a student and also safety improvements in the West Building. **TPH** stated that Abid Ayoub (AA) is delivering training to TAs in this area of the school development plan.

(d) Post-16

MB gave positive feedback from the October open evening and there was good information provided on the various tables. **GB** noted that 2 colleges had attended the session and that **TPH** is looking at the provision of coffee mornings, where college representatives can attend.

GB noted that parental concern around post-19 is a major worry and the information provided by the school is good and **TPH** stated that this is being given earlier to parents from around Y10 and using Seesaw as a communication tool. **RC** added that it is important that parents are given proper notice of events with colleges and she explained a recent session that was impacted by late information from the school.

TH provided an update on the advert for the education social worker that will go out in January and he will inform parents through Seesaw on the advertising for this key position. Whilst John Lyons finishes at the end of December, he will liaise with **TH** to complete any outstanding pieces of work.

GB agreed that college liaison and the transition process is key and that the outcomes for the July 2023 student leavers saw an improvement on the 2022 position.

(e) Assessment

NK asked whether assessment is tailored for each individual student and **TH** explained that the targets for individual students align with their EHCP and there is a focus on life skills needs/social learning/communication. **GB** noted that there are 5 targets and **TPH** explained the assessment process.

(f) Curriculum

TH is building up parental understanding of the curriculum and in item 4.1 below he would provide an overview of the 5-year curriculum plan.

(g) Parental Engagement

TH presented some encouraging data on the use of Seesaw by St. Ann's parents. **GB** noted that there is good usage, key data can be shared with parents, as well as it being a good information tool for teachers. **RC** explained how her family uses the app and confirms its assistance for parents to understand the progress of their child. **TH** added that the Leadership Team are regulating its use in areas such as the number of photos provided for parents, in order that there be consistency amongst the classes.

(h) Premises

GB noted that the TELSTAR works have been completed and the wet room is in use. The tree management works still remain outstanding, but the Facilities Manager is monitoring this and maintaining contact with the LA in order to prevent any risk.

(i) Attendance

GB considered the latest pupil attendance data and **TH** referred to the classification of persistent absence, which he is currently examining for accuracy, and he is meeting a parent the following week to discuss a student with a high absence rate.

TH presented the staff attendance data, which continues to be an improvement on the previous year despite a recent COVID outbreak; the school have managed to avoid closing classes and that the school have liaised with the LA and Ealing Public Health. **RC** confirmed that communication between the school and the parents has been good. **NK** sought clarification on staffing levels at St. Ann's and **TH** confirmed that they are similar to schools with a similar cohort, but there is a different staff ratio for the various classes, depending on student need.

(j) Standout Things

GB noted the summary of the standout events and were particularly pleased that the school have not had to use agency staff and also the very positive publicised report by Ealing's Director of Children's Services, following his autumn term visit to St. Ann's. GB noted that **TH** and GC had contributed to a recent book on special education and **TH** undertook to email the relevant extracts.

GB thanked TH for a very clear summary report and noted the progress on the School Development Plan targets.

2 Finance and Operational

2.1 2023-24 School Budget – Latest Summary Update reported to F and P Committee from the School Business Manager

GB noted the latest budget overview from the **SBM** in advance of the February 2024 Committee meeting with the updated notes including the revised projected deficit (c £266K). **TH** stated that savings had been achieved with some contracts and the final deficit is close to matching the outstanding NHS costs. GB noted that **SBM** continues to work very proactively to secure all income due to the school, including out-of-borough costs.

3.2 Report back from 9 November Finance and Personnel Committee from Chair of F and P Committee

GB received the summary report back from the November Committee meeting from **SMi**. **TH** provided an update regarding the hydropool and that **MERLINS** are carrying out a survey on w/c 4/12/23. **TH** will also be meeting with the therapist/**SBM** and the Facilities manager to consider next steps, as students are missing out on key areas of their **EHCP** due to the closure of the pool. **RC** stated that it was important that the school communicate better with parents regarding the availability of the hydropool.

GB thanked SMi for his report back.

4. Report from Autumn 2 Committees

4.1 Report back from JH on key outcomes from the Curriculum and Pupil Progress Committee 7 November 2023

GB received the report back from **JH** and **TH** as part of Governor Development provided an **overview of the new 5 Year Curriculum Plan** (*a copy of the presentation was sent to Governors after the meeting*) highlighting the following:-

- The purpose of the curriculum review and the various yearly milestones.
- The intention is to bring the curriculum “to life” when presenting to Governors at the Curriculum Committee and **TH** was keen that the Assistant Heads are also given the opportunity to update the full GB, at the start of a meeting, on their service areas.

Discussion centred on the following:-

- **JH** believed that this is evidence that St. Ann’s are a “thinking school” and **SM** highlighted a benefit of having teachers at different levels contributing to curriculum development.
- GB recognised the importance of parental involvement.
- **TH** stated that GW, from her recent school visit, believed that the messaging is consistent across the classes.
- GB discussed the operation of the planned curriculum review working groups.

As a separate issue, **JH** referred to the discussion regarding Dr Woods’ “subvocal intonation project” and the decision for putting this project on hold, as detailed in **JH**’s summary report.

GB thanked JH for his report back and TH for his presentation.

4.2 Report back from Safeguarding Committee 16 November 2023 and adoption of updated Child Protection Policy recommended by the Committee

GB received the report back from **SM** from November Committee together with the updated Child Protection Policy following its annual review. **SM** highlighted the following:-

- Committee noted that the introduction of CPOMS as a monitoring tool, whilst tightening up procedures, is time-consuming.
- Committee discussed the future role of the Committee and agreed that there be a meeting in each autumn term and that thought be given by **TH** as to the future role of the Safeguarding Governor to also include review of staff training.
- The Committee reviewed the Child Protection Policy, which is now based on a template provided by “the Key” and that **TH** is also working on an electronic guide for CPOMS.
- The Committee discussed the relationships with the nursing team and that the school nurse (PMC) now meets with Mary Kelly(MK) weekly.

GB then had a confidential discussion on the issue previously raised by **RC** following an incident in the summer term and reflected on the lessons learnt. **AB** stated that it was important the school is kept informed by the nursing team of such incidents, particularly the Headteacher. **TH** stated that, with the departures of JL and **SM**, he has some concerns regarding safeguarding governance and he is putting processes in place to mitigate potential risks, including a proposal that all the Assistant Heads will be Designated Safeguarding Leads. **AB** stated that it is important that all safeguarding processes are in place and the GB was assured by the proposed plans, including changes to the relationship with the NHS providers.

GB formally noted the updated Child Protection Policy and the report back from SM

Strategy

5 A New St Ann's fit for the 21st Century: Full Report back from 31 October meeting of the Development Steering Group including update on review paper on the role of the DSG

GB received a full report back from the DSG meeting of 31 10 23 including an update on the draft position paper from **JH** setting out the DSG's work to date, key concerns identified over the past 3 years and 12 suggested key action points for the DSG in 2023-24.

JH highlighted the following updates:-

- The planned expanded student roll will need to be looked at by the GB, including further detail from the LA on satellite provision.
- **JH** has met with **MK** who will look at post-19 service partnerships. He had also talked to **NK** in view of his professional experience on a communications strategy and how St Ann's communicates as a school to achieve a more systematic approach and this will include a review of the branding logo.

Discussion centered on the following:-

- **TH** outlined the plan for **MK** to use some of her working time to lead on transition work for the spring and summer term 2024 and then this will be reviewed by **TH** and **MK** as it is important that 11-19 is the priority focus and he sought the view of the GB. **AB** supported work on post-19 as the right thing to do, bearing in mind that it is such an important issue for St. Ann's parents, but the DSG need to make it clear that responsibility should lie with the LA and that the stakeholder map is a vital tool.

GB supported the proposal related to MK's time on the basis that it doesn't impact 11-19 provision at the school and agreed that the parental voice is key.

GB noted the report back from 31 10 23 meeting of the Development Steering Group.

Governance

6.1 Minutes of the meeting of the Full Governing Body 10 October 2023 and matters arising

The minutes of the October GB meeting were approved as an accurate record.

6.2 Decision Tracking

GB noted the paper from the Clerk and that some additional actions have now been updated as a result of discussions at the meeting, plus the following updates:-

- **TPH** provided a further update on the provision of a replacement minibus utilizing a grant from the Clothworkers Foundation and that the decision has been taken to purchase a 'people carrier' for the reasons explained at the meeting and realising the best benefit to the school. The school are looking at other options for hiring minibuses for wheelchair users and that HATS are the preferred provider.
- The school will arrange for **NI** to be sent relevant information regarding Gillian's award of an MBE in order that an interview be carried out for use in future promotional materials.
- The school expect to hear in early December the outcome of the phase 2 site remodelling tenders.
- **AB** has a possible contact to assist **TH** with rebranding the current St Ann's logo.

6.3 Governance and Chair's Update

GB received the half-termly paper from the Clerk and the key outcomes are recorded as follows:-

- GB was pleased to appoint **MB** as a parent governor subject to the usual pre-appointment checks that will be carried by DA and MH will co-ordinate Mandeep's induction.
- GB placed on record their appreciation of Sally's service as a governor for the past 8 years and there will be a celebration of her contribution (plus Shahid's) at the governor dinner on Friday 19 January 2024.
- **AB** will assume on an interim basis the role of lead governor for safeguarding. In respect of lead governor role for careers **TH** would like the leadership team to discuss this area of governor oversight and it will be considered at the Curriculum Committee in February.
- GB noted the governor training plan for 2023-24 and this will be co-ordinated by MH.
- **TH** would like governor representation at the Exemplar Day hosted by St Ann's in February and the date will be confirmed asap.
- GB noted the updated policy schedule and that **TH** will be reviewing this schedule with a view to streamlining the number of policies and the review timescales .
- GB noted the other national and local governance updates.

6.4 . School Information Report 2023

GB noted that **TH** is reviewing this document and it will be e mailed to Governors for information in due course.

6.5 Update on Possible Changes to Safeguarding Governance i.e. dissolve the committee and replace with a Safeguarding lead and governance of the Premises Function

Safeguarding governance was discussed earlier in the meeting and Premises Committee will review their governance at their March 2024 meeting

7 Any other urgent business:

TPH will arrange for governors to be sent details of the planned school charity events before Christmas. **TH** stated that if governors had any further questions on his termly report to contact him directly together with any suggestions for other areas governors would like the report to cover.

8 Date of Next Meeting: Monday 29 January 2024 at 6pm

The meeting ended at 8.10 pm
Arthur Batalona (Chair)