

## **MINUTES OF THE ST ANN'S SCHOOL GOVERNING BODY:**

**Wednesday 19<sup>th</sup> March 2024 in School and by GOOGLE MEET at 6.00pm**

Present: Arthur Batalona (Chair) (**AB**) (by GOOGLE MEET) Rosh Carter (**RC**) Kathleen Hau (**KH**) Dmitri Hall (**DH**) Nicola Inson (**NI**) Timmy Holdsworth (Headteacher) (**TH**) Julian Hillman (**JH**) (Vice Chair )and Steve Miley (**SMi**) Others present: Mike Herlihy (Clerk) (**MH**) Slavka Golhova (**SG**) Agnieszka Purtak (**AP**) Assistant Headteachers and Latha Lyer K (SBM) attended for Items 1 to 3

Apologies for Absence Mandeep Bhamra (**MB**) Joe Codrington (**JC**) Tsu Pin Huang (**TPH**) Dr Nasrullah Khilji (**NK**) **Welcome: AB** welcomed all Governors 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.

Prior to considering the formal business **TH** reported the sad news of the passing of a student (Omar).The school were represented at the funeral and it is the intention to hold a celebration of life event at a later date when the family are ready. **TH** placed on record his appreciation of how **AP** and her staff team managed the situation.

### **Monitoring**

#### **1.1 Curriculum Update – Presentation from Assistant Headteachers**

GB received a presentation from Slavka Golhova (**SG**) and Agnieszka Purtak (**AP**) that covered the following:-

- The background to this initiative and an overview of the Curriculum Plan with milestones for each of the 5 years.
- The composition and work of the 4 Curriculum Working Groups, (Cognition/Communication, Social Emotional and Well Being/Physical and Sensory).
- The curriculum review timelines since September and plans up to July 2024 including the input from other professionals.
- The importance of student engagement and addressing barriers to learning, these included medical conditions and behaviour challenges.
- Feedback from Curriculum Review Meetings including initial audits.
- The specific links to Teaching and Learning with examples of training around Curriculum Review/Visual Impairment and Positive Eye/Informal Learning walks and Attention Building activity.
- Feedback from the recent EQUALS event on 13 24.

GB thanked **SG** and **AB** for their presentation and **AB** stated that this is further evidence of St Ann's teachers striving for continuous improvement for the benefit of all students. **TH** added that the Assistant Heads have taken ownership of the curriculum and are utilising the support of TAs. GB also noted the very positive feedback report from **DH** on his attendance at the EQUALS day and **TH** confirmed that feedback on the school's practice was extremely positive.

#### **1.2 Headteacher Half Termly report and key headline updates: Spring Term 2 2024**

GB received the half termly report and **TH** highlighted the following matters, in addition to the summary detail provided in the report and updates to progressing the SDP priorities in the Spring Term.

**TH** then took the GB through the documentation and highlighted the following:-

#### Leadership

- The school are re-advertising for the social worker post together with a family worker role.
- There was a productive introductory school improvement partner visit from the new link officer (Hilary) and a handover from Gill Waseba. **AB** considered it would be useful for governors to meet Hilary as part of her next formal visit.
- **TPH** and Bashir are leading on the relationship with the Jack Petchey Foundation.
- The school are working hard on Y6 student transition for September.

#### Teaching and Learning

- **TH** confirmed that the 3 class PMLD provision initiative is working well.

#### Social and Emotional Learning

- **TH** updated on the latest CPOMS data and that for 23-24 there were 68 incidences and 39 open maintained reports.-
- Assistant Head (AA) is continually updating the Restraint Reduction Form and he has started working towards a project to be part of the restraint reduction network

**JH** asked about responsibility for monitoring CPOMS and **TH** explained that he oversaw the whole system whilst AA manages behaviour support incidences. **JH** asked about the service to be provided by Judicium and **TH** stated that this will include an audit, safeguarding advice and training to develop the DSL team.

#### Post 16

- **SG** is working with the Ealing Careers Hub on work experience events to promote the students at the school and she explained recent activities, photographs of which were displayed at the Curriculum Committee.

#### Assessment

- The assessment process will be revisited in line with the ongoing development of the curriculum.

#### Parent Engagement

- See Saw has been a vital vehicle for improved communication with parents and teacher AD is looking at making the data more accurate and meaningful .

#### Premises

- The LA are shortly to undertake a Health and Safety Review and that site remodelling continues to progress satisfactorily with the resolution of the former caretaker's house in sight.

**TH** presented the latest staff attendance data which is distorted by 2 staff members on long term sickness but overall the attendance is satisfactory and the new processes are working well.

**GB** thanked **TH** for his report.

**1.3 School Improvement Plan 2023-24 Spring Term 2 Update on action against Targets including the School Self Evaluation Form (SEF)**

The key updates were covered in items 1.1 and 1.2 and GB formally noted the Spring Term updates for all the targets as set out in the document. If Governors had any further specific questions they can e mail TH direct.

## **2 Finance and Operational**

### **2.1 2023-24 School Budget – Latest Summary Update following meeting of Spring Term Finance and Personnel Committee from Headteacher/School Business Manager**

GB noted the latest budget overview from the SBM and a much improved financial position with a predicted a carry forward balance/cumulative surplus of £28.8K(the in year surplus being £63,199) SBM stated that the position had improved as the LA had provided funding for the HCAs in the past week.(*N.B post March GB the final surplus c/f amount is 30,539*)

TH thanked the SBM for her pro-active management of the school budget and changing the culture within the school around budget and cost awareness and that the new budget process with greater involvement of the Assistant Heads has assisted as well. TH reported that work is underway in preparing the 2024-25 school budget and that the recruitment process is a priority with key posts (eg school social worker/clerk to the GB and TAs) to be recruited in a very challenging recruitment environment. TH stated that it was vital that the school avoid unnecessary agency costs and to use social media outlets for recruitment. NI added that it was important that the school share adverts as widely as possible. DH sought clarification as to whether the new head count will be included in the budget and SBM confirmed the Leadership team are meeting on 22 3 24 to look at classes for September , and new staffing will be included in the 2024–25 budget depending on the needs.

In conclusion SMi confirmed that there has been a significant change in the budget management process including the more detailed scrutiny of all school contracts and that the SBM has built a positive relationship with the LA. SMi on behalf of the F and P Committee congratulated the SBM and the Leadership Team for their work on reaching a position where the budget is not in deficit.

**GB noted that the SBM will be finalising the CFR submission for 23-24 to the LA in due course.**

### **2.2 Report back from Spring Term Finance and Personnel Committee 20 2 24**

GB noted the report back from SMi.

## **3 Report from Committees**

### **3.1 . Report back from Premises Committee 4 March 2024**

NI presented her report back and highlighted progress with site remodelling and tree management. In terms of the issue with the broken window restrictor she stated that the LA had recently visited the school and this is a priority work.

**GB noted the report back from NI.**

### **3.2 Report back from Curriculum and Pupil Progress Committee: 26th February 2024**

**GB noted the report back from the Committee**

## **4 Governance**

### **4.1 Minutes of the meeting of the Full Governing Body held on 29<sup>th</sup> January 2024 and matters arising**

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

## **4.2 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:-

- **NI** stated that there had been no further developments with the hydropool since the Premises Committee and it remains at present in use , but will be part of any future remodelling plans.
- **AD** is close to finalising the electronic guide for CPOMS.
- The review of the school information report is still to be finalised as it could be impacted by LA changes to their admissions criteria.
- **JH** has had an initial discussion with Hans Haenlein about his role within the DSG and this will be discussed at the DSG meeting on 23 4 24 along with an update on MK's post 19 project.

## **4.3 Governance and Chair's Update**

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

- GB formally reappointed **SMi** as Governor for a further 4 year term.
- GB noted that **AB** has been in contact with a new potential Co-opted Governor who will shortly visit the school and MH will contact Governors for Schools as whether there has been any follow up with a second potential Governor.
- GB noted **DH**'s report back from the EQUALS day on 1 March.
- GB noted the updated policy review schedule following the Spring Term committee meetings.

## **4.4 School Term Dates 2024-25 and Occasional Days**

**GB noted the School Term dates for 2024-25 and the occasional days as they currently stand.**

## **Strategy**

**5.1 Update on Satellite Provision plans from the LA since January GB**

### **PART 2 Minute**

## **6 FOR INFORMATION ITEMS**

GB formally noted the following:-

**6.1 Report back from 23 January 2024 meeting of the Development Steering Group**

**6.2 School Financial Value Standards (SFVS) return approved by Finance and Personnel Committee 20 2 24**

**6.3 School Annual Buyback from the LA 2024-25 with Details of the services planned to be used by the School**

**7 Any other urgent business: None**

**8 Date of Next Meeting: Thursday 9 May 2024 at 6pm**

The meeting ended at 8.20 pm

Arthur Batalona (Chair)