

**MINUTES OF THE ST ANN'S SCHOOL GOVERNING BODY:  
Thursday 4 July 2024 in School and by GOOGLE MEET at 6.00pm**

Present: Shohaib Ali (SA) Arthur Batalona (Chair) (**AB**) Mandeep Bhamra (**MB**) (by GOOGLE MEET) Rosh Carter (**RC**) by (GOOGLE MEET) Dmitri Hall (**DH**) Timmy Holdsworth (Headteacher) (**TH**) Julian Hillman (**JH**) (Vice Chair) Nicola Inson (**NI**) Dr Nasrullah Khilji (**NK**) and Steve Miley (**SMi**)

Others present: Prospective Governor Helena Martaki (**HM**) Mike Herlihy (Clerk) (**MH**). Apologies for Absence Joe Codrington (**JC**) and Kathleen Hau (**KH**)

**Welcome:** **AB** welcomed all Governors to the meeting including Chizoro Williams (CW) who will assume her role as Clerk to the Governors in September. **HM** and CW made introductions to the meeting.

At the start of the meeting **TH** referred to the recent email from **KH** on a significant financial donation from a local resident, who had attended the West London Arts Festival, to the School charity. **TH** stated that the donor is planning to attend one of the student award sessions in July and that the charity are looking at utilising monies for the hydro pool. **DH** reported that in addition the charity are seeking corporate sponsorship for this facility.

**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 Report Summer Term 2 2024 including progress against School Development Plan (SDP) 2023-2024 priorities**

**TH**, in introduction stated that in respect of the 23-24 SDP RAG rating, targets 1-7 are on track for completion and target 8 (Premises) is still a medium risk as we enter the next phase of the site remodelling.

**TH** offered additional comments on the following individual sections:-

#### Leadership

- The school currently need to appoint two teachers for next year as an additional teacher is required for TELSTAR and also a replacement for Troy.
- The school has appointed Abid Ayoub (AA) as Deputy Head to replace Mary Kelly and the leadership team have decided to appoint two TLR (Teaching and Learning Responsibility) roles to replace the Assistant Head position vacated by AA. **TH** explained to the GB how TLR payments operate and the rationale of the Leadership team in this instance, in terms of managing workload. F and P Committee on 9 7 24 will be reviewing the Leadership Team structure for September.

**TH** reported on a successful second EQUALS school development day on 20 6 24 attended by 7 mainstream primary school participants from our cluster schools who saw St Ann's to give them ideas and advice on how to improve SEND practice in their own provision. **SMi** asked whether the LA recognise the SEN challenges in mainstream schools and **TH** stated that this has been discussed at the recent special school heads meeting with Tamara Quinn (TQ) present.

#### Teaching and Learning

- The trainee teacher has been appointed as an early careers teacher for the next school year.

- There was a very positive peer review session with John Chilton School with a specific focus on the implementation of flexible learning environments and the effective use of teaching assistants beyond traditional classroom settings.

### Social and Emotional Learning

- A new lead teacher on social and emotional learning for the new school year as AA becomes Deputy Head. **NK** sought clarification on the mandatory training in this area of school responsibility and **TH** provided clarification on mandatory behaviour support training seeking to avoid use of restraint wherever possible.
- **JH** asked for an update on the recent FOI request discussed at the May GB meeting and **TH** provided a confidential update that gave assurance to the GB.

### Post-16

- **TH** highlighted work undertaken by assistant head SG on the Gatsby Benchmarks and she will continue to liaise with **MB** as lead governor for careers.
- **TH** referenced the updated position on the 12 student leavers in July with 4 currently unplaced. He had informed TQ of the relevant data to inform the LA placement planning process. **JH** asked whether the school are wholly confident that the planned placements will not 'break down' and **TH** stated that this is a risk from previous experience. **NK** asked about the process for colleges offering a place and **TH** explained that this covered colleges reading the paperwork from the school and assessing the student and that these are specialist colleges.
- GB noted that Mary Kelly is working very hard to find appropriate college placements.
- **JH** referred to the GB's response to the action plan for the Learning Disability strategy and a response was still awaited from the LA and the NHS and **AB** would escalate this. **SA** asked about the relationship with elected councillors and **TH** stated that there are links with them but it is a tricky relationship to navigate vis-à-vis managing the working relationship with LA senior officers.
- **SMi** highlighted the importance of a strong parental voice and GB noted that Mary Kelly is working with parents and Mencap with a recent successful coffee morning. In conclusion **TH** reiterated that post 19 provision is not the LA's highest priority as their focus is on finding additional 4-19 school places.

### Assessment

- GB noted that following the departure of Troy the leadership team will need to finalise a permanent arrangement for lead teacher oversight of this area of school activity.

### Curriculum

- Assistant Heads AP and SG continued to lead this strand effectively and they gave a full update to the June Curriculum Committee.

### Parent Engagement

- **TH** referenced the continued success of the coffee mornings , the recent Y6 transition evening and the huge success of the West London Inclusive Arts Festival.

### Premises

This is discussed under Item 4.2 below.

### Staff and Student Data

- **TH** explained the latest student attendance data which was positive and attendance % is close to the national average.
- In terms of staff data **GB** noted that going forward this will be overseen by the Data Officer (**SS**) and that in 2023-24 the return to work processes are more robust although there has been an increase in the last reporting period due to long term absences. **TH** explained the challenges with the data for the absence bandings which do not always 'tell the complete story' but **GB** was assured that the leadership team had accompanying explanatory commentary.
- **JH** believed that future data presentation would benefit by the inclusion of staff numbers and a split between teachers and teaching assistants and **SMi** suggested there also be a split between occasional days absence and long term sickness.

#### 2024-5 Budget

- **GB** noted the significantly improved budget position. As a separate issue **NK** asked for an explanation regarding the descriptors within the SDP and **TH** explained the 5 different bands and the different cohorts. **GB** noted that descriptor D will increase in 2024-25 and that across the borough bands C and D are increasing and that there are more EHCPs in place.

**GB thanked TH for his report and noted that the summer term updates to the SDP targets reflect the discussions at the Summer Term Committee meetings.**

#### **2. School Self Evaluation (SEF) Update Summer Term 2 Update**

**GB** noted the latest version of the SEF as set out in the School Development Plan paper and for the benefit of new Governors **TH** explained its link to the school priorities.

#### **3 Strategy A New St Ann's fit for the 21st Century:**

##### **3.1 Update on Satellite Provision plans from the LA since May GB and feedback from 10 June meeting with LA**

**TH** provided feedback from the meeting of 10 June and that the next step is for the **GB** to decide if it is happy to have further engagement with the **LA** on school expansion and identifying a satellite site. **TH** believed that the **GB** should proceed as small schools will be vulnerable to federation working and expansion will allow St Ann's to develop its nurturing curriculum and behaviour support.

Discussion centred on the following:-

- **JH** in supporting the initiative believed the **GB** needed to be aware of the size of the task and have proper support and funding from the **LA** to the leadership team. **TH** reported that he had discussed with the **LA** the need for administrative support and avoid the budget going into deficit and there has been assurance from the **LA** that they will 'front load' some costs. **TH** added that the school can always pull out of discussions if the proposed site is inappropriate.
- **AB** stated that he was positive from the recent meeting that the **LA** want to collaborate and the **GB** will need to monitor closely the impact on school operations and have a structure in place.
- **NI** considered that the **LA** have thought through the associated project management and funding considerations with a structure in place before the opening of a satellite site and that the school are now 'a sophisticated client' for Ealing and has 'lessons learned experience' of site development.

- **SA** considered that St Ann's is best placed to manage satellite provision and he asked whether any other special school have experience of significantly increasing their student roll. In response **TH** referred to the experience of special schools in the borough and that St Ann's can learn from their experience.
- **NI** stated that the decision for the GB is to agree in principle to progress the satellite initiative confirming our interest.
- **TH** reiterated the importance of keeping the community feel of the school but recognising the risk of expansion on school operations.
- **SMi** recommended the GB continue to work with the LA to expand the school and support the families who need the education that St Ann's provides.

**GB unanimously agreed to continue to work with the LA on the satellite provision and there will be an update in the autumn.**

### **3.2 Report in advance of July Development Steering Group and report back from Development Steering Group 23 April 2024**

**JH** reported that the DSG on 17 7 24 will review their future role in light of developments with satellite provision and the future governance oversight going forward which **AB** stated might be a steering committee approach. **AB** agreed that the DSG needed to discuss their objectives and position relating to the school expansion and any next steps with the post 19 work being led by Mary Kelly. The DSG will also reflect on any impact from a change of national government. **GB noted the report back from April DSG meeting.**

### **Reports from Summer Term 2 Committees: Verbal**

#### **4.1 Report back from JH on key outcomes from Curriculum and Pupil Progress Committee 26 June 2024**

**JH** reported that the key business had been covered in the headteacher termly report and the updated school development plan. Committee had received a detailed update from AP and SG on curriculum developments and he was pleased to note parental involvement in the review of the curriculum and the important contribution of our parent governors.

**Committee placed on record their thanks for the leadership of SG and AP on the curriculum.**

#### **4.2 Report back from NI on key outcomes from Premises Committee 27 June**

**NI** highlighted the following:-

- The school are seeking sustainability certification for initiatives such as the installation of Air Source Heat Pumps and solar panels.
- Committee received an update on plans for the recently vacated former caretaker's house and **NI** has emailed the LA project manager for clarification for P A Findlay clearing the house out and undertaking an asbestos survey. She has also sought clarification from the LA on the plans within the converted new office space for meeting rooms and the school will need to assess the impact if the square metre size is reduced.
- Planned summer term works on the site will have a compliance focus.
- **TH** updated GB on works to the canteen and that meal provision will be provided by the LA, once building works commence and that the head food educator (Grace) is leaving and that the replacement for a chef will be undertaken in the autumn term.

### **Governance**

#### **5.1 Minutes of the meeting of the Full Governing Body held on 9 May 2024 and matters arising**

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

### **5.2 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** has now made contact with **GC** regarding publicity for her honours award.
- **TH** stated that the school social worker post still remains vacant and that he is in discussion with the **LA** on progressing the recruitment of at least one family worker and is discussing grading for the post. **F & P Committee** will discuss this further on 9 7 24 as plans for September must be in place.
- In terms of safeguarding governance **TH** recommended that the current arrangements with **AB** as lead governor continue pending the establishment of the social work/family worker team and Deputy Head (**AA**) involvement.
- **GB** noted that the **LA** are still to finalise their entry and exit form which will replace the school information report. **TH** stated that this document will align with the school development plan and once finalised there will be no need for a separate school information report.
- The work on the hospital policy is still to be finalised as there are ongoing discussions with the **LA** on role of staff and he would like **JH** to attend the next planned meeting with the **LA** in light of his understanding of the issues.
- In respect of the issue discussed at May GB on changes to managing medical conditions and procedures this is still ongoing and there are fresh concerns regarding the **LA** training of passenger assistants to carry out suctioning. **JH** stated that this is a significant issue for parents and **TH** expressed his concern and the risks of the school being accountable for the actions of others.
- **TH** was pleased to report that **EQUALS** undertook filming of the school at the recent development day.

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

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

- **GB** confirmed the appointment of Helena Martaki (**HM**) as a Go-opted Governor and noted she will be joining the Finance and Personnel Committee.
- **GB** noted **JF** will formally stand down as a Governor after the **GB** meeting and **GB** asked to place on record their appreciation of Juliette's contribution to the **GB** since 2017.
- **GB** confirmed the appointment of Teacher Governors Noura Nour El Dine(**NND**) and Naqib Ahmadi(**NA**) from 1 9 24.
- **GB** confirmed **JH**'s wish to remain as a Governor until 31 August 2025.
- **GB** noted the proposed 24-25 Calendar of full **GB** meetings will be sent out on w/c 8 July.
- **GB** noted the updated policy review schedule following the review by **TH** of policies to be removed from the schedule.
- **GB** noted that the safeguarding policies would be reviewed by **TH** in consultation with **AB** as lead governor.
- **TH** expressed his thanks to all governors for their support to the school over the past year and **AB** returned thanks to **TH** and the staff for their commitment during the current school year.

## **6. Governor Development Session**

### **Review of School Ethos Statement**

**MH** suggested that it might be an opportune time to review the ethos statement and whether this could be reworked as a school vision statement in a shorter form.

**TH** stated that an external company were currently looking at school branding and that this could be incorporated into the discussion. **GB** stated that whilst this is not a top priority the document should be reviewed with cross reference to the satellite provision initiative as a strong ethos will be required for school expansion but also to be driven by the staff as a whole rather than solely by the headteacher.

**AB** suggested that work on this initiative develop as outlined above but also include the input of **HM** on account of her professional expertise. **GB** agreed this approach.

**7 Any other urgent business:**

**JH** updated the **GB** on his recent meeting with Baroness Blower following her visit to the school earlier in the term and was pleased to report that she is willing to meet **TH** in an advisory capacity for any support she can give to St Ann's. **TH** agreed that this would be very useful and **JH** will aim to set up a meeting on a Friday in September.

This being **MH**'s final full **GB** meeting the **GB** placed on record their sincere thanks for his contribution to the school over the past 12 years and that **AB** would organise a dinner in the autumn term to cover Mike, Dawn and Juliette retiring from their positions.

**GB** returning to issue of the canteen project noted that it is in the execution phase with a completion date of January 2025. In respect of the former caretaker's house **GB** noted that implementation dates are still to be finalised and **NI** has emailed the LA project manager for clarification on the tendering process as the leadership team are keen for P A Findlay to continue their involvement.

**8 Date of Next Meeting:** To be confirmed on w/c 8<sup>th</sup> July.

The meeting ended at 7.55 pm  
Arthur Batalona (Chair)