

**MINUTES OF THE ST ANN’S SCHOOL GOVERNING BODY:
Thursday 9th May 2024 in School and by GOOGLE MEET at 6.00pm**

Present: Arthur Batalona (Chair) (**AB**) Mandeep Bhamra (**MB**) Rosh Carter (**RC**) Joe Codrington (**JC**) (by GOOGLE MEET) Kathleen Hau (**KH**) Dmitri Hall (**DH**) Tsu Pin Huang (**TPH**) Timmy Holdsworth (Headteacher)(**TH**)Julian Hillman (**JH**) (Vice Chair)Nicola Inson (**NI**)and Steve Miley (**SMi**) Others present: Mike Herlihy (Clerk) (**MH**) Assistant Headteachers and Latha Lyer K (**SBM**) attended for Items 1 to 3. Apologies for Absence Dr Nasrullah Khilji (**NK**)

Welcome: **AB** welcomed all Governors to the meeting and prospective Governor Shohaib Ali (SA) as well as potential Teacher Governors Noura Nour El Dine(NND) and Naqib Ahmadi(NA)

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.

1 Finance and Operational Draft 2024-25 School Budget

SBM presented the budget overview paper signed off by the Finance and Personnel Committee and that a balance budget is put forward for approval. **TH** referenced the **SBM**’s contribution to securing a strong financial management ethos at the school and **AB** confirmed that the F&P Committee had looked at the budget in detail . He referenced the **SBM**’s excellent relationship with the LA that has helped the much improved budget position. **GB** noted that the school had met the undermentioned governance requirements requested by the LA and managed by the **SBM**.

Annual controls and checks discussed by Governing Body whilst setting final budget for 2024/25	Enter letter 'a' in green box to confirm task actioned
Budget plan takes into account the latest Audit and OFSTED recommendations	A
Budget set in line with the schools SDP/SIP	A
Schools Finance Policy has been reviewed	A
Training budget has been set with Finance staff and GB/Finance committee members in mind	A
Scheme and structure of delegation renewed	A
Headteacher to advise school finance staff inc budget holders of the schools financial procedures	A
All the above have been minuted. GB minutes and actual forms to be handed to the school finance officer for their records	A

GB formally approved the draft 2024-25 budget and the 3-year projections signed by AB to be submitted by the SBM to the Local Authority.

Monitoring

2 Headteacher Report Summer Term 1 2024: Update from on School Operations at start of Summer Term 1

TH in introduction stated that a full report on the School Development Plan (SDP) will be presented to July GB.

GB received a presentation from **TH** that covered the following:-

Leadership

- A potential candidate for a school social worker is scheduled to visit on 22/05/24, but the school are still looking at recruiting a family worker for at least one position.
- Staff attendance is improving, with benefit from Judicium's occupational health service and the use of apps. At the end of his report, **TH** presented the latest data, which is distorted by a small number of staff. **SMi** asked about the appropriate processes for these staff and **TH** provided assurance that these are being followed, including Occupational Health referrals.
- Transition days for Y7 starters in September are being prepared and at the moment, 20 students are scheduled to join.
- The School Improvement Partner report was appended to **TH**'s paper and will be considered at June Curriculum Committee.
- There is an EQUALS day planned in June and governors are invited to attend and **TH** will circulate the date.
- **TH** explained the focus of the Ealing mainstream cluster visit to St. Ann's.

Teaching and Learning

- Noura updated GB on plans with the show and tell initiative and that the trainee teachers are being supported.
- For next year's classes, there is a pilot plan for using larger rooms for informal classes by utilising the double class build.

Social and Emotional Learning

- Abid Ali (AA) has recently passed the latest Pro Act Scipr UK training and **TH**, for the benefit of the new governors, explained the behaviour support system.
- **TH** referenced a Freedom of Information Act request from a journalist regarding restraint training/de-escalation expenditure and he gave a confidential update on the school response in terms of St Ann's practice, which was welcomed by the GB.

Post-16

AA is working on TELSTAR placements and GB were pleased with the development of student work experience within the community.

Assessment

- Teacher Anwar Das is assuming Troy's role on leading assessment and he will be offered a pro-rata teaching and learning responsibility payment.
- **TPH** reported back on his visit to the Village School to evaluate the Evidence for Learning System and there is a 1-year trial for utilising the app to its full extent.
- In respect of Moving On reports, these are ready for external moderation and GB noted that this is the last year of using external moderation, as the system is changing. A peer review with John Chilton is taking place on 15/05/24.

Curriculum

- SG and AP are devising a shorter questionnaire for parents and governors on the new curriculum.

Parent Engagement

- Year 5 coffee mornings are being held for the first time and that a Mencap coffee morning will take place on 5/6/24 and parent governors will be invited.

GB thanked TH for his report.

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

3.1 Update on Site Remodelling and Satellite Provision plans from the LA since March GB

TH highlighted the following developments on site remodelling:-

- P A Findlay continue to work well with the school.
- There have been developments with the former caretaker's house as referenced in decision tracking and **TH** will try to ascertain from the caretaker to ascertain his final departure date from the house but also to allow the house to be inspected.
- **TH** provided an update on phase 3 of the remodelling process and in response to a question from **JH** as to whether a contract has been let **NI** believed this not to be the case but it could be a variation to the existing tender and start as soon as the caretaker has left the property.

TH then provided an update on satellite provision following the discussion at March GB and for the benefit of the new governors gave the background to this initiative. **TH** provided the following update:-

- **TH** and the Head of Mandeville school had visited the primary school site in Hanwell but the building is not appropriate due to shortcomings such as the ceilings being too low. **NI** asked whether there were any other sites 'on the table' and **TH** confirmed that there are alternatives but they are likely to be primary school sites.
- A meeting with Tamara Quinn has been set for 5 pm on 10 6 24 to be attended by the leadership team and available governors and as agreed at March GB **TH** will collate questions in advance.
- Notwithstanding the challenges with the above mentioned site in Hanwell the visit was positive and Lawrence Field is a key LA contact.

Discussion centred on the following:-

- **SMi** asked whether the options are likely to be a stand alone site or a shared space as the latter will be challenging e.g. issues with parking/accessibility of school buses. In response **TH** stated it could be either and the challenges for the LA are significant.
- **JH** asked about LA oversight of the initiative and **TH** confirmed that it will involve Lawrence Field (LF) and Helen Redding. **TH** added that any satellite provision must not result in St Ann's losing its 'community feel'
- **NI** stated that the LA's architect should have plans for each available site to see what is achievable and **TH** understood that LF can access these plans and that the physical environment is key for our students.
- **SMi** sought clarity on whether there is a 'knock down/rebuild option' but **NI** believed that this would be more expensive for the LA and would probably not meet sustainability requirements.

GB noted the update from TH, who would email details of the forthcoming meeting with the LA for governors to attend if possible and finalise a list of governor questions in advance of the meeting.

3.2 Report back from Development Steering Group 23 April 2024 including DSG response to LA Action Plan relating to the Ealing Learning Disability Commissioning Strategy 2023-2028

GB received the following update from **JH** and **TH**:-

- **JH** gave background to the DSG's response to the LA's all-age disability strategy action plan and this had been circulated in advance of the meeting by **MH**.
- **JH** stated that the proposal is to write a letter to key LA/NHS directors inviting them to St. Ann's and, subject to the discussion by the GB at this evening's meeting, the contents will be redrafted.
- DSG are committed to campaigning for post-19 provision and the final letter attaching the DSG's response to the action plan will stress the "cliff-edge dimension" referenced by the DSG.
- **JH** referred to a recent discussion with the former senior school social worker regarding a discrepancy with the LA's use of a certain part of the legislation, which is an issue that he will discuss with **TH** and **SMi**.

Discussion centred on the following:-

- **TH** supported the campaigning position of the DSG, but it must not work against the day-to-day priorities of the school to provide 11-19 education. He added that the parental voice is the strength in the argument for post-19 provision and a parent group is needed to undertake this.
- **GB** noted that other boroughs have post-19 provision, but this was set up at an earlier date.
- **JH** stated that there is an expectation at St. Ann's to campaign for our student leavers and to assist other providers who would need to have the same ethos as St. Ann's, but any action/resources need to be balanced against running St. Ann's effectively and safely in light of the capacity available. **SMi** agreed that it was important the school do not dilute existing resources but can help keep pressure on the LA and government. **GB** agreed that **JH** will re-circulate his draft letter by the end of May and they approved the DSG's response to the action plan, thanking **GC** for her significant contribution.

Monitoring

4.1. Managing Medical Conditions and procedures

TH drew **GB**'s attention to an email from Julie Lewis (Ealing LBC) on moves to defining the role /expectations of school-based staff in managing medicines/procedures. **GB** had accompanying information on staff responsibilities set out in an NHS checklist which the LA would like to review. This issue will be discussed at a forthcoming special head's meeting.

TH informed the **GB** of his concerns regarding proposals to give further responsibility to support staff on managing medical conditions and procedures in light of the significant demands on support staff to run the school safely and that he would welcome any comments from governors prior to the above meeting. **SA** from his professional background stated that patient's safety is a key factor. **TH** would also welcome feedback from parent governors on the parental perspective.

AB recommended that the Governor perspectives be sought to inform future discussion including concerns expressed at this evening's meeting and GB supported the position being taken by TH. MH undertook to email the documents for Governors to comment as soon as possible to TH direct.

Governance

5.1 Minutes of the meeting of the Full Governing Body held on 19th March 2024 and matters arising

The minutes of the March 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** will contact Gillian regarding publicity for her MBE.
- GB noted **AB** and **TH** had met a potential candidate to replace MH as Clerk and the school will seek a reference from her previous school and if appointed this would be on a trial basis. In the interim MH will share details of the JD/Person Specification with **JH** in the event that the above arrangement does not materialise.
- Work on a Hospital Policy is progressing and **TH** added that a Home Learning Policy needed to be finalised and this will be part of the review of existing policies scheduled for Summer Term 2 GB.

4.3 Governance and Chair's Update

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

- Shohaib Ali (SA) has confirmed his interest in joining the GB and subject to the standard pre appointment checks GB confirmed his appointment.
- GB wished Juliette a speedy recovery following her recent hospitalisation and that **AB** is sourcing a potential Co-opted Governor who will shortly visit the school.
- GB place on record their sincere appreciation of Troy's contribution to the Governing Body including his work with **KH** and **DH** in setting up the new School Charity (as well as his excellent cooking !) and wished him well for the future in his new role at Mandeville School. Arrangements to replace Troy with a new Teacher Governor will be finalised in Summer Term 2 noting the interest of Noura and Naqib. GB agreed there should be a meal to mark Troy and Juliette's contribution plus forthcoming retirements (*N.B at the end of the meeting Governors agreed there should be a small account for Governors to contribute if they so wish to buy gifts for departing Governors*).
- GB noted the update on Governor training and that a teambuilding session is a priority for later in 2024 along with safer recruitment and safeguarding.
- GB noted the summary produced by the National Governors Association on the recently introduced DfE Governance guides.

7 Any other urgent business: Governors were invited to look at the newly acquired school vehicle at the end of the meeting.

8 Date of Next Meeting: Thursday 4 July 2024 at 6pm

The meeting ended at 8.20 pm
Arthur Batalona (Chair)

