

## St Ann's School Governance Statement 1st September 2017 -31st August 2018.

The Governing Body has formally met 6 times during the 2017/18 Academic year. Attendance during the year at meetings of the Governing Body was as follows:

Governor	Meetings attended	Notes
Gillian Carver	5/6	Timmy Holdsworth Deputy Headteacher deputised at July GB
Juliette Fenton	4/6	
Kirstie Ferrett	6/6	
Richard Ferrett	6/6	
Julian Hillman	6/6	Chair of GB
Professor Shahid Khan	4/6	
Sallie Mercer	5/6	
Susan Kumba	3/6	Susan is an Associate Governor
Guy Rundle	4/6	Joined GB in November 2016
Corine Samura	4/6	
Jenny White	5/6	

The Governing Body (GB) have considered a range of business throughout the year.

A major development in 2017-18 was the successful outcome of the school's Ofsted Inspection in November/December 2017 and the full report is available on the Website .

St Ann's Ofsted Inspection was in two parts. Following a short inspection on 17<sup>th</sup> November under Section 8 of the Education Act 2005, a full Section 5 inspection took place on (31.11.17-01.12.17)

St Ann's was judged to be Outstanding in Overall Effectiveness and Outstanding in all five categories. The report stated

*"Leaders, governors and staff have the highest ambition for all pupils. Only the best will do."*

*"The senior leadership team complement each other really well. They are also bold in their decision-making"*

*Governors provide effective challenge and support to school leaders in equal measure. They choose to undertake regular visits to the school and also to carry out case study reviews of individual pupils. They ask external agencies working with pupils to present their findings to the governing body. Governors therefore have a detailed understanding of the school's work and also how well individual pupils are achieving*

The following have been recurring business:

-Future plans for the school site in both the short and medium term :

Increasing numbers of severely disabled young people means the school in cooperation with the LA has been working hard at improving the existing site ( including new medical room facilities/New Telstar provision )and looking at the provision in the long run of an alternative site. It is the Governors view that new modern facilities are required. In 17-18 works have been carried out to the Reception area and together with additional gating has enhanced health and safety and made the site significantly more secure.

- We have been working with other special schools and developing Professional Educational Partnerships. For example with Queensmill School / Birmingham University / University of Jerusalem /Middlesex University /Lindon Lodge School and Numerous University nursing student placements.
- The school again played a key role in the 2018 West London Inclusive Arts Festival alongside schools from Hammersmith and Fulham and Westminster. The School are involved in the LA's Ealing Learning Partnership to drive collaborative working and peer review to raise achievement and the quality of teaching and learning for all young people in Ealing. ELP is also an alternative approach to the Government's academisation agenda.
- Reports from the Ealing Director and the school's response to key areas within
- Safeguarding and Site Safety updates including Whole School Student Information
- A focus on key sections of the School Development Plan (SDP) 2017-18 and particularly for the full GB -Section A Leadership and Management with other sections being reviewed by the Committees
- Reports from the Link Officer twice termly visits and action on recommendations therein
- Governor Visits reports
- Self Evaluation Form document (SEF) 2017-18 reformatted as an A3 grid and updated monthly by the Headteacher in consultation with the SLT.
- Half termly Governance updates, both school and external governance related, with commentary from the Headteacher, reported from the Clerk to the Governing Body
- Decision Tracking- a report from the Clerk updating Governors on progress on decisions taken/action agreed at full GB meetings and Committee meetings.
- A paper from the Chair of the GB on Governor Recruitment and Governance at St Ann's 2018-23 and beyond
- Policy review including the Equality Policy/ Child Protection Policy/ Class Closure Policy/ Positive Behaviour (School ) Management Policy
- Review of Scheme of Delegation and Financial Procedures
- Carefully managing the 2017/2018 school budget, within the challenging context of rising costs, additional staffing needs and high need students with the detail being considered by the Finance and Personnel Committee half termly. Agreeing the 2018-19 budget
- Governors carried out a skills audit for the GB which will inform Governor recruitment and training priorities for 18-19
- Reports from the Committees

The Governing Body has received a series of presentations during the year to assist Governor understanding of the school and also as part of their development. These have covered

- Evidence for Learning App

- Clevertouch Technology
- Family Links Programme
- Telstar the Journey to Date
- Summary of St Ann's Behaviour Data tools
- Updates on Future of St Ann's site from Tom Lindsay on behalf of the LA

Each term the GB received a detailed data rich report from the Headteacher that covered among other matters the following key areas:-

- A summary of recent notable events
- Progress against Strategic Priorities and the action point from the December 2017 Ofsted report
- Progress against St Ann's School Development Plan 2017/2018 : Section A : Leadership and Management/ Section B : Achievement of Pupils/ Section C : Sixth Form Provision/ Section D : Quality of Teaching/ Section E : Behaviour and Safety/
- St Ann's Whole School MAPP Data Comparison: Autumn, Spring and Summer Terms
- Composition of each class group by Special Educational Need/ student Population by Cohort
- Information on Y 14 Leavers/ Y7 joiners
- Professional Educational Input including Creative Consultants
- Work and Life Experience Learning Opportunities for the students
- End of Key Stage Progression Guidance/ P Level Milestones data /Anonymised individual student progress MAPP data and cohort progress MAPP data
- Staffing Structure and outcomes of Teacher Appraisals
- Quality of Teaching Data/Staff Absence Data
- Student Cohort Analysis/Student Attendance Data
- Safeguarding data including Panic Alarm data
- Lesson Schedules and Teaching commitment
- St Ann's School Accident/Incident Reporting Statistics 2015-2018
- Summary of medical needs eg epilepsy, gastrostomies, mental health needs
- Updated 3 year Premises Plan
- Staff and Governor CPD opportunities
- Year 6 transition data
- College Links and the Destination of Year 14 students
- Data on parent/carer attendance at Open Evening
- Summary of events for parents/carers eg coffee mornings and Family Links courses.

Details of Governors are on the school website

The school greatly values the contribution and time commitment of its parent governors who undertake the role diligently notwithstanding the great pressures they face as parents/carers in meeting the complex and changing needs over time, of their young person at home and in other settings. Parents/Carers provide a unique perspective, particularly about the long term outcomes they would like for all St Ann's students. The Governing Body will do everything possible to support Parents'/Carers' attendance at Governing Body meetings eg meeting the cost of child care.

Our co-opted Governors provide significant expertise in areas such as finance, health, social care, school governance, premises management, human resources and education. The GB will continue to look at the skills/experience required to further strengthen its effectiveness

### **Committees**

During the year, the **Finance and Personnel Committee** chaired by Jenny White has met each half term as a sub-committee of the main Governing Body. Its purpose in relation to finance is to monitor an increasingly challenging and tight budget, by way of a Cumulative Expense Analysis (CEA) for each month. Managing the school budget is a major challenge due to the complexity of student needs and the high staffing levels required to run the school effectively and safely. In 17-18 the Committee undertook a detailed analysis of *Cost Reducing Scenarios/Enforced Savings to balance the budget*

Particular issues dealt with in the year include the further development of the Telstar Provision/Planning of the New Building/Financial Security, balancing potential funding reductions against staffing levels required for the increasingly complex pupil profile. Managing in a challenging working environment and a largely non purpose built school building which presents huge limitations in meeting the needs of three diverse student cohorts. There are ongoing negotiations with the Local Authority about the financial resources required to meet the needs of a growing population of students with ASD, PMLD and complex SLD.

The Committee also focuses on Section A Leadership and management of the School Development Plan.

Its purpose in relation to staffing is to consider all staff related matters including the Headteacher's Performance Management, appraisal, training and development, staffing structure, terms and conditions of service. The Committee have reviewed the office support structure as well as changes to the senior leadership team to assist teaching and learning at St Ann's.

The Committee also oversaw the fourth year of the revised pay review /pay appeal process

In addition the Committee in 17/18 have focussed on Preparations for the Summer Scheme 2018. Committee routinely review school transport provision to safeguard the student's interests in this vital service for St Ann's families.

The Committee have reviewed the Schools Financial Value Standard/ Financial Procedures/ annual insurance arrangements and all matters relating to good financial management including audits carried out by the Local Authority.

### **Premises Committee**

The Premises Committee chaired by Richard Ferrett meets termly and its key business has included

- regular review of the 3 Year Premises Plan
- Section A of the School's Service Development Plan- Leadership and Management
- Discussion on suitable environments for ASD/PMLD/SLD students
- Accident Reports data
- Monitoring ongoing discussions with the LA regarding remodelling the existing St Ann's site and the identification of a possible site for a new build.
- Analysing the Benefit of the Hydropool to the school
- Audit assistance survey for St Ann's School
- Key issues arising from the external site inspection as well as internal inspections
- A review of the Accessibility Plan
- Review of Health and Safety Policy and School's compliance with Health and Safety Regulations and the Annual Health and Safety Audit

The Chair of the Committee undertakes an annual inspection of the school site (external and internal including the Caretaker's House) with the Headteacher and the School Business Manager

The Curriculum and Pupil Progress Committee chaired by Kirstie Ferrett met 3 times in 2017/18 and its key business during the year included:

- Review of School Development Plan Priorities 2017-18- Section B: Achievement of Pupils:- Section C: Sixth-form Provision: Section D : Quality of Teaching Learning and Assessment Section E : Outcomes for Pupils
- Review of Pupil Progress Data Sets and MAPP Data
- Quality of Teaching Data
- Ofsted Report and action point identified therein
- Policy review:
- Feedback from the 2018 Foxes Residential Trip for St Ann's Students
- Rochford Review updates
- Curriculum Update and review of Curriculum policy
- Pupil Premium provision and impact 2017-18

OFSTED made the following observation on the curriculum

*Leaders and teachers are extremely careful in their design and implementation of the stimulating curriculum. They have ensured that it is carefully matched to pupils' different needs. In the words of a parent: 'It is not a routine curriculum, they go with the child.' The curriculum plan for each pupil considers what pupils can already do and includes the use of therapeutic support to help pupils access their learning. Leaders and teachers review the curriculum regularly to establish what pupils have or have not been able to achieve.*

### **The Safeguarding Committee is chaired by Sallie Mercer**

The termly Safeguarding Committee meetings in 2017-18 focussed on among other things

- Safeguarding audit and the Single Central Record
- E-safety update
- SRE curriculum policy and practice
- Nursing care priorities update.
- Attendance analysis and-Social care update

- Policy approval
- Accident statistics
- Evidence of impact of behaviour management

A wide range of issues are considered at each meeting in order to promote students' well-being and safety.

Ofsted commented as follows:-

*The governing body operates a safeguarding committee which oversees safeguarding thoroughly. Governors consider policies that relate to safeguarding carefully, for example the school's emerging sexuality policy. Governors also discuss attendance fully at each committee meeting.*

The school's Link officer in her latest report commented as follows:-

*All staff at St Ann's area concerned to prioritise safeguarding with all pupils. Many arrangements of groups and use of the premises are made with safeguarding in mind. Everyone is looking forward to the prospect of a new purpose built school that eases the pressure a little and enables St Ann's pupils to stay safe with just a little less vigilance. Minor improvements to the building were made in 2017 to improve the safety of staff, visitors and pupils.*

In addition Governors regularly attend the school, supporting key events including whole school celebrations, Leavers' ROA ceremonies, Parent/Carer Coffee Mornings, undertaking link visits to the school as well as sitting on all staff recruitment panels and formally reviewing the Headteacher's performance during the annual performance management meeting supported by an external consultant.