

SOCIAL ARTS FOR EDUCATION

Minutes of Annual General Meeting held at Eltham GPO, 4 Passey Place, London SE9 5DQ
Thursday 3rd August 2017

Present: Marion Leaver, LaReo Riviere, Andrea Wigley, Claire Leaver, Jenny Johnston, Annabel Leaver, Ruth McWeeney.

Apologies: None

1. **MINUTES OF LAST MEETING** – Agreed
2. **CHAIRMAN’S REPORT (LR)** I have tried long and hard to sum up the achievements we have made – not because I cannot list a number of positive outcomes, but because listing does not convey the impact of the successes they have made on our students and their families. Instead, I will summarise a case study of our longest standing student that graduated from S.A.F.E. this year.

Charlie Smith (Annabel’s son) was S.A.F.E.’s first student and he was the reason Annabel started and Charlie’s story is the reason she will continue to keep S.A.F.E. running for as long as she possibly can. At 10, Charlie had just started Year 6 at Primary School. He was a bright child, polite, gentle and well-behaved. However he did not have any friends, nor did he enjoy lessons or playtimes. He could tell you facts about wildlife, transport, science and so much more. He could draw detailed and intricate pictures of systems and diagrams. He was deemed a “slow learner” and Annabel felt that the teachers never had anything positive to say about him. He was also a target for bullying and having no support or specialist teaching the gap between him and his peers widened. Annabel decided to withdraw him from school as he was desperately unhappy. She decided to home educate him. Within weeks his confidence grew, communication became better and he started to flourish academically.

Skipping forward seven years, Charlie was the oldest of around twenty children at S.A.F.E. At some point all of these children had been in Charlie’s position. Every parent that walked through the door had also been in the same position that Annabel had. Today Charlie has successfully passed his examinations and will soon be starting at an Apprenticeship and has a prosperous career ahead of him. He has had everything he would have had at secondary school, but an amount that he could handle. He was shown *how* to talk to people, *how* to make friends and was given advice when he needed it. We know that all the S.A.F.E. children will follow in his footsteps.

3. **CURRICULUM REPORT (AL)** It has been a great end to the academic year of 2015/16 as we look back at all or our achievements. Several children have studied, sat and passed their GCSE’s and the number of children on roll have significantly increased, at points simmering just below twenty and teachers and staff have increased hours and responsibilities, making them familiar and stable within the workplace.

It was decided the year before to condense the curriculum to the core subjects, with room for more creative, holistic and sensory-based classes. This worked well, especially with the GCSE’s in mind, allowing teachers to focus teaching the struggling students with their qualification subjects. The following timetable shows the curriculum for the year 2015/16.

Monday	Science	Physical Education
Tuesday	Maths	Art
Wednesday	Maths	Cooking/English
Thursday	Non-teaching day	
Friday	English	IT

The increased hours in the core subjects (GCSE) has meant our teaching hours in these subjects now matches the average in mainstream schools.

4. STAFFING REPORT (AW)

In this academic year, we have been introduced to new staff members that have made a significant difference to the running and progress of SAFE. We have also seen an increase in commitment and responsibility from old staff members, resulting in a more united and dependable team.

In the Autumn term of 2016, Louise Kirkman was hired as a trainee maths teacher, initially to address the problem of some students needing more sensory based maths classes. Louise had extensive SEND experience and very quickly incorporated her skills into our ks3 maths class which became very popular with our children with more complex sensory needs. Louise is still building on her own subject knowledge and has regular briefing session with Annabel and Ruth which help her to plan and assess efficiently. Louise will be increasing her hours next term to develop her interactions with the rest of the students and increase her own relationships within the centre.

Mick Hunter was also introduced to SAFE in 2016, after a struggle to find a suitable GCSE Science teacher for our KS4 class. Mick, also a trainee teacher, has settled well and adapted his teaching style excellently to our framework at SAFE, making sure individual needs were being met all round.

In the early Spring of 2017, Annabel had to take unexpected time off due to a family death. This meant the centre was in the hands of those who offered to take on the running of things - namely Ruth who has worked at SAFE the longest, bar Annabel – and the ins and outs of the day-to-day runnings were quickly adopted by Ruth who showed her capabilities in managing while Annabel was unable to.

A parent of a students at SAFE, Lisa King, also stepped up and offered to help where possible. Lisa who had been previously doing part time cleaning for SAFE started to help out with afterschool activities and general admin.

It was after the period that Annabel had spent off that it was decided that the two staff members, Ruth and Lisa, should be offered promotion and further work. Not only would Annabel need to take time off due to the need to give her children more attention, but it was highlighted whilst she was off, that there was a very significant need for more management and support in the running of SAFE. Luckily, both staff members accepted their new positions and Ruth became Deputy Head of Centre whilst Lisa became Admissions Facilitator and Afterschool Club Leader. Annabel and the charity are extremely grateful to have such valued staff members acting as management now.

At the end of the school year, Eve Brimacombe handed in her resignation to retire. She will be sorely missed by everyone here. Mick Hunter is to replace her KS4 English class from next term.

The staff roll is as follows:

Annabel Leaver – Head of Centre

Ruth McWeeney – Deputy Head of Centre

Lisa King – Admissions Facilitator and Afterschool Club Leader

Catherine Skelton – Lunchtime Supervisor and Support Assistant

Loiuse Kirkman – Trainee Maths Teacher

Mick Hunter – Trainee Science and English Teacher

The centre also hires several outside companies for teaching classes, namely Q4Access, an IT specialist charity that support people with communication difficulties and ADO (Animal Days Out) a community group that support children and adults in animal-based learning and therapies.

Andy Hoang is still volunteering with website support and is greatly appreciated for his time and efforts each month.

Sue Garland is also volunteering once a week with individual students and is also greatly valued for her commitments and support, especially for our GCSE students.

Parents such as, Pamela Jones, Natelie Henriques and Angela Reynolds, all generously volunteer their time to help out with lunchtimes, trips and donation of resources. Again, the charity is extremely grateful for the support they have all shown.

5. FINANCIAL/SECRETARY'S REPORT (ML)

Here are the accounts for the year ended 31st December 2016 which have been audited and are a true reflection of the income and expenditure of S.A.F.E.

Last year's fundraising has been achieved by sky-diving, boot sales and quizzes. We receive regular monthly donations from individuals and the Charities Trust and also from Just Giving. We have still got £850 from Bailey Thomas and they have agreed that we can still use this.

We also received grants from the Jack Petchey Foundation which is used to fund outings etc. and the London Borough of Bexley (for student fees).

We claimed Gift Aid in October 2016 and received over £6100.

Our 100 Club is still going, but we need more members for this to make a profit.

Fees for hall hire have remained the same, although we are now advertised on a Halls for Hire website and get regular enquiries.

We have initiated a Petty Cash book and we can now use a Nationwide debit card so that goods can be purchased and recorded more easily.

We now have to pay more in salaries, which means paying National Insurance so contributions have risen as well.

We also now pay the monthly fee for the Company Car (only used by AL).

Although we have one debt from fees outstanding (£750), our system of invoicing for fees for one term in advance has been successful.

6. ELECTION OF MANAGEMENT COMMITTEE

Chairman – LaReo Riviere	Agreed
Secretary/Treasurer - Marion Leaver	Agreed
Trustees - Andrea Wigley, Jenny Johnson, Claire Leaver	Agreed

7. CONSTITUTION – AMENDMENT TO ARTICLES OF AGREEMENT

It was unanimously agreed that: In our Articles of Association, Objects and Powers, the objective should be changed so that it reads “children from the ages of 11-18 years of age.” This amendment is to be approved by the Charity Commissioners if legally required.