

SOCIAL ARTS FOR EDUCATION

Minutes of Annual General Meeting held at Eltham GPO, 4 Passey Place, London SE9 5DQ
Monday 20th August 2018

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

1. MINUTES OF LAST MEETING – Agreed

2. STAFFING REPORT (AW)

It is my pleasure to announce that S.A.F.E. has had its lowest employee turnover ever, with only one member of staff leaving (for full-time employment) and still continuing their involvement with the charity by volunteering on occasion. This means staff have stayed on from the academic year 2016/17 which has had an amazing impact on students and team moral. Take a moment to compare last and this year's staff rolls.

Staff Roll 2016/17

Annabel Leaver – Head of Centre, Ruth McWeeney – Deputy Head of Centre
Lisa King – Admissions Facilitator, Administrator and Afterschool Club Leader
Catherine Skelton – Lunchtime Supervisor and Support Assistant
Louise Kirkman – Trainee Maths Teacher, Mick Hunter – Trainee Science and English Teacher
Q4Access - I.T. Teachers, Sue Garland - Volunteer Humanities Teacher
Andy Hoang - Volunteer I.T. and Website Consultant

Staff Roll 2017/18

Annabel Leaver – Head of Centre, Ruth McWeeney – Deputy Head of Centre
Lisa King – Admissions Facilitator and Support Assistant
Catherine Skelton – Lunchtime Supervisor and Support Assistant
Louise Kirkman – Trainee Maths Teacher, Mick Hunter – Trainee Science and English Teacher
Q4Access - I.T. Teachers, Sue Garland - Volunteer History Teacher
Andy Hoang - Volunteer I.T. and Website Consultant

You can see that only minor changes have been made, namely Lisa King's role has now been increased to include administrative duties as well as supporting students with accessing learning. Sue Garland changed her subject to History and has been delivering 1:1 sessions with a GCSE student who plans to take the qualification next year and as mentioned, one teacher has left - Anthony Francis - half of the Q4Access duo, who has since volunteered his time to run holiday clubs and workshops.

With the mention of school registration on the horizon, Annabel and Ruth have been keen to budget wisely in order to close the gap on S.A.F.E.'s wages and the government's recommended pay scales (see below). As one can see, we are a distance off from maintaining a sustainable future due to high national leadership wages, however, projections show a possibility of meeting a similar pay scale in the following academic year 2018/19 for teaching and non-teaching staff.

Employing them on a full-time basis is our next goal, along with increasing leadership wages.

S.A.F.E. Staff Wages Currently:

Head of Centre - £25,000, Deputy Head of Centre - £20,000
Administrator - £10,500
Part-Time Support Assistant - £12,000 (pro-rata)
Teachers £28,000 (pro-rata)

NEU recommended pay scales

Below are the NEU's recommended pay scales for 2017-18 which we wish to see all schools adopt.

Main Pay Range

1 September 2017	England and Wales	Inner London	Outer London	Fringe Area
1 (minimum)	£22,917	£28,660	£26,662	£24,018
2	£24,728	£30,155	£28,315	£25,828
3	£26,716	£31,726	£30,067	£27,815
4	£28,772	£33,379	£31,929	£29,878
5	£31,039	£35,947	£34,637	£32,139
6 (maximum)	£33,824	£39,006	£37,645	£34,934

Leadership Group

Spine point	E&W (excl. the London Area)	Inner London Area	Outer London Area	Fringe Area
L1	£39,374	£46,814	£42,498	£40,458
L2	£40,360	£47,804	£43,486	£41,447
L3	£41,368	£48,816	£44,490	£42,454
L4	£42,398	£49,844	£45,525	£43,489
L5	£43,454	£50,906	£46,582	£44,546
L6	£44,544	£51,991	£47,667	£45,633

Headteacher Group One

Spine point	E&W (excl. the London Area)	Inner London Area	Outer London Area	Fringe Area
6	£44,544	£51,991	£47,667	£45,633
7	£45,743	£53,194	£48,870	£46,835
8	£46,799	£54,247	£49,924	£47,884
9	£47,967	£55,411	£51,090	£49,055
10	£49,199	£56,644	£52,325	£50,286
11	£50,476	£57,918	£53,597	£51,561
12	£51,639	£59,087	£54,766	£52,730
13	£52,930	£60,376	£56,059	£54,021

A benefit from registering as a school would be that we could officially train our trainee teachers at PGCE level, without them leaving their placement at S.A.F.E. for significant amounts of time. Another is that we would be allowed by the Department of Education and Schools to operate for more than the current 18 hours per week that un-registered schools must abide by. Of course, local authorities would also be able to fund placements at a non-subsidised fee which would release the pressure of fundraising (see fees below).

Subsidised Fee (parental fee) £22.50 per session

True Fee (local authority fee) £51.00 per session

As grateful as we are to the volunteers and generous donators to S.A.F.E. we now must think about a sustainable future and what that entails. We are very pleased to have a very low employment turnover this year and would like to give incentives to keep hold of excellent teachers. Of course we are very thankful to have parents such as, Pamela Jones, Natalie Henriques and Angela Reynolds, who 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.

3. FINANCIAL/SECRETARY'S REPORT (ML)

Here are the accounts for the year ended 31st December 2017 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 a talk, quizzes, raffles, Charlie King's Walk, and Variety Show in December. We receive regular monthly donations from individuals and the Charities Trust and also from Just Giving and Easyfundraising. We no longer have any grant from Bailey Thomas. We also receive grants from the Jack Petchey Foundation.

Donations were from parents (Reynolds £10,000), Julie Raven (£2,000) and regular donors. Jack Petchey have given us a grant for trips and outings.

Our 100 Club was closed in December as it was not making any profit.

We have regular groups that hire our hall and this is a regular source of income.

We no longer use a Nationwide debit card, but now have two NatWest debit cards so that goods can be purchased on the Internet and recorded more easily. (2018)

We started to pay for Staff Pensions in September with the Government Scheme – NEST.

We may be able to get a refund from National Insurance contributions, but this needs to be followed up with our Accountants. Similarly, we may be able to claim VAT, but this is more complex and we will probably need an accountant to help with this as well.

4. CURRICULUM REPORT

The year started in good stead, with a handful of well-deserved GCSEs from the Summer of '17 boosting our confidence to continue to run as a newly opened examination centre.

The timetable looked very much like the one from the year before, minus Geography - as there was little demand for such a class - and focusing on a clear split of GCSE and non-exam-based classes.

Monday		
9:30 – 12:00	12:00 - 13:00	13:00 – 15:00
KS4 Double Science / KS3 Science	Lunch (off premises)	KS4 Double Science / Phys Ed
Tuesday		
9:30 – 12:00	12:00-13:00	13:00 – 15:00
KS4 Maths / KS3 Maths	Lunch (off premises)	KS4 Art & Design / KS3 Art & Design
Wednesday		
9:30 – 12:00	12:00-13:00	13:00 – 15:00
KS4 Maths / KS3 Maths	Lunch (off premises)	KS4 English / Cooking
Friday		
9:30 – 12:00	12:00-13:00	13:00 – 15:00
KS4 English / KS3 English	Lunch (off premises)	Q4Access IT / KS4 Maths

S.A.F.E.'s age criteria bracket - which was previously 8 years old to 16 but had changed to 11 to 18 in September 2016 - had become common knowledge among those close to us and our students who were younger than eleven during the change, now stood out a little more as secondary aged students trickled into the centre. This, however, did not seem to be problematic as many students would often socialise with those younger or older than themselves, in particular, the autistic students. The age gaps were also hidden by such ranges in ability and aptitude too; even though our students were of 'KS3 age', there were still plenty of students who were still heavily reliant on KS2 work, and still are.

Mick Hunter, who was appointed as Science and English trainee teacher earlier that year and Louise Kirkman, who was appointed KS3 Maths trainee teacher around the same time, were well experienced and valued members of the staff team. At the start of the academic year, both trainee teachers got into the swing of their classes and kept up with their long-term plans very well. With regular mentoring from Annabel, both took on their roles with professionalism and delivered excellent quality teaching.

There were also additional GCSE classes to address the concern of too little 1:1 revision sessions come exam-time (a lesson learned from the first and second year of examinations) and Science was a class that for the first time, would be taught over the duration of a whole day. This was, in part, to cover such a comprehensive syllabus over a year and also to prevent from 'lost time' during class transitions. Looking back, a whole-day of teaching had its pros and cons. Mainly, there was far more time for Mick to get apparatus out, deliver team-based investigations and go off-topic a little more. However, on the flip-side, students struggling to have an interest in the syllabus would now find it even more difficult to stay focused, especially after lunch.

The KS4 Art class changed hands from Ruth to Annabel previously that year, with Ruth delivering a more sensory-based and dexterity-orientated class for those with poor fine motor skills. The GCSE class continued with their project-based work and two out of the three students in the class prepared to sit the Art and Design GCSE (which was S.A.F.E.'s first art-based qualification).

Annabel, Ruth and Mick went on several training courses to make them well-versed with the protocol of delivering and marking non-exam assessments (coursework) and new assessment matrices, cleverly created by Ruth, helped the staff record levels and predications with ease.

Keeping the timetable similar to the previous year was a good idea, although some subjects became noticeably stale as students developed their skills and understanding. Some students, quite simply got

bored with the routines. This was mostly apparent in Cooking and Phys Ed, where students were limited to developing further due to a lack of specialised teachers, space and resources. Although some students did very much still enjoy the classes, numbers dwindled and teachers felt a little defeated by the apathy that some displayed.

Another subject that took a small hit to its popularity was the I.T. class. After Anthony left to teach at another school in September 2017, the dynamics of the class changed as John struggled to keep up with both the teaching of the class and the supporting of the class, not to mention the continuous monitoring and upkeep of the computer equipment and ever-waning wifi. Lisa King was brought in to help support students who found the class increasingly more difficult to access and John introduced visual hand-outs so that students could refer to a step-by-step guide if he was busy with another child or fixing equipment. However, by the time these interventions had made any real impacts, the numbers of this class had significantly decreased and John's after school club 'DnD Club' (Dungeons and Dragons Table Top Role Play) had become more successful. John agreed that splitting the I.T. into smaller, streamed groups would work better; deciding with S.A.F.E. to discontinue the class in September 2018 and to then begin After School Clubs that would allow him to teach smaller groups.

All in all, the timetable for the year 2017/18 worked well and continuity helped our GCSE students to sit another year of exams with familiar teachers and formats. However, for the classes that needed revamping, extra funding has been set aside for the new year. That, however, will be revealed in next year's report,

4. Chairman's Report - (Academic Year 2017/18)

S.A.F.E. has run successfully and with increasing development for six years now, thanks to a dedicated team of directors, staff, trustees and supporters.

Last year, we saw the transition of our first student move into further education and work and are keen to write more and more successful case studies like his.

With the London Borough of Bexley's support and encouragement this year, S.A.F.E. now has been given the push to continue to provide individualised curriculum and life paths for students who were at one time in their lives, desperate and broken. S.A.F.E. has shown that it can live up to its motto and provide education in a safe and understanding environment, but not only can it do that, it has proven that it can change lives and opportunities.

After a difficult previous year, S.A.F.E. has shown that its staff are invested and dedicated. Employment turnover is at its lowest and the majority of students are now staying on average for longer - many the duration of their secondary education. Our students are achieving and developing in ways we could not have imagined and professionals and local authorities are regularly telling us that we are delivering an excellent and well-needed alternative to school.

The move into registration will be met with caution; there is much to be concerned about surrounding keeping autonomy and the primary objective of S.A.F.E. However, if we are careful to keep our core values at the forefront of any developments, we are sure to still support the education and recovery of the most vulnerable children; those without Statements of Educational Needs (EHCPs).

With the average age of students being 15, we have considered this year to help those transitioning into further education and work a more supportive one; possibly open another provision to enable smoother transitions and develop life and social skills. Plans to further the support of our post-16

students are in continual development and we have the support of Bexley Borough as well as other professionals in education.

We have pushed the boundaries of what is traditionally 'learning', trusted our instincts and carefully shown with reports and outcomes that what we do works. Only this year we have introduced the notion of 'gaming therapy' and we await the results with eagerness.

This year, S.A.F.E. is a more confident establishment and well-established within the small circles of Bexley and Greenwich educational professionals. We are proud of what we have achieved and where we will go next.

5. ELECTION OF MANAGEMENT COMMITTEE

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

SAFE EXPENDITURE & INCOME TOTALS 2017

EXPENDITURE

DATE	Toys & Equipment	Food Drink	Travel Subs	Insurance	Fees	Salaries	Rent	Rates	Utilities	X Telecom	100 Club /Sundries /Pension	Nat Insr	Trips	TOTAL
January	98.10	80.67	214.60	295.44	370.72	2745.27	1166.66	52.00	122.89	88.01	100.00	442.36	52.00	5828.72
February	68.00	15.00	217.60	63.44	690.00	2590.29	1166.66	52.00	13.11	88.01	100.00	468.00	14.00	5546.11
March	181.69	58.99	214.60	63.44	1094.34	1362.93	1166.66	52.00	111.41	88.01	88.00	458.51	274.00	5214.58
April	589.07	190.36	531.60	63.44	642.60	3056.93	1166.66	53.54	52.02	88.01	138.46	502.40	257.60	7332.69
May	54.48		298.60	63.44	192.00	7132.32	1166.66	50.00	40.59	91.61	926.00	636.20		10651.90
June	214.04	86.33	239.60	63.44	1067.70	4840.65	1166.66	50.00	27.79	97.01	15.26	578.20	200.00	8646.68
July	44.09		244.66		608.00	3760.27	1166.66	50.00	175.65	94.00	162.56	607.20	240.00	7153.09
August	605.35	142.50	214.60		489.50	2906.80	1166.66	50.00	155.53	98.80	319.01	598.40	100.80	6847.95
Sept	2824.66	50.00	291.60	64.74	179.50	6330.35	1166.66	50.00	22.03	98.80	117.00		85.00	11280.34
Oct	236.86	46.15	214.60	64.74	834.97	4701.32	1166.66	50.00	155.64	98.80	354.45	423.00	20.00	8367.19
Nov	1057.94	66.76	354.52	64.74	665.50	4666.20	1166.66	50.00	42.46	98.80	108.11	1318.76	381.57	10042.02
Dec	569.82		276.28	64.74	470.40	4831.06	1166.66	50.00	72.62	98.80	924.25		50.00	8574.63
TOTALS	6544.10	736.76	3312.86	871.60	7305.23	48924.39	13999.92	609.54	991.74	1128.66	3353.10	6033.03	1674.97	95485.90

INCOME

	Fees	Donations	Room Hire	Quiz/raffle	Various	Grant	100 Club	TOTAL
Jan	10435.56	248.50	20.00	328.00	55.42	500.00	264.00	11851.48
Feb	2255.00	231.96	105.00				24.00	2615.96
March	5731.08	244.02			18.92		24.00	6018.02
April	10661.58	257.00	415.00		19.12			11352.70
May	7607.65	328.50	131.50	297.00	455.00			8819.65
June	2621.33	12350.00			581.93		24.00	15577.26
July	205.00	238.50	560.00	186.00				1189.50
Aug	4888.50	247.50	450.00				48.00	5634.00
Sept	7026.00	792.97	396.00		179.24	250.00	24.00	8668.21
Oct	9118.56	231.00		266.00	543.14		48.00	10206.70
Nov	4095.39	230.00	600.00		100.00			5025.39
Dec	17069.02	540.00	966.38	265.00	100.01	750.00		19690.41
TOTALS	81714.67	15939.95	3643.88	1342.00	2052.78	1500.00	456.00	106649.28

SOCIAL ARTS FOR EDUCATION

Bank Reconciliation at Year End 2017

RECEIPTS

Bank Statement Balance b/f Jan 2016 **£2,588.82**

Cash book balance 2017 **106,649.28**

£109,238.10

To balance

Receipts

Payments

Balance

Bank statement as at 31 Dec 2017 **£ 13,752.20**

Less balance

Nationwide **£ 332.70**

Bailey Thomas **£ 820.00**

Savings **£ 750.00**

Signed by Auditor

Juan Evans

Name in Capitals **JUAN EVANS**

Date: **23/4/2018**

Treasurer

Marion Leaver

Name in Capitals **MARION LEAVER**

Date: **23/4/18**

Chairman

Alfred Ruelle

Name in Capitals

ALFRED RUELLE

Date: **25/4/18**

PAYMENTS

£ 95,485.90

£ 95,485.90

£ 95,485.90

-£ 95,485.90

£13,752.20

£0.00

£ 38.69

£ 420.00