

11th November 2015

MINUTES OF THE SGC MEETING HELD AT 19.30PM ON 9th NOVEMBER 2015

Present:	<p>Wg Cdr B Kidd, CO FISU (BK) Mr G Margerison (GM) Wg Cdr B Dawson (BD) Mrs Jill Clowe (JC) WO2 A Cole (AC) Mrs Chris Roberts (CR) Mrs Annette Cooke(ALC) Mrs. Illy Cotter (IC) Sqn Ldr C Thomas (CT) Mr. Ian Goodwin (IG)</p>	<p>Chair Head Teacher Independent Governor Finance Policy Staff Representative Secretary/Parent Governor Parent Governor Safeguarding School Business Manager</p>
Apologies:		

Ref No.	Item	Action Required
02.15.02	The training offered to SGC members by Mike Chislett, Link Inspector SCE, proved successful and as new SGC members are recruited should be repeated. UPDATE: If required Mike Chislett to provide in the new year.	All info
02.15.03	Due to Sqn Ldr Andy McGreevy's posting, the position of Parent Governor on the Policy Sub Committee and Communications Working Party needs filling. UPDATE: AC took over Policy and has now moved to project management for the new school. Wg Cdr Andrew Welsh is to be approached to head the Policy Sub Committee. Sqn Ldr Cooke is to be approached to head the Communication Committee	All info
02.15.04	CT has raised an SOR for a keypad/remote access system for the school gate however as an interim measure it is suggested that a simplex lock is put in place. UPDATE: Interserve are working on the lock w/c 16/11/2015	IG
02.15.05	The Open Morning for SGC members to observe classes in a normal operating environment will be rescheduled UPDATE: SGC members can individually (with notice) come to the school to observe whenever they are free.	All info
02.15.06	CT spoke with the QA team regarding an informal audit. Due to the current workload of the QA advisors this has not happened yet. UPDATE: Mark Harris SCE Schools Catering Advisor has completed an overall H&S audit, and is revisiting for a second Audit on the 23/11/2015	GM to report finding at next SGC
02.15.10	A new contract for school meals has been negotiated with CRS to start in September. The school will be responsible for the collection of the meals. Mark Harris the schools catering advisor is happy that CRS can deliver the quality of food required for the children. UPDATE: The new	Complete

	school meals have now been in place since the start of the new school year in September 2015. These are running successfully. The cost of these meals is the same as the DMR (Daily Meal Rate). All advice taken is that the meals are well balanced diet.	
07.15.01	To reduce ICT payments GM is to speak to SCE to see if help can be obtained and to Sure to negotiate a better package. UPDATE: Sure was approached and the school was put on a Platinum Business Package. HQ SCE are going to fund this package.	All Info
07.15.03	Astro turfed playground will not be moving to new school build BK to obtain plans to new build and access what will be needed.	Ongoing
07.15.04	95% of school policies are on DII. UPDATE: GM and AC met and it was decided that these policies should be on the school website and not DII.	GM to publish on the school website
11.15.05	BK was welcomed as the new SGC Chair.	
11.15.01	GM talked the SGC through his Head Teachers report. Please refer to your copy.	All Info
11.15.02	BK advised that there are no safeguarding concerns at school other than the contract with SAAFA for a social worker has expired. It was explained that if there are any social care issues the school can call the UK SAAFA Helpline and that also we can approach the social care provided by the Falkland Islands Government.	All Info
11.15.03	BK advised there are no Health and Safety issues.	All info
11.15.04	<p>BK advised that our Early Year Unit (EYU) was not compliant to new legislation brought in on the 01/09/2014. Requirements were 1 x Level 3 and 1 x Level 2 qualifications or a qualified teacher. BK and GM advised CBF of this requirement and advised him that the Directorate Children and Young People (DCYP) and the Service Children's Education (SCE) were seeking someone with the right qualifications. If someone could not be found the EYU would have to close. SCE is not mandated to provide care for 2-3 year olds but were still actively seeking provision.</p> <p>DCYP confirmed that they could provide a qualified teacher and Mrs Carol Morgan arrived on the 6th November 2015 and commenced work that day. She will cover the EYU until she retires and returns home on the 11th December 2015.</p> <p>An advert has been placed and there have been 5 applications. The successful applicant will be hopefully offered the position this week and this will cover for the next 2 terms.</p> <p>DCPY appear happy to fund the EYU and this means that this Unit can remain open.</p> <p>The EYU is now offering 5 x morning and 4 x afternoon sessions to 4 children per session.</p>	GM to update accordingly Ongoing

11.15.05	IG talked the SGC through his Financial Report. Please refer to your copy.	All Info
11.15.07	AC advised the majority of policy writing is now done and they will be uploaded to the school website when completed. Wg Cdr Andrew Welsh to be approached to head up the policy committee	GM to upload to the school website
11.15.07	GM advised that he was to adjust the school calendar slightly to take into account air bridge days for people wishing to travel back to the UK. BD suggested that the new calendar should be passed to him so he could see if exercises don't coincide.	GM to update calendar and pass to BK and BD
11.15.08	GM advised that we required the following for the constitution of SGC:- SGC Chair HT Teacher representative 3 x Elected Parent Governors Padre Educational Training Officer	All Info
11.15.09	AC asked about the vehicle in the old school meals contract. GM advised that the bill for the vehicle has been removed from SCE so there is no vehicle owed to the school. JC asked about school meals, if parents could see the full menu. GM advised that this was not possible as apart from guaranteeing that there is always a carbohydrate, vegetable, salad and a dessert that we cannot say what this would be as it depends on what is available from Cats and Rats. GM also advised that advice had been taken from MH and that the meals were well balanced. GM advised that MH will review our menus when he arrives in November. BD asked if the SGC should meet more often and suggested monthly. GM advised that SCE guidance is that we meet 1 x termly. If an extra meeting is required then GM and BK would advise.	Complete Complete Complete

Date of next meeting is 7.30pm on 7th March 2016 at the Families Community Centre