

8th March 2016

MINUTES OF THE SGC MEETING HELD AT 19.30PM ON 7th March 2016

Present:	Wg Cdr B Kidd, CO FISU (BK)	Chair
	Mr G Margerison (GM)	Head Teacher
	Cdr B Dawson (BD)	Independent Governor
	Mrs Jill Clowe (JC)	Finance
	WO2 A Cole (AC)	Policy
	Mrs Chris Roberts (CR)	Staff Representative
	Mrs Annette Cooke(ALC)	Secretary/Parent Governor
	Sqn Ldr Andy Rylatt (AR)	Safeguarding
	Sqn Ldr Greg Cooke (GC)	Communications
	Flt Lt Phillip	Padre
Apologies:	Mr Ian Goodwin	School Business Manager

Ref No.	Item	Action Required
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 - Completed	Complete
	UPDATE 07/03/2016: FS entry gate insecure. Bolt requires moving	ALC
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.	Complete
	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	
	UPDATED 07/03/2016 - A Rating given for Health and Safety	
11.15.07	AC advised the majority of policy writing is now done and they will be uploaded to the school website when completed.	Complete
	Wg Cdr Andrew Welsh to be approached to head up the policy committee	
11 15 07	UPDATE 07/03/2016: Policies now on the school website	Complete
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.	Complete



		ISLANDS
	BD suggested that the new calendar should be passed to him so he could see if exercises don't coincide. UPDATE07/03/2016: School calendar now agreed ALC to publish.	
11.15.08	GM advised that we required the following for the constitution of SGC:-	ALC
	SGC Chair HT	
	Teacher representative 3 x Elected Parent Governors Padre	
	Educational Training Officer	
	UPDATE 07/03/2016: ALC to start the process for the parent Governor positions.	
07.16.01	BK opened the meeting and welcomed GC and AR	
07.16.02	GM talked the SGC through his Head Teachers Report. The only amendments were there are now 45 children not 41 attending the school and advised that next year's intake so far is looking higher than departures.	All info
	GM advised that a lot of sections have offered their time to the school, meaning the trips offered to children have been exceptional. Helicopter trips were a great success as was the Mount Longdon Battlefield tour.	
	GM commented the Calam McIntyre has been instrumental in keeping the school informed and invited to events on camp and thanked him for his support.	
	GM advised of the school improvements list. Please refer to your copy.	
07.16.03	BK advised there are no Safeguarding issues.	
	GM advised that the SCE Social Worker had visited and reported back that there was no Social Worker on BFSAI and this needed to be addressed	
	BK advised that whilst there was still no Social Worker on BFSAI a contract with SAAFA was hopefully to be signed this week and then the job would be advertised.	ВК
	GM advised that all staff are up to date with Level 1 and 2 safeguarding.	
	Training will be supplied by SAAFA in the future provided it meets the requirements established by DCYP.	
07.16.04	GM advised that whilst the fire alarm system was not an issue as all buildings met the requirements, the fire drill held proved that the system needed to be looked at as 1 site and not individual buildings.	
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		ISLANDS
	A fire alarm specialist visited the school and drew plans of what we have and also what we need	
	AC suggested the specialist should write a robust plan to cover the current risk and a new risk assessment should be written.	GM and IG
	GM and IG to obtain the report.	
	AC requested information on the outside lighting. IG to follow up if the correct lighting was put in place	IG
07.16.05	GM advised that Claire James was now in post in the EYU. Her contract is due to expire on 31.8.16 but GM working with SCE to extend this to 31.10.16.	Ongoing GM
	A Nursery Manager position is to be advertised.	
	Also an FS teacher position is to be advertised.	
07.16.06	Finance Report will be forwarded to the SGC	IG
07.16.07	AC advised policies were now on website.	GM and AC
	It was decided that AC would retain his position on the Policy committee.	
	AC and GM to meet to discuss any amendments	
07.16.08	GM advised that the school calendar was now agreed. ALC to publish.	ALC
	GM advised he retained the longer Christmas break to enable people ease of travel.	
	GM advised that he will authorise 2 days of travel (air bridge days only)	
07.16.09	BK advised that at the moment the new school build would not being going ahead due to no funding at this moment in time.	Ongoing
	AC asked if there was no money for the school could we spend to improve. GM advised this was happening.	Complete
	GM to meet with GC to discuss Communication.	GM and GC
	BD advised that HMS Protector was due to visit and keen to arrange a trip for the children. CR advised that Ms Treitlein was in contact with them already.	Complete
	BD suggested that Claire James be put forward for a CBF commendation. BK to look at this closer to the end of term.	вк
	BD advised that the station held Health and Safety Awards and that it would be good for the children to be involved.	GM



AC asked what the teacher absence procedure was. GM advised that all classes would be covered if a staff member was unable to take a class and that a lesson plan was always in place to enable cover by LSA support staff	Complete
or another teacher. AC requested that parents should be advised of illness. GM advised that this was not possible but that he could advise of absence.	GM
JC asked that an election for new parent Governors should be held.	ALC

Date of next meeting is 7.30pm on 4th July at the Families Community Centre