

22nd November 2016

MINUTES OF THE SGC MEETING HELD AT 1900HRS ON 22nd November 2016

Present:	Wg Cdr B Kidd, CO FISU (BK) Mr G Margerison (GM) Cdr B Dawson (BD) WO2 A Cole (AC) Mrs Jill Clowe (JC) Sqn Ldr Paul Warner (PW) Wg Cdr Andrew Welsh (AW) Sqn Ldr Jamie Nickless (JN) Mrs Rachel Williams Mrs Laura Stevens	Chair Head Teacher Independent Governor Policy Finance Staff Representative Parent Governor/Policy School Business Manager School Business Manager
Apologies:	Nick Hannover	Padre

Agenda Item	Ref No.	Minutes	Action Required
1. Welcome and minutes of the last meeting		<p>BK welcomed all those in attendance.</p> <p>Minutes of last meeting held 04/07/2016 were read and reviewed. The following updates were made:</p> <p>11.15.08 (Role of SGC) See update in Agenda Item 8</p> <p>03.16.03 (Safeguarding) See update in Agenda Item 3</p> <p>03.16.05 (Staffing) See update in Agenda Item 5.</p>	
2. Head Teacher Report		<p>GM distributed the Head Teacher's Report and summarised the following key points:</p> <ul style="list-style-type: none"> • 15 new children started from September 2016 • 9 new members of staff since the last SGC, including EYU and KS2 teachers. • 132% mobility in academic year 2014-15, the highest of all SCE Schools. • New PSHE Scheme – Jigsaw • DBS – all governors require a current DBS check. • 4 pupils currently registered as SEN. Educational Psychologist and Speech and Language Therapist have visited from UK and continue to support. BK queried the possibility of utilising local SEN/SALT to be paid on ad hoc 	

		<p>basis.</p> <ul style="list-style-type: none"> • House points have been introduced and the School Council is considering a reward system. • Director of DCYP Mike Chislett has left. Currently awaiting a replacement. • Mount Pleasant Assessment System (MPAS) – this assessment system was introduced in UK for EYFS and GM expanded it across MP School. 	
3. Safeguarding		<p>A permanent SSAFA Social Worker – James Stevens - has been in place since September 2016.</p> <p>GM advised that Mandy Cyprus-Slater (Educational Psychologist) has been reviewing the MASO process to be tailored to BFSAI.</p> <p>BK explained the MASO process as being a multi-agency process for assessing whether MP School and BFSAI could meet a child's educational and wider needs. The process can be triggered at any time if a significant issue is highlighted.</p> <p>James has delivered the Level 1 Safeguarding course twice and a Level 2 course is scheduled for next week.</p> <p>Kim Harrison (Educational Social Worker) is visiting in February 2017 and will meet with James, GM and BK.</p> <p>The Parental Responsibility form has been rewritten by James and is pending approval before being distributed.</p>	
4. Health and Safety		<p>There is a requirement for LS and RW to receive training to become Health and Safety leaders at school.</p> <p>Risk Assessments – AC, BK to speak to Mike Torr (THSO) and Ron Oakley (SCE H&S Lead) to determine any discrepancies between each organisation's RA requirements.</p> <p>LS and RW raised that the fire alarm system for the school is currently not working and feedback from Interserve is that the main panel cannot be fixed. Battery-operated alarms have been installed throughout and a work-around of using whistles to attract attention. BK will raise this issue with the Fire WO tomorrow due to high level of risk associated with this matter.</p> <p>Update from GM following the meeting: There is no requirement for LS and RW to receive training to become H&S Leaders. GM has taken an online course (H&S for managers) which is sufficient as H&S, although a delegated responsibility from Director DCYP, is supported and given over sight by DCYP.</p>	BK

		GM has also attended the Educational Visit Co-ordinator course as required by DCYP which covers all areas of Risk Assessing school visits.	
5. Staffing		<p>Penny Eaton-Bell remains on Maternity Leave and is due to return in September 2017.</p> <p>Sian Gaches (EYU Teacher) will remain in post until 31/08/2017.</p> <p>Advertising for a permanent EYU teacher has been unsuccessful. GM is currently in discussion with DCYP about next action.</p>	GM
6. Finance Report		<p>RW distributed MP School Financial Report for period AP07.</p> <p>There is an underspend of approximately £22,000.</p> <p>There is an ongoing issue with parents not being issued invoices for EYU hours. This is an MOD wide issue relating to the implementation of the CPNF system. The date for resolution of this issue is unknown.</p>	
7. Policy Committee		<p>GM produced a list of DCYP policies.</p> <p>AW and GM to meet and review applicable policies for MP School.</p> <p>Discussion held about where the policies could be stored so that they are accessible to all who require access. Resolution to be advised.</p>	AW and GM
8. Role of SGC		<p>AW raised that there needs to be a clear aim and role of SGC members. Terms of Reference (TOR) need to be provided to all SGC members.</p> <p>SGC members to be publicised within the school. Pictures of SGC members to be added to the school noticeboard.</p> <p>AW stated that it would be beneficial for the SGC to meet more frequently. BD suggested meeting twice each term with one meeting being informal.</p> <p>GM put forward the SGC members visiting the school and having a walk round during the school day.</p> <p>It was put forward that James Stevens should be appointed as an SGC member. This was agreed and BK will invite JS.</p>	<p>BK</p> <p>GM</p> <p>BK</p> <p>GM</p>
9. New Build		<p>GM distributed and briefed on the plans for the new school.</p> <p>GM advised that DIO are paying for the extra classroom</p>	

		<p>and playground.</p> <p>Completion is scheduled for November 2017.</p> <p>BD suggested that the SGC consider who they would like to invite to open the new school.</p>	
10. AOB		<p>BD suggested that SGC should be given the opportunity to meet with staff visitors to the school.</p> <p>JC noted that it would be her last SGC as she is leaving BFSAI. BK expressed thanks for JC's support and experience over the last 4 years.</p> <p>AC raised that the large boulders in the school car park had been moved and that non-school personnel have been using the car park near the school gate. It was discussed that the boulders could be put back however it would require heavy machinery. BD will review the situation on Friday 25/11 and BD/AC may be able to provide trucks and manpower to rearrange the stones in the car park.</p>	BD and AC

Date of next meeting is 29th March 2017, 1400hrs at Mount Pleasant School