

29th March 2017

MINUTES OF THE SGC MEETING HELD AT 1400HRS ON 29th MARCH 2017

Present:	Wg Cdr B Kidd, CO FISU (BK) Mr G Margerison (GM) WO2 A Cole (AC) Sqn Ldr Jamie Nickless (JN) Mr I Ratcliffe (IR) James Stevens (JS) Padre Rachel Cook Mrs Rachel Williams Mrs Laura Stevens	Chair Head Teacher Policy Teacher Representative SSAFA Social Worker Padre School Business Manager School Business Manager
Apologies:	Cdr B Dawson (BD) Wg Cdr Andrew Welsh (AW)	Independent Governor Parent Governor/Policy

Agenda Item	Minutes	Action Required
1. Welcome	BK welcomed all those in attendance, including new SGC members Rachel Cook, Ian Ratcliffe and James Stevens.	
2. ToRs	<p>BK noted that MOD Schools had distributed updated policy including the requirements of the SGC membership. GM clarified that the mandated members are Chair, Vice-Chair and Clerk. Sub-Committees can be formed when required at the discretion of the Chair, e.g. in response to a complaint or an exclusion review panel.</p> <p>Finance is the only mandated sub-committee. BK has invited Leah Klostermann (BFSAI HQ Finance Manager) to take on this role. This was agreed by the rest of the SGC members.</p> <p>IR queried if a Standards role to have oversight of assessment and attainment levels would be necessary. GM clarified that this role is incorporated into the Chair's responsibilities, is discussed in SGC meetings and is documents in the SEF.</p> <p>SGC members agreed that AC's role as Health and Safety lead remains beneficial. It was noted that BFSAI/DCYP have some differences in reporting requirements.</p>	

	<p>BK proposed that a Parent Governor remains necessary and requested that JN be this representative. This was seconded by the majority.</p> <p>BK proposed that JS be co-opted as the Safeguarding Lead and as part of standing item 4. This was agreed by the other members.</p> <p>GM noted that a Vice-Chair is required. BK proposed that BD take on this role which was agreed by the other members.</p> <p>BK invited the SGC members to draft their own ToRs, in terms of effect not tasks.</p>	
<p>3. Head Teacher Report</p>	<p>GM distributed the Head Teacher's Report and summarised the following key points:</p> <ul style="list-style-type: none"> • Attendance: the lowest attendance for any one pupil is 88%. Overall school attendance is 96.13%. DFE does not specify an attendance target, only that attendance should be 'good' which was previously described as 95%. GM has, this week, contacted all parents of children with attendance below 95%. GM noted that almost exclusively, absence from school is for medical appointments some of which have been elective and could perhaps therefore have been timed to coincide with school holidays. BK and GM to meet with the SMO and raise the issue of trying to arrange appointments in the UK during school holidays. • Standards and Assessment: this is continually evaluated. Tom Hill (Director of Education, FIG) attended MP School as an external observer and provided very positive feedback, including that standards of teaching were good or better, progress in books is superb and marking excellent. GM noted that there is currently no one available within HQ MOD Schools to observe standards or attainment and so he has feedback Tom Hill's observations to HQ. It is unlikely that anyone will conduct an external standards and attainment audit this year. • Alan Baines (Independent SEN Reviewer for MOD Schools) may visit on 27th May 2017 and may wish to speak with SGC members as part of his review. • Pupil Mobility – GM noted that MP School has the highest mobility across all of the MOD Schools. 	<p>BK and GM</p>
<p>4. Safeguarding</p>	<p>JS has completed Level 1 and Level 2 training, for BFSAI personnel including LSAs. JS has been liaising with Hazel Russell (Safeguarding Lead, MOD Schools)</p>	

	<p>about amending the MOD Schools Level 1 pack to make it BFSAI-centric.</p> <p>JS is currently developing a Level 3 training package for BFSAI.</p> <p>JS queried if the MP School Child Protection Policy is up to date as the one displayed in school is 2016. GM believes there is a 2017 update available but will check and report back to JS.</p> <p>JS queried what procedure is in place for employing people 'at risk'. GM noted that there are a number of mitigating factors, including that those without DBS checks will not be working alone with children.</p>	GM
5. Health and Safety	<p>AC completed a health check audit of school recently and provided advice on streamlining of policies and risk assessments.</p> <p>Mike Torr has recommended that AC offer support where he can and AC offered to attend the school at any time in response to any H&S queries.</p> <p>GM stated that there is no requirement for office staff to complete H&S training.</p> <p>After today's walk around by SGC members, AC noted some H&S issues, including paper hanging over electric heaters which he requested teachers be made aware of. AC offered to conduct a visit in 2 weeks to look at this in more detail.</p> <p>Discussions were held regarding the DSE requirements. AC and GM to discuss DSE for teachers' working areas and smartboard computers.</p> <p>AC recommended that a fire drill be held without prior notice to teachers.</p> <p>RC queried what the fire procedures are for the school. GM explained that the fire system between buildings is not linked however the main building is now linked to the Fire Station again. In the event of fire, whistles are stationed at exits from all buildings. Fire Drill was last held in November 2016.</p>	GM GM and AC
6. Staffing	<p>Louise Deane has been recruited as the new EYU Manager and, pending clearances will commence in post in September 2017 on a 24 month contract.</p> <p>Penny Eaton-Bell returns for September 2017 term.</p>	

	<p>Pia Treitlein and Sian Gaches leave at the end of this academic year.</p> <p>There will be a large LEC staff turnover at the end of this academic year. GM has submitted the recruitment requirement to Command Sec.</p>	
7. Finance Report	<p>RW distributed the financial report for AP11. To date, £58,000 has been spent from the resources budget. £110,000 has been spent on furniture for the new school of which £40,000 of furniture has already been received.</p> <p>GM advised that there is no budget allocation for next academic year yet and he has been advised to spend as per budget for this current year.</p> <p>Invoices are now being distributed for EYU backdated to September 2016.</p>	
8. Policy Committee	<p>GM issued handout regarding SRE Policy. A parents meeting will be held on at school on 6th April regarding the teaching of age appropriate SRE. GM noted that parents have a right to withdraw their child from this area of education.</p>	
9. New Build	<p>The build is ongoing and GM noted that there is no completion date set.</p>	
10. AOB	<p>Term dates for 2017-18 were agreed. These will be distributed to parents in the next newsletter.</p> <p>JS informed that he is undertaking work with FIG regarding Online Safety which he offered to extend to MP School. Although internet is currently limited in the Falkland Islands, this may become a more prominent issue with the proposed increase in bandwidth and also for children returning to the UK.</p>	

Date of next meeting is TBC - Week 29th May