

17th Nov 2017

MINUTES OF THE SGC MEETING HELD AT 1030 HRS ON 2017

Present:	<p>Wg Cdr C Costello, CO FISU (CC) Mr G Margerison (GM) Cdr B Dawson (BD) Shannon Marshall (SM) Mrs K Stein</p> <p>Sqn Ldr D Haith Sqn Ldr P Duke WO F Cliff WO2 A Cole Mr I Ratcliffe (IR) Mrs Sophie Wilbond Mrs Ellie France</p>	<p>Chair Head Teacher Independent Governor Independent Governor Director of Education & Head of IJS Parent Governor Finance Parent Governor H&S Teacher Representative School Business Manager School Business Manager</p>
Apologies:	<p>James Stevens Andrew Watson</p>	SAFFA

Agenda Item	Minutes	Action Required
1. Welcome and Minutes of Last Meeting	<p>CC welcomed all those in attendance and introduced the new governors to the SGC.</p> <p>CC updated from the last meeting that there were not many updates from the previous meeting. James Stevens to report on safeguarding at next meeting, due to absence.</p> <p>It was agreed that no sub-committees would be required aside from the required complaints committee.</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"> • Attendance is 96.4% in the previous school year, which is good. Challenges for attendance are R&R and flexibility of military personnel leave. GM confirmed that R&R holidays to Chile and Get You Home trips are recorded as authorised absences. GM confirmed that contractors' children are not discriminated against with regard to term-time absences. • Pupil Mobility – GM noted that MP School has the highest mobility across all of the MOD Schools at 122% over the last 12 months. • Staffing is stable. Mandy Summers has been 	

	<p>appointed as the new Year 5/6 class teacher, replacing Ian Ratcliffe. The school is currently advertising for LSAs and a swimming teacher.</p> <ul style="list-style-type: none"> • There have been beneficial visits from DCYP, including First Aid, Manual Handling and H&S training provided by Mark Harris. • The Single Central Register is up and running. DBS certificates are in progress. These are required by all governors. • There school has purchased new reading books. IR explained the advantages of the new scheme. 	
4. Health and Safety	<p>GM noted that Andy Cole has recently completed a health and safety inspection of the school. The outcome of this was that a manual handling risk assessment must be completed.</p> <p>Mike Cooper (Director DCYP) has written to all MOD Schools following the Grenfell Tower fire in the UK and required that the Force Fire Officer should complete a risk assessment of MP School. This had already been undertaken and our risk assessment is up to date, however the BFSAI Fire Officer is visiting tomorrow morning at 08:30 to review this. DIO are required to complete an inspection of the MP school buildings, which they are currently unaware of. The intention is for the Fire Officer to visit DIO after his inspection tomorrow to discuss this with them.</p> <p>A fire evacuation was undertaken recently and the school was fully evacuated and checked within 2 minutes of the fire service sounding the fire alarm.</p>	GM
5. Staffing	<p>Louise Deane has been recruited as the new EYU Manager and will commence in post in September 2017 on a 24 month contract.</p> <p>Penny Eaton-Bell returns for September 2017 term as the KS1 teacher.</p> <p>Pia Treitlein and Sian Gaches leave at the end of this academic year.</p> <p>Ian Ratcliffe will be leaving MP school in December 2017 to move to SHAPE. Interviews for his post will be on Thursday 13th July and GM is hopeful that he will be able to appoint a teacher from another MOD School.</p>	
6. Finance Report	<p>LS distributed the top line of the FOO detailing the budget allocation for this financial year. We have not yet received any AP data for this year so the figures are approximate.</p>	
7. New Build	<p>GM updated that the external ring foundations have now</p>	

	<p>commenced. The rear of the school has extended towards the hill (near sports pitches) and may be further extended but this will be at G3's expense. Mr McConnell is visiting in November to supervise the construction of the steel framework.</p> <p>The current timescale for completion is that GM will receive the keys on 12th July 2018.</p>	
8. AOB	<p>GM noted that whole school attendance is 97%. GM is concerned about one individual's attendance however they are below mandatory school age so they have not affected the whole school attendance data. GM liaised with DCYP about this case and their guidance was that if the child had been over 5 then they would have been removed from the school roll.</p>	

Date of next meeting is: TBC