

10<sup>th</sup> July 2017

**MINUTES OF THE SGC MEETING HELD AT 1400HRS ON 10<sup>th</sup> JULY 2017**

Present:	Wg Cdr B Kidd, CO FISU (Outgoing) (BK) Wg Cdr C Costello, CO FISU (Incoming) (CC) Mr G Margerison (GM) Cdr B Dawson (BD) Mr I Ratcliffe (IR) James Stevens (JS) Mrs Sophie Wilbond Mrs Laura Stevens	Chair  Head Teacher Independent Governor Teacher Representative SSAFA Senior Social Worker School Business Manager School Business Manager
Apologies:	WO2 A Cole (AC) Sqn Ldr Jamie Nickless (JN) Padre Rachel Cook Leah Klostermann	Policy  Padre Finance

Agenda Item	Minutes	Action Required
1. Welcome and Minutes of Last Meeting	<p>BK welcomed all those in attendance and introduced CC as the new CO FISU who will also act as the SGC Chair in future.</p> <p>BK updated from the last meeting that SMO is on board with the issue of trying to avoid arranging medical appointments for children in term time. However, there are some limitations to this, including waiting lists in UK hospitals and also their willingness to accept overseas patients.</p> <p>GM updated that the Child Protection policy has been updated in 2017 and is displayed within the school.</p> <p>GM updated that H&amp;S training for the SBMs is not required.</p> <p>GM updated that all DSE training and workstation assessments have been completed.</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"> <li>National testing data has now been received and GM noted that MP school children had a good level of attainment in these National tests.</li> <li>Pupil Mobility – GM noted that MP School has the highest mobility across all of the MOD</li> </ul>	

	<p>Schools. By the end of this academic year 34 children will have left MPS and there will have been 31 new arrivals.</p> <ul style="list-style-type: none"> <li>GM briefed that there has been an issue with a non-MOD civilian (i.e. Contractor) being employed, flights to BFSAI booked and them being told that there is a school that their children could attend before any contact had been made with MP School. GM had discussed this issue with the Contractor previously and educated them as to the process that should be followed, however the issue has reoccurred.</li> </ul> <p>BK briefed CC about Alan Baynes' visit in May 2017 for a SEN review. GM updated that he still awaits Alan's full report but the verbal feedback he provided was very positive. GM noted that there is no external audit of MP school as there is no independent inspector or advisor for MOD Schools.</p>	
<p>3. Safeguarding</p>	<p>JS updated that he has completed a Safeguarding Strategy and Action Plan for BFSAI which includes some areas relating to MP School – for example: the MASO process. This will be presented to the next Safeguarding Board.</p> <p>BK noted that the subject of Safeguarding at MP School is included in the BFSAI Safeguarding Board which reports to the MOD Safeguarding Board.</p> <p>JS noted that the Safeguarding Level 1 pack requires updating to become BFSAI-centric and he is liaising with Hazel Russell (MOD Schools Safeguarding lead) about this issue.</p>	<p>JS</p> <p>JS</p>
<p>4. Health and Safety</p>	<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</p>	<p>GM</p>

	minutes of the fire service sounding the fire alarm.	
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 13<sup>th</sup> July and GM is hopeful that he will be able to appoint a teacher from another MOD School.</p>	
6. Finance Report	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.	
7. New Build	<p>GM updated that the external ring foundations have now 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 McConnachie 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 12<sup>th</sup> July 2018.</p>	
8. AOB	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.	

**Date of next meeting is: TBC – within the first half of next term.**