

17th Jan 2018

MINUTES OF THE SGC MEETING HELD AT 1330 HRS ON 17 Jan 2018

Present:	<p>Wg Cdr C Costello, CO FISU (CC) Mr G Margerison (GM) Cdr B Dawson (BD) Mrs K Steen</p> <p>Mr J Stevens (JS) Sqn Ldr A Watson (AW) Sqn Ldr P Duke (PD) Mrs S Wilbond (SW) Mr Andrew Malcolm (AM) Via Skype Call</p>	<p>Chair Head Teacher Vice Chair Director of Education & Head of IJS SSAFFA Parent Representative Finance School Business Manager School Improvement Partner</p>
Apologies:	<p>Sqn Ldr D Haith (DH) WO2 A Cole (AC) Mrs S Marshall (SM) WO F Cliff (FC)</p>	<p>Policy H&S and Infrastructure Independent Governor Parent Representative</p>

Agenda Item	Minutes	Action Required
1. Welcome and Minutes of Last Meeting	<ul style="list-style-type: none"> • CC welcomed all those in attendance to the SGC and gave Apologies for DH, AC, SM, FC and AW. CC introduces AW to KS. • CC reviewed the last minutes: GM is to report on the budget from his UK meeting later in the meeting, AC produced a Health and Safety report after his last school visit. • GM introduced the guest on skype call as Andrew Malcolm, School Improvement Partner, a supporting role in all practical matters. • AM via skype explained that his expertise is working with schools abroad. He is available to work through issues and observations with GM. • AM mentioned that GM is now in contact with the Buildings and Infrastructure team in DCYP as system development to come may cause some challenges. • AM mentions that the school is due an Ofsted visit in due course. 	

2. Matters arising from previous	<ul style="list-style-type: none"> It was discussed that SGC need to elect a new teacher rep. JS stated it is advisable to have a support-staff representative on the SGC as per the policy guidance. GM to produce suggestions at the next meeting. CC highlighted that the SGC need to do more class visits by February half term. CC actioned everyone. 	GM GM All
3. School Improvement Plan	<p>GM discussed the School Improvement Plan:</p> <ul style="list-style-type: none"> Everything has been noted and covered in the plan. Observations undertaken, meetings attended, data received. DH had sent CC an email about the School Improvement plan and suggested it is mentioned in the school newsletter to encourage parents to look at the new school website. AM states that MPS replicate what other school websites consist of, especially smaller schools. He suggests that we that we double check what we put on to the website and that we use the website appropriately and portray it positively. 	
4. Independent Reps	<ul style="list-style-type: none"> SM not in attendance 	
5. Parent Reps	<ul style="list-style-type: none"> AW has decided that the SGC photo board at the main entrance gate is the best way to let themselves be known to the families. CC tasks those who have not yet had their photo taken for the board to do so asap. AW suggests a school amnesty box is put in place for school improvement ideas. AW and FC will go to the Family coffee mornings/GD coffee mornings. OC GD Flt to advertise that AW and FC will be there to answer any questions. CC asks GM – Can we put parent rep email addresses and other contact details on the school website for parents? CC tasks all to let her know if they are happy to have photographs on school website. 	All AW All
6. Policy rep	<ul style="list-style-type: none"> In DH's absence CC reads an email from DH which suggests he looks at the SEN policies, Equal opportunities, anti-bullying and communications policies. GM suggests DH check the Ofsted required policies as the priority and then continues with the other policy reviews after the priorities are actioned. DH has a proposed draft survey – A copy should be circulated to the committee first before the 2nd 	DH All

	Feb so any questions can be asked.	
7. Finance	<ul style="list-style-type: none"> • PD says that there is a small underspend on the schools allocated budget of £8,000. • CP&F has been troublesome with the limited internet connectivity that is available to train and use the programme. DCYP are helping us with orders as there is not enough stability. 	
8. Safeguarding	<ul style="list-style-type: none"> • JS says there are rolling safeguarding programmes on offer at the moment which are mandated and adapted to adult Safe Guarding also. • The next safeguarding level 2 course will be held on the 24th March. CC tasks everyone to make sure they are booked onto the safeguarding course. 	All
9. Infrastructure and Health and Safety including new build	<ul style="list-style-type: none"> • CC says that we need answers on the progress on the new build and would like to know when we will know more. • AM says that Major Palmer has been asking DIO in the UK to try and get some more answers. B2 from DCYP talked of a possible postponement but has had no answers back to her question but has stressed the practicalities and has asked that they liaise with us more about the preferred outcome. • GM states there appears to have been little progress on the build in the last 2 weeks, it looks like fewer people are working on the new school. • CC says it is a problem that we cannot give parents any feedback on the new school and will most likely have to pre-empt questions and answers on the timescale for moving schools. • GM says he will skype with Kati in DCYP to discuss further and try to get some solid information. • Mike Cooper, Director of DCYP would like to come and open the school but obviously it is difficult without confirmed dates to organise travel. <p><i>Sec Note: Chair has also made contact with Head DIO BFSAI to request an update.</i></p>	GM CC
10. Head Teacher's report and Pupil Progress report.	<ul style="list-style-type: none"> • GM stated that Parents' evening went very well and Golden Assemblies are always very well attended by parents. • There were air-bridge delays at the end of the school holidays, making it difficult for teachers to get back on time. Despite this school still opened on time. AW said that if this happens again in the future to speak to HQ J4 if teachers are delayed or refused travel by DISCOM. • GM said that currently we have a very good 	AW

	<p>team of staff of 9 support staff and 2 office staff; however with the movement this year of families leaving recruitment in early years might be difficult as they need a level 3 qualified person.</p> <ul style="list-style-type: none"> • There was 100% attendance for the nativity plays and productions over the Christmas period and everything went very well. • FS have new enhanced areas of learning and the new outside play equipment is much better suited to Falkland weather conditions. • 3 pupils have left recently and 3 more have joined. 1 pupil is on the SEN list. 0 exclusions. Mobility as a topic was discussed in terms of pupil outcomes. • The SGC explored the SIP and considered the data. SGC members are to ensure they are familiar with the SIP data that relates to their Year Gp lead roles and their 'topic' led. 	All
11. AOB	<ul style="list-style-type: none"> • JS asked about the House Team system and how it worked? • GM explained that good work earned house points. This is updated throughout the year. The group with the most points win. It is an incentive scheme to help pupils. CC tasks GM to explain the house system to parents in the newsletter for a better awareness raising of how the concept improves teamwork and cooperation as part of the school's values. • PD suggests that GM emails out the website link to parents. • AW questioned the process of applying for school places in the Falklands. Can the process be sped up for families that don't have much notice to move? AM answered AW saying they are trying to speed up the application process, however, the challenge is the different special needs policy (MASO) determines this. • AW questions what happens if at short notice the children are refused? Does this meet the service requirements? A discussion was had with AM that a firm commitment from the school 4 months prior was necessary, even if it can with the proviso that this was offered on the assumption that the children had no special needs. • AM thanks everyone and invites any questions to be emailed to him and that he would take away the points about the school application process that needs to support the Service families and the often short timescales they have to move overseas. • BD says there is a possibility that the all-female crew of the Indian Naval Yacht could visit the children. BD to lead on facilitating a visit to the 	<p>GM</p> <p>GM</p> <p>AM</p> <p>BD</p>

	school to inspire the children.	
	<ul style="list-style-type: none"> • JS asked about the school uniform policy. A discussion was had about the school uniform and it was agreed that the survey to parents that DH was preparing would include a question on this area. • GM reminded everyone that service member are given £81.00 per child for their school uniform and the Mount Pleasant school items come in under £81.00 	AW & DH

Date of next meeting is: TBC