

Oct 18

MINUTES OF THE SGC MEETING HELD AT 1300 ON 9 OCT 18 AT MOUNT PLEASEANT SCHOOL

Present:	<p>Wg Cdr Barnes, CO FISU (KB) Maj Coombes (NC) Maj Hennigan (GH) Mr G Margerison (GM) Mr J Stevens (JS) Capt Gough (VG) Flt Lt Maylan (SM) WO F Cliff (FC) WO1 Davenport (ND) Helen Massy Mrs S Wilbond (SW) Mr D Crofts (DC)</p>	<p>Chair Independent Rep Vice Chair Head Teacher SSAFA Finance Rep Policy Rep Parent Representative Parent Representative Parent Representative School Business Manager School Business Manager</p>
Apologies:	Mrs K Steen (KS)	Director of Education & Head of IJS

Agenda Item	Minutes	Action Required
1. Welcome and Minutes of Last Meeting & Matters arising	<ul style="list-style-type: none"> • KB welcomed all those in attendance to the SGC and gave apologies for KS. • Brief introductions given by those in attendance. • KB reviewed the minutes of the previous meeting held 26 Apr 18. <p>Matters arising from previous minutes:</p> <ol style="list-style-type: none"> 1. Encourage class visits and use observation sheets to structure observations. GM – observation sheet is in place for use. 2. Photo board with pictures of SGC. GM – no longer required. 3. Informing parents of the discussions of the school council. GM - being done via school newsletter. 4. Virtual school tours. GM – not required until moved into new school. 5. Video call facility for incoming children to class teachers. GM – remains a possible option. GH suggests alternatively a link on the school website or a book. GM points out that following on from issues with the new school build it is likely to be better to wait until the new building is completed, additionally the school is only expecting to have a few new children this year. JS points out that the information could be more about personalities than premises. KB – asks if it is about new children or new teachers. ND – my own children have recently started in school and I don't think it would have made any difference to their transition. GM & KB – agree that this can always be revisited later. 6. Buddy system. GM – this is now in place. 	

	<p>7. Service Children Support Worker. GM – this operates in UK schools but here the reality is that all children are service children so not sure as to what purpose this would serve.</p> <p>8. Uniform policy. FC – Has had more feedback from parents and it now seems that everyone is happy.</p> <p>9. Reports. GM – A welfare type section has now been included in the reports as well as the usual academic information.</p> <p>10. After school team sports. GM – outlines the activities currently provided by the school and also that JS is providing additional sports club activities. If anyone can offer more it is always appreciated. Numbers of children and ages make team sports difficult to organise. FC – Asks if team events are really necessary or really just the provision of physical activity? HM – Asks how much physical activity the ‘little ones’ get? GM – Outdoor bikes, balance boards & balls, other outdoor activity. Also this will be discussed more later on in the meeting. GM – volunteers have been sought and if any come forward the school can provide equipment and help to promote events and clubs. JS – Asks if a further request for volunteers could be made? KB – There seems to be lots of provision for the ‘younger’ children, can anything more be done for the ‘older’ age group? GM – this can be looked at.</p> <p>11. SGC survey to be an annual event. GM – this should be programmed in and needs to be at a time when people have been here long enough to settle but still have enough time to take any actions identified. JS – probably November is a good time.</p>	
<p>2. Composition of and roles of SGC</p>	<p>KB – Roles have been allocated but now would be a good time to discuss any issues, make switches etc. Members may also wish to take on responsibilities for particular areas.</p> <p>Roles are: KB – Chair GH – Vice chair VG - Finance rep SM – Policy Rep JS – Safeguarding rep GM – Head Teacher NC – Independent Rep FC – Parent Rep ND – Parent Rep HM – Parent Rep</p> <p>Additional roles: NC & GH – Nursery VG – FS1 & FS2 KB & JS – Y1 & Y2 ND & SM – Y3 & Y4 HM – Y5 & Y6</p> <p>SM – Asks what is the policy role? GM – School follows MOD policy and DCYP policy (as well as local interpretations) for example, ‘medicines in School Policy’.</p>	

	<p>There are certain policies that the school must have, such as safeguarding and behaviour. The role of the SGC policy person is to check that the policies are in place, monitor and suggest any practical changes. All school policies are on the school website and are public.</p> <p>VG – Asks what is the role of the finance rep? GM – The school has had no budget since April, but has been told to spend as though there is a budget in place. Once the budget is actually in place the role will be to check that money is being spent in the correct places – i.e. to achieve the SIP and improve children’s education. JS – Asks if there are any non-public funds? GM – Yes there are non-public funds which come for example from donations such as from the recent Gurkha run.</p> <p>GM – Role of parent reps is to provide an independent view of what happens in school.</p> <p>KB – Suggests that visits are made to year groups once per term, so first visit should be between now and Christmas and second visit between start of next term and February half-term, GM will provide pro-forma for feedback. This will enable feedback for next SGC meeting.</p> <p>GM - SGC who now share an area of responsibility can attend together or separately. Lesson times are: 0900 – 1000 1100 – 1200 1300 – 1500</p> <p>Or for nursery and FS1/2: 0900 – 1200</p> <p>Or for swimming: Tuesday PM</p> <p>Or for P.E. Monday PM</p> <p>ND – Asks what clothing should be worn, uniform or civvies when making visits?</p> <p>KB – Whatever clothing is comfortable – the children are used to uniforms and that wouldn’t be a problem.</p>	ALL
3. Head Teacher’s Report	<p>GM:</p> <ol style="list-style-type: none"> 1. Number of children in school is significantly down from last year. 2. There are no SEN pupils. 3. There are three children at RAISEN 1 level. (RAISEN is a system of recording support/interventions that children receive – at level 1 a pupil has been identified as needing extra support in class). 1 child is being supported with speech and language. 2 children being supported with maths/numeracy. Above cases were discussed via SKYPE last week with Educational Psychologist and confirmed that being dealt with 	

	<p>appropriately, not considered SEN cases.</p> <p>4. No exclusions from school.</p> <p>5. Staffing – full staffing would consist of HT, AHT, 5 teachers = total 7. Current staffing is 6, one of those teachers is only here until the end of this Autumn term. Adverts have already been placed for an EYFS teacher and a KS1/2 teacher. If fully staffed the AHT (currently teaching Y5/6) can be given required release time to complete interventions, etc., run the school in the absence of HT. Recruitment is difficult, there is a general shortage of teaching staff in the UK, we also have to overcome the issues of FI accommodation/travel/ welfare etc. There have been no internal applicants even following the school closure schedule in Germany. KB – asks what will happen when the temporary teacher leaves? JS – asks if supply teachers can be used. GM – We can only make use of teachers who are Civil Service applicants. Rowley Bucknill (RB), who recently visited school, is trying to locate a teacher; another possibility is that Lydia Shazell may be able to help out. At the moment we are waiting to see what RB can come up with.</p> <p>6. School has 320 hours/week available to employ support staff, this can be used between full time and part time positions. There are still hours available despite recruitment campaigns. If anyone knows of people needing work please let them know</p> <p>7. Visitors to school – recently RB, IT team are currently here and fitting a new server and generally updating the system.</p> <p>8. Updating qualifications – Mark Harris will be visiting soon to complete Paediatric First Aid, Manual Handling and Food Safety courses.</p> <p>9. Outcomes. Data sheets distributed and discussed. 100% of children in FS2 – good stage of development. 100% of children in Y1 – Achieved required level in phonics check. 100% of children in Y2 – reached expected level in reading, writing and science. Teacher assessments match to the national testing figures – i.e. teacher judgements are accurate. EYFS data – 100% of children achieve good level of development and the average points score has increased. FS1 – all children make generally good progress, slightly lower scores in ‘making relationships’, ‘self-care’ and Physical development’ – this is quite normal.</p> <p>10. School Improvement Plan (SIP) There are no gaps in school data. 3 areas of the enhanced curriculum now identified for further development:</p> <ol style="list-style-type: none"> 1. FS1/2 and KS1 – Further enhancement and provocations within the environment. More signs and language displayed indoors and outdoors. 2. Multiplications – have introduced a card game that is played 	<p>ALL</p>
--	--	------------

	<p>daily after lunch which is both popular and very effective.</p> <ol style="list-style-type: none"> 3. Preparing pupils for life <ol style="list-style-type: none"> a. Further extended opportunities to be provided to solve puzzles, ask questions and explore the possible answers. b. Forest school qualifications – visitors come in November. c. Walking to school, for which the children will receive recognition badges. d. PE scheme – will now be a 2 year program which is being resourced in readiness for the new school opening. <p>KB – From a policy perspective SM can keep an eye on the SIP. VG – Suggests climbing harnesses for the children so that they can make use of the climbing wall – will call into the school office to organise the purchase of these.</p> <ol style="list-style-type: none"> 11. Budget – as previously mentioned. Also the school has 2 GPC's CP & F doesn't work 12. School has held a launch pad event and a Golden Assembly. 13. There will be a parent's evening and a Christmas production. 14. The PTA is organising a tea and cake sale next week. 15. School will issue termly reports. <p>KB – The report that was prepared by RB was sent out, it included a list of priorities such as reviewing assessment. GM – This has been completed.</p>	<p>SM VG</p>
<p>4. A.O.B.</p>	<ol style="list-style-type: none"> 1. GM – The impact of the SGC is not always seen by members owing to the nature of tours. The SGC does report and document school needs and the school does need to demonstrate that this happens over time since it is used for the inspections. 2. KB – Reminds all members of SGC to hand in DBS application forms. 3. KB – Asks when Safeguarding courses may next be available? Next course is 9 Nov 18. GM – a level 2 course is sufficient for SGC awareness. KB – Would be good for any SGC members to take a course if able to do so. 4. JS – The PTA needs to have three filled positions to be able to operate, presently only one position is filled. 5. KB – Asks what is the general view concerning displaying SGC photos? Can we ask parents for their view? FC – If not displaying photographs how else can we let parents know who is on the SGC? KB – intending to write letter with a list of names. GM – Could also add phone numbers. This can also be reviewed once the letter has been sent. KB – Can parent reps gauge general parent opinion at coffee mornings re any need for photographs? 6. ND – Asks about what the children get for lunch and how the quantity and quality is monitored? KB – parents make the choice from the menu provided. ND – There are times when the meals are not always as chosen. GM – Food is provided by the 4-Seasons mess, currently on a 3 week rotational menu. The school can only choose one item per 	<p>ALL ALL KB Parent Reps</p>

day from the menu and all meals included vegetables and salads are dependent on supply issues.
 ND – Is that acceptable? Can local fruit and vegetable suppliers be sourced?
 SM – The current system is what we have to work with.
 NC – Can the children bring packed lunches?
 GM – Yes.
 NC – Are intolerances catered for?
 GM – Yes.
 GM – There is no easy answer because supply is limited. There are DCYP schools with a no meal provision policy but we don't wish to end up going down that route.
 The current service level agreement is probably as good as it gets since the alternative would probably be no provision with the children entitled to free meals having to claim back – this would be a backward step.
 KB – Yes we should share any concerns and make sure provision is as good as possible. Also need to make sure parents know what is happening.
 HM – Confirms that feedback indicates that this already seems to work.
 KB – Is more breakdown of what children actually eat worthwhile?
 FC – Remember that we shouldn't take Bulk Store supply as an indication of what the mess supplies.

GM – Teachers will feedback if there are any problems, otherwise parents can probably safely assume all is ok.

7. GH – Asks what is the Ofsted process and how is the SGC brought into that process?

KB – SGC members will visit the school to meet with Ofsted inspector.

GM – School is currently good, so, following Ofsted rule changes, any inspection will now be 1 inspector for 1 day.

Additionally, Ofsted will recognise that for SGC members this is a short-term placement.

Ofsted will want to ask, 'how do you know the school is still good?'

The evidence to answer this question will come from your classroom visits. So when visiting look for the evidence – does it look good or is there a mismatch? You can feedback to the inspector what you did and what you saw. Keep notes and be prepared to discuss them.

Since the inspector will have only 6 hours in school the chat with SGC will only be short and the discussion will have to be with the SGC chair.

KB – What if the chair is unavailable?

GM – Then the vice chair is required.

JS – Will there need to be a safeguarding discussion?

GM- The discussion would be with the HT and the chair, but the chair could bring a 'friend', who would likely be the safeguarding rep.

8. FC – Brings up the issue of parents concerns around the time of pupil transition since this was a theme last school year.

GM – Things are in place, eg. Working with Jon Deane, Leaving books and cards, Leaving tree hand prints, Looking online at new

	school – we just need to know when, where, school website address. 9. KB – Reminds all SGC members of need to try and complete 2 visits before next meeting which will be before the February half-term.	
--	---	--

Date of next meeting is: TBC