

26th April 2018

MINUTES OF THE SGC MEETING HELD AT 13:00 HRS ON 26th April 2018

Present:	<p>Wg Cdr C Costello, CO FISU (CC) Mr G Margerison (GM) Mrs K Steen (KS)</p> <p>Mr J Stevens (JS) Sqn Ldr A Watson (AW) Sqn Ldr P Duke (PD) Mrs S Wilbond (SW) Mr D Crofts (DC) Sqn Ldr D Haith (DH) WO F Cliff (FC) Ms J Schofield (JSc) Mrs K Parker (KP)</p>	<p>Chair Head Teacher Director of Education & Head of IJS SSAFFA Parent Representative Finance School Business Manager School Business Manager Policy Parent Representative Teacher Representative LSA Representative</p>
Apologies:	<p>Mrs S Marshall (SM) Wg Cdr Matt Brennan (MB)</p>	<p>Independent Governor Vice Chair</p>

Agenda Item	Minutes	Action Required
1. Welcome and Minutes of Last Meeting & matters arising	<ul style="list-style-type: none"> • CC welcomed all those in attendance to the SGC and gave apologies for SM, MB. • Brief introductions given by those in attendance. • CC reviewed the minutes of the previous meeting held 17/01/18. <p>Matters arising from previous minutes: GM notes that in response to request for a teacher and LSA rep JSc and KP have put themselves forward and thanks them for volunteering.</p> <p>Class visits are to be encouraged and the SIP is now a useful means of structuring any observation.</p> <p>SGC photo-board – is now completed but needs a further update since BD has now departed. Request for the new Vice-Chair to have photo taken for the SGC Photo-Board.</p> <p>Comments Amnesty box – decided that this not needed since there are already sufficient mechanisms in place (inc Parents' Coffee Mornings).</p>	<p>All</p> <p>GM & MB</p>

<p>2. School Improvement Plan (SIP)</p>	<ul style="list-style-type: none"> GM confirms that there are now four School Improvement Plan (SIP) 'headings' on the school website which should aid clarity. <p>The four areas are:</p> <ol style="list-style-type: none"> <u>Increase % of pupils making above expected progress in reading, writing and maths.</u> The website also provides information about what is to be done to achieve this. <u>Enhance cohesive curriculum.</u> Through the reading scheme, house points and involvement of pupil suggestion system. Additionally, the school council are now feeding into the system. <p>CC - asks if it is also possible for parents to hear/be informed about what the school council discuss and actions that are taken as a result? GM agrees that this should be possible.</p> <ol style="list-style-type: none"> <u>Develop leadership, teaching, learning and assessment.</u> By improving staff skill/CPD for all staff. <p>-JSc – discusses her current Middle Leaders Course, and the challenges of the time difference for all the teachers partaking (Cyprus, Germany, FLK). -KS – agrees that staff at her school are faced with same/similar challenges. -GM – adds that Mrs Eaton-Bell is also completing the Senior Leaders Course. -AW – asks if there are any concerns re the current/future 'talent pool' due to staff turnover etc? -GM – No current concerns but this will obviously depend upon who leaves. -Recruitment of LSA's and support staff – there are restrictions on advertising these vacancies especially since these roles are only for LEC's and so will also depend on who is here and available for work. For the EYU we already have Mrs Deane who is level 3 qualified and currently Mrs Hayward who is also level 3 trained but due to leave. So will need someone level 2 trained as a replacement. FS has to have a teacher (currently JSc) and a level 3 LSA. -CC – Asks, what would happen if there should be any 'gaps' ie insufficient staff as needed? How does DCYP manage these 'risks'? -GM – These 'risks' are managed at Head teacher level – if no trained people are available can employ a competent person who will effectively become an 'apprentice in training'. -CC – asks what would happen if suitable staff were unavailable, would pupil numbers ever need to be restricted or facilities closed? -GM – Yes it is a possibility that numbers may be restricted. -CC – Do we communicate this clearly and if so how? -GM – Yes the school website has information about space availability. -DH – Confirms this from his personal experience – information provided was to make no assumption as to availability of space and that all moves should be made on the understanding that it is always possible that parents will have to provide all care if necessary. -JS – Asks what happens on staff development days? -GM – have been completing swimming courses, done at weekends. Have done more training time than the actual Inset/Twilight requirement; have completed 8 days even though requirement is only 5. Next year have booked in 6 Forest/Beach Days.</p>	<p>GM</p>
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	<p>-JS – Asks if the school has considered a Staff team building day, to help with transition of new staff? -GM – this is difficult since there are usually issues with staff childcare on the first Inset day of the new school term.</p>	
3. Independent Reps	<ul style="list-style-type: none"> • SM – Not in attendance • KS – Nothing to add/report at this time. 	
4. Parent Reps	<ul style="list-style-type: none"> • FC has attended coffee mornings but much of the discussion was not really about the school – was more concerned with community centre and provision for the older children. • AW – coffee mornings are generally successful and can help discussions with parents, they provide a means of giving information from a ‘friendly face’. School uniform is a topic that crops up. <p>GM – With regard to school uniform, an amendment of policy to be advised via the school Newsletter on 27 Apr.</p> <p>GM – Another policy amendment was advised to the SGC - last day of June will be last day of being able to guarantee processing of ECC’s (Educational Clearance Certificates). For anyone posted after that date applications will still be processed in the usual manner but issuing the ECC will be heavily impacted upon by the ability of the child’s current school to respond to information requests. The advice was that everyone was to be proactive and if anyone knows their replacement has children advise them of the dates.</p> <p>GM - Generally this administrative process works well with military families, concerns would be around contractor families.</p> <p>CC – asks if it would be worthwhile having a SODEXO/Contractor rep on the SGC, someone who could attend coffee mornings as well?</p> <p>AW – suggests that the information in the Families Officer pack/guide could be improved. It was noted that this was already a task set for updates/amendments via the Families Meeting Chair (also CO FISU).</p>	
13:50	FC – Apologies given, has to leave the meeting.	
5. Policy rep	<ul style="list-style-type: none"> • DH presents findings of SGC survey. The suggestions/recommendations are the result of the received parent comments/perceptions. <p>Recommendations:</p> <ol style="list-style-type: none"> 1. General theme – perhaps a need for a little more <u>information to be communicated</u>, perhaps a short handbook covering briefly, a map to school, differences between EYU/FS1/FS2, differences between UK and SCE schools, teacher info & photos, uniform, daily routines. GM – Asks, what are the perceived differences between UK schools and ours, is it possible to tease out exactly what it is that people want to know? DH – Can’t go back and ask individuals, this was an anonymous survey. But don’t think it’s about curriculum. Could perhaps be discussed further via the coffee mornings. 2. <u>Improve transitional care:</u> 	

	<p>AW – suggests virtual website tour GM – agrees that this is possible but will be better done once moved to new school. MPS perhaps has more focus on transition out and needs to focus on transition in. Mr Deane is currently working with children in transition and MPS could look at his role for inward transition too. This could be included on a website video.</p> <p>3. <u>Video call facility to new teacher for children prior to arrival.</u> GM – yes we could try to give this a go. JS suggests a secure login facility to view a school video.</p> <p>4. <u>Buddy system for new children.</u> GM – This should already be in place and perhaps needs to be revisited.</p> <p>5. <u>Provide equivalent of Service Children’s support worker.</u> This would only usually only be considered where a service child is in a minority and using money from the ‘Pupil Premium’. However, many of the roles of the support worker could be incorporated into MPS staff responsibilities.</p> <p>6. <u>Review uniform policy.</u> Uniform policy has been reviewed and a letter is to be issued to parents. In summary: Black/dark suitable footwear (not colourful trainers), Jumper and a T-shirt should come from supplier and have a school logo. Everything else is available from supplier but parents can decide from where they buy. PD – May experience some pushback from parents if the required jumper and T-shirt are more expensive items GM- Priority is jumper owing to prevailing Falkland’s weather and the school would never refuse access if a child didn’t actually have the required uniform – but that is what the school will reasonably expect. GM – Has spoken to provider who will replace damaged items if a photo is sent in and other providers have been/are being explored to get a ‘replace system’ in place.</p> <p>7. <u>Parents want wider view of child’s progress (in addition to academics).</u> GM –three reports per year are provided and he will look to expand the section on ‘well-being’.</p> <p>8. <u>Consider action to manage bullying.</u> GM – School PSHE sessions already manage this, and if an incident is serious enough it would be directly dealt with. The SGC discussed the difficulties of the small size of the school and the lack of alternative friendship groups for some ages/ genders of children and the intensity of friendships that are maintained both in and out of school. The teaching staff are alive to this issue and will manage it. Parents are reminded to discuss any concerns with the school as social skills for children are an important part of the learning process.</p> <p>9. <u>Introduce after-school activities for FS2</u> GM – Have always had a range of FS2 clubs so this seems to be a communication issue. The options may not always suit all children but the opportunities depend on what teachers can offer.</p>	<p>GM</p> <p>GM</p> <p>GM</p> <p>GM</p> <p>GM</p> <p>GM</p>
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6. Finance	<ul style="list-style-type: none"> • PD – Currently limited ability to spend. 	
7. Safeguarding	<ul style="list-style-type: none"> • JS - Met with GM on 7/4/18 and discussed safeguarding policies. Have also met with Hazel Russell. All training is up-to-date. New staff receive level 1 training on arrival and later undertake level 2 training. Website has been updated with policy. • CC – Asks for an update about what regarding a risk assessment on bad weather on school trip days? • GM – On the day of the trip phone call is made to MET office for weather update and also, telephone call made to the JOC for road conditions report. This information is then used as the basis for a risk assessment for travel. 	
8. Infrastructure and Health and Safety including new build	<ul style="list-style-type: none"> • GM – New school building – DCYP have confirmed that the new school building will be accepted and moved into after the Oct 18 half term. • GM – the new playground is currently being installed and interior work is now underway. 	
9. Head Teacher's report and Pupil Progress report.	<ul style="list-style-type: none"> • GM presents HT Report for Summer term '18: • 53 pupils and pupil progress is excellent. • Staffing is stable and outstanding. • Curriculum is embedded and evidenced. • School has held parent evening. • School completed RAF100 celebration. • Mr Kille will visit this term for music. • MOD school inspector advisor is due in September and will provide training for the SGC many of whom will be new. • MPS were expecting an 'outstanding' grade had Ofsted arrived. But has now been a change in the way Ofsted grade – now send 1 inspector for 1 day and will probably give a judgement of 'school continues to be good'. • CC – Asks how can the school therefore become 'outstanding'? • GM – a further inspection may then take place in 2 years' time. This means the school is effectively at year 3 of a 5 year cycle and Ofsted inspection 	

	<p>could happen at any time.</p> <ul style="list-style-type: none"> • VERS has been offered to MOD schools teaching staff due to the draw-down of schools in Germany and the resultant reduction of staff needed across MOD Schools. The timescale for which is: 1st wave – Aug '18 (only for those who can be released immediately ie closing schools). 2nd wave – Dec '18, 3rd wave – Aug '19. This will see renewed opportunities for teachers to apply to new schools across the organisation. 	
10. AOB	<ul style="list-style-type: none"> • CC – there will be some turnover of members of the SGC due to tourex. Wg Cdr. Barnes will replace CC as Chair in Jul 18. Can current reps that are due to leave consider leaving handover notes and raising the profile of the SGC to potential new interested members. CC will ensure SGC members are replaced or a forecast of who may be new to BFSAI in the summer who might add value in Sep onwards. • DH – Asks for update of school lateness/absence policy. • GM – There is a DCYP policy which we have adapted to make it specific to FI's. 08:45 to 09:00 register open and marked as present 09:00 to 09:30 'L' late after register closed. 09:30 onwards – 'U' late other. 	CC

Date of next meeting is: TBC