

22 October 20

## MINUTES OF THE SGC MEETING HELD AT 15:15 ON 22 October 20 AT MOUNT PLEASEANT SCHOOL

Present:	Wg Cdr Brady, CO BSW (PBr) Capt Hart (IH) Mrs M. Summers (MS) Mr G Margerison (GM) Mrs K Steen (KS) Mrs K Brand (KB) Sqn Ldr Brown (CB) Sqn Ldr Donald (MD) FS Belcher (PBe) Mr J Deane (JD) Sqn Ldr J Graham (JG) Mr D Crofts (DC)	Chair Vice Chair/Families Liaison Officer Acting Head Teacher DCYP/MOD Schools Representative Director of Education & Head of IJS Safeguarding Representative/BFSWS Parent Representative Parent Representative Parent Representative Teacher Representative Independent Representative School Business Manager
Apologies:	Lt Cdr Robertson (AR) Ms Alisa Crichton (AC) Padre	Finance & Parent Representative Policy Representative Independent Representative

Agenda Item	Minutes	Action Required
<b>1. Apologies</b>	Apologies accepted from those not able to attend.	
<b>2. Opening remarks by chair PBr</b>	PBr - Briefly welcomes everyone to meeting and asks all members to introduce selves.  PBr – Thanks MS for stepping into role of acting Head Teacher.	
<b>3. Matters arising from previous minutes</b>	Action Points from meeting/minutes of June 2020 meeting: <ol style="list-style-type: none"> <li>1. Gym space for PE. JD – Met with gym staff and reached decision that space was unsuitable for use on health and safety grounds. So are utilising school hall and now the better weather is here making full use of outdoor space. MD – Continuing to look into making use of other hangar spaces.</li> <li>2. Policy update – will be covered later in meeting.</li> <li>3. Parent Charter AC was to have looked at this. PBr will take this on and look at possibilities.</li> <li>4. Home School Agreement MD – work is in progress, has obtained example as used by another school. Provided same to Chair for consideration.</li> </ol>	PBr – Explore parent charter  PBr – Next steps for Home School Agreement

<p><b>4. HT Report MS</b></p>	<p>5. Contacting Units for visits IH – Visits already from STEM and Police Dogs, other visits being arranged. If more are needed let IH know.</p> <p><b>HT report has been provided and briefly comprises of:</b></p> <p><b>Staffing update</b> MS is now Acting Head Teacher until new HT arrives sometime next year. Mrs Allen is being used as a regular supply teacher. Learning Support Assistants have been utilised effectively as needed in school.</p> <p><b>Pupil Achievement</b> Assessment shows that progress is on track to achieve predicted levels.</p> <p><b>School Improvement Plan</b> SIP which has been provided is now colour coded on a red, amber, green rating where green indicates target being achieved. Progress is going well. Monitoring was affected by COVID19 closure but that is now being continued and is securely in place.</p> <p><b>Special Educational Needs &amp; Disabilities</b> Staff training is taking place to try and accommodate Speech and Language Therapy needs.</p> <p><b>Continued Professional Development</b> Staff continue to embrace opportunities for CPD, an area encouraged by DCYP.</p> <p><b>Budget</b> Remains healthy and being spent in accordance with SIP.</p> <p><b>H&amp;S</b> No H&amp;S issues reported.</p> <p><b>New Staff</b> Mrs Bale has been employed as a Learning Support Assistant. Mrs Scott has been successful in the Falkland Supply campaign and is awaiting clearance/onboarding.</p> <p><b>Vacancies</b> To be advertised shortly, 2 x LSA and 1 X Caretaker.</p>	
<p><b>5. Updated Policies and SIP</b></p>	<p>PBr – SIP is quite involved and lengthy, it isn't brand new but has been updated and is ongoing. All SGC members have a copy and can take away to read and if there are any questions they can be forwarded via the Chair.</p> <p>The 4 priorities remain.</p> <p>There is also COVID planning and recovery planning. It was apparent that children had coped well with the lockdown/school closure. However, for children who went back to the UK or who have just arrived from the UK it is potentially an issue. For example, there will be 2 new children arriving in school who have been home-schooled since March.</p> <p>Policies Following Policies have had slight amendments to update them:</p> <ul style="list-style-type: none"> <li>• Assessment</li> </ul>	

<p>6. <b>Composition &amp; roles of SGC</b></p> <p>7. <b>SGC visit feedback</b></p>	<ul style="list-style-type: none"> <li>• Marking and Feedback</li> <li>• Uniform</li> <li>• Business Continuity</li> </ul> <p>Policies have been provided to SGC members, please take to read and address any questions through the Chair.</p> <p>MD – Asks if there is a school policy for school meals/food including school and parent packed lunches?</p> <p>MS – Not aware of one.</p> <p>PBr – If there is no policy there's no reason not to create one that considers local constraints. Would be able to engage with Catering &amp; Rations Service. Parents did contact the Chair about school dinners. Became apparent that owing to turnover of chefs in the Mess previous agreements on school dinners hadn't been passed on. 2 chefs have since visited school to confirm/agree what should be in place for school dinners and look at their own provision.</p> <p>MS – The chef's responded quickly when asked and put measures in place.</p> <p>PBr – A policy would also be useful to hold CRS to account.</p> <p>GM – There is no central (DCYP) meals policy. Any policy will likely have to be a local decision, considering local constraints but based on the 'Food Standards – England'. Worth pointing out that MPPS is one of the only MOD schools continuing to provide hot meals. There is likely to be a BFAI Service Level Agreement. From previous experience, problems usually occur around the change of chefs/staff in the mess and the fact that meals can be changed on any day according to availability.</p> <p>PBr – Circulates list of current roles and points out that there are 3 roles to fill. <b>The vice-chair</b> is vacant and it is DCYP policy/guidance that the new vice-chair should come from the existing committee and be agreed by the committee. IH is put forward as the new vice-chair and the committee agree this appointment. <b>Finance role</b> – as AR will be returning to BFAI it is agreed that he will continue in that role. <b>Maths Development Rep</b> – JG accepts that role within the scope of the SIP.</p> <p>GM – Notes that there is no representative of the school support staff.</p> <p>MS – Was previously Mrs Cornish as a representative of the school staff. Now have JD and will also be Mrs Deane once returned.</p> <p>GM – Should specifically be a representative of support staff either LSA or office-based staff.</p> <p>PBr – an expectation of 1 visit per term, so a visit before the Christmas break if not already completed.</p>	<p>MS – To look into drawing up a school meals policy</p> <p>MS – To recruit an SGC member to rep school support staff</p>
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<p><b>8. Issues raised by SGC Reps</b></p>	<p>PBe – Spent a morning looking at provision in early years. There was a lot of good structure and lots of positives, evident that a lot of work is being done.</p> <p>IH – Is a regular visitor in school, dropping in for example with information for the HT, will document feedback from these visits.</p> <p>PBr – Has visited with focus on SIP and to have a broad view of the classrooms and how they are set up. There are individual differences between teachers, but evident in all classrooms:</p> <ul style="list-style-type: none"> <li>• Performance/achievement is recognised.</li> <li>• Working walls for English and Maths.</li> <li>• Reading areas.</li> <li>• Systems of recognition and reward, team points.</li> <li>• Monthly values and behaviour.</li> </ul> <p>Questions I had and discussed:</p> <ul style="list-style-type: none"> <li>• does the school have a ‘reading buddy’ system?</li> <li>• Is there a formal policy on classroom displays?</li> <li>• COVID, are we continuing to be mindful of maintaining measures and mindsets in view of some children coming from/going back to UK COVID areas?</li> </ul> <p>KB – Asks what is the visiting requirement of her as the Safeguarding rep? Would usually briefly pass through the classrooms to see happy, engaged children and note that notices etc. are displayed appropriately.</p> <p>IH – The role is also to be able to challenge, for example asking staff their awareness of safeguarding policy.</p> <p>PBr – A visit could be about finding areas where you can ask questions and be able to suggest improvements.</p> <p>KB – Will arrange to come into school to discuss with MS.</p> <p>KB – Would like to arrange to meet with MS</p> <p>GM – DCYP safeguarding lead, Kim Harrison, will shortly be looking at ‘175’ audits, it may be useful for KB to join MS for that audit as it would give a good overview of safeguarding practices.</p> <p>JD – From a teaching perspective the lockdown/closure was problematic but since school re-opened things have picked up quickly, staff have and are working hard and there are no teaching concerns. Despite lockdown the school is in a good place now. Additionally, school has improved it’s PHSE and transition provision.</p> <p>MD – Asks if enrichment clubs will be offered on 2 days each week – as recently the clubs were only provided on Tuesdays.</p> <p>MS – this is largely determined by staffing, but can be looked at for next time.</p>	<p>KB – To arrange discussion with MS</p>
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	<p>JD – Also, Scouts was to be re-started on Thursdays so school offered it's 4 clubs on one day (rather than 2 on Tuesday and 2 on Thursday).</p> <p>CB – Asks if the 'Missing Child Policy' is ever run as an exercise? If it's decided to do so, staff can be provided from her unit to be involved. Also, will look how that school policy 'fits' with policy from her unit to make sure both policies are synchronised.</p> <p>IH – Has had feedback from a number of parents that the new reading app being used in school is really good/effective.</p> <p>PBr – Teacher's annual leave was 'staggered' in the Summer break to give staff enough leave. Whilst it was hoped that would be a one-off solution the continued COVID situation means that staff are looking to the same approach for the coming Christmas break. Need to recognise the need for staff welfare and would like to get a collective view on teacher's leave as, to have some teachers away from school until well into the January term, may not be palatable for some parents.</p> <p>MD – Taking leave 'on island' is an option. Is there a requirement to go to UK? Also have to consider restricted SAA dates. A UK lockdown may result in staff being stuck off island.</p> <p>PBr – It's recognised that there are additional difficulties where staff have children in boarding school and these have to be prioritised.</p> <p>JG – Also consider that not everyone (at BFSAI) went back to UK in Summer, those who didn't would be given priority.</p> <p>GM – The DCYP employer view is that Civil Servants (teachers) are entitled to take their annual leave days off and quarantine does not have to come out of that annual leave entitlement. If all other options have been ruled out teachers are entitled to take SUL. Teaching staff are only needing either 2 seats &amp; 2 seats on 2 flights or possibly 4 seats on one aircraft. Rather than some teachers returning late in January there may be another option to travel earlier and return earlier.</p> <p>MD – Seats on the SAA are very restricted Southbound, January is exceptionally busy. Others would have to remain for additional weeks at BFSAI if they were forced to give up seats.</p> <p>PBr – There are numerous contractors booked to travel in January.</p> <p>IH – we also lose 2 Southbound Thursday flights because of bank holiday cancelations.</p> <p>GM – We can book the northbound flight that is scheduled either 01<sup>st</sup> or 02<sup>nd</sup> December and the return Southbound on 29<sup>th</sup> December thereby minimising time off into the January term and avoiding the January flights.</p>	<p>CB – Will look at Missing Child Policy</p>
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<p><b>9. AOB</b></p>	<p>Agreed that GM will discuss this option with MS after the SGC meeting.</p> <p>MS – Asks if term dates later in the school year can be altered so that they are back in step with the SAA? They were only changed to the existing dates when the flight schedule was altered because of COVID.</p> <p>PBr – Yes, makes sense to look to change that.</p> <p>MD – Asks if there are plans for a whole school photograph? BFSAI photographer would/should be available.</p> <p>KB – the missing child policy doesn't appear to have any step included to refer the matter to the BFSWS.</p> <p>GM – In case you're wondering why DCYP ROW advisor has been at this meeting (virtually) it was always the intention of DCYP to have someone present at SGC meetings in that role – this is the first time it's been possible. Intention is to continue to provide the termly Core Visit Programme report and, whilst there can be no actual visits at the moment, will continue to attend virtually, probably 2 out of the 3 meetings.</p> <p>PBr – The new HT is Verity Stobart, and it is hoped will be in post in January.</p> <p>Date of next meeting is TBC but is likely to be 11/02/21</p> <p>PBr – Thanks PBe for his work as a member of SGC and wishes him well, this will be his last meeting before departing BFSAI in January.</p> <p>PBr – Closes the meeting.</p>	<p>MS – To change term dates</p> <p>MD – Liaise with BFSAI photographer</p> <p>MS - Will update missing child policy</p>
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