

05 December 2022

MINUTES OF THE SGC MEETING HELD AT 10:30 ON 05 December 2022 AT MOUNT PLEASANT SCHOOL

Present:	Wg Cdr S. Picton CO BSW (SP) Sqn Ldr J. Munro (JM) Mrs V. Stobart (VS) Mrs K. Steen (KS) Mrs K. Stevens (KSt) Mrs Michelle Hill (MH) Mrs C. Mathew (CM) Sqn Ldr A. Dowds (AD) WO1 P. Studdart (PS) Capt. K. Rhodes (KR) Mr D. Crofts (DC)	Chair Vice Chair & Parent Representative Head Teacher Executive Head Teacher FI's Schools Safeguarding & SEND Representative/BFSWS School Teacher Representative School LSA/Support Staff Representative Parent Representative Parent Representative Community Representative & Families Officer School Business Manager
Apologies:	Mr R. Bucknill (RB) Padre A. Wakeham (AW)	DCS/MOD Schools Representative Community Representative

Agenda Item	Minutes	Action Required
1. Apologies	Apologies accepted.	
2. Opening remarks by chair SP	SP - Thanks all for attendance, brief introductions.	
3. Matters arising from previous minutes	<p>Action Points from meeting/minutes of 06 July 2022:</p> <ol style="list-style-type: none"> 1. Parent Charter and Home/School agreement to be shared with SP. 2. SGC virtual training event – Action completed and closed. 3. Families Officer to update school re arrival of families with young children – completed and ongoing, family with 1-yr old expected January 2023. 4. Liaison with Cmd Sec re issues around morning 'wrap around' care and flexible working – VS confirms discussions have taken place during visit of DCS ACEO in Summer term. School currently does not have sufficient staff to provide the morning care/cover. – Action completed and closed. 5. AD to raise morning club issue at next community meeting. AD can discuss at next meeting. 6. Lunchtime supervisor position – VS confirms position was advertised but were no applicants. Lunchtime is currently managed by staff + 1 volunteer. VS will monitor need for this position and re-advertised if necessary. 	<p>VS - share draft charter with SP</p> <p>KR to continue to update school</p> <p>AD raise morning care discussion at next community meeting.</p>

<p>4. HT Report VS</p>	<p>7. Find out if Mess provision of lunchtime service can be covered by the OPC – VS, there has only been a verbal negative response, action to be kept open for further response.</p> <p>8. Update from the September informal organisational SGC meeting:</p> <ul style="list-style-type: none"> • Staff housing needs – SFA provision for single teaching staff has been written into contract. • Tapestry – VS confirms that the Tapestry app continues to be used in EYFS and is being monitored, no final decision yet reached to extend use into KS1. • PTA – AD confirms that a ‘Friends of MPS’ group is being considered and will be ‘pushed out’ to parents. <p>Having distributed the report ahead of the meeting VS invites questions.</p> <p>SP – Who forms the School Council, how decided, operated etc?</p> <p>VS – School children are elected as council members by their peers and the council then meet weekly with the Assistant Head Teacher to discuss ideas, suggestions etc. The council may lead school assemblies as a means of ensuring there is a pupil voice in school.</p> <p>SP – Why were we looking at Stanley pool? VS – the children do not swim in Stanley. The reference was to staff swimming teacher training that can possibly be provided in Stanley, However, not likely to be available until sometime in February 2023. AD – Lifeguard Association are due to provide some training at BFSAI, perhaps the swimming teacher qualification may be included. Will need to know details of the training requirement.</p> <p>SP – What is/how does the ‘windbreak plan’ stand? VS – Following removal of ISO container (used for storage at side of school playground) the wind has become an issue across the Early Years playground. AD – Options are being considered, such as the construction of a more permanent storage facility that will again act as a windbreak, awaiting responses.</p> <p>SP – What are the playground improvements being explored? VS – Exploring use of the community playground area and re-location of the green storage sheds from the side of school so that the area may be tarmacked to make more use of that space. Not currently urgent as school population is small. AD – Also looking to remove/recover the stoned area to provide seating – all ongoing.</p> <p>SP – Is there any update on the start date of the new teacher in January 2023? VS – Possibly will be on the Airbridge 11/01/2023, but awaiting confirmation and not in a position to provide a further update.</p>	<p>VS to engage with Cmd Sec re amending OPC to include Mess lunchtime service to school</p> <p>AD – progress the development of Friends of School parent group</p> <p>VS – pass swimming training requirements to AD. AD will find out if it can be provided at BFSAI</p> <p>AD & VS to continue to progress windbreak/storage solution options/plans</p>
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<p>5. Updated Policies VS</p> <p>6. SGC Monitoring Visits</p>	<p>SP – As the SGC have less authority, oversight and influence than a UK School Governing Board, is it possible to clarify limitations of Governor responsibilities/indicate the strategic importance of SGC? VS – Refers to SGC training documents and TOR's provided. Gives examples of areas which are not within SGC remit (but would be for a UK SGC) HR, Payroll, CPD, Catering. Areas where our SGC do have responsibility include safeguarding, H&S, Finance in relation to SIP. SP – Does that mean that discussions about the OPC (provision of a Mess lunchtime service) ought to fall to the HT? VS – Yes.</p> <p>VS – Provides school data report with current year group percentages achieving Age Related Expectations. Notes:</p> <ul style="list-style-type: none"> • The data is skewed owing to cohort sizes. Such small cohorts mean that conclusions cannot be drawn and it will be for the school to articulate/explain the actual position/results. • Writing results are lower nationally owing to the impact of CV19 and lockdowns. • MPS has introduced a new Literacy curriculum in Sept 2022 and it is too early to assess any impact. <p>SP – Are progress reports being sent out today? VS – Yes, these will indicate if a pupil is on track. SP – Is it worth looking at the timing of the report, i.e. do we 'lose' a period of (holiday) time when interventions, inputs, support could be discussed, commenced etc? VS – Ideally a parent progress meeting would be held, but has not been possible. Rolling support is provided to both children and parents. MH – The timing of reports wouldn't stop teachers putting measures in place. AD – Teachers do provide meetings, updates etc. as the need arises.</p> <p>Attendance Policy – Updated onto new DCS template and to include Scouts, Brownies, Cubs, Watch groups for specific local events etc. under exceptional circumstances for authorising absence.</p> <p>Staff COC – Updated version is based on template from 'The Key for School Leaders' and links to teacher's standards whilst still being relevant for LSA staff. Includes dress code, conduct outside of work and realistic social media clause to allow limited use but not for school related matters.</p> <p>Safeguarding Policy – Awaiting an updated DCS policy template which includes a KCSIE (Keeping Children Safe in Education) section. School has also completed a Section 175 audit and returned that to DCS in September 2022 and is awaiting feedback.</p> <p>SP – JSP834 revision made available.</p> <p>Only 2 out of 4 monitoring visits have been completed over a 4-month period.</p>	<p>See action point above</p>
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<p>7 Roles on SGC and visit forward planning</p>	<p>KS – Had to cancel planned visit owing to illness. KSt – Has a visit appointment on 06/12/22.</p> <p>SGC roles agreed:</p> <ul style="list-style-type: none"> • Chair – SP • Vice Chair – JM • Teacher Rep – MH • LSA Rep – CM • 3 x Parent Reps – AD, PS, JM • Community Reps – KR, Padre, KSt • Independent Rep - KS • Head Teacher – VS • Clerk – DC <p>Sub-committee groups:</p> <ul style="list-style-type: none"> • School Improvement Reps – KS, AD, PS • Early Years Rep – JM • Finance Rep – CM, KR • SEND & Safeguarding Rep – KSt • Health & Safety - PS <p>AD – Is there an infra-structure sub-committee planned? JM – Could that be tagged to H&S? VS – Would be better to incorporate with school improvement and give it a ‘outdoor learning/environment’ focus.</p> <p>VS – Calendar of school events is available so that SGC can book visits at appropriate times. Members need contact VS to agree date, time, focus and staff availability for visit. Avoid week commencing 23/01/23. Also, likely to be Paediatric First Aid training in January and Forest school training in February. Following visit complete the new Monitoring Visit Form and return to VS.</p> <p>SP – What areas are now requiring visits?</p> <p>VS – Safeguarding, Early Years, Curriculum, Finance, H&S.</p> <p>SP – VS to email all committee members today with suggested dates for visits, try to suggest 3 alternative dates.</p> <p>KS – Need visits to be completed sufficiently ahead of next SGC meeting so that there will be time for visit reports to be completed.</p> <p>Next meeting is agreed to be 10:30 hrs on Thursday 30th March 2023.</p> <p>Aim to complete monitoring visits by end February.</p>	<p>All SGC to arrange monitoring visits</p>
<p>8. Issues Raised</p>	<p>VS – Teacher Rep is MH, just observing today until briefed re role and CM becomes LSA Rep having now joined school as LSA Staff.</p> <p>SP – Are there different TOR’s for these staff roles?</p>	

<p>9 AOB</p>	<p>VS – Terms of reference not different just need to bare in mind role in school, just as we do with parents SGC members. SGC-Role is strategic not operational.</p> <p>JM – Once the new teacher member of staff is in place is there any plan to offer lunchtime provision for Early Years children?</p> <p>VS – Will still not be enough staff to make that offer, owing to staff to pupil ratios needed for 2-year olds.</p> <p>JM – Similarly, any scope to offer Tuesday afternoon sessions for early Years?</p> <p>VS – Not likely to be able to offer Tuesday or Friday afternoon sessions, this is to be finalised when new staffing position is fully known.</p> <p>JM – When will parents know/be informed?</p> <p>VS – When the position has been finalised and is known.</p> <p>SP – Have all background checks been completed, or is new staff member to be employed ‘at risk’?</p> <p>VS – Yes, all background checks have been completed. DC – We are not allowed to employ anyone ‘at risk’.</p> <p>KR – For forward planning purposes please provide as much notice as possible of the arrival of new members of staff. Helps planning around SFA.</p>	
<p>10. Date of next meeting</p>	<p>Next meeting is to be 10:30 hrs on Thursday 30th March 2023</p> <p>SP – Thanks everyone for attendance and closes meeting.</p>	