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| **The British Forces School, Naples** **RECORD OF DECISIONS OF THE SCHOOL GOVERNANCE COMMITTEE MEETING** **HELD ON FRIDAY 4th March 2022** |
| **Present** Col Carl Harris (CH) Gp Capt Alex Mason (AM)Mrs Rebecca Robinson (RR) Wg Cdr Courtney Belam (CB)F/Sgt Adam Seed (AS)Wg Cdr Gareth Wiggin (GW)Surg Cdr Anthony Gregory (AG)Mrs Natalie Termperley (NT)Mrs Liz Bloomfield (LB)Mrs Danielle Southall (DS) | Chair (Outgoing)Chair (Incoming)Headteacher Policy Rep (via zoom)Vice Chair Infrastructure Rep Safeguarding RepCommunity Rep (via zoom)Support Staff RepParent Rep | **In Attendance**Mrs Alison Serrell-Cooke (ASC)**Apologies**Mr Gary Margerison (GM)Cdr Brian Lockhart (BL)Lt Cdr Ian Critchley (IC)Mrs Leanne Wortley (LW) | Clerk to the SGCMOD SchoolsComms RepParent RepTeacher Rep |
|  | **Agenda Items and Issues Arising** | **Actions** |
| **1** | **Apologies received**:As listed above.**Opening Remarks**: CH thanked NT and CB for joining the meeting via zoom, confirmed BL has accepted the lead for communications and welcomed AM as the incoming SGC Chairperson. |  |
| **2** | **Actions and Decisions from Previous Meeting** (6 May 2021):AS informed the SGC that the role of STEM Ambassador would not fit well with the role of a School Governor but might better be undertaken by a member of the community. AS undertook to identify a potential volunteer.The school website has been significantly updated and CH remarked on its improved utility; some work remains to ensure the information it contains is current. This will be complete when Mr Homer returns to work.Some Governors have yet to complete their DBS clearance applications and Safeguarding Training. ASC is to send reminders and inform the SGC of when the next DBS course is scheduled. RR confirmed that the nomination of Learning Champions as detailed in the previous Head Teacher’s (HT) Report would require reconsideration given staff changes. SGC communications must improve and School Communications should continue to exploit an array of media to reach the widest audience. BL intends to take this forward and will engage with RR.The previous RODs recorded a proposal RR delegates more responsibility for the induction of staff and considers seeking involvement of military personnel as sponsors. RR confirmed some delegation has occurred, reducing her involvement to a more appropriate and sustainable level.  Following previous discussions, CH asked RR if she has sufficient influence over staff management to respond to unsustainable absence levels. RR confirmed recent clarification from EJSU and MOD Schools had clarified actions available to her to manage such pressured. **ACTION CLOSED**.AG proposed the RoDs were a true and accurate reflection of the previous SGC meeting. AS seconded the motion, which was unanimously agreed by all who had attended the meeting. | ASRR / ASCASCBL / RR |

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| **3** | **Chairpersons Report**: CH submitted a Chair of Governors’ Report prior to the meeting. As a point of clarification, the report contains reference to inequitable reallocation of funding available for Continuous Professional Development to supply teacher employment during times of repeated staff absences; this matter had been resolved prior to the SGC. AM thanked CH for his commitment to the school and remarked on the trials faced during his time as Chairperson. RR expressed her thanks for CH’s support and challenge. CH thanked all who have served or are serving on the SGC for their efforts, reflecting on the leadership of RR and the cohesion of the school team.  |  |
| **4** | **Headteacher Report**: RR submitted a HT Report prior to the meeting. In committee the following discussions occurred: **Staffing and Staff Absence** * Teachers are employed by DCS and support staff by EJSU. While this creates some complexity, RR confirmed the levers she has and policies in place to manage staffing challenges have been clarified and are adequate.
* Prospective teachers must have an understanding of the living conditions in Lago Patria. CB asked if the committee could help. RR reflected on the sometimes-competing pressures on teachers to be active in the community while adhering to Section 8 of the Teachers Standards.
* EJSU.net contains a “[Welcome to Naples](https://www.ejsu.net/EJSUNET/wp-content/uploads/2021/06/Naples_Welcome_New.pdf)” document which is honest about local criminality and driving conditions, but might not prepare new arrivals completely for local living conditions. RR undertook to engage with potential teaching staff in advance to ensure they have realistic expectations. CB suggested sponsors from the military community without children at the school might help with the settling-in period; NT agreed to take this role when next required.

**COVID-19 and Class Bubbles** * RR has reluctantly but prudently reimplemented four class bubbles to minimise disruption should there be a COVID-19 outbreak in school. In accordance with Italian law, classes will close if five covid cases occur. Amendments will be made (and welcomed) as Italian law changes. LB commented that while separation of classes was sub-optimal for staff cohesion, it was recognised as necessary.
* RR undertook to explain the continued existence of class bubbles to parents and to clarify plans (**UPDATE** – since the SGC Meeting, an increased spread of COVID-19 throughout the UK community, and school, resulted in the closure of classes. The creation of bubbles minimised unavoidable disruption and proved to be prudent. **ACTION CLOSED**.)

**Special Education Needs (SEN) Provision*** CH asked if BFS Naples has sufficient resources to provide for all pupils, including those with emerging SEN; noting Service personnel who have primary-aged children with previously identified SEN where such needs can only be met via the application of resources available to a Local Education Authority in the UK, would be subjected to pre-assignment education checks and in the interest of the children would not have assignments approved.
* RR explained to the SGC the clear procedures in place to determine the supportability of children with emerging SEN given specialist resource constraints. RR confirmed BFS Naples has resources to meet the needs of most of the primary-aged children with SEN in the community.
* CB asked if parents completed forms to highlight SEN in pre-school children. RR confirmed this doesn’t occur, but Health Screening of families prior to assignment should identify such needs.
 | RRRR / NT |

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| **5** | **Schools Improvement Advisor (DCS) - Gary Margerison’s Report*** **Curriculum Review** – to be completed in the summer term for staff to implement in September.
* **School Curriculum Lead** - with the pending departure of the previously-nominated School Curriculum lead, LW is fulfilling the role until an alternative member of staff (current or future) volunteers.
* **White Rose Maths** – GM had identified a requirement to reduce reliance on worksheets. RR noted this is an existing school aim and good progress is being made.
* **Behaviour policy** – a revised policy is almost ready for publishing. RR has recently completed some training in the UK which will result in some additions to the policy. This will be complete by Easter.
* **Learning Walks** – work is ongoing to improve the format and frequency of Learning Walks; teachers are engaging with the new procedures. Learning walks will be undertaken by all staff.
* **School Improvement Plan (SIP) Priorities** – no change in SIP priorities is required.
* **SPAG and Phonics Ability Groups** - KS2 groups between classes have had to be suspended to maintain class bubbles.
* **Home Learning Review** - GM highlighted a Home Learning Review conducted by Debbie Taylor, which concluded the home-schooling package was a good offer to families. CH recommended Debbie Taylor’s report be published on the school’s website for parents to see.
* **Home Learning Nomenclature -** AM proposed all mentions of “school closure” in school documentation be corrected to “home schooling” as this more accurately reflects the continuity of staff engagement and efforts to continue the provision of education when in-school learning is not possible.
* **PE Lessons** - CH advised the SGC that a contract has been written between JFC Naples Base Support Group (BSG) and DCS for the use of on-base gym facilities by classes for PE lessons. The pedestrian gate is currently closed for access and egress to and from the base, but a request should be submitted to the BSG for pedestrian access by children and teachers for 15 minutes either side of PE lessons if and when the contract is signed. (**UPDATE** – the contract has undergone further revision by the BSG and an inclusion relating to insurance is being considered by DCS.) This issue will be tracked.
* **Continuous Improvement and External Review -** RR made the SGC aware of Debbie Taylor’s visit, her feedback on progress achieved with White Rose Maths training for staff, changes made to outdoors areas and timetable adjustments due to staff changes. Helen Lakey (DCS / MOD Schools’ Early Years Advisor) was to visit the school to work with Alfa Romeo teachers the week following the SGC. CH remarked positively on the school’s approach to development and a willingness to seek challenge.
* **Staff Professional Development -** LB and other LSA’s are trained and are supported well via the DCS Ed Psych team, making good use of discussions with other LSA’s at other MOD schools.
* **Safeguarding** - AG agreed to retain the SGC safeguarding lead; DS and NT offered their assistance. ASC will distribute dates of safeguarding course when received and will take DBS applications from governors during school hours (all SGC members not currently cleared are to make appointments with ASC).
* **Pupil Assessment** – Lessons from RR’s NPQH have been applied to rationalise assessment procedures across the school. A clearer cycle of assessments is now in place and results are used by teachers and the SLT to plan and manage any required interventions and support. The review involved the whole staff team and has improved consistency while reducing staff workload in interpreting results. Pupils feel no additional pressure, often being unaware assessments are occurring. Results are discussed with parents at parent consultations, although parents are likely unaware of the revised assessment cycle. A new Assessment Policy will be created and published to the school’s website for parents to refer to. NT offered to help.
 | RRRRRR / ASCRRRR / AMASC / AllRR / NT |
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| **6** | **School Improvement Plan****Curriculum – Key Priority 1*** A new planning policy will be completed by the end of the Summer term.
* Additional Cornerstones training will be provided in Term 3 when the new curriculum is shared with the staff team.

**Challenge – Key Priority 2*** The school library has been reinstated in Villa V and books will be rotated regularly. A Library Club is to be established during lunchtimes.
* The Go Read App has been publicised to encourage home reading but not all parents are using it. Republicizing the App and how to use it may encourage those yet to engage. Parent Reps confirmed they find the App easy to use. RR stated plans to encourage those yet to engage at the next face-to-face opportunity.
* A revised writing policy is almost ready to publish. New writing plans and packages are raising standards of writing across the school.
* A revised Maths Policy was ready in Nov 21. This needs to be published on the school website.
* The recent phonics Parent workshops was poorly attended. Options to rencourage greater participation are to be explored. These might include involving the children, recording and publishing a video on the website or publishing a link to pre-existing Read Write Inc “YouTube” videos.
* The distribution list for RR’s weekly emails to parents are to include all Governors (not just those who are parents of children in the school). Governors are also encouraged to attend staff events in school, including a meeting on 5th April with GM.
* AS agreed to seek a suitably qualified volunteer from the community to undertake the role of Stem Ambassador within the school. He also volunteered to identify those who had undergone formal leadership training and to investigate the provision of leadership training (formal or informal) to school staff.
* Although the school’s delegated budget from DCS is minimal, RR agreed to greater SGC involvement in this area as second party assurance. RR will share budget figures and spending plans. AM is to decide if she will undertake this responsibility or identify an alternative Governor volunteer.
* ASC responded to a question on resources that the school was experiencing significant challenges with reliable deliveries. The inability to order resources directly from UK companies for deliver via the BFPO is affecting supplies unless high transport costs and customs charges are paid. This is likely to be affecting all MOD Schools and must be raised with DCS (Beverley Martin’s visit the following week was subsequently postponed but the action remains).
* The school building in which EYFS and KS1 are taught still has leaks and continues to deteriorate. Routine checks by DIO or their sub-contractor are not occurring. This is to be raised again with DIO via DCS. Given the postponement of Alison Stevenson’s and Beverley Martin’s visit, GM is requested to take this forward with Siobhan Spence.
* Results from the most recent Parents Survey (Feb 22) will be collated and shared with governors.
* AG agreed to make contact with the Madre at Christ Church Naples to ascertain any growing appetite to engage with the school. AM proposed to visit the Madre in Naples first. Given the absence of the customary Unit representatives on the SGC (such as a religious lead and a dedicated welfare professional) AM also undertook to invite the Head of Location / OIC NSE to SGC meetings as an observer and advisor.
 | RRRRRRRR / ASCRR / BLASCASAMASCGMRRAM / AGAM |
|  | **Agenda Items and Issues Arising** | **Actions** |
| **7** | **Visits Reports**It was stressed that when governors visit the school, a visit report be completed on the template provided in the Governors’ Handbook and submitted to ASC. All governors are welcomed and encouraged to visit the school at any (pre-arranged) time. School routines and an updated management calendar will be distributed to all governors. All governors are asked to send ASC a photo and Bio for display in school and to be published on the school website.  |  ASC / ALL |
| **8** | **H&S*** Round up and Wide-Awake Plans must be formalised in school.
* CH asked RR to formally thank Mrs Alison Lockhart on behalf of the SGC for her hard work on School H&S measures.
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| **9** | **AOB****Governor Training** - AM will engage with Mr Rowland Bucknill (DCS) for Governor training to build on the locally-provided foundation training. **Governor of the Month**April – Gareth WigginMay – Anthony GregoryJun – Natalie TemperleyJuly – Adam Seed**Sunshade Project** – AS and RR will engage with Brit Club for any progress**Closing Remarks** - CH thanked all SGC members for their commitment to the school, particularly AS for his help, support and dedication over the preceding months. The chair has now passed to AM. | AMGWAGNTASAS/RR |
|  | **Date of next meeting**TBC |  |