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| **The British Forces British Forces School, Naples**    **RECORD OF DECISIONS OF THE SCHOOL GOVERNANCE COMMITTEE MEETING**  **HELD ON Tuesday 9th July 2024** | | | | | |
| **Present**  Maj Duncan Ayres (DA)  Mrs Leanne Wortley (LW)  Mark Botterill (MB)  Mrs Helen Botterill (HB)  Surg Cdr Calum Lamont (CL)  Toga Loco (TL)  Karl Miller (KM)  LT Cdr Ben Jewson (BJ)  Duncan Fraser | | Chair  Headteacher  Deputy Chair  Staff Rep  Safeguarding Rep  Curriculum Rep  Curriculum Rep  Finance Rep  Health and Safety | **In Attendance**  Mrs Sarah Warren (SW)  **Apologies**  Wg Cdr Ian George (IC)  Gary Margerison (GM) | Clerk to the SGC | |
|  | **Agenda Items and Issues Arising** | | | | **Actions** |
| **1** | **Opening Remarks:**  Duncan Ayres welcomed everyone and opened with acknowledging this is first meeting for many.  Committee members introduced themselves and stated what at present their role is on the committee. | | | |  |
| **2** | **Matters arising from previous SGC meeting on 18th March 24.**  **Committee Recruitment** – Look at recruiting a parent representative in September.  **Constitution and code of conduct** – this has been updated but will be looked at again in the new academic year.  **Swimming** – We have a new teacher starting end of September who is a qualified swimming instructor. A quote for coach and pool hire has been received which is expensive so sent for budget approval however will need to re-send closer to swimming starting ensuring quotes are still valid and budget approval received. Only offering lessons to children in Maserati and Lamborghini.  Forward planning Is in progress to ensure additional staff trained to ensure no further break in being able to offer swimming lessons. This will however be subject to budget clearance.  **PE** – A new contract will need to be sought for Autumn term for use of the JFC Gym and get approval to gain access to base through rear gate.  **Early Years** – Currently school offers 15 hrs and not 30 hrs due to insufficient numbers and not having enough staff.  Parents can use local nursery for further 15 Hrs and the school is providing a walking bus to Hello Friends.  LW has forwarded Trisha’s contact details to DA regarding Early years funding. New Green Gardens is on approved list that parents can claim tax free allowance.  **Bromcom** – all data has been migrated. Records all data on children’s progression on some subjects with plans for further to be added. No requirements to send data to DCS as they are now able to access and extract information they require. When pupils leave school, data is securely transferred to new school much easier.  **Famly App –** this is working well. Easy access for feedback of children in early years between teacher and parents. | | | | DA  DA/MB  SW  SW |
| **3** | **Chairman’s verbal reports:**  SGC members have received training from Gareth. Plans are being drawn up for all schools to follow a similar SGC format in all locations.  DA discussed frequency of meetings as currently have 3 a year and would like to introduce a non-formal meeting in September to discuss plan for the following year. This was agreed.  Had a discussion with Gareth whether it should be changed from governors to advisory committee.  Mandatory training, still have members outstanding Safeguarding level 2 and Prevent. DA requested that all members complete this outstanding training as soon as possible | | | | DA/LW |
| **4** | **SIP, Headteacher Report:**  LW explained all schools have a development plan which is a working document that is reviewed regularly and overseen by GM on his visits 3 times per year. Teaching staff are involved with the review and provide feedback which is included within the SIP. GM is due early next year to look at new SIP priorities to develop the school over next academic year.  Majority of targets set have been achieved. Areas still partially met are; Health and safety regarding moving into interim build which is in progress. SEND support services which is red due to having no external support at present. However currently have no children with SCAN raised.  Staff BFS – currently Assistant headteacher position vacant advert has been compiled waiting for clearance before advert goes live.  Yr3/4 class cover has been organised till new teacher arrives end of September.  LW shared the HT report and explained to members that these reports are released ahead of each meeting to allow members to read and come to the meeting with any questions or observations. | | | |  |
| **5** | **Governor’s verbal reports:**  No written reports available.  MB explained how reports should be written and will send examples to other members.  MB organised US Military Band visit to school during week of the military child which was well received.  During Olympics and wellness week guests were invited to share experiences and a zoom call was organised for Sgt Gary Smith Olympic medallist to speak to the children.  Some SGC members attended parent brew which gave support to the headteacher.  It was suggested to have a member nominated as SGC member of the month so they can attend events and a point of contact. | | | | MB  DA/MB |
| **6** | **Health and Safety:**  When looking or compiling reports it needs to cover whole school and not just interim build.  LW has a termly walk around with Alison Lockhart which has recently been conducted and DF will be invited to attend this in the future.  Currently have a COSHH locker in Villa V. Cupboards in interim build awaiting completion with no timeframe given. | | | | LW |
| **7** | **Safeguarding:**  Callum Lamont has now taken over role. He has had a meeting with LW and understands his role.  Bus escorts currently have no safeguarding training however LW has been liaising with UKNSE and had a meeting with Kirsty wheeler to address this issue.  First aid training is booked for Autumn term for more staff to be trained and places may be offered to bus escorts. | | | |  |
| **8** | **AOB:**  BJ has been looking into a digital banking system for the school. SW explained this had been explored but happy for BJ to continue looking into it. Solution however at present is using the cashiers on base.  BJ will also look into funding from charities to assist with projects to help improve the school. Some projects that have been suggested so far are: Additional shading, Sensory/nature garden and large planters.  **School Building:**  LW has been given assurances that interim build will be ready for pupil occupation in September. There will still be items to be retro fitted after we occupy building in September and fixes to any snags noticed after occupation.  Move in dates have been confirmed to start this term on 17th July. DA has organised volunteers to help with the moving of equipment.  Although we have this building it needs to be noted that further push is required for next stage. Still require further space as we still have no functioning hall space and requirements on the original SOR have not been delivered in this phase of the build.  DCS will be visiting in September to check old building and decide on next steps to shut building down prior to demolition.  **School Hours**:  LW confirmed investigating into changing of school hours however this will not happen in the next academic year. Although we can change times of the school day can’t change amount of days pupils attend school. It is currently mandated pupils must attend 190 days and teachers 195 days per academic year.  **After school Clubs:**  School provides after school club one day a week from September till March, this is done by staff volunteers.  LW encouraged the SGC to explore if there are any willing volunteers in the community wishing to set up clubs. School can support with obtaining DBS and access to the school grounds to run the clubs.  **WAC:**  This is currently unavailable and the school would not be able to provide. Command would need to explore if there is a demand of need and which budget authority would pay for it.  **International Pupils:**  Previously had international pupils but due to school change of circumstances was decided to put a halt.  DCS to be contacted whether this can be an option again. Considerations to be considered are: classroom sizes in interim build, still split between two sites and influx of new British pupils.  **Website:**  HB has stated the school website is going to change and a new logo is being produced. HB will keep everyone up to date when the change is going to happen.  New families welcome tour is happening on Tuesday 3rd September at 9am. A meeting request will be sent to SGC and FOBFS members.  **SGC Meetings:**  During future SGC meetings 15 minutes to be set aside for training so that members can build wider knowledge of the school. | | | | BJ  LW  LW  HB  HB |
| **9** | **Date, time of next meeting** - TBC | | | |  |