



RECORD OF DECISIONS OF THE SCHOOL GOVERNANCE COMMITTEE MEETING HELD ON THURSDAY 14th March 2019

Present

Lt Col Peter Stradins (PS)	Chair
Mrs Hazel Jones (HJ)	Headteacher
Mrs Leanne Wortley (LW)	Teacher Rep
Mrs Lucy Scott (LS)	Co-opted Governor
Lt Cdr Matt Feeney (MF)	Unit Rep
Sqn Ldr Andy Fuller (AF)	Community Rep
Rev Jon Backhouse (JB)	Padre/Community Rep
POMA Jim Burrows (JBs)	Co-Opted Governor
Sgt Tracy Wagoner (TW)	Unit Rep
Mrs Ayla McCamphill-Rose (AM-R)	Parent Rep
Sgt Peter Buttler (PB)	Parent Rep
Sgt Luke Lovell (LL)	Parent Rep
Mrs Nichola Ward (NW)	Support Staff Rep

In Attendance

Mrs Fiona McKay (FM)	Clerk to the SGC
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Ser	Agenda Items and Issues Arising	Actions
1	<p><u>Opening Remarks / Apologies</u></p> <p><u>No Apologies received</u> – all present</p> <p><u>Opening Remarks</u></p> <p>PS welcomed all members of the committee to the meeting.</p>	
2	<p><u>Records of Decisions (RoDs) from previous meeting & Matters Arising</u></p> <p><u>From RoDs Serial 4 (8)</u></p> <ul style="list-style-type: none"> PS asked for an update on how the weekly drop in sessions were running. It was advised that attendance at the Friday morning sessions continue to be variable. However, bigger events such as KS1 art project and Story Café were well attended. It appears that more parents are able to attend the larger, well-advertised, events than the weekly sessions. This may be due to work and other commitments. The ability to remain flexible, enabling the weekly drop in sessions and larger events will continue. <p><u>From RoDs Serial 5</u></p> <ul style="list-style-type: none"> After publishing a request for volunteers to help run after school clubs for the Spring Term, the school has had one volunteer to run cooking club. The Comms WG have been asked again to submit a request for the Autumn Term to try and gain more volunteers. PS asked that all members try and think of some fresh ideas to try and draw some interest for more volunteers. Any new ideas should be fed through to the Comms WG which will then advise the School Senior Leadership Team (SLT).¹ It was suggested that flyers could be made available for people who do not have children at the school and they could be handed out within living areas or ICF coffee mornings. All ideas welcome. Request that all TORs be completed in draft and sent to the Chair who will then look at them along with MF & LL who are temporary Deputy Chairs. <p>The ROD's from 29th November 2018 were proposed as a true and accurate record of the meeting by AMC-R and second by NW.</p>	<p>LW</p> <p>Comms WG</p> <p>ALL</p> <p>All WGs</p>

¹ The School Senior Leadership Team comprises the Head Teacher and the Assistant Head Teacher.

3

Special Educational Needs and Disabilities (SEND) briefing

LW gave the SGC a briefing on the understanding of SEND, its Code of Practice and the RIAISEN (Record of Identification, Assessment & Intervention of SEN) process. There were also a number of handouts provided. The following points were noted:

- MOD policy is based on the same policy used in UK schools. SEND applies to any child or young person that has a learning difficulty or disability which calls for special education provision to be made.
- The SEND code of practice is for children and young people in the age bracket of 0-25 years; this was introduced in 2014, and was revised in 2015. The code of practice is designed to meet the needs of children and young people, not only through primary and secondary school, but also as they get older and through the means of education, health and care services. It is very much an 'outcome approach' – what outcome is appropriate, and desirable, to achieve.
- If concerns are highlighted in a child's progress, the SEND Code of Practice identifies four broad areas of need and support. This will work out what action the school needs to take; for example, interventions for additional support. If a child is not making the expected progress after additional support, then there is the option of help from outside agencies such as Speech and Language Therapy (SALT) or Educational Psychologist (EP) support. It is important to note that parents are always involved from the beginning where a concern has been highlighted in order to gain their perspective, and support, in helping their child achieve the necessary progress.
- The RIAISEN process is a graduated approach that is employed where a child of concern is identified. This would be discussed with the parent, exploring how best to support a child in school, and at home, and a RIAISEN 1 form is completed. If after a review (after approximately 6 weeks), the child has not made the expected progress, consideration is given to continuing with RIAISEN 1 or moving to a RIAISEN 2. Throughout the process a child can move up, or down, the RIAISEN steps as appropriate. A RIAISEN 3 would be raised if after reviewing RIAISEN 2 progress there is a need to involve outside agencies (SALT, EP etc.) to meet learning needs.
- In MOD Schools a transfer pack is completed for SEND children moving to their next school. This includes an explanation of the RIAISEN terminology and processes to ensure that the child has the best start possible, and that the gaining school is well informed.
- A question was raised regarding SEND on admission. HJ advised that prior to admission parents complete the application form and this is accompanied by a Pupil Information Profile (PIP) from the previous School. Should the Headteacher and SENCO consider that BFS may not be able to meet a child's needs; the Certificate of Education Clearance will be delayed pending the outcome of the MOD Assessment of Supportability Overseas (MASO).
- PS thanked LW on behalf of the SGC for an excellent and very informative brief.

4

Headteacher's Report (circulated prior to the meeting)

Item 1 Attendance

- An attendance monitoring report reflecting the midpoint of the School Year was circulated at the meeting. The overall attendance is 94% which is on par with the Department for Education (DFE) figure of 95%. Of the 5% absence breakdown, most absence are due to illness and authorised Family Holiday. The MOD Schools Attendance Policy (reflected in the BFS Attendance Policy) enables the Headteacher to authorise Family Holiday for Service Personnel and their families who cannot take their leave during periods of school closure.

	<ul style="list-style-type: none"> LW advised that during the recent Parent/Teacher Consultations, parents were advised of their child's attendance. Where there were any concerns regarding attendance, these were discussed. <p><u>Item 4 Pupil outcomes</u></p> <ul style="list-style-type: none"> The most recent Pupil Progress Interviews (PPIs) took place at the midpoint in the School Year. As such they focused on pupil progress over the half term and the year to date. Almost all pupils are making good or very good progress from their starting points and are on track to achieve their ambitious targets. During the assessment week at the end of Spring 1 half term, teachers conducted pre-statutory student assessments including Phonic Screening, Year 2 and Year 6 assessments. These provided further assessment data to inform student assessments and guide future teaching and learning. Next PPIs are planned for the last week of the spring term. <p><u>Item 5 School Improvement Plan (SIP)</u></p> <ul style="list-style-type: none"> The SIP had been updated and distributed to SGC members in January 19. This version now includes green highlights where actions are complete, together with key dates not previously available e.g. MOD Schools Standardisation Days. The front pages of the Reading, Writing and Maths SIP strands also had revised end of year target data following the departure of pupils using the PPI data from December 18. The SIP monitoring programme has been updated covering the 12 weeks of the Spring Term. PS reiterated that the SIP monitoring programme is very useful, and encouraged WGs to look at the schedule when planning their activities. This would enable WGs to identify where SGC members might provide support, and where WG activities could be linked to the SIP. PS offered to develop a 'business case' type form for WGs to describe their initiatives and how they fit with the SIP. <p><u>Item 7 Premises Update</u></p> <ul style="list-style-type: none"> The covering letter for the DCYP Safety, Health Environment (SHE) audit report, and action plan, were distributed before the meeting. A question was asked as to the progress in securing Fire Warden training as this was highlighted in the report. FM has liaised with Mark Harris (MOD Schools SHE Catering advisor) to arrange training and is waiting on confirmation of a date. AF to liaise with FM on the SHE action plan and ensure that all actions have been addressed using a similar format to the SIP (highlight in Green = achieved; yellow partially achieved). PS asked that the Comms WG include a piece about the SHE audit and the Grade A achieved in the Parent Newsletter. The leaking roof which is believed to cause damp throughout the school remains a key issue. HJ advised that earlier this week MOD Schools had informed her that General Deakin had raised this with Mike Cooper (Director DCYP) for action. PS asked for engagement with DYCP and an update on this issue thereafter. 	<p>HJ/LW</p> <p>ALL WGs LW / PS</p> <p>FM</p> <p>AF / FM</p> <p>Comms WG</p> <p>HJ / FM</p>
5	<p><u>Working Groups (WGs) Reports</u></p> <p><u>Communication WG (circulated prior to meeting)</u></p> <ul style="list-style-type: none"> The format of the Parent suggestion forms has now been revised, which was an action from the last RODs. There are now two user friendly sections on the form; the first for the suggestion itself and the second to explain the reason for the suggestion. 	

<ul style="list-style-type: none"> • The Comms WG will; continue to meet half termly to review suggestions, agree the responses and means of responding (in conjunction with the SLT) and set a date for publishing both in the newsletter and on the Comms noticeboard for parents to see. • AM-R, or other Comms WG member, will check the suggestions box regularly. • Changes have been made to the way the school posts messages on Facebook. Previously posts were being uploaded by staff from their personal accounts. Having been alerted to this, a new 'administrator' account has been created for posting school messages to ensure that there is no personal-professional crossover. • Following the decision by MOD Schools to withdraw funding for the Children's University (CU), the SGC and Staff remain committed to celebrating out of school learning. As such, in partnership with FoBFS, there will be a trial end of term Easter Party (similar to the popular CU Graduation Party) with the presentation of club certificates in Celebrations Assembly at the end of the After School Clubs Programme. This will provide an opportunity to judge whether this will be a success for the future, and also to promote the school clubs. 	<p>AM-R Comms WG</p> <p>AM-R Comms WG</p> <p>ALL</p>
<p><u>Finance Admin and Facilities (FAF) WG (report circulated before the meeting)</u></p> <ul style="list-style-type: none"> • AF and FM reconciled the FOO (Forecast Of Outturn) against the budget statements. Reconciliation proved challenging as it was necessary to identify in which Accounting Period (AP) invoices were paid and recorded on the budget statements as this could be affected by exchange rates. A few remaining queries were highlighted on the budget statement and sent back to DCYP for further clarification. FM to check if issues now resolved. • Further to the report, the SGC were reassured that the budgetary overspend was as a result of a number of essential budgetary commitments that were not accounted for in the initial budget allocation. MOD Schools have recognised this, thereby enabling these commitments to be recorded as Allowable Overspends. 	<p>FM</p>
<p><u>Maths WG (report circulated prior to the meeting)</u></p> <ul style="list-style-type: none"> • PB kindly agreed to become a member of the Maths WG. • There was a thorough review of the Maths strand of the SIP. Progress and Attainment Targets were examined and there were no concerns in this area. • White Rose and Target Tracker are in continuous use. • LS has produced draft TORs for the Maths WG. 	<p>PB</p>
<p><u>Safeguarding (SG) WG (report circulated prior to the meeting)</u></p> <ul style="list-style-type: none"> • Whilst there had been no formal meeting of the SG WG, the group has been busy reviewing the Accessibility and Safeguarding policies (see also item 7). Both of these policies have now been reviewed by AMC-R and LW and have been updated. • The Healthy Living Initiative has been postponed due to busy schedules and the need to align it with the SIP. A new date for this initiative will be agreed with the school. HJ advised that historically, the School have organised a Healthy lifestyles week to coincide with Sport Relief which is a biannual event, promoted initiatives run by the Health Visitor and wider British Community. • Members of the WG met with Mark Harris (MOD Schools SHE Catering Advisor) during his visit in January. He agreed to be available to support future healthy living initiatives and will send supportive materials and information on allergy and food policies used in other MoD schools. 	<p>AM-R SG WG LW</p> <p>AM-R SG WG</p>

6	<p><u>FoBFS Update</u></p> <p>The minutes of most recent FoBFS Committee Meeting held on Tuesday 12th March were shared at the meeting. On behalf of FoBFS, HJ provided the following update:</p> <ul style="list-style-type: none"> World Book Day Books – the Committee have kindly agreed to fund a book for each child in lieu of the World Book Day Voucher scheme in the UK. Mothering Sunday – The Committee were going to do pebble painting at the ICF, but have now decided to organise a ‘Super Mum’ chocolate gift. Children will be asked to make a Euro donation towards their Mother’s Day gift. Easter Hat Making – The Committee have agreed to run a special after school club on Wednesday 3rd April where children can make and decorate Easter hats. These hats will be judged at the Easter Egg Hunt event at the ICF on Friday 5th April by Gen Deakin. 	FoBFS FoBFS FoBFS
7	<p><u>Review of School Policies (circulated prior to meeting)</u></p> <p><u>BFS Calendar 2019/20</u></p> <ul style="list-style-type: none"> HJ briefed the SGC on the proposed calendar for school year 2019/20. There were no issues with any of the term, holiday or closure dates. The May Day holiday planned for 1st May 2020 links with the NATO holiday and as such was well received enabling family time. The SGC also supported the end of summer term date being a Friday rather than midweek to encourage pupil attendance. The 2019/20 calendar was agreed and would be distributed to Parents in a forthcoming newsletter, added to the website and made available in Reception. <p><u>Accessibility Policy</u></p> <ul style="list-style-type: none"> The School Accessibility Policy forms part of the DCYP School Accessibility Strategy. Using the model policy, the BFS Accessibility Policy had been amended to ensure that it is relevant to BFS. The audit tool within this policy was completed by the SG WG and FM. This identified a requirement for some extra signage and a slip/trip hazard for the changing room showers. NB the showers were decommissioned by DIO a number of years ago. The policy requires the Accessibility Plan to be reviewed and updated to meet the needs of any future pupils. The SGC were also advised that Health Care Plans are routinely reviewed in order to meet pupil medical needs, and Risk Assessments are carried out where accessibility issues arise. This policy was ratified at the meeting. PS asked the SG WG and LW to ensure that links to other policy documents referred to in this policy, are correctly attributed and current. AM-R and LW agreed to check and amend these links as required. <p><u>Child Protection & Safeguarding Policy</u></p> <ul style="list-style-type: none"> This policy is modelled on the overarching DCYP policy and is refined to reflect local circumstances with information relevant to BFS. It was noted that on the front page, it would be better to have an official email address for the Safeguarding Lead Governor rather than a personal address. This way, when the current Lead is replaced, the new incumbent can simply take over the safeguarding e-mail contact. FM to arrange an e-mail account to be set up for this in conjunction with AM-R. NW raised a query regarding Photography and Images (from page 23 para 2.17) which is very clear about staff responsibilities. However it makes no mention of any parental responsibilities; for example, taking photos/ video clips of their children at school events. MOD Schools do have a visual images policy and it was agreed to add this to the website. HJ would seek further guidance from the MOD Schools Safeguarding lead (Hazel Russell). This policy was ratified at the meeting. 	FM FM AM-R /LW FM AM-R FM/HJ

AOB**SGC Pre-Meeting Record of Decisions - Thursday 7th Mar 19.**

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| <ul style="list-style-type: none"> • Succession Planning – The SGC will seek to recruit a total of 6 posts; 2 x Unit Reps, 1 x Parent Rep, 1 x Parent (non-serving) Rep, 2 x Community Reps. Advertisements will be placed to attract applications for these positions on BII, Part 1 Orders, the School Newsletter and Facebook. Once all applications have been received, the SGC will be called for a meeting to elect new members. | MF |
| <ul style="list-style-type: none"> • WG Composition - Membership of WGs needs to be more evenly distributed and the Maths WG is in urgent need of additional support. PB agreed to become a member of the Maths WG. | PB / PS |
| <ul style="list-style-type: none"> • Deputy Chair - No volunteers have been forthcoming. MF and LL were both willing to take on this role temporarily until recruiting of new members was complete. MF and LL were appointed as temporary deputy chairs of the SGC with immediate effect. Afternote: JB had agreed to support this vote out of committee in order to reach an overall SGC majority. A more permanent Deputy Chair appointment will be made after the next round of SGC recruiting. | MF & LL

PS |
| <ul style="list-style-type: none"> • Policies List – AF, TW and LW have done some initial work on this, but there is further investigation required to develop a more comprehensive list that is useful in establishing a functional auditing process for policy management. This list will be developed between the FAF WG and Assistant Head Teacher as a matter of priority before the July 2019 meeting. | AF/ TW
LW |
| <ul style="list-style-type: none"> • WG TORs - TORs are still required for FAF WG. | AF |
| <ul style="list-style-type: none"> • LSA Pay - The level of pay for LSAs was a concern to several members who wished to ensure that any additional considerations for higher pay were taken into account. This is a matter to investigate through civilian Administration rather than the School. Afternote: Pay relates to LSA grades (all at BFS Naples are recruited at grade 2) and bandings which might be able to take into account qualifications and experience. AF volunteered to discuss this issue with EJSU civilian administration. | AF |
| <ul style="list-style-type: none"> • Provision of Early Years - 15 hrs is already provided within the school and it appears that a number of parents would like the opportunity for a further 15 hrs, particularly where an older sibling is also in the school. Afternote: This issue may prove more complex than it might first appear and consideration needs to be given to, School capacity, associated costs, impact on other learning and potential willingness of parents to pay for additional hours. There is no obvious quick fix for this issue, and it is a matter that the new Headteacher is very likely to want to consider, rather than inherit. | PS /AM-R |
| <ul style="list-style-type: none"> • WG Activities and Reports – PS drew attention to the fact that the driver of WG activity lies with WG leads and WG members. It is recognized that WG leads often have many conflicting commitments; hence they may be struggling for time and there is a need for everyone to contribute to fulfilling tasks and developing new ideas. It is very important for individual WG members to present their own ideas to their WG Lead, offer practical help to move tasks forward and develop new initiatives. | ALL WGs
ALL SGC |
| <ul style="list-style-type: none"> • Future SGC Pre-Meetings - The benefit of holding an SGC pre-meeting was universally supported. In addition, it was felt that more routine engagement between the SGC Chair and WG Leads would be useful. SGC pre-meetings without SSLT involvement will be held routinely before each main termly SGC meeting. The SGC Chair and WG Leads will agree dates/times/locations to meet on a bi-lateral basis, and collectively, at least once per term. | PS /
WG
Leads
/ALL |

	<p><u>Other AOB</u></p> <ul style="list-style-type: none"> • MF is due to leave on assignment prior to the next SGC meeting. PS and HJ on behalf of the committee thanked him for all his hard work and input during his time on the SGC. • NW asked if there was a time frame as to when the new Headteacher would be visiting the School. HJ advised that the new Headteacher had planned to visit in January which she had postponed, and whilst there is no diary date yet, there is plenty of time for arrangements to be made. PS asked that the SGC be kept informed of any visit of the new Headteacher and, where possible, he would be keen for an opportunity to meet her. 	HJ
9	<p><u>Date of Next Meeting</u></p> <ul style="list-style-type: none"> • Thursday 04th July 2019 from 0845 hrs. 	ALL