



## RECORD OF DECISIONS OF THE SCHOOL GOVERNANCE COMMITTEE MEETING HELD ON THURSDAY 4th July 2019

<p><b>Present</b></p> <p>Lt Col Peter Stradins (PS)                      Chair          Mrs Hazel Jones (HJ)                          Headteacher          Mrs Leanne Wortley (LW)                      Teacher Rep          Mrs Lucy Scott (LS)                            Co-opted Governor          PO James Burrows (JB)                        Co-opted Governor          WO2 Matt Anderson (MA)                      Parent Rep          Dr Ayla McCamphill-Rose (AM-R)              Parent Rep          Mrs Rebecca Norman (RN)                    Parent Rep          Sgt Luke Lovell (LL)                            Parent Rep          Mrs Nichola Ward (NW)                        Support Staff Rep          Lt Col Vicky Roberts (VR)                      Unit Rep</p> <p><b>In Attendance</b></p> <p>Mrs Rebecca Robinson (RR)                  Headteacher Designate          Mrs Fiona McKay (FM)                        Clerk to the SGC</p>		
Ser	Agenda Items and Issues Arising	Actions
1	<p><b><u>Opening Remarks / Apologies</u></b></p> <p><u>Apologies received:</u></p> <p>Lt Col Carl Harris (CH)                      Vice Chair          Rev Jon Backhouse (JB)                      Padre/Community Rep          Sqn Ldr Andy Fuller (AF)                      Community Rep          Sgt Tracy Wagoner (TW)                      Unit Rep          Mrs Carole Preston (CP)                      Community Rep          Mrs Kelly Richardson (KR)                    Community Rep          Lt Col Scott Richardson (SR)                  Unit Rep</p> <p><u>Opening Remarks</u></p> <p>PS welcomed the new Headteacher, Mrs Rebecca Robinson (RR), the committee and new members to the meeting and advised on the following departures from the SGC:</p> <ul style="list-style-type: none"> <li>• Jon Backhouse has submitted a letter of resignation as he is due to return to the UK.</li> <li>• Peter Buttler had indicated that he would step down from the committee as his end of tour was due this summer. This has recently changed and has now been extended, however, his decision to step down remains and his position as Parent Rep was filled at the Extra Ordinary Committee meeting held on the 15<sup>th</sup> May.</li> <li>• Kim Surman, Matt Feeney, and Andy Fuller have also all now left the committee due to their assignments.</li> </ul>	
2	<p><b><u>SGC Membership</u></b></p> <p>A. <u>New membership</u> – discussed under Serial 3 – Membership meeting RoDs.</p> <p>B. <u>WG Composition</u> – the committee were given a proposed list of the Working Groups with their proposed committee members for each group.</p> <p>Comms – Lead MA with AM-R, KR, LL and CP          Maths – Lead LS with TW, CP, SR and NW          English – Lead CH with RN, KR, LL and JB          Safeguarding – Lead AM-R with JB, RN, VR and CH          Finance, Administration, Infrastructure and Resources (FAIR) – Lead TW with SR, MA, NW and VR</p>	

	<ul style="list-style-type: none"> <li>VR advised that she is unsure as to whether she will be able to commit to both of her proposed WGs or whether it would be better for her to focus on 1. This is due to her already being heavily committed in her other roles at work and also as church warden. PS stated that the FAIR WG had enough members and that she could be taken off that particular group.</li> <li>NW, also nominated for 2 WGs, advised that due to her current commitments, she may be better to focus on 1 WG rather than 2, and so it was discussed that the FAIR WG could possibly run without her as this WG also has the support of the Headteacher and the SBM during meetings etc. However, for now, it was suggested and agreed to keep NW on this WG for the time being, unless it becomes an issue.</li> </ul> <p>C. <u>Headteacher Designate</u> – PS welcomed the new Headteacher for BFS, Mrs Rebecca Robinson. Rebecca gave a brief career history, stating that she has just spent 4 years in Cyprus and previous to that 2 years in the Falkland Islands. Prior to this, she spent 17 years in Scotland due to her husband’s police role. She stated that BFS has a good reputation within MOD schools and from what she has seen it is very well deserved! She thanked HJ and her team for helping her move to run smoothly. She is very keen and excited for the new school year and will work with staff to shape the school agenda. One of the main focuses will be on the curriculum as there has been a new OFSTED framework.</p>	
3	<p><b><u>Records of Decisions (RoDs) from previous meeting &amp; Matters Arising</u></b></p> <p><u>From RoDs Serial 2 (2)</u></p> <ul style="list-style-type: none"> <li>Comms – it was confirmed that once RODs are ratified that they are published on the school website and also the Comms notice board in the school entrance. However, it has been noted that the website is not currently accessed as much as it could be. PS suggested possibly more is needed to be done to signpost people to it. MA agreed to explore ways in which to improve the website and enhance communications, possibly with the use of software applications to reduce costs.</li> <li>TORs – As the WGs have all been looked at again and been updated with new and existing members, PS has asked that the TORs for each group be checked over to ensure that they are up to date and fit for purpose. The TORs for the FAIR WG will need to be completed and sent to the Chair to review as they are still outstanding.</li> </ul> <p><u>From RoDs Serial 4 (3)</u></p> <ul style="list-style-type: none"> <li>School Improvement Plan (SIP) – PS to develop a proforma in conjunction with LW for WGs to describe their initiatives and how they fit in with the SIP. This will help in aligning the WGs to the SIP.</li> </ul> <p><u>From RoDs Serial 4 (4)</u></p> <ul style="list-style-type: none"> <li>Fire Warden Trg – FM is still waiting to confirm Mark Harris’s (MH) availability to deliver training. MH has recently taken over as the DCYP SHE Advisor and is trying to rearrange his calendar to fit in with his new role. FM will continue to try and arrange training.</li> <li>Leaking roof – There has yet to be an update on the school’s leaking roof, reported in previously RODs as something that General Deakin had engaged with. PS will follow up on this to find out what discussion have taken place.</li> </ul>	<p>MA</p> <p>ALL WGs FAIR WG</p> <p>PS/LW</p> <p>FM</p> <p>PS</p>

<p><u>From RoDs Serial 5 (4)</u></p> <ul style="list-style-type: none"> <li>Due to MH's new role, AM-R has been unable as yet to obtain the supportive materials and information on allergy and food policies which are used in other MoD schools. She will continue to engage with MH to acquire the necessary materials.</li> </ul> <p><u>From RoDs Serial 7 (2)</u></p> <ul style="list-style-type: none"> <li>Extra signage for slip/trip hazard is still to be acquired and placed in position for the changing rooms (which were decommissioned by DIO a number of years ago). FM will continue to chase.</li> </ul> <p><u>From RoDs Serial 7 (3)</u></p> <ul style="list-style-type: none"> <li>Parental responsibility on photography and images. Hazel Russell, the Safeguarding Lead for MOD Schools and DCYP was approached regarding this issue. She has advised that the DCYP policy team are looking at the current policy in order to update it and issue schools with a revised policy. The current Visual Images policy the school has remains extant until the issue of the updated policy from DCYP. The FAIR WG will track this issue to ensure progress.</li> </ul> <p><u>From RoDs Serial 8 (4)</u></p> <ul style="list-style-type: none"> <li>Policies List – a comprehensive list of current policies still needs to be compiled together with scheduled dates for reviews. PS advised that the strengthened FAIR WG is now in a good position to help develop this list in order to promote effective policy management.</li> </ul> <p><u>From RoDs Serial 8 (6)</u></p> <ul style="list-style-type: none"> <li>LSA Pay – Mel Giannolo (Civilian Personnel Officer) has liaised with support staff to ensure that recognition of previous relevant experience is reflected in their salary. Staff to whom this applies have now been awarded appropriate pay increases.</li> </ul> <p><u>From RoDs Serial 8 (7)</u></p> <ul style="list-style-type: none"> <li>Provision of Early Years - PS to discuss with the new Headteacher out of Committee in the new academic year.</li> </ul> <p>The ROD's from 14<sup>th</sup> March 2019 were proposed as a true and accurate record of the meeting by LL and second by AM-R.</p> <p><b><u>Membership Meeting RoDs</u></b></p> <ul style="list-style-type: none"> <li>PS advised that CP, the newly appointed Community Rep, now only has 6 months left in post due to her husband's unexpected good news for his next assignment. She already has DBS clearance and has previously been an SGC member at previous locations. A replacement for CP was discussed, with AM-R suggesting that a possible candidate could be Angela Howarth (AH), the events Community Liaison Officer (CLO) as she appears interested. AM-R advised that AH's role as CLO could benefit the committee as a replacement for CP given that her SGC role is Community Rep. LS asked, as there are 2 CLOs (one for events and one for new arrivals), would this be offered to both and be a voluntary role or on their job descriptions. In the event that AH registers a firm interest, PS will liaise with WO Spalding, Head of the UKNSE, on this matter.</li> </ul>	<p>AM-R</p> <p>FM</p> <p>FAIR WG</p> <p>FAIR WG</p> <p>PS/RR</p> <p>AM-R PS</p>
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	<ul style="list-style-type: none"> <li>As JB also needs a replacement as padre/community rep, VR asked if PS would also confirm with WO Spalding, if the SGC role would also be part of the new Padre's job description or not as this would clarify if this would be a paid position or not. PS asked VR if she could first clarify with the current padre if this is currently the case, and then engage WO Spalding if required.</li> <li>VR enquired about SGC Induction training for new members. PS will raise this issue with Rowley Bucknill, the new Assistant Chief Education Officer (ACEO). Thereafter, the FAIR WG will need to conduct follow up action to determine suitable dates, and arrange this training.</li> <li>With regards to SGC Safeguarding training, this is being scheduled during Kim Harrison's (Senior Education Social Worker) next visit currently planned <b>w/c 21 Oct.</b></li> </ul>	<p>VR</p> <p>PS FAIR WG NEW SGC</p> <p>NEW SGC</p>												
4	<p><b><u>Headteacher's Report (circulated prior to the meeting)</u></b></p> <p><u>Item 1 Attendance</u></p> <ul style="list-style-type: none"> <li>An attendance monitoring report reflecting attendance this year to date was circulated prior to the meeting with attendance for this period being very slightly below the DFE recommended minimum of 95%. The majority of absence has been due to illnesses and agreed holidays. The School Leadership Team (SLT) confirmed that local bouts of illness had reduced the overall figure and that at this stage it was not a cause of concern.</li> </ul> <p><u>Item 2 Staff</u></p> <ul style="list-style-type: none"> <li>The allocation of teachers to classes for the new academic year has been discussed with, and agreed by, the new Headteacher prior to announcement to the SGC and parents. The SGC were advised of changes and this will be circulated to parents in the newsletter going out later today.</li> <li>As there is an unusually large Year 6 cohort in comparison with previous years (albeit still a small number of students), Maserati and Lamborghini classes will be taught separately for most of the Curriculum, except for some aspects of PE (for example, swimming).</li> </ul> <table border="0" data-bbox="204 1429 1348 1630"> <tr> <td>Alpha and Romeo Class (12 pupils)</td> <td>FS1 &amp; FS2</td> <td>Mrs Warren</td> </tr> <tr> <td>Ferrari Class (20 pupils)</td> <td>Y1 &amp; Y2</td> <td>Mrs Homer</td> </tr> <tr> <td>Maserati Class (18 pupils)</td> <td>Y3 &amp; Y4</td> <td>Miss Andrews</td> </tr> <tr> <td>Lamborghini Class (16 Pupils)</td> <td>Y5 &amp; Y6</td> <td>Mrs Wortley/Mrs Corbett</td> </tr> </table> <ul style="list-style-type: none"> <li>Mrs Wortley will teach Lamborghini Class in the mornings with Mrs Corbett teaching them in the afternoons. In so doing they will each be able to undertake their other leadership responsibilities, as our Assistant Head and FS/KS1 Phase Leader.</li> </ul> <p><u>Item 4 Pupil outcomes</u></p> <ul style="list-style-type: none"> <li>Annual Pupil Reports are scheduled to be sent out to parents on Friday the 12<sup>th</sup> July once all the data across the school has been finalised. The Statutory Assessments have been completed, but all schools are awaiting Y6 SATs results which are released on 9th July.</li> <li>There will be a Statutory Assessment provisional data analysis meeting on Wed 17<sup>th</sup> July at 12:15 for a 12:30 start. SGC English and Maths WG members are invited to attend. Please confirm attendance to FM.</li> </ul>	Alpha and Romeo Class (12 pupils)	FS1 & FS2	Mrs Warren	Ferrari Class (20 pupils)	Y1 & Y2	Mrs Homer	Maserati Class (18 pupils)	Y3 & Y4	Miss Andrews	Lamborghini Class (16 Pupils)	Y5 & Y6	Mrs Wortley/Mrs Corbett	<p>ALL TO NOTE</p> <p>FM</p> <p>English &amp; Maths WGs</p>
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<p><u>Item 5 School Improvement Plan (SIP)</u></p> <ul style="list-style-type: none"> <li>The SIP was updated and distributed to SGC members in May 19. This version includes highlights where actions are completed (green) / ongoing (yellow), together with key dates not previously available. The SIP is reported as being on track and will be reviewed in the early Autumn ready to inform the new SIP.</li> <li>PS sought clarification on the meaning of figures in the SIP relating to End of Year Targets and pupil progress. He will discuss this again with RR in the Autumn term when she develops the SIP.</li> <li>A Maths WG meeting record was distributed prior to the meeting and LS shared some key points at the meeting relating them to the Maths SIP strand.</li> </ul> <p><u>Spring data</u> identified that all children were making good progress, targets had been adjusted and interventions had been put in place as required.</p> <p><u>Timestables Rockstars app</u> - LS had been given an introduction to see how this tool works for timestables which was considered to be very useful and encouraging. It is intended to launch this in the Autumn.</p> <p><u>A SAT's data overview</u> – LS had viewed past SATs papers to illustrate what the children of different age groups are required to do.</p>	PS/RR
<p><u>Item 6 Budget</u></p> <ul style="list-style-type: none"> <li>The new school budget for FY 19/20 was received on 20<sup>th</sup> June 19. The allocation for the school's DM Security and Sigma water coolers have now been included, however, the agreed increase in allocation for school cleaning had not been adjusted to cover costs. FM has contacted DCYP to rectify this. It was noted that there was a difference in the formula of the budget being based on 55 Pupils on Roll (NOR) and the planned NOR for September which is currently 66. FM to liaise with DCYP to request the allocation is adjusted upwards.</li> </ul>	FM
<p><u>Item 7 Premises Update</u></p> <ul style="list-style-type: none"> <li>Cooling system - the school has been experiencing major issues with the cooling system. On Friday 28<sup>th</sup> June, and Monday 1<sup>st</sup> July, extremely high temperatures (c30 degrees) were experienced in parts of the building. This was reported to, and advice sought from, ACEO and H&amp;S Advisor. FM also liaised with DIO/ Babcock and MAC Italia who provided extra portable air cons units, however these proved to have minimal effect due to gaps where the pipes for the air con units have been fitted. FM liaised with Babcock and MAC Italia to try and get these closed off. DIO have arranged an urgent appointment with the UK Company who manages the cooling system ASAP w/c 08 July. The cooling system had been fixed for the short term and a number of contingency measures have been put in place to relocate children to areas with A/C units should it fail again. A longer term more sustainable solution needs to be found with possible retrospective fitting of A/C units subject to the weight load on the roof.</li> <li>EYFS outdoor play area tiling – the damaged floor tiles on the EYFS outdoor play area have now all been lifted and disposed of as they were starting to lift from the surface which in turn was creating trip hazards for the children and staff. New tiles have been purchased by DIO, but Babcock are still waiting on all tiles being delivered before resurfacing the area. The area remains closed for children.</li> <li>Shading - business cases are still with DCYP for permanent shading for the EYFS and main school playground area. Temporary shading in the form of large umbrellas have been installed on the main playground and also the smaller EYFS outdoor play area. Once the tiles have been replaced on the EYFS larger outer area, temporary shading will also be installed there.</li> </ul>	<p>FM FAIR WG</p> <p>FM FAIR WG</p> <p>FM FAIR WG</p>

<p>5</p>	<p><b><u>Working Groups (WGs) Reports</u></b></p> <p><u>Communication WG (circulated prior to the meeting)</u></p> <ul style="list-style-type: none"> <li>• There is still a need for volunteers to help with after school club activities. HJ suggested continuing to include the request in weekly Unit Routine Orders over the summer period. LL asked SGC members to have a think of ways to try and gain interest for more volunteers, and to pass ideas to the Comms WG for consideration and possible action.</li> <li>• Suggestions box – parent suggestions and responses seem to be working well, though the Comms WG need to play a bigger role in managing the suggestion box and liaising with the school over the issues raised. Responses from the suggestions are published on the Comms notice board by the school entrance and are also published in the school newsletter. FM to forward any comments that have been in the newsletters that have not been published yet on the Comms board to LL.</li> <li>• After school club certificates – it was agreed that in future, the presentation of such certificates would be kept to a minimum e.g. one per child with others being given out in classes to reduce the time needed. HJ advised that the swimming certificates will likewise be managed in the end of term Celebrations Assembly.</li> <li>• Website - The Comms WG is looking into how to improve use of the website and possibly cut down on the amount of paper news/letters etc. that are issued by school. LW suggested that moving forwards parents could select their preferred option as some parents still prefer to have the newsletter in hard copy. It was also highlighted that in some instances such as school education visits informed parental consent is required in the form of a permission slip. The Comms WG will explore possible options for the website and discuss with PS, RR and LW.</li> <li>• Parent Surveys - AM-R enquired why parent surveys were distributed at the end of the school year, or if they could be completed at other times. HJ and RR advised that most schools undertake such surveys at the end of the school year when most parents are better placed to complete the survey and the findings are used as part of school self-evaluation to inform the SIP etc. In addition, information gathering from parents is a continuous process throughout the year e.g. meetings/workshops, parent consultations and the suggestions box etc. PS suggested that the Comms WG could have a look at the current process and see if they can come up with any suggestions to perhaps see if surveys would be beneficial at different times within the year.</li> </ul> <p><u>English WG (circulated prior to the meeting)</u></p> <ul style="list-style-type: none"> <li>• JB had attended a Staff Meeting focussing upon Standardisation which was also included in a subsequent newsletter. PS noted that the report was very user friendly and could be a model adopted by other SGC members.</li> </ul> <p><u>Maths WG (circulated prior to the meeting)</u></p> <ul style="list-style-type: none"> <li>• Discussed during HT report at Serial 4 Item 5.</li> </ul> <p><u>Final Points on WG Activity</u></p> <p>PS suggested that a little too much is left to the WG Leads. It would be a good if WG members would approach the leads more readily to discuss ideas, and make sure things happen, even if the Lead is unable to undertake things themselves. WG members should endeavour to support their WG leads proactively, in order to develop ideas and convert decisions into tangible action.</p>	<p>All WG members Comms WG</p> <p>FM Comms WG LL</p> <p>HJ/LW</p> <p>Comms WG PS/RR /LW</p> <p>Comms WG</p> <p>All WGs to Note</p> <p>All WG members</p>
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6	<p><b><u>FoBFS Update (circulated before the meeting)</u></b></p> <p>Minutes of the most recent FoBFS Committee Meeting held on 7<sup>th</sup> May had been circulated prior to the meeting. AM-R provided an update as follows:</p> <ul style="list-style-type: none"> <li>• Rebecca King will be replaced as Secretary due to her family’s assignment back to the UK. The new Secretary will be Mrs Mel Harris.</li> <li>• Balance of the fund is looking healthy at €1,190.04. LL will check with Carl Strachan, head of the BFF Fund to confirm limits on holdings in the fund. FM/LW will also to look at TORs concerning School funds to see if there is anything related to fund limits.</li> <li>• Sports Day BBQ was re scheduled to now be at the end of term on Thursday the 18<sup>th</sup> July at 13:00. AM-R asked for volunteers to help with the BBQ, to which LL and PS offered their help.</li> <li>• PS thanked FoBFS for all they have done, and also expressed particular thanks to Rebecca King for her work as Secretary.</li> </ul>	<p>LL LW/FM  LL/PS</p>
7	<p><b><u>Review of School Policies (circulated prior to meeting)</u></b></p> <p><u>Handwriting Policy</u></p> <ul style="list-style-type: none"> <li>• The handwriting policy was presented for ratification by the SGC having been written by the English subject leader in close consultation with teaching staff to ensure that teaching reflects the policy. For example, during a routine book scrutiny, HJ and LW had noted that exercise books used for handwriting were being used less than expected, but the quality of handwriting in exercise books used across the curriculum was high. As a result of this scrutiny, the draft policy had been amended so that the use of exercise books for teaching handwriting would be used at the discretion of teachers.</li> <li>• PS requested that all annexes are listed at the end of the main document.</li> <li>• LS checked that the handwriting policy was included in the current list of policies and their review dates. LW confirmed that it is already on the list and will be updated as the review date comes back around.</li> <li>• PS enquired as to whether handwriting assessments for new starters to the school were taking place. LW confirmed that new children are assessed by their class teacher on arrival by completing a piece of work to provide a baseline handwriting assessment.</li> <li>• The SGC adjudged the handwriting policy to be well written, clear and coherent. The policy was ratified unanimously.</li> </ul>	<p>LW  LW</p>
8	<p><b><u>AOB</u></b></p> <p><u>SGC Pre-Meeting Record of Decisions – Monday 1st Jul 19</u></p> <p>1. SGC members discussed the possibility, and appropriateness, of benchmarking against SGCs of other Schools. This was considered potentially very valuable, with an initial focus on MOD Schools in a similar position as BFS Naples, thereafter drawing comparisons with SGCs in other MOD Schools and/or UK State Schools. CH agreed to explore this issue in more detail to ascertain the art of the possible, to enable a course of action to be developed.</p> <p>2. It was agreed that the Finance Administration and Facilities (FAF) WG should be renamed Finance Administration Infrastructure and Resources (FAIR). After discussion regarding the difficulties in forging strong links with MOD Schools, particularly concerning FAIR related matters, it was agreed that consideration should be given to visiting MOD Schools in Upavon (or elsewhere) in order to “Press the flesh,” speak to appropriate experts and develop good working relationships. The FAIR WG will investigate the possibility of arranging such a visit and discuss with PS/CH.</p>	<p>CH  FAIR WG PS/CH</p>

	<p>3. A question was raised in respect of the staff induction process, asking whether this provides a sufficient level of support for new teachers. RR stated that her arrival experience had been very good. LW suggested that this question could be asked of the staff at a future staff meeting and discussed thereafter with PS/CH.</p> <p>4. Comments were made in respect of the content, focus and length of Celebrations Assembly. This issue has already been covered in item 5 of the Comms WG report.</p> <p>5. LS had requested one small change to the minutes of the SGC meeting held to elect new members. This was agreed by the Chair and was corrected by the School Business Manager prior to today's meeting.</p> <p>6. KR had asked whether it would be possible to arrange a tour of the School for new SGC members. This was agreed as a good idea and suitable to link in with SGC Staff Induction. The FAIR WG will liaise with the school and establish a date for induction and/or tour of the School and communicate that date to SGC members. If there will be a delay before induction training is available, a School tour for SGC members should be arranged separately and beforehand.</p> <p><u>Other AOB</u></p> <ul style="list-style-type: none"> <li>• HJ and PS expressed their personal gratitude, and the committee's thanks, to members that are leaving, for all their hard work on the committee - JB, AF, MF and PB.</li> <li>• PS also expressed thanks on behalf of the committee to HJ who is due to leave the school at the end of term and return to the UK. He thanked her for her professional expertise, her guidance to him, and the committee, and for the awareness sessions that she had organised for SGC members which had proven invaluable. These sessions have proved invaluable.</li> </ul>	<p>LW PS/CH</p> <p>FAIR WG LW</p>
9	<p><b><u>Date of Next Meeting</u></b></p> <ul style="list-style-type: none"> <li>• The new Deputy Chair, CH, will consult members and identify suitable dates for the next SGC meeting. He will then discuss possible dates with PS and RR and, thereafter, advise committee members of the selected date.</li> </ul>	<p>CH PS/RR</p>