



## RECORD OF DECISIONS OF THE SCHOOL GOVERNANCE COMMITTEE MEETING HELD ON WEDNESDAY 8TH JUL 2020

**Present**

Col Carl Harris (CH)	Chair
WO2 Matthew Anderson	Vice Chair
Mrs Rebecca Robinson (RR)	Headteacher (HT)
Mrs Leanne Wortley (LW)	Teacher Rep
Mrs Rebecca Norman (RN)	Parent Rep
Lt Col Vicky Roberts (VR)	Unit Rep
Sgt Tracy Wagoner (TW)	Unit Rep
Mrs Danielle Stanning (DS)	Community Rep
Mrs Elizabeth Kendrick (LK)	Co-Opted Governor

**In Attendance**

Mrs Fiona McKay (FM)	Clerk to the SGC
Mrs Jodie McGregor (JM)	Clerk to the SGC (designate)

Ser	Agenda Items and Issues Arising	Actions										
1	<p><b><u>Opening Remarks / Apologies</u></b></p> <p><u>Apologies received:</u></p> <table border="0"> <tr> <td>Mrs Ayla McCamphill-Rose (AMCR)</td> <td>Parent Rep</td> </tr> <tr> <td>Sgt Luke Lovell (LL)</td> <td>Parent Rep</td> </tr> <tr> <td>Mrs Kelly Richardson (KR)</td> <td>Community Rep</td> </tr> <tr> <td>Lt Col Scott Richardson (SR)</td> <td>Unit Rep</td> </tr> <tr> <td>Mrs Lucy Scott (LS)</td> <td>Co-Opted Governor</td> </tr> </table> <p><u>Opening Remarks</u></p> <p>The Chair welcomed all to the meeting and introduced new committee members Mrs Danielle Stanning, the new Community Rep and Mrs Elizabeth Kendrick, the new Co-Opted Governor. He also advised that for current vacant positions, recruitment would take place after the summer.</p>	Mrs Ayla McCamphill-Rose (AMCR)	Parent Rep	Sgt Luke Lovell (LL)	Parent Rep	Mrs Kelly Richardson (KR)	Community Rep	Lt Col Scott Richardson (SR)	Unit Rep	Mrs Lucy Scott (LS)	Co-Opted Governor	
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2	<p><b><u>Records of Decisions (RoDs) from previous meeting</u></b></p> <p><u>From RoDs Serial 2 (1)</u></p> <ul style="list-style-type: none"> <li>SGC TORs – most of the TORs have been done, however, they will need looked at again with new members. The WGs will be reshuffled and so the TORs will be structured to align with the DCYP directive on SGC TORs. CH, along with SLT, will look at the TORs once they have all been done.</li> </ul> <p><u>From RoDs Serial 2 (3)</u></p> <ul style="list-style-type: none"> <li>Infrastructure – during school closure, gained a lot of infrastructure awareness but not progress with regards to repairs. DIO/Babcock are increasingly engaging and have acknowledged that there are genuine deficiencies in the school which pose a H&amp;S risk and that need short term investment regardless of the long term plan. High value projects that are required ie playground shading, resurfacing of the basketball court etc are of considerable cost and need a TLB holder to approve. Currently, a TLB holder is yet to be identified, as this was due to be done, but due to COVID-19, this unfortunately has now been put on hold. Once a budget holder has been allocated, DIO are ready to push through high priority works. RR has had 2 conference calls with DIO/Babcock and is to arrange a 3<sup>rd</sup> asap as there are still ongoing issues that are not being addressed ie aircon. CH requested that TW attend the next conference call as head of the FAIR WG.</li> </ul>	CH/SLT										

#### From RoDs Serial 2 (4)

- Newsletters & Comms – general feeling around the community is that the information sent through newsletters, VLOGs, the General’s input etc has been well received. The school has maintained it’s approachability well through e-mails, calls etc. MA advised that we need to keep pushing on with how we are sending out our information as by looking at the communication trends, Naples appear to be ahead of others, like EJSU etc who are now following our standards of communication. VR commented on how good the VLOGs were as they helped to give a better degree of normality for the children, and also the use of eschools which has been very useful in the teachers being able to talk through set work and give guidance. One suggestion that was made wrt eschools, was perhaps to have visual aids within the teacher videos in order to help children see a better picture of exactly what it is they need to be focusing on. In general, the online platforms were found to be very useful for the children in trying to keep a sense of normality for their education, however it was highlighted that there may be a concern with mental welfare due to this unique situation. RR advised that the staff have recently received training from the new Ed Psych and have been given a very useful document on Psychological Recovery and Return to Schools. From this, there are now updated plans and support for staff on how the school can help the children and what issues schools may face and how to deal with them.

#### From RoDs Serial 2 (7.3)

- Policies – 2 sets of policies, statutory and non-statutory. All the statutory policies have been done with a few minor ones still to be developed. Some have been updated again further as they are COVID linked. Once all the immediate policies are finalised, in Sept the remaining policy reviews will be plotted and then that plan discussed at the next meeting. A list of policies has been made with review dates, priority etc which CH has requested be sent to him

#### From RoDs Serial 2 (7.5)

- Budget & Finance – SBM and RR have had training on the new budget and it’s layout and have also had revised processes on how to purchase essential resources for the school. The school has now been given permission to purchase necessary resources outwith CP&F which has relived many frustrations. Business Cases have also been submitted for school furniture and are just awaiting approval for this.

#### From RoDs Serial 8 (1)

- FoBFS – CH was asked if OIC FoBFS should sit on the SGC committee, to which he was opposed. The reason being, both have different focuses – SGC are there to challenge and support the school, and FoBFS are there for school support only. Having the OIC may compromise the SGC committee. However, CH suggested that perhaps the OIC could attend the committee meetings as an observer, or, as a preferred option, perhaps consider an SGC member sitting in on the FoBFS meetings.

The ROD’s from 4<sup>th</sup> December 2019 were proposed as a true and accurate record of the meeting by MA and second by VR.

#### **Matters Arising**

- COVID – what will endure – eschools will still be used in the new school year. It was highlighted that this was not intuitive but an improvement and has helped fill gaps in learning that were previously there and is a good record of children’s progress. Various other platforms were suggested to use for online teaching etc, however it was stressed, that whichever platform is used that it stays the same to provide consistency – ie if eschools is used in school, then the same system should be used by the children when

	<p>at home learning. Various systems could be looked at for future planning moving forward if there were to be a second wave of COVID, however, up to now, RR stands by what has been put in place with the packages that the school had and what resources were available and is extremely proud of the school team and what they have achieved. The educational side and mental health side of the school's children and parents were looked at and the school tried to adapt everything that they did according to what feedback the school was getting from parents. LW also attended a technology sharing session with the ROW MOD schools and looked at all the different platforms that were being used across the different schools and how they were being used. Longer term, there needs to be some standardisation across MOD schools on how things need to run. CH will reach out to MOD schools to see who has the overall lead and seek some clarity on how things will be moving forward.</p> <ul style="list-style-type: none"> <li>• Staff have been asked to create an independent package for each year group for a week's worth of work short notice should they have to be off work due to illness. If off for a longer period, RR and LW will pick work up from the 2<sup>nd</sup> week. Linked to that, if someone is off school due to suspected/confirmed cases of COVID, then that particular 'bubble' may have to close. RR will check with the SMO on how the school staff/pupils would be able to tested for suspected COVID and what the MOD guidelines and direction are on this. LW has also completed the Risk Assessment and will check with the DCYP H&amp;S Advisor for guidance.</li> <li>• If 'bubbles' were to close, and parents also take their other children out of school who are in other 'bubbles', then the option of live streaming the teaching sessions was discussed – that way, children at home would not miss out on class learning. RR would look into this to see if it would be a viable option. Also, with regards to parents keeping their children at home because of 'suspected' COVID cases or that they feel their child/ren should stay at home because a member of staff or pupil is off ill, and there is no confirmed case of COVID, then the absence would be considered unauthorised.</li> <li>• If 2 or more teachers were to be off from school, the school management would be degraded and the school would most likely have to be closed as it stands currently. However, the school are hoping to have another supply teacher cleared before the start of Sept and also there may be another supply teacher newly arriving. An advert has gone out for a longer term supply teacher that could be brought in short notice to cover.</li> <li>• VR raised the point of engaging with parents to see if they have been happy with the levels of challenges set for pupils or have they been finding some areas or home schooling in general difficult – it was felt that perhaps some parents may have not felt happy to speak up. RR advised that for those parents that had not been in touch or given feedback about work levels etc, then she would contact those parents to make sure that everything was ok. RR and LW monitor parent communication and contact any families that they don't hear form so that nobody 'slips through the net'. There will also be parent questionnaires that will be sent out in September for parent feedback.</li> <li>• Concerns were raised over the length of assessment of pupils when they return in Sept. It has been advised that assessments will be done for the 1<sup>st</sup> half of term, but this was felt to perhaps be too long to then plan targeted provision after those assessments. LW advised that assessing is continual and that targeted provision will be put into place as soon as gaps are identified, but also that children who need to be challenged more will also have that provision.</li> </ul>	
3	<p><b><u>Chairman's Verbal Report</u></b></p> <p>CH stated reiterated the fact that this has been an enormous transition period which everyone has found challenging. The SGCs function as critical friend and challenger has been maintained throughout this period. The SLT has been great in responding to immediate challenges ie school closure and how to continue to provide education and the</p>	

	<p>next steps. It would be of great value to conduct a post analysis of the online provision – what could have been done better and how do we respond in the future.</p> <p>SIP – the priority areas have been progressed, and the focus has now increased as to how to provide educational support for when the children return to school. CH thanked RR and the school team.</p>	
4	<p><b><u>Headteacher Report, SIP &amp; School Re-opening Leaflet</u></b></p> <ul style="list-style-type: none"> <li>• Curriculum and staff development – the school's next steps were to explore a separate science package, however, due to COVID, we are currently no further forward with this. Work on this will continue in September.</li> <li>• Learning Behaviours – a Visionary day was planned for the 17<sup>th</sup> March, however due to the school closure, this now needs to be reconvened.</li> <li>• Celebrating achievements – CH advised that some members of the community have not been content with the celebrating of achievements. Some have felt that there hasn't been a 'level playing field'. CH felt that celebrating achievements was perhaps seen by some as competition however it should be about encouragement. DS raised the point that times tables challenges always seem to be celebrated, but perhaps there could be more English based achievements as for some, times tables is quite a challenge so achievements in English would provide perhaps a balance.</li> <li>• SIP – in Sept, the SIP will be reviewed collectively with the staff carrying forward the actions for next year. A lot of the themes and threads will remain the same and the format will not change greatly but there will be additional elements to add ready for September. CH highlighted the fact the in Key Priority 1, the statement read 'The teaching of core subjects is <b>inconsistent</b> across the school' – was this correct. RR confirmed that this statement was correct as it is inconsistent and is the reason why it is a key priority. The Chair also stated that the SIP is in a much better place than last year. RR is happy with the level of engagement from the staff on this SIP, everything that has been input on the SIP is with their collaboration. Since September, the school has drastically improved the curriculum, looking at performance management and monitoring etc</li> <li>• Re-opening Leaflet – gate opening times – a letter has been sent with regards to extending the back gate opening times to open at 0745 – 0845 and then again 1245 – 1315 for school drop offs and pick ups. CH has requested a meeting with Comm BSG and also head of the Carabinieri, however this has yet to be confirmed. It is hopeful to get a decision by the end of the week, however, if it is later, then information will be pushed out to parents during the school summer holidays to confirm timings.</li> <li>• Times of the school day – the timings of the school day starting from September will be 0830 – 1300. The reason being, there is not enough school staff to facilitate the release of the primary members of staff for lunch breaks. Additional members of staff to cover this was suggested however, the school cannot have members of staff crossing 'bubbles' to provide cover. Not only that, if adverts were to go out for extra lunchtime staff, the process for clearances and checks is so long that they wouldn't be able to work in timeframe that the school would need them. The school is however, releasing an advert for more full time LSA staff in the last week of term to hopefully get the school back up to a full compliment.</li> <li>• Toilet training – in the leaflet it states that all FS children will need to be toilet trained as staff are unable to assist them. If children soil themselves, staff cannot physically change a child, parents must be called in to collect their child and change them at home. It was stressed that this was not a COVID related issue, but in actual fact a DfE requirement.</li> <li>• Physical distancing within bubbles – the question was asked what the distancing rules would be within bubbles, as in the UK there doesn't need to be physical distancing with the bubble, but with regards to Italy, it is unclear yet if all should maintain a 1 meter</li> </ul>	

	<p>distance from each other. The school follows UK and Italian regulations, and have been advised that which ever is the stricter guidelines, then that is what the school must follow. Therefore, if Italy still keep a 1 meter distance rule within bubbles, then the school must adhere to this also. Once the ruling has been confirmed, it was suggested that this be added into the leaflet.</p>	
5	<p><b><u>Governor’s Verbal Reports/Visit Records</u></b></p> <ul style="list-style-type: none"> <li>• CH had a Governor’s visit to the EYFS area with Sophie Corbett. They discussed 3 main area; distribution of resources, parent engagement, which will continue through workshops, although not currently possible due to the COVID situation, and also how resilience is being assessed – these will be taken forward to look at when the school returns.</li> </ul>	
6	<p><b><u>Safeguarding + Health &amp; Safety</u></b></p> <ul style="list-style-type: none"> <li>• The committee felt that this area had already been covered throughout as the meeting was mainly COVID related and these areas were discussed.</li> </ul>	
7	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• SGC membership – the committee currently has 12 members. The committee still needs a TA rep. The TA rep will be nominated once recruitment has been completed in Sept. There are also 3 governors leaving, MA (Vice), RN (parent rep) and AMCR (parent rep) who will also need replacing and CH also advised that LS would be leaving in Nov. Volunteers for these positions will be sought at a later date.</li> <li>• WG responsibilities – current WGs are Communications, Safeguarding, Maths, English, FAIR (Finance, Admin, Infrastructure and Resources) and EYFS. RR suggested that perhaps not all of the WGs need to be stood up at the same time, and therefore expect reports for every SGC meeting. It would be better to focus resources on areas that need it at the time. CH will lean on the SLT to see where support is needed or where the SGCs focus should be. The idea would be to have the SGC WGs input to help drive and develop the SIP. Therefore, have WGs that are aligned with the 3 key priorities of the SIP, so temporarily suspend the construct of the WGs and have a whole SIP focus. Dates will be looked at for Sept to arrange a meeting to see what WGs would be needed and what the expectations are.</li> <li>• Governor of the month – It was felt that it was still a good idea to keep Governor of the month, although for now this would be virtually instead of physically visiting the school. It is important as these visits are not only educational for the governors, but it also helps the governors be an independent voice when talking to the parents about what is going on in school. The governors piece in the school newsletter is very important as it is very informative for parents. It can help address any issues or queries that parents may have and give a governor’s perspective on what is going on at the school. CH will be Governor of the month for September and will also put out a Calling Notice for volunteers for October onwards.</li> <li>• Governor’s handbook – is very good but still needs a little work. This will be looked at at the same time as the WGs will be looked at.</li> <li>• Teacher recruitment – recruitment for Bethany Warren’s post has been postponed until September with a view to a Jan/Feb start date. Carla Winter will cover until then.</li> <li>• Farewell – the committee said a fond farewell to a few members. MA, RN, AMCR and FM. As mentioned previously, the roles of the 3 governors that are leaving will be advertised in September, and FM will be succeeded by Jodie McGregor, the new SBM.</li> </ul>	

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**Date of next meeting**

- Date and time of the next meeting is yet TBC.