



RECORD OF DECISIONS OF THE SCHOOL GOVERNANCE COMMITTEE MEETING HELD ON THURSDAY 21ST JAN 2021

<p><u>Present</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">Col Carl Harris (CH)</td> <td>Chair</td> </tr> <tr> <td>Wg Cdr Allan Stubbs (ASt)</td> <td>Vice Chair</td> </tr> <tr> <td>Mrs Rebecca Robinson (RR)</td> <td>Headteacher (HT)</td> </tr> <tr> <td>Surg Cdr Anthony Gregory (AG)</td> <td></td> </tr> <tr> <td>Wg Cdr Courtney Belam (CB)</td> <td></td> </tr> <tr> <td>FS Adam Seed (ASe)</td> <td></td> </tr> <tr> <td>Mrs Lucienne Miller (LM)</td> <td></td> </tr> <tr> <td>Mrs Leanne Wortley (LW)</td> <td>Deputy head Teacher</td> </tr> <tr> <td>Mrs Liz Bloomfield (LB)</td> <td>Teacher Rep</td> </tr> <tr> <td>Lt Col Vicky Roberts (VR)</td> <td>Unit Rep</td> </tr> <tr> <td>Sgt Tracy Wagoner (TW)</td> <td>Unit Rep</td> </tr> <tr> <td>Mrs Elizabeth Kendrick (LK)</td> <td>Co-Opted Governor</td> </tr> <tr> <td>Mr Gary Margerison (GM)</td> <td>MOD Schools, Schools Improvement Advisor</td> </tr> </table> <p><u>In Attendance</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">Mrs Alison Serrell-Cooke (ASC)</td> <td>Clerk to the SGC</td> </tr> </table>			Col Carl Harris (CH)	Chair	Wg Cdr Allan Stubbs (ASt)	Vice Chair	Mrs Rebecca Robinson (RR)	Headteacher (HT)	Surg Cdr Anthony Gregory (AG)		Wg Cdr Courtney Belam (CB)		FS Adam Seed (ASe)		Mrs Lucienne Miller (LM)		Mrs Leanne Wortley (LW)	Deputy head Teacher	Mrs Liz Bloomfield (LB)	Teacher Rep	Lt Col Vicky Roberts (VR)	Unit Rep	Sgt Tracy Wagoner (TW)	Unit Rep	Mrs Elizabeth Kendrick (LK)	Co-Opted Governor	Mr Gary Margerison (GM)	MOD Schools, Schools Improvement Advisor	Mrs Alison Serrell-Cooke (ASC)	Clerk to the SGC
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	Agenda Items and Issues Arising	Actions																												
1	<p><u>Opening Remarks / Apologies</u></p> <p>Apologies. Nil.</p> <p>Opening Remarks. The Chair welcomed all to the meeting and introduced new committee members:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">Wg Cdr Allan Stubbs (ASt)</td> <td>Vice Chair</td> </tr> <tr> <td>Anthony Gregory (AG)</td> <td></td> </tr> <tr> <td>Wg Cdr Courtney Belam (CB)</td> <td></td> </tr> <tr> <td>Adam Seed (ASe)</td> <td></td> </tr> <tr> <td>Lucienne Miller (LM)</td> <td></td> </tr> </table> <p>He welcomed Mr Gary Margerison (GM), and thanked LK for arranging the previous evening's online training.</p> <p>CH stated that the SGC would work through the Agenda as published but the School Improvement Plan will be refreshed and distributed to Governors at a later date.</p> <p>CH expressed the need to encourage free challenge, discussion and cooperation, thus the requirement to ignore rank or status in the SGC forums.</p>	Wg Cdr Allan Stubbs (ASt)	Vice Chair	Anthony Gregory (AG)		Wg Cdr Courtney Belam (CB)		Adam Seed (ASe)		Lucienne Miller (LM)																				
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2	<p><u>Records of Decisions (RoDs) from previous meeting</u></p> <p>CH delivered a synopsis of the previous meeting's minutes to identify extant actions, in more detail than captured here in the interest of new governors' situational awareness.</p> <p>Communication. Isolated concerns had been expressed in the recent parent questionnaire about the effectiveness of communications. RR communicates on, and responds to, numerous communication channels with the vast majority of parents expressing contentment, but any suggestions for improvement would be welcome.</p> <p>Policies. Under review by RR and LW, with CB taking the SGC lead in this area.</p>	CB																												

	<p>Budget and Finances. During recent exceptional circumstances RR has been authorised to overspend the allocated budget by MOD Schools. RR expressed confidence that the school has been provided with all resources necessary.</p> <p>Covid and Home Learning. Parents and staff agree home learning provision is sound, with good feedback having been received from parents in this regard.</p> <p>HT Report (July 2020)</p> <ul style="list-style-type: none"> • RR spoke about development of a separate Science package and the conduct of a Visionary Day. These efforts were necessarily sacrificed in favour of moving school premises. To be rescheduled. • Some activities celebrating pupils’ achievements have been reinstated after a small number of parental concerns led to a temporary cessation. No additional adverse comments have been received from parents. <p>School improvement Plan. This was not reviewed by all staff in Sept due to the school moving to the CDC. Detailed points raised for further discussion were:</p> <ul style="list-style-type: none"> • A consistent approach to the teaching of core subjects. • SGC membership. • Governor of the month. • Governors handbook. <p>TW proposed the ROD’s from 8th July 2020 reflected a true and accurate record of the meeting. LK seconded the proposal and all agreed.</p>	RR
3	<p><u>Chairman’s Verbal Report</u></p> <ul style="list-style-type: none"> • It had been a very trying period, with no consistency for the school leadership team since September. The buildings the school now occupies offer some stability, notwithstanding the changes imposed upon the school by the COVID environment and Italian decrees. This is being managed well by the school and, when necessary, provision for home learning and remote working is sound. • Staff departures. Sophie Corbett has left on maternity leave and is not returning. Nicola Homer is now on maternity leave. Jodie McGregor left, and Alison Serrell-Cooke has replaced her. New teachers joining the team are Charlotte Coole and Lizzie Grimes (yet to arrive). • There has been much discussion regarding whether the British community can adopt a flexible approach to the application of Italian decrees where they relate to partial or complete school closures (following a US model adopted at Gricignano). Questions have been posed to MOD Schools and DE Strat (MOD), but the responses give no flexibility to transgress from host nation laws. This discussion has not been repeated in the community for some time, and it is felt further challenges are unlikely to bring a different response. Plans are in place for home learning and remote working is mature and productive, and resilience appears to be building among parents, children and teachers as closures are becoming (regrettably) routine. • The Chair remarked that the SLT and school staff have been outstanding in coping with last minute changes and this is broadly understood by parents. He added that school staff (leadership, teaching and support) is a tight knit team, led by RR and LW. The whole team remains dedicated to the delivery of education to our children, a dedication from which we all benefit. <p><u>Infrastructure update.</u></p>	

	<ul style="list-style-type: none"> • Indications from MOD and Ministerial correspondence are a top level budget-holder (TLB) will be identified by 1st March 2021. Once a plan for the long-term provision of the school is devised and accepted it is very likely to take a protracted time to deliver (a matter of years, not months). • Once the lease for Villa Victoria has been re-signed, conditions will be set for the fitting of an external staircase thereby meeting required mitigations in the Fire Risk Assessment and permitting use of the first floor of the building. This will provide more space for PPA, staff breaks and offices, and therefore liberate some space for teaching and interventions. This appears to be imminent. 	
4	<p><u>Head Teacher's Report</u></p> <ul style="list-style-type: none"> • SIP. RR recounted the challenges faced in the preceding terms, including infrastructure, location changes, COVID and staff shortages created by the complexity of working at reach and across split-sites. Revision of the SIP has been de-prioritised in favour of setting up classrooms (repeatedly) and staff welfare. This will be addressed in this term. • GM said that he had the school improvement plan from the previous year and that school improvement had continued in spite of the absence of time to revise the plan for the new year. RR had worked with the SLT and LW to mapping the curriculum, develop a Science Plan and had monitored quality teaching – endeavours in which all staff had participated and which are worthy of praise given the multitude of other pressures. • Vision and Values. A new school Vision and set of underpinning Values needs to be created; the previous session scheduled to achieve this in collaboration with the SGC had to be rescheduled because of the other pressures already mentioned. This will be arranged to occur prior to the end of the current term. • Learning Behaviours. A revised approach to Learning Behaviours will start to be introduced from next half term. There are six in total, with the focus changing each half term. Gen Deakin has been approached to introduce the first at a virtual assembly. • Curriculum Consistency. There is a lack of consistency in the delivery of core subjects, a topic the SIP will seek to address. The Cornerstones Curriculum has had a positive impact and BFS Naples now has a new two year Curriculum Plan. Performance management, monitoring and evaluation procedures have been improved. Similarly, much progress has been achieved with White Rose Maths. LW stated White Rose was the basis for maths planning, with additional training having been conducted among the staff, policies updated and new packages purchased. • Resilience. LW reported the building of a school Resilience package using 'Jigsaw', with the purchase of the 'Boxall Profile Handbook' to follow. This secondary element relates specifically to the behaviour challenges children face. LW and two LSAs are completing a 10 week WELSA Programme. LW will be the lead on this online training each week. • VR questioned welfare and resilience-specific training for LSAs. LW stated Mrs Hilton had completed a course on mental health. Only 2 staff were registered on the WELSA Programme because of capacity, not funding (a point clarified by GM). Those benefiting from the specific training will share knowledge supervise others, thus won't necessarily be the only personnel to identify the need and conduct relevant interventions. • LM questioned the assurance of confidentiality, particularly given the close proximity of living and associations within the UK community. RR responded that confidentiality is stressed as a necessity to all staff and is discussed regularly. Any would be dealt with appropriately by RR. LM expressed concern regarding parents being reluctant to 	<p>RR</p> <p>RR/CH</p> <p>RR</p> <p>LW</p>

<p>discuss such matters with school staff because for fear of wider discussions taking place outside school. RR agreed to inform the SGC of policies in place to ensure confidentiality and of how teachers and LSAs are informed of, agree to, and are bound by such policies. Whether reassurance is required in the community is to be assessed, and delivered if required.</p>	RR
<ul style="list-style-type: none"> RR met with LM last week to discuss potential resilience work she can do with the children. LM had submitted a bid to the Armed Forces Covenant team and is hopeful of a positive response by March. 	LM
<ul style="list-style-type: none"> VR had been impressed with online teaching for Lamborghini, particularly the less formal elements to introduce social interaction (quizzes, team work, etc). It was suggested such approaches be used where possible across the age groups within the school. 	
<ul style="list-style-type: none"> Home learning. Home learning is under constant review and being continuously improved. The Home Learning policy was renewed in January 2021 and will be reviewed each term. 	CB
<ul style="list-style-type: none"> Governor of the Month. RR requested this initiative be revitalised, albeit compromises are required in light of COVID-required limitations on school visits. CB volunteered for February and VR for March. 	CB / VR / All
<p><u>Head Teacher's Report - Questions and Discussion</u></p>	
<ul style="list-style-type: none"> STEM. ASe opined that attention appears to focus on core subjects and resilience. ASe questioned the presence of STEM knowledge among teachers, and suggested greater exploitation of expertise from the community (military and spouses). The appointment of a STEM Ambassador was suggested (GM mentioned the Falklands Islands school has an excellent STEM programme and agreed this initiative could work and add value). ASe agreed to being the STEM Ambassador. 	ASe
<ul style="list-style-type: none"> Curriculum. Curriculum teams and leaders are under review in light of the number of staff changes since September 2020. Among the core subjects of writing, reading, maths and science, staff have identified writing as the subject affected the most during home learning. 	
<ul style="list-style-type: none"> Pupil Progress. Pupil Progress Meetings took place in October in order to identify any individual needs. Intervention plans were put in place but were not able to be fully delivered due to further Covid closures. Pupil Progress Meetings will take place again in the next two weeks in order to further review individual pupil progress and make new plans for individual and group interventions. We will be holding an additional Parent Consultation week next half term to share the results with parents due to such unusual times. 	
<ul style="list-style-type: none"> School Personnel. Charlotte Coole starts next week (w/c 25 Jan 21) and will be a permanent teacher for Alfa Romeo. Siobhan White is covering Ferrari during Nicola Homer's maternity leave. Carla Winter will be leaving in Easter to be replaced by Lizzie Grimes. Katherine Andrews has returned to Lamborghini class. Sophie Corbett has left and the position of EYFS Phase Leader is under review. The SLT may wait until September to refill the post as previous pressures in that area no longer exist and remote assistance is available from Trish Wood (MOD Schools Early Years Advisor). 	
<ul style="list-style-type: none"> CH questioned the continuity of MOD Schools' approval for additional staff while BFS Naples operates across a split. GM stated he will request, and strongly recommend, 	

	<p>continuity of this additional resource for the remainder of this academic year, and for it to be reassessed thereafter when clarity is provided over long term plans. Currently BFS Naples has funding for 2.5 days of additional cover to help while RR and LW split their time across two separated buildings. Efforts are underway for :</p> <ul style="list-style-type: none"> • Recruitment of an additional LSA to provide capacity for focused interventions. • Resolution of a temporary absence of one LSA. • Recruitment of an Office Administrator to support the School Business Manager. <ul style="list-style-type: none"> • When questioned, RR confirmed Italian teaching has now fully resumed. 	
5	<p><u>Governor's Questions</u></p> <ul style="list-style-type: none"> • Change Management. ASt questioned change management procedures. RR responded the SIP identifies areas for improvement and progress throughout the year. Targets are set each year through school evaluation, data and staff consultation. When RR arrived in September 2019, many areas for improvement were identified, so a two year plan was created. Since the initial COVID-19 lockdown (Feb/Mar 2020), the school improvement agenda has slowed as the focus shifted to creating support to home learning. Under normal conditions the SIP is reviewed each term progress recorded. GM also provides support and challenge from DCYP as he conducts his half termly core visits. At the end of each year actions and progress are captured in the Self Evaluation Form (SEF) (MOD Schools is to provide a new format common to all MOD schools). • Sharing Best Practice. ASt asked what DCYP does to support head teachers' sharing of good practice? RR responded MOD Schools' enterprise is split into "Cyprus" and "Rest of the World". These Hubs act with some similarities to Multi-Academy Trusts, but also work together. RR has regular (virtual) meetings with all Rest of World schools' Head Teachers where information is discussed and shared. • Remote Learning Policy. CH questioned existence of a MOD Schools Remote Learning Policy. GM stated there is no central DCYP policy, although RR was recently asked to share her Home Learning Policy as an example of best practice at a head teachers meeting. RR confirmed she was content with this decentralised approach as all schools exist in differing contexts and face different challenges. Naples had suffered the earliest and longest lockdown, and is subjected more to short notice changes. • Pupil Progress and Parent Consultations. VR expressed the view that parents/teacher meetings had gone well the previous term. She questioned the sharing of data via written reports - a misunderstanding subsequently resolved. Further pupil progress meetings will be conducted after half term, with additional parent consultations to be scheduled thereafter. This will represent an additional meeting over and above the normal schedule to reassure parents in light of the year's unusual circumstances. • GM further informed the SGC that Debbie Taylor (MOD Schools' Curriculum Advisor) has worked with Year 2 and 6 teachers to validate their teacher judgments regarding the accuracy of assessments and had agreed with the accuracy of judgments. • PSHE. VR sought clarification of communication to parents regarding delivery of Sex Education (scheduled for the summer term), requesting written communication vice a post on the school's website. CH later expressed concern that the school's PSHE policy referred to contents of the school's website that didn't exist. RR agreed the website needs updating, but that permission letters will be sent to parents in advance of lessons for which this is appropriate. CH undertook to attempt to find help in updating the website. • TW questioned information available to parents relating to PSHE lesson contents. LW stated 'Jigsaw' provides online information and handouts for parents. GM clarified that children can be withdrawn from elements of PSHE which relate to sex, relationship education is compulsory as are sex education elements of the science curriculum. 	CH

	<ul style="list-style-type: none"> • Parent Surveys. CB noted only 18 surveys were completed and asked how it was distributed. The survey was sent out on paper then subsequently set up online. Another survey will be sent at the end of the current term. ASe advised that the survey being sent in the midst of home schooling may have contributed to the poor response rate (a point supported by VR). CH opined the response rate was not poor given the sample size. • School Closures. CB, LK and AG noted the US Naval Support Site School decision not to comply with host nation law on COVID-driven school closures, noted the challenges made to MOD and DCYP in this regard and expressed support for RR in her obligation to abide by host nation laws. VR expressed a desire for continual challenge or consideration of alternatives given the limited size of the community and difficulties encountered with some from the community attending the US school. • SEND. CH acknowledged the MASO process for those who might need specialist support not available at overseas locations, but for those pupils whose needs emerge once here in LP some support is required. He questioned the availability of such noting the comment regarding limitations in the Head Teacher's report. LW stated the school has access to a speech and language therapist who can provide online learning. Support from the Educational Phycologists is also available remotely. CH asked if this is sufficient, to which LW responded the appropriate level of support is in place. • Policy Updates. CH questioned the state of school policy updates, given CB's undertaking of responsibility for policies as a member of the SGC. RR stated a Policy Planner exists which will be shared with CB. CB questioned the timeline for the Behaviour Policy completion. RR could not provide a definitive timeline given competing demands, but intends to have a draft completed by Easter, albeit the policy must be developed collaboratively across the whole school community. • Communications. CH summarised some results of the Parent Survey. A small number of responses stated communication is not good. The school communicates via numerous means, (Facebook, newsletters, website, email). Town hall briefs had been instigated during COCID and infrastructure crises but as audiences decreased over time these were discontinued. CH asked the SGC for suggestions on how to engage with the Community. CB suggested posing the question of 'How best might the school communication with you' to parents. 	<p>RR</p> <p>VR / CH</p> <p>CB</p>
6	<p><u>Safeguarding + Health & Safety</u></p> <ul style="list-style-type: none"> • VR stated that her DBS Clearance needed to be updated. Applied last year and still nothing received. All Governors need DBS Clearance and ASC will action this. 	ASC
7	<p><u>AOB</u></p> <ol style="list-style-type: none"> 1. CH – restructuring of the SGC working groups; 2. Safeguarding and SEND – AG (lead) with LM and VR 3. Policy - CB 4. Curriculum – ASe, ASt, TW 5. Communications - CB 6. Infrastructure – CH <p>Governor Training. CH and RR proposed follow-on training for Governors to discuss expectations of each other, and the ability to challenge while concurrently support each other and the school. A date has subsequently been agreed. GM stated he felt the previous evening's training had been well-received (and delivered) and would welcome any feedback.</p> <p>Closing Comments. RR Stated that it had been a very positive and productive meeting. She was grateful for the preparation everyone had conducted prior to the meeting and looks forward to working with the new members of the SGC. An executive meeting with RR, LW, CH and ASt will follow (subsequently completed).</p>	<p>AG</p> <p>CB</p> <p>ASe</p> <p>CB</p> <p>CH</p> <p>CH</p>

		RR, LW, CH, ASt
8	<u>Date of next meeting</u> <ul style="list-style-type: none">• 29th April 2021 at 08.30am	