



**RECORD OF DECISIONS OF THE SCHOOL GOVERNANCE COMMITTEE MEETING
HELD VIRUTALLY ON THURSDAY 6th May 2021**

Present

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| Col Carl Harris (CH) | Chair |
| Mrs Rebecca Robinson (RR) | Headteacher (HT) |
| Surg Cdr Anthony Gregory (AG) | |
| Wg Cdr Courtney Belam (CB) | |
| FS Adam Seed (AS) | |
| Mrs Lucienne Miller (LM) | |
| Mrs Leanne Wortley (LW) | Assistant head Teacher |
| Mrs Liz Bloomfield (LB) | Staff Rep |
| Mr Gary Margerison (GM) | MOD Schools |

In Attendance

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| Mrs Alison Serrell-Cooke (ASC) | Clerk to the SGC |
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| | Agenda Items and Issues Arising | Actions |
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| 1 | <p><u>Opening Remarks / Apologies</u></p> <p><u>Apologies received:</u></p> <p>Wg Cdr Allan Stubbs Vice Chair</p> <p>The following Governors have stood down from the Committee.</p> <p>Lt Col Vicky Roberts Sgt Tracey Wagnor Mrs Liz Kendrick</p> <p><u>Opening Remarks</u></p> <p>The Chair welcomed all to the meeting and stated a Recruitment drive would be required for new members. Requests to go out on Bii and BFS page.</p> | |

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| 2 | <p><u>Records of Decisions (RoDs) from previous meeting</u></p> <ul style="list-style-type: none"> • Learning Behaviours - these had been introduced as agreed in the last meeting. They will continue to be introduced each half term. • Jigsaw package is now beginning to be embedded across the school. • Communications with parents – to be discussed later in the meeting also on the parent survey. • Home Learning - was under review each term and at the end of each period of closure. This will continue to ensure that we meet the needs of all pupils. • LM spoke of the Resilience package and the possibility of the school obtaining it. Used the Armed Forces Covenant rule but has been told we need to make a bid. LM will keep SGC updated. • STEM – AS had volunteered and had spoken with RR and LW. Advised that it is not a compatible role for the STEM Ambassador and member of the SGC. Possibly look to a member of the wider community in the future. • The website is currently being updated. DCS will support us with website redesign but there is a delay as currently the responsible post in DCS is gapped. CH asked if there was someone that could help out ICT member of staff. RR stated that Gareth Homer is working hard to ensure that the website is up to date with all mandatory information but we must wait for DCS to make the necessary changes. • School closures were questioned again. CH and RR stated that the school is not able to follow the US Navy Support Authority approach in contravention of Italian law by opening schools during regional or national closures. • Safeguarding – DBS for all SGC members is in progress. Applications are now possible online which is a huge improvement; clearances now take weeks to gain instead of several months. • Training will be needed for new members following the next recruitment drive. <p>Minutes of the last meeting were proposed by AS and seconded by AG. All agreed.</p> | LM AS |
| 3 | <p><u>Chairman's Verbal</u></p> <ul style="list-style-type: none"> • Although the distribution of COVID-19 vaccines in Italy has been slower than would have been preferred there is a reasonable degree of confidence that schools will remain open for the foreseeable future. AG stated that infection rates in Campania were falling but remain high. Under 50s in Italy should be receiving vaccines in June. • The home learning policy had been updated. | |
| 4 | <p><u>Headteacher Report</u></p> <ul style="list-style-type: none"> • RR discussed her HT report. • Current recruitment situation is as follows: Admin post and LSA post – applications received and interviewing in the next week. • New Teaching and Learning position in school – deadline in the next few days and interviews to be conducted shortly. • Future plan regarding SIP is to introduce Learning Champions across the school. All teachers and LSAs will lead an area of learning linked to our SIP. Coaching training will be provided for all staff to enable them to support each other. RR will continue to update SGC on progress made. | |

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| <ul style="list-style-type: none"> • AS asked if the champions will be given measurable work to complete so that progress can be assessed and tracked. RR stated that the staff team will work together to assign positions and will support each other to create action plans and evaluate them throughout the year. This be measured through Performance Management and the coaching training will be delivered by Debbie Taylor the second half of term. • LM questioned why the school was finishing early (summer hours) when the children had lost so much time in the classroom due to COVID-19 closures. RR advised that this is to ensure the health and safety of pupils and has been school policy for many years. Temperatures in June-July are too high for the children to be at school all day. LM asked if we could swap the days around with outside time in the morning and then inside the classrooms when it is hotter. How do we make up the lost time in school? RR stressed that the health and safety of pupils (and staff) is the priority. AG stated that the UK Gov understood that children had been out of school and therefore testing / exams had been put on hold. RR and LW assured the committee that there had not been a significant gap in learning, that assessments are being conducted and, where required, learning interventions put in place. The perception among some parents that significant gaps in learning had arisen during home-schooling periods is inaccurate. LM asked if clearer messages could be put out to parents stating this fact. • RR and LW had attended the World Summit Conference and taken part in different lectures. Both had learnt a lot and had enjoyed the opportunity. CH asked what had been learnt that could be used in school and LW agreed it would be shared with staff. One conference was on Ofsted and CH asked if he could hear about this another time. • Safeguarding. All staff should be up to date with safeguarding and anyone not could sign up or the next available on-line course. • Jigsaw – Launch assemblies has been completed and all positive so far. LW was finishing the PSHE policy making it more user friendly. This will be ready in June. • Behaviour Policy – when discussing the policy it was asked where did ‘kind hand and feet’ come from? RR stated it had come from the children as this was something that was regularly said to the children. • Phonic Workshop - Parents took part in a Phonic workshop unfortunately only 4 sets of parents attended. CH agreed this is a useful tool but parents needed to be aware of how it was taught and how important it was. Planning is underway to repeat this session in September. AS said he was aware of the event but the timing was not convenient. It was suggested that a video could be put on the school website to support parents. This will be explored in the future. • Home Learning – The policy was reviewed following our latest period of lockdown. The focus of the review was to ensure that feedback was consistent and manageable across the school. Slight changes were made to address this. • Induction of Staff – CH stated that the processes in place for new staff induction relies too much on the Headteacher; delegation is required and sponsoring of new civilian arrivals can involve military personnel (with the additional advantage of wider community cohesion). CH to discuss with RR. | <p>LM - Ongoing</p> <p>CH/RR</p> <p>CH / RR</p> <p>CH/ RR</p> |
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| <ul style="list-style-type: none"> • Teaching and Learning Performance Management – RR stated that we are on track for pupil progress. CH advised we should advertise that children are broadly where they should be to parents (in accordance with paragraph 2 on page 3). AS asked how teachers’ standards were monitored? RR stated that performance management targets are usually set at the start of the academic year and that teacher performance is monitored in many ways; lesson observations, learning walks, drop ins, book looks and pupil progress meetings. Leaders continually monitor staff at all times. • Communication – Staff questionnaire results was discussed. Most staff are proud to be part of the school. Some staff indicated an absence of awareness of the application of behavioural policy, possibly due to reduced first-hand experience in lockdown. The SGC needs to be more active in its messaging. It would be good to video the interior of school so parents are aware of what the classrooms are now like and what has been achieved. RR reported that the next staff questionnaire format will be discussed with staff to encourage more comments as well as judgments. The ‘Don’t know’ option will be taken away to encourage more details comments. | <p>CH/RR</p> <p>RR</p> |
| <p>Gary Margerison joined the meeting at 10.30am.</p> | |
| <ul style="list-style-type: none"> • SIP Action Plan – Ch stated that some timelines had not been met due to lockdown. CB was working with RR on the school policies. • Vision – RR said that a lot of work is currently being undertaken on the curriculum. We want to define our school curriculum before we then create our school vision. • DoJo Training – all staff will be discussing this as a potential way of tracking behaviour across the school. It is an online platform that allows the children to track their behaviour achievements and this can be shared with parents. A meeting to discuss this is timetabled for term 3.2. • Managing Behaviour Policy – CH asked if there was a continuity plan if this was not completed by Sept. RR that one would be in place. A lot of work has already been completed; it is taking time as many elements of the policy have taken time to create and introduce. | <p>GM/CH</p> <p>CB/RR</p> |
| <p>Visits to School</p> <ul style="list-style-type: none"> • Governors had been in school over the past few months to look at policies, take part in Assemblies and Tea Parties. All governors need to complete an evaluation form and send them in to ASC to enable reports to be distributed to all members in advance of the meetings. | <p>RR</p> |
| <p>Health & Safety</p> <ul style="list-style-type: none"> • Alison Lockhart is currently working as Supply Admin but has a wealth of knowledge of H&S Policies. She is now working across both school sites, updating policies. Many things should have been picked up before we moved into Villa V. GM advised RR that she should have a meeting with Mark Harris (DCS SHEF Advisor) to discuss the current issues in school. Alison Lockhart was currently working through the School Audits. • Safeguarding – AG met with the safeguarding group along with Kim Harrison. LW asked if she could attend future meetings. It was highlighted that we don’t have access to safeguarding polices at the school in Gric. While pertinent to the community’s children above BFS age, and to the discussion about options for future | |

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| | <p>education provision, this doesn't fall into the sphere of BFS Naples SGC responsibility. AG will however attempt to confirm what safeguarding policies are in place.</p> <p>NPQH Course</p> <ul style="list-style-type: none"> • RR spoke about her course which was to be completed by Feb 22. She presented her assessment project that is to be undertaken over the next year. • CB asked if the project plan would be approved by OFSTED. RR confirmed it met the OFSTED expectations. • AS asked if milestones and goals would be set and RR agreed timescales that were achievable. When discussed with staff no one had raised the question of workload; the staff welcomed the new procedures that have already been introduced. • GM asked if there was section in RR's report for him to input comments. RR confirmed that there was. | <p>RR/GM</p> <p>AG</p> |
| 5 | <p>AOB</p> <p>Governor of the month</p> <ul style="list-style-type: none"> • May – AG • Jun – CH • Jul – AS | <p>AG/CH/ AS</p> |
| | <p><u>Date of next meeting</u></p> <ul style="list-style-type: none"> • TBC | <p>CH/RR</p> |