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| **The British Forces School, Naples** **RECORD OF DECISIONS OF THE SCHOOL GOVERNANCE COMMITTEE MEETING** **HELD ON WEDNESDAY 14th September 2022** |
| **Present** Gp Capt Alex Mason (AM)Mrs Rebecca Robinson (RR) Wg Cdr Courtney Belam (CB)F/Sgt Adam Seed (AS)Wg Cdr Gareth Wiggin (GW)Cdr Brian Lockhart (BL)Lt Cdr Ian Critchley (IC)Mrs Leanne Wortley (LW)Mrs Liz Bloomfield (LB) | ChairHeadteacher Policy Rep Vice Chair & Curriculum RepInfrastructure Rep Communications RepFinance RepTeaching RepSupport Staff Rep | **In Attendance**Mrs Alison Serrell-Cooke (ASC)**Apologies**Mrs Natalie Temperly (NT)Surg Cdr Anthony Gregory (AG) | Clerk to the SGCCommunity Rep Safeguarding Rep |
|  | **Agenda Items and Issues Arising** | **Actions** |
| **1** | **Apologies received**:As listed above.**Opening Remarks** .AM welcomed everyone to the meeting and especially to Ian Critchley as it was his first meeting.  |  |
| **2** | **Actions and Decisions from Previous Meeting**AM asked whether we needed to have full minutes written or just RoD’s. RR stated that maybe they could be briefer, and AS said that some items were important to capture. Especially some questions from Gov to Headteacher. AM agreed that minutes could be reduced. BL is going to work with ASC to produce RoD’s for future. Decided to keep minutes with an Annex of RoD’s. AS informed us that Oliver Cox had volunteered to be our STEM Ambassador. He has made contact with LW and will be contacting Charlotte Coole soon. The RAF STEM team are working with the school directly but also liaising with SGC. There is also potential to work with the Scouts if they have the capacity. It is hoped that all the community can make use of the STEM in the future School website is now on the iCloud which means we can now make any changes. A parent had commented that the website is in need of updating. It was highlighted that we need to put on the website that that the school is split between two sites. CB mentioned that Legacy documents need to be looked at. RR informed everyone that the ICT Admin post had reduced hours so there may be delays in updating the website. AM asked if there were any outstanding DBS checks – Brian Lockhart has not managed to complete the process due to work commitments. New teachers. IC asked how long the process of advertising and recruiting was for teachers as parents had been asking. RR would add to her weekly report, however, a teacher had been appointed for FS last week who will hopefully start in Jan 23. It was stated that we need to keep parents informed. RR said that she was going to ask the new teacher if she would be happy to move into Alfa Romeo and then we could recruit again for Ferrari. BL said that parents had asked about why some teachers / LSA’s are in each class. What defines which class they go in. RR to mention this to parents. Parents would like information on the new teacher appointed. It had been mentioned previously that new teachers would have a military sponsor to help them with the settling in period. Still agreed to this.The back gate to the NATO base was still closed which would cause us problems should we manage to secure the use of the gym. AM will obtain an update from SNR on this issue.IC mentioned the possibility use of US sports facilities and RR asked whether the school could use the pool? IC agreed he would investigate this. BL mentioned that parents need to be aware of what we can and cannot deliver on the school curriculum. And what we are trying to do to overcome the problems. LW said we can deliver the majority of items. RR stated that we had planned to make use of the marquee in the grounds of Villa V during the winter months to do some sport, but unfortunately it was a casualty of the recent storm. However, we understand that it is going to be repaired. Parents have commented that they do like the My School App. They have asked if they could be reminded of school events via the App. Safeguarding courses – the system has changed and they are all sourced online and individuals sign up to complete the course.Gov of the month. Would everyone please look at the calendar and inform ACS when you would like to come into school. Infrastructure – Comms to go outBrit Club marquee.News on the new community centre will go out soon. It was suggested to hold off any after school events until we know of the new premises. It was asked why could we not use the school out of hours. It is not appropriate to have community events with alcohol and smoking in the play area. We are not able to give access to the Villa V building. RR advised this was due to the caretakers hours Raffaele would not be able to work after 5pm. What is the difference to FoBFS using the facilities in Villa V to the Scouting (Squirrels) using the building – Clubs are during school hours with staff in attendance.AM will speak with the SNR for an update on the new facility. What we do will not change.SGC meetings - Alex Mason proposed the RoDs were a true and accurate reflection of the previous SGC meeting. Xxx seconded the motion, which was unanimously agreed by all who had attended the meeting. | BLBL/ACSRRAMICASCALL/ACSAM |

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| **3** | **Chairpersons Report**: AM wants to finish with Chairpersons update. An issue had been raised by a parent – They had overheard parents talking about other children, gossiping at the school gate. Teachers and all other staff are bound under GPDR. School policies are all in place but it was agreed that the SGC TOR’s need updating with the policy. AS stated TOR’s are under review. AS stated that there was a cultural issue within this community. AM we need to add confidentially into the SGC TOR’s. AS confirmed that he will provide details about the SGC to go in the welcome packs to new parents. RR advised that problems should be passed to teachers and that the SGC should ask if they have approached the school first.Policies – CB – It was asked who is allowed to vote for a parent re? It was agreed that the SGC would make a decision from any applications received to join the SGC. We can establish a position on the SGC for a parent rep. IC talked about the Finance Rep on the SGC. He stated that they did not need a specific finance background. Safeguarding and Policy SGC where appointed due to their background and experience. IC said that people can be appointed to any position as they would have the experience. What is the volunteer wasn’t suitable? Do we advertise ‘desirable skills’? Need to have a policy in place before recruiting is done. By January we would have lost 3 members. AM and AS to decide on this. Ian George new arrival may be a candidate.  | AS |
| **4** | **Headteacher Report**: RR submitted a HT Report prior to the meeting. Start of the new term has gone well. Andy Yeomans and Rowley Bucknill visited the school on Tuesday and were really impressed with the school. Further impressed with the changes we have made in the last year. They commented on the Staff commitment and the happy children. Unfortunately, DIO came into school today as they were concerned about the outside play equipment, said it was dangerous for the children to play on. They are going to arrange for it to be assessed to see if it can be repaired or removed. This means that a large area of play equipment is unable to be used. Still outstanding is emergency lighting on first floor in Villa V and the lack of fire alarms in one of the classrooms. Air conditioning units are to be fitted in some offices and the staff rooms. RR also talked about the posts which were installed in the grounds of Villa V which are to have shade sails erected on them. The question was asked of whose responsibility was the upkeep of the play equipment. RR said she would put something out on the School App to inform parents that some of the play equipment has been cordoned off. RR invited all of the SGC to any events that are on the school calendar. Speak to ACS. Next Open afternoon is 21st September 2-3pm. AS said that some parents would like to come into school after the school day as some are not able to come during school time to see their child’s class. RR advised that parents evenings will be in the classrooms to enable parents to see the children’s work. It was mentioned to add the SGC to the evening event. GW suggested to add a comment on the School App about working parents can come in after school. LB asked why could all parents come into our assembly on a Friday. It was advised that we were unable to invite all parents due to the small space we had for the hall. RR agreed that maybe we could have spare spaces for extra parents. BL asked if RR had advertised her new qualification to parents and as she stated she hadn’t it was suggested that the SGC would mention it and she agreed to this.AS asked about attendance and the School App. Some parents were confused as to how to report sickness and requesting term time leave. RR confirmed that the School App was for day sickness only and requests for term time leave was to email the office.AS highlighted from the Staff Survey it stated that staff had to use their own time for some school work. RR said they monitor their work load. Other staff if doing a course will undertake it in school time. RR said that if an LSA is not needed in the classroom then they can be deployed elsewhere.  | ALL / ACSRR |
|  | **SIP and SEF Reports**RR to condense the SEF. Asked for questions.SIP – IC stated we could new use the Red/Amber/Green. RR advised we would use this. Completed in August holidays. Parents survey was back in April. He said that this does not reflect the staff and Parent feedback. Last year we had pupils with ‘needs’ which other children obviously are not aware of.SIF and SIP is not shared with parents. They are made aware from the SGC. We started the ‘orange card’ system, parents were made aware and it is working well. RR advised on how much communication was sent out to parents on a weekly basis. AS – SIP – had received feedback from parents regarding Art. RR advised that the school focuses on core subjects and other subjects will be focused on later. It was stated that there was nothing in the SIF to mention this progression. RR advised AS to work with LW.Working GroupsAS – STEM Group – ongoing. Natalie still has some work to do. It was suggested that the curriculum be sent to parents to see if any can support. AG – Safeguarding. AG needs to do a visit to the school.BL – photography. How do we include pupils, how do we exclude? RR advised that parents complete a GPDR form of what they allow. However, some pupils do get upset when excluded. Which class to view photos on the school app? Parents clarification to be checked. Parents are not informed of any incident / injuries, only head injuries. It was asked if the school contacted the parent after an injury. RR stated that a call and letter was sent after head injuries only. Parents would like to receive a slip to say their child has had any type of injury at school .Finance – IC – Plans to have a meeting around November before IC departs for Finance. Natalie may be involved. He had spoken to Susan Coole and her deputy and looking into reducing shipping costs for resources. FoBFS was discussed and their own fundraising. It was decided the IC would not get involved. GW – infrastructure. The last meeting was in July and due to meet next in September. Someone was tasked with options of rebuild / repair etc and a decision is expected to be made in Jan 23. GW gave an overview of the situation. Meeting with DIO today onsite to discuss the play equipment and Sun shades. RR asked if AM could seek clarification from higher sources that these meetings will go ahead in January 23. Parents would also like an update on the situation on the building. GW suggested the SGC did an update to parents.H&S – A person needs to be allocated.BL – Communications – Parents love the new School App. A decision has been made to cancel the school facebook page. LW to discuss with Helen B.Defence Connect SGC page for all information.AOBSGC enrolment for new members.SGC details to go in the welcome pack. AS to actionWithin the agenda scope for a 10mins slot to discuss a topic to update everyone.Interim SGC update meetings. RR suggested separate agenda. Maybe a Progress Meeting?Chairperson ReportInfrastructure Report – needs to check we are still being thought of and not forgotten.New community centre on the horizon – This is positive newsMembership of SGC and new membersBuilding of Finance knowledgeWhat is the SGC comms plan?Future possibility of the school Joining community events?SGC to use the School App for communication to parents.  | AS / LWRRRRGWLWAS |

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|  | **Date of next meeting**17 January 2023 |  |