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| **The British Forces British Forces School, Naples**    **RECORD OF DECISIONS OF THE SCHOOL GOVERNANCE COMMITTEE MEETING**  **HELD ON TUESDAY 17TH JANUARY 2023** | | | | | |
| **Present**  Gp Capt Alex Mason (AM)  Mrs Rebecca Robinson (RR)  Wg Cdr Gareth Wiggin (GW)  Cdr Brian Lockhart (BL)  Wg Cdr Ian George (IG)  Mrs Natalie Temperly (NT)  Mrs Liz Bloomfield (LB) | | Chair  Headteacher  Infrastructure Rep  Communications Rep  Legal Rep  Community Rep  Support Staff Rep | **In Attendance**  Mrs Alison Serrell-Cooke (ASC)  **Apologies**  Surg Cdr Anthony Gregory  WO Dave Campbell  Mrs Leanne Wortley (LW) | Clerk to the SGC  Safeguarding Rep  Welfare Rep  Teaching Rep | |
|  | **Agenda Items and Issues Arising** | | | | **Actions** |
| **1** | **Apologies received**:As listed above.  **Opening Remarks** .   * Welcome to Ian George who has taken over from Courtney. * Everyone was reminded of confidentially of everything that is discussed at the SGC * Decision on the infrastructure of the school anticipated – recommendation expected 08/02 and decision by VCDS Apr 23. * Update for recruitment for SGC would be beneficial. * It had been decided to have a two prong SGC – BL as Deputy Chair and for Infrastructure GW Deputy chair. * It was confirmed two new staff recruited for school. * Mrs Page has been appointed for Ferrari Class. * Karen Howard is expected to arrive after half term. * A military sponsor would be required for Karen when she arrives. | | | | ALL Sponsor needed |
| **2** | **Actions and Decisions from Previous Meeting**  BL sought clarification on usage of Villa V by community. It was confirmed that the community could use Villa V after school hours up to 5pm in the winter and 4pm in the summer term.  SGC Action Grid  It was recommended that the Parents Booklet was put on the School App.  All parents needed to be updated on the infrastructure and GW agreed he would provide something for the Head update this week.  NT suggested that the website is discussed regularly to check updates.  RR to continue to inform parents on current staffing in the school.  Usage of military Swimming pools discussed – GW confirmed engagement with Capo and Gric and undertook to explore MWA options. RR confirmed swimming is on the curriculum. The cost of lessons, location etc was discussed. GW to advise on progress.  Need to keep parents aware of progress.  BL to compile a training database to track SGC training, DBS and TORs signature.  Gov of the month  BL – Jan  AG – Feb  GW – Mar  AM – Apr  If you are Gov of the month please try and attend as many activities in school for that month and write a report for RR.  Welcome Packs – It was suggested that future welcome packs are going to include a welcome from Govs and FoBFS. SGC responsibilities to be provided for inclusion.  It was agreed that all future parent meeting SGC would be in Villa Rosa  Website vs School App. It was discussed what we put on each site. It was suggested to ask parents what they wanted to see. Parents do sign an agreement of to what photos can be used on the website and school App. RR to speak to staff as to what we need etc.  IG asked if we could have GDPR more accessible for parents to change their mind. RR to provide opportunity for IG to review Photo policy and permission forms | | | | RR  RR  GW  All to note  RR  GW  RR  BL  BL  All to note  BL  All to note  RR  RR/IG |
| **3** | **Headteachers Update**  BL asked about staff WELSA training plan noting departure of Lisa Taylor and pending departure of LB resulting in LW as only WELSA trained staff. RR advised there was future training dates but there is a risk we will not have anyone actually in school but there was always an external advisor available.  Staff Views – The recent Staff Survey was discussed. Teachers had highlighted their work load was difficult to manage sometimes. RR advised that following their feedback she has allocated additional staff meeting time for their mandatory paperwork and that she will release them prior to school trips to attend the site and complete necessary plans and risk assessments.  NT asked about the current building situation noting that staff had highlighted challenges. Many areas unable to be used by staff and children.  NT also asked if we had details of what was needed to be able to continue to function properly until the new build.  The possibility of having Porta-cabins on Villa V site for future teaching of FS was discussed. But until we have a decision on the building and what is happening we are unable to make any plans.  GW to enquire about the Community Marquee and if BFS could use it in the grounds of Villa V for shade.  GW agreed he would inform the Infrastructure Team of the problems that we encounter on a regular basis. Buildings, play areas etc.  BL raised the question of cumulative risk associated with staff shortages? RR stated that she is offering current staff additional working hours until staff are recruited.  RR mentioned she was enquiring to see if some of the LED posts could go out to local community. This would mean better continuity for some positions.  AM asked about LB who is Early Years trained member of staff and has completed her training whilst in the classroom. Whoever her replacement is they need to understand that training is required for the position. | | | | All to note  NT  NT  All to note  GW  GW  All to note  All to note  RR |
|  | **SIP Report**  RR – Discussed the SIP report with the SGC.  BL – asked if RR could send out pupil’s views to parents.  It was asked if individual meetings were taking place outside of the main meeting. AM asked if working group’s updates could be given at future SGC meetings. That way no need for individual reports to be distributed. It was suggested to keep a record of meetings and deliver to the SGC meetings. BL would update the matrix and agenda.  TOR’s refresh in progress.  NT – suggested to add more to the Job Vacancy’s add we put out.  NT offered to provide “My experience of being a SGC” which could attract more interest. | | | | All  RR  BL  ALL GOV  All GOV  NT |
|  | **Updates**  IG – to advise on GDPR and recruitment. Helen Botterill to send Ian the details regarding joining the My School App.  NT – Curriculum. Adam Seed organised the STEM Visits which took place in school recently. Ollie Cox was the STEM contact in HQ  World Work Wednesdays / History was to continue. There had been a few volunteers from the community who had been into school.  There has been a slight change with the curriculum. Projects each half term were proving challenging to deliver in the short time scale. Teachers asked to revert back to termly Projects which is currently being trialled.  Safeguarding – no more updates  Finance – Nothing from Ian Critchley  INFRA – GW  A Group came out in October and was tasked with options on the school, project rebuild. They have produced an option study and GW sat in on the meeting where it was discussed. The frame work was studied and suggested that it is salvageable but expensive. Options were discussed.  Working group meeting on Wednesday 18th Jan. Decision board is 8th Feb. Alison Stevenson will look and make a decision. Timeline is end of February for DCS to be informed. Alison Stevenson will hopefully come out to Naples around March 23. AM asked if General Mead was on the Board and suggested he should come around the school for an update briefing. This was to be arranged in the next few weeks.  It was asked if parents would be informed after 8th February. It was unsure if we would have been told by then.  It was also asked if General Mead had been informed that only 50% of parents would recommend this as a posting, due to the infrastructure elements of the school. AM will advise him.  INFRA Visits   * Programme Manager Strat Comm 31 Jan – 1st Feb * Jez and H& S 31 Jan * WO2 Donald TBC * DIO – 1st Feb   It was suggested that the School Hall to be cleared of Brit Club stuff. This could then be an area of space that the school could use. A date would be decided and given to them. | | | | ASC  All to note  All to note  All to note  AG  IC  All to note  All to note  AM  AM  All to note  GW |
|  | **HEALTH AND SAFETY**  All H&S had been discussed. RR mentioned that DIO did not support the new shading where poles had been erected and still no shade. RR informed the governors of the challenges she is having replacing the FS shading that was damaged in a storm prior to Christmas. | | | | All to note |
|  | **AOB**  BL asked about the fact that Italian schools close in bad weather and the British school stays open. The Mayor makes a decision because of the risk to children and staff. RR said she would speak to DCS and ask what rules we should follow.  Post meeting confirmation from DCS that the school will align with local opening directives. | | | | All to note  RR |
|  | **Date of Next Meeting**  16th May 2023 | | | |  |