

St Christopher's EYFS/Sunflowers EYS School Governance Committee (SGC) Meeting – Held at Helm Point on Wednesday 4th December 2024

Present:	Sqn Ldr Kevin Lee	Chair	KL
	Flt Lt David Duce	Parent Governor	DD
	Flt Lt Sam Guy	Parent Governor	SG
	CPO Jenni Wheldon	RN Welfare Officer	JW
	Miss Vicky Stephens	St Christopher's EYFS Leader	VS
	Miss Megan Tomlin	Sunflowers EYS Manager	MT
	Mrs Nadine Gonzalez	School Business Manager/SGC Secretary	NG

Apologies:	Miss Tricia Wood	EYA, ROW	TW
	Mr Alan Jones	Parent Governor	AJ
	Miss Anne Howcutt	Staff Representative	AH

Item	Action	Lead/Action
I	<p><u>Opening remarks by Chair</u></p> <p>Greeting - KL opened the meeting and welcomed everyone present and introduced SG as a new Parent Governor. SG will replace DD in the role of Compliance.</p> <p>Budgets – KL explained to DG that St Christopher's public-funds budget is significantly reduced this financial year. VS advised that while the setting have restricted spending this academic year, this is not sustainable. Both settings continue to work closely with Cmd to access resources, as covered by the SLA.</p> <p>Infra – Plans for the extension to the school building have been accepted and approval received from DCS. Works are expected to start after Easter.</p> <p>The playground surface on the outside area for both settings is showing signs of degradation. The matter is in hand and has been raised to Cmd who are liaising with DIO and Mitie on the best way forward.</p> <p>SGC – KL has been included in meetings headed by DCS lead for Performance & Governance. SGC TORs along with SGC responsibilities are still under review and will be published in due course.</p>	
II	<p><u>Matters arising from the previous meeting</u></p> <p>Security – Training on how to respond to a lockdown situation and bomb threat was delivered to staff across both settings during the last inset day. Request for blackout blinds has been approved and due to be actioned during the next financial year.</p> <p>Safeguarding – NG to check if L2 Safeguarding training is in date for all SGC members and inform them of the renewal date for this and for their DBS checks. – Completed.</p>	

	<p>Parent chats - one family have requested that the children's reports be shared before the parent chats. MT will speak to the parent in question. Completed.</p> <p>Sunflowers EYS – 2yr old funding has been implemented and taken up by some families. This is separate to the Wrap Around Care (WAC) published in Cmd Weekly Routine Orders. The WAC scheme is not a DCS initiative and, as directed, not supported by either setting.</p>	
III	<p><u>Headteacher's Report</u></p> <p>Given that the SGC have received and read the Headteacher's report and no questions were raised, VS presented the following points:</p> <ul style="list-style-type: none"> • Staffing levels – 1 staff member left over the summer on a level transfer to a full-time post in BF Gib/1 staff member on long term sick absence/1 staff member awaiting results of interview for a full-time post within Cmd*/1 staff member due to go on maternity leave in the new year/both supply teachers have resigned. With the upcoming increase in numbers our current staffing level is unsustainable. DCS have approved the recruitment of a supply teacher, this is in hand. Higher Needs Funding has been approved for an LSA to provide 1 to 1 support and we are awaiting a response from the DCS establishment committee. No authority has been granted to recruit a replacement LSA for the member of staff who left over the summer and this post is currently gapped. <p>*Post meeting note: the staff member has been successful in their application and will leave not return to St Christopher's in the spring term. Request for a like for like replacement has already been submitted to DCS.</p> <ul style="list-style-type: none"> • DCS Senior Educational Psychologist visited at the beginning of November. The visit was very successful and productive. • The PRMC Dental team delivered dental hygiene training during the las inset day. This was a very informative session. 	
IV	<p><u>Upcoming Events</u></p> <p>05.12.2024 – FS2 will interview HE the Governor on BFBS 06.12.2024 – FS2 FOD Plod and FS1 Craft Fair 10.12.2024 – Visit from Santa to both settings 12.12.2024 – Christmas Jumper Day 13.12.2024 – St Christopher's Nativity Performance 18.12.2024 – St Christopher's visit to King's Chapel 20.12.2024 – Last day of term. Sunflowers Christmas party and stay and play</p>	
V a.	<p><u>Sub-Committee Updates</u></p> <p>School Improvement Plan</p>	

<p>b.</p> <p>c.</p> <p>d.</p>	<p>Community Friendly Setting accreditation progressing well. All staff have successfully undertaken MAYBO training. Despite budget constraints, both settings have been able to secure training for this academic year.</p> <p>Compliance</p> <p>No issues raised. DD thanked the SGC for his time as Parent Governor.</p> <p>Education</p> <p>St Christopher's are predicted to achieve above the national average GLD.</p> <p>VS proposed that all governors spend a whole morning/day across both settings to experience the delivery of childcare and education first hand.</p> <p>Welfare</p> <p>No issues raised.</p>	
<p>VI</p>	<p><u>Issues raised</u></p> <p>Staff Representative</p> <p>No issues raised.</p> <p>Parent Representatives</p> <p>No parent representative has been found. The position has been advertised but there does not seem to have been any interest. SG will approach some individuals may want to be involved.</p> <p>Unit Representatives</p> <p>No issues raised. KL will check the current SGC TORs to see if this is a requirement.</p>	<p>KL</p>
<p>VII</p>	<p><u>AOB</u></p> <p>SG confirmed that he has successfully completed L2 Safeguarding training and is in the process of completing the rest of the training required by the SGC.</p>	
<p>VIII</p>	<p><u>Closing Remarks</u></p> <p>Resources – KL and SG re-iterated the use of GAF and LIG for sourcing classroom resources that are not a requirement but a useful addition to the children's learning.</p> <p>Famly – Logins for new families to access Famly are included in the settings' induction packs.</p> <p>MySafety – NG and EE (Sunflowers Deputy Manager) attended MySafety training on 02 Dec 2024. DCS have ensured that regard has</p>	

	been given to safeguarding processes and access to DCS data on MySafety is restricted.	
IX	<p><u>Next Meeting:</u></p> <p>Date: TBC</p> <p>Time: TBC</p> <p>Venue: HELM Point Community Hall</p>	