

**AFNORTH INTERNATIONAL SCHOOL  
British Section**

**School Governance Committee**

**Record of Decisions  
Friday 20th September 2024**

Attendees	SGC Role
Robert (Bob) Hobbs	Chair
Louis Harty	Secretary and Lead Financial Representative
Sheena MacLeod	Headteacher
Peter Brown	Assistant Headteacher and SENDCO
Penny Eaton-Bell	Teacher Representative
Jenny Brown	Business Manager and Support Staff Representative
Gary Margerison	DCS School Improvement Advisor
Iain Church-Taylor	Standards Lead
Bev Parmar	Standards Representative
Hakan Sivri	Standards Representative and International Representative
Emma Allardice	Standards Representative, GK Representative and SEND Link Governor
Shona Johnston	Safeguarding Lead
Karen Bennett	Stakeholders Lead and Health & Wellbeing Link Governor
Emma Ruddock	Stakeholders Representative
Claire Hammon	Stakeholders Representative and Community Relations Link Governor
Antonio Sellitto	Stakeholders Representative

Apologies	SGC Role
Julian Spalding	Safeguarding Representative and UK Welfare Representative (NSE)

Item	RoDs	Action / lead	Timeframe
<b>Item 1 – Welcome</b>	a. The Chair welcomed all new and current Committee members.	All SGC Members	
<b>Item 2 – Chair’s introduction</b>	a. The SGC has grown and although new members will be inexperienced, the distribution of duties can now be spread more equally. It was impressed that the SGC’s goal remains to support the School in implementing their improvement plan by providing assurance and guidance.		
	b. The Chair’s direction is for each representative of the SGC to create a realistic number of achievable goals that they can work towards this year.	All SGC Members	Next SGC meeting
	c. The Chair encouraged each SGC member to complete all mandatory courses, e.g. safeguarding, to develop their competencies and strengthen credibility.	All SGC Members	
<b>Item 3 – SEND</b>	a. No MASO (MOD Assessment of Supportability Overseas) applications were raised in 2024. Any emerging	Headteacher	Q2 2025

Item	RoDs	Action / lead	Timeframe
	<p>concerns will be addressed at school level and if necessary an ENMASO (Emerging Needs MASO) will be raised in consultation with the family, school and DCS. Parents posted to JFC Brunssum and Geilenkirchen are advised to contact the school in sufficient time (at least 3 months' notice) to help enable the School to make an accurate assessment of a child's needs and whether appropriate support is available.</p>		
<p><b>Item 4 – SGC Constitution, TORS &amp; representation</b></p>	<p>a. The SGC constitution and TORS will be updated in line with the release of the Strategic Defence Budget Review in 2025, as the new policy will assist in modernising the constitution.</p> <p>b. A SGC page will be included on the AFNORTH website; a position has already been allocated but the appropriate content is yet to be decided. It was suggested that JFCBS Media Rep, Ms. Kelsey Fussner, could support in the creation of the page.</p> <p>c. The SGC's code of conduct will be reviewed at the same time as the constitution.</p>	<p>Chair</p> <p>Ms. Hammon to liaise with Mr. Castillo</p> <p>Secretary to liaise with JFCBS Media Rep</p> <p>To be reviewed by Mr. Church-Taylor</p>	<p>In line with Policy update – 2025</p> <p>Update by next SGC meeting. Update by next SGC meeting.</p> <p>Next SGC meeting</p>
<p><b>Item 5 – Documentation storage</b></p>	<p>a. Noting that the current system for storing and accessing data is highly inefficient, it was agreed that an accessible E-repository would be needed.</p> <p>b. The School can provide an accessible workspace for members to access files that cannot be accessed on NATO IT systems.</p> <p>c. Clarity is needed on which platform is better for securely retaining information, Google or OneNote.</p>	<p>To be initiated by Mr. Margerison</p> <p>To be reviewed by Mr. Margerison</p>	<p>Next SGC meeting</p> <p>Next SGC meeting</p>
<p><b>Item 6 – International representation</b></p>	<p>a. Mr. Antonio Sellitto has kindly volunteered to represent the Italian Community on the SGC.</p> <p>b. Mr. Hakan Sivri has kindly volunteered to represent the Turkish Community on the SGC.</p> <p>c. Ms. Emma Allardice has kindly volunteered to represent the Geilenkirchen Community on the SGC.</p>		

<b>Item</b>	<b>RoDs</b>	<b>Action / lead</b>	<b>Timeframe</b>
<b>Item 7 – Single Central Record (SCR) Audit</b>	a. Audit resolved successfully.	<b>Closed</b>	
<b>Item 8 – Persistent absence and attendance</b>	a. Persistent absence and attendance are in line with national average.		
<b>Item 9 – School Recruitment</b>	<p>a. Two learning support assistants have now been hired with employment confirmed post-clearances.</p> <p>b. Recruitment is limited to British military dependants. Civilians/locals (excluding Germany) can be employed if there has been an open position for an extended period.</p> <p>c. Answer needs to be found as to whether a path can be followed to seek exemption/challenge the above (7a) for those in unique circumstances (e.g. staff whose spouses leave NATO employment and become civilian).</p>	To be reviewed by Mr. Church-Taylor	Next SGC meeting
<b>Item 10 – Parental questionnaires</b>	a. The Chair highlighted that there had been zero parent questionnaires submitted on OFSTED Parent View since 2017. Head Teacher explained that this tool is typically aligned with school inspections; the last one being in 2017. The school sends parents an annual questionnaire which is the same format as that on OFSTED Parent View.	Chair and Headteacher	Update by next SGC meeting
<b>Item 11 – SGC and student council</b>	a. Ms Macleod proposed that student school council members brief the SGC on their term activities at the start of each SGC meeting. This would promote a level of verisimilitude and offer the opportunity for the children to deliver a presentation in a professional environment.	Headteacher	Next SGC meeting
<b>Item 12 – Finance</b>	<p>a. The Financial sub-committee will endeavour to utilise their oversight to push for support, where needed, for the appropriate allocation of funds in line with the School's improvement plan and constitution.</p> <p>b. The School's budget for the next academic year has been released and has seen a reduction; this will be reviewed during the financial subcommittee meeting.</p>	Financial Sub-committee	On-going
<b>Item 13 – Safeguarding Audit &amp; identity guidance</b>	a. The School will have a 175 audit to be discussed during a meeting on 7 Oct 24.	Headteacher	

<b>Item</b>	<b>RoDs</b>	<b>Action / lead</b>	<b>Timeframe</b>
	<p>b. Issues regarding behaviour on buses will be logged on a spreadsheet to review trends and enable proactive measures to be taken.</p> <p>c. Identity guidance is lacking, and D&amp;G is awaiting ratification. Respect and kindness is the current procedure towards students and teachers are addressing any emerging concerns immediately with parents to ensure transparency. Assemblies are held to ensure students are aware of their zero-tolerance approach towards bullying.</p>	Headteacher	<p>Update by next SGC meeting</p> <p>Update by next SGC meeting</p>
<b>Item 14 – Communication</b>	a. It was proposed that a WhatsApp group would be beneficial for SGC members to be able to contact each other.	Secretary	Next SGC meeting
<b>Item 15 – SGC calendar</b>	a. A calendar for all SGC members will be created to assist with the organisation of meetings.	Chair	Next SGC meeting
<b>Item 16 – Report templates</b>	a. A template will be created for all reports. This is to be utilised by the SGC to enable a quicker, easier and more standardized submission of information.	Chair	Next SGC meeting
<b>Item 17 – Bereavement Policy</b>	a. The SGC and School have worked together to create an official bereavement policy which will be utilised in staff training days and published in the upcoming newsletter. This policy may also be shared with other International schools to support the unique challenges faced by the children of military personnel.		
<b>Item 18 – Closing remarks</b>	<p>a. The Chair emphasised the importance of each member working hard in their role to help support the school, its students and the staff.</p> <p>b. The Headteacher offered a Familiarization visit for new members of the SGC. Those who are interested should request this through the Secretary who will liaise with the Headteacher directly.</p>	All SGC Members	
<b>Item 19 – Next Committee meeting date</b>	a. 20 Jan 24	All SGC Members	