

29 November 2024

MINUTES OF THE SGC MEETING HELD AT 13:30 ON 29 November 2024 AT MOUNT PLEASANT SCHOOL

Present:	Wg Cdr V. Dutton OC JFSU (VD) Mrs V. Stobart (VS) Mrs M. Summers (MS) Mr G. Margerison (GM) Mrs J. Alindayu (JA) Mrs Michelle Hill (MH) Mrs A. Mudford (AM) Flt Lt K. Kavanagh-Hogg (KKH) Sqn Ldr V. Turner (VT) Mr D. Crofts (DC)	Chair Head Teacher Assistant Head Teacher DCS/MOD Schools Representative Safeguarding & SEND Representative/BFSWS School Teacher/Staff Representative Parent/Community Representative H&S/Finance Representative Parent/Stakeholder Representative School Business Manager
Apologies:	Mrs K. Steen (KS)	Executive Head Teacher FI's Schools, Curriculum Representative.

Agenda Item	Minutes	Action Required
1. Apologies	Apologies accepted for KS.	
2. Opening remarks by chair	VD – Introductions and thanks all for attendance.	
3. Matters arising from previous minutes VD	<p>Action Points from meeting/minutes of 09 July 2024:</p> <ol style="list-style-type: none"> 1. Completed - School has met with OC EMS and further meetings to be scheduled regularly. 2. Completed - Parents have been informed of school and class structure. 3. Completed - Working Group for SIP and SEF. 4. Completed - Paint is ordered. VD - can arrange additional baggage on Airbridge if needed for staff to carry additional supplies VT – if needed, other personnel could be asked to carry supplies, get in touch if needed. 5. Completed – SGC visits have taken place and are on-going. 6. Completed – SGC organisational meeting held. 7. Completed – SGC meeting convened. 8. MH – Rather than continue a formal Friends of MPS group, it's apparent that the school just needs to call on parents to help for a few fund-raising activities each year. 	
4. Core Visit Reports VS	<p>VS – Provides brief details of new format core visit report which has now been split into separate sections. Next visitor to school is hoped to be Mrs Wood (EYFS Specialist) in March 2025, visit application already submitted. The DCS Senior Educational Psychologist has requested to visit in January 2025.</p>	

<p>5. HT Report, SIP and SEF VS</p>	<p>VD – Will need to a robust justification to approve a visit without giving required notice. Happy to put forward the case if a strong justification is provided.</p> <p>VS – Also expect a visit from Mrs Taylor (Teaching and Learning support) in Summer term.</p> <p>VD – Asks for current UKBC recruitment position.</p> <p>VS – DCS have approved recruitment for 2 positions, but the adverts are not yet live, believed to be awaiting approval from Regional Command.</p> <p>GM – Confirms that the initial recruitment campaign was conducted during the Summer and DCS have already given re-approval for a new campaign.</p> <p>VS – Provides brief particulars of HT report already provided to SGC. Issues: Delayed/cancelled Airbridge at start of term. Retirement of HT. Recruitment of UKBC's</p> <p>VD – Despite no progress recruiting UKBC staff, situation remains manageable?</p> <p>VS – There a has been no applicant for advertised LEC Qualified Teacher Cover Supervisor position. 1 x interview for a LEC LSA position to take place next week – if successful, expected to be a part-time position only. Increased LEC admin/office hours have been approved, mostly for Mrs Bailey to work more pupil support hours.</p> <p>Outlines pupil arrivals and departures expected over coming months, number on roll will remain at 23 into Spring term. There have been a small number of enquiries from potential new families expected to arrive later in the year.</p> <p>Staffing: As there will be 1 less teacher, there is less resilience, school is doing what it can to mitigate that position through staff flexibility.</p> <p>Data: Provides end of term data highlights, to be read with caution owing to small cohort size.</p> <p>SIP is progressing and remains a work in progress. In relation to priority 3 (to revisit sustainability, including communications and publicity) required action is to improve the quality of photographs on the school website – would the BFAI photographer be able to assist with this?</p> <p>VD – Just need to tell me what you need.</p>	<p>VD – Will seek recruitment update from Reg Cmd</p> <p>DC – Liaise with VD to arrange BFAI photographer assistance</p>
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	<p>SEND: Currently No child at MPS has a SCAN (Service Child Additional Need). SCANS are used rather than Education Health Care Plans (EHCP) in the MOD. If a child arrives with an EHCP this is converted to a SCAN, we cannot guarantee that a SCAN is converted into an EHCP on return to UK.</p> <p>Attendance: Has been adversely affected by Airbridge issues at beginning of term. Meeting held with DCS Educational Welfare/Attendance Officer. Overall attendance was 92.9%, has risen to 93.3% today.</p> <p>VD – Reasons are known, it isn't a worry.</p> <p>Behaviour: Remains strong, no issues.</p> <p>Safeguarding: Section 175 audit completed with social worker JA.</p> <p>Governance: A copy of KCSIE has already been sent to all members, all must read and sign to confirm it has been read.</p> <p>All SGC are also required to complete FGM training.</p> <p>All SGC are required to complete Level 2 Safeguarding training with BFSWS if not already done.</p> <p>Budget: Remains well managed, there has been some flex as DCS have purchased some web subscriptions centrally. Logistics/lead times remain an issue. We can submit business cases to spend additional funds at risk if necessary.</p> <p>Fundraising: The Nepalese community have raised an amazing amount for school funds and deserve special thanks.</p> <p>VD – Have they been recognised?</p> <p>Invited to school for cheque presentations and to school Christmas performance. DComd was present for 1 cheque presentation event.</p> <p>VD – May be able to ask CBF to acknowledge.</p> <p>Infra works: VS Outlines outstanding works.</p> <p>VT – Is it possible to push the cost back to DCS?</p> <p>VS – Require costings for new works before that discussion can begin.</p>	<p>DC – Send electronic signature form to SGC members.</p> <p>JA – will arrange suitable FGM training</p> <p>All SGC complete L2 Safeguarding if not yet done.</p> <p>VD – Can CBF acknowledge contribution of Nepalese community?</p>
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<p>6. SGC Monitoring Visits</p>	<p>GM – the works are either repairs or new projects. New projects need an accurate cost and could then be put forward to DCS to find out if they could be funded. The repair works are very frustrating as they are mostly jobs that have been ongoing for a long time and nothing is getting done.</p> <p>VT – it is a station wide issue, there isn't sufficient budget to complete all outstanding jobs and everything has to be prioritised.</p> <p>GM – Why aren't local infra holding the original contractor to account?</p> <p>VD – Can check to make sure that has happened.</p> <p>GM – Are certain jobs just the result of a matter of opinion? For example, the linking of the fire alarm panel, as that was not a requirement when the building was opened.</p> <p>H&S: 1 near miss reported RA's are being maintained. Fire drill is completed termly. Usual minor child accidents in playground.</p> <p>MH – the need for a fence to enclose the playground is also a H&S issue owing to the dust that blows through the area.</p> <p>SIP and SEF: Working documents that will continue to be updated by MS.</p> <p>1. Visit report by VD: VD – Visit provided opportunity for discussion with HT, a tour of the school and chance to see 2 class structure. 2-year curriculum cycle was explained and is well managed. Children were working with independence, were well organised and happy, they enjoyed talking about the school vision and values. Only question/concern is how to improve the advertising of teaching posts?</p> <p>MH – Is BFSAI being promoted as a family friendly posting?</p> <p>VD – Yes, that should be reflected in the 'new offer'. Secondary education becoming available again in Stanley may also make a difference. BFSAI also improving provision of activities for children.</p> <p>2. Visit report by KK-H: KK-H – Visit looked at building/H&S and found all checks are up-to-date and tracked via a traffic light system. All well organised and managed. Issues all relate to outstanding building works/repairs. Question, to consider how the building is managed for the long-term? How to maintain a rolling programme of preventative maintenance rather than wait for failure?</p> <p>VD – All jobs/works are being tracked, but there is currently little/no budget or capacity.</p>	<p>VD – Check if local infra done due diligence re ongoing issues?</p>
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	<p>3. Visit report by VT: VT – Completed a similar visit to that done by VD and also raised the same question, how do we improve recruitment, increase staff and improve resilience. How do we get staff here and how do we use them effectively?</p> <p>VS – LEC’s are used flexibly. DCS isn’t currently commissioned or funded to provide wrap-around care.</p> <p>VT – Great to understand the constraints, what are the constraints on LEC hours of work?</p> <p>VS – DCS AH ROW has indicated that 3 x UKBC staff would be needed to provide the necessary qualified staff, to maintain correct staff to pupil ratio and to ensure that the model was sustainable.</p> <p>VT – What qualification is required?</p> <p>VS – A level 3 qualification in childcare, DCS will fund LSA’s to complete a CACHE L3, but it is a lengthy process to complete the qualification.</p> <p>VT – It is difficult to forward plan owing to transient population, staff churn etc. Need to frequently ask, who is here, what do they need and what can be done to meet that need? How can we match our resource to the demand?</p> <p>MH – Since BFSAI is trying to encourage families would it be worthwhile letting potential families know in advance what qualifications would be desirable to gain employment in school?</p> <p>VD – Will look to include information in the ‘spousal offer’. Can MPS provide a short precis of the CACHE qualification?</p> <p>VT – Another consideration for flexibility is to keep SGC members after they have departed BFSAI, i.e. remote SGC members. The SGC TOR’s state that we have the ability to flex the terms.</p> <p>VD – SGC membership has now been written into some job descriptions – e.g. families Officer.</p> <p>VS – Parent governor also needs to be someone who has a child in school.</p> <p>GM – It is something that could be considered in the future should the need arise.</p> <p>4. Visit report by AM AM – Was impressed by the children’s autonomy, their ability to work independently.</p> <p>5. Visit report by JA Completed a Section 175 (Safeguarding) visit with a check of the Single Central Register.</p>	<p>MS – Provide precis of CACHE (and possibly HLTA) to VD</p>
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7. DCS Policy Directives	All good, no problems.	
	<p>VS – Policy updates from DCS provided for awareness:</p> <ul style="list-style-type: none"> • DSC SGC Committees TOR • DCS Safeguarding Children & Young People in DCS Schools and Settings. • DCS Directive on Attendance. • DCS Directive Supporting Children with SEND in DCS Schools and Settings. • DCS SALT policy Directive. 	
8. Policy updates	<p>VS – Note that the attendance directive includes a section for MPS ‘bespoke’ circumstances relating to airbridge delays, ferry delays etc.</p>	
	<p>Updated policies provided: Marking and Feedback. Assessment. Behaviour. Handwriting. Staff Code of Conduct.</p> <p>AM – Question about the behaviour policy and the team points system. Which may lead to some children in the winning team not being included in the winning celebration if they haven’t scored sufficient points.</p>	
9. Issues raised / AOB	<p>VS – Yes, the change has been made at the request of the children who questioned the fairness of the previous system. The new policy will be trialled to see how it works and may need to change.</p>	
	<p>MH – Please can thanks be passed to Fire Section, Bomb disposal and Dog Section for recent visits.</p> <p>VD – Yes.</p> <p>AM – Seem to have been less communications since school stopped using Tapestry App and there was no letter home about the Dog Section visit.</p>	<p>VD – Pass on thanks to units for recent visits</p>
10. AOB	<p>VS – DCS directed schools to stop using Tapestry App owing to data protection issues. The replacement is too costly at present. Apologies if Dog Section visit letter was missed.</p> <p>VS – Confirms SGC roles for purpose of minutes: VD – Chair JA – Safeguarding and SEND AM – Parent and Community MH – Staff VT – Parent and Stakeholders</p>	

11. Date of next meeting	<p>KK-H – H&S and Finance KS – Curriculum Vice Chair – Not required, meetings re-arranged if Chair unavailable.</p> <p>VT – Contacted by someone who may be able to help out with swimming instruction.</p> <p>VS – Ask them to contact school we can check qualifications and DBS status to see if they can help us.</p> <p>VS – Does the current arrivals brief mention school always needing volunteers for after school clubs etc?</p> <p>VD – Yes, that could also be included in the People Bulletin, the Arrivals brief and the Penguin Patch.</p> <p>To be confirmed</p> <p>VD – Thanks all for attendance and meeting is closed</p>	KK-H to add request for volunteers to Penguin Patch etc.
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	Action Points	
1	Seek update on recruitment of UKBC teaching staff from Reg. Cmd.	VD
2	Liaise with VD to arrange BFSAI photographer assistance with school website photos.	DC
3	Send electronic signature form for KCSIE to SGC members.	DC
4	Arrange suitable FGM training for SGC	JA
5	Complete L2 Safeguarding training with social worker, if not already done	ALL
6	Can CBF acknowledge contribution of Nepalese community?	VD
7	Find out if local infra has done due diligence re ongoing issues that have not been resolved – e.g. school hall floor.	VD
8	Provide precis of CACHE (and possibly HLTA) to VD	MS
9	Pass on thanks to Fire Section, Bomb Disposal and Dog Section for recent school visits.	VD
10	Add the request for volunteers to run school clubs to the Penguin Patch etc.	KK-H