



Queen Berengaria School

Headteacher: Miss Julie Hemsley

MINUTES OF THE QUEEN BERENGARIA SCHOOL GOVERNANCE COMMITTEE MEETING

HELD ON FRIDAY 13TH DECEMBER 2024 at DHEKELIA

Attendees

Tim Wildish (Col TW) – Chair
Julie Hemsley (J.H) – Headteacher
Kate Campbell (K.C) - 0-3 Early Years Setting Manager
Damon Donaldson (D.D) - DCS/SIA
Melissa Neave (M.N) - SGC Clerk
Rebecca Miller (R.M) - Educational Welfare Officer
Charlotte Finn (C.F)- Ay Nik Parent Rep
Amy Burkill (A.B)- Dhekelia Parent Rep
Jenny Tidman (J.T) - Teaching Staff Rep
Christopher Ansell (C.A) - Community Rep (Ay Nik)
Charmaine Smith (C.S) - Community Rep (Dkl)

Apologies

Dave Dimmock (D.D) - Parent Rep
Lisa Milner (L.M) - Teaching Staff Rep
Samantha Telford (S.T) - Support Staff Rep
Padre Nathan King (Padre N.K) - Community Rep (Ay Nik)
Simon Upson (S.U) - Parent Rep (Ay Nik)

Ser	Agenda Point	Comments	Actions
1.	Welcomes, Introductions, Apologies & Opening Remarks by Chair (Lt Col Tim Wildish)	<ul style="list-style-type: none"> • Col TW thanked everyone for attending. • Quick points to start this is the 6th term coming to an end since the school opened. Good outcomes but still recognising the challenges that are faced with decisions being made above our level. We need to make the most of what we have as what we have is very good. • Today's meeting is our first full SGC in the new format. Our role as the SGC is to support the school and make it as good as we possibly can whilst holding DCS to account. • There were a number of reports and inspections which took place in the summer. All were very positive. ROSE report for QBS and EarlyYears were overall extremely positive. Well done to all involved. • Personnel- There is a big change coming up with Rifles leaving and 4 Scots coming in (Summer 25). Col TW will also be leaving in the Summer 25 meaning a new SGC chair will be needed. • Infrastructure- Workstream A will give us over 100 new houses by October 2026 which will replace Blenheim. This will have a big impact on teachers with relocation. A site is being looked for a new medical centre. Likely site is by the old garrison library, trying to avoid near school. Still being worked on at present. • Activities: Lots of fantastic activities have been organised on the station recently including the early years Christmas sing along, QBS Christmas fayre which was well attended and raised a fantastic amount for the PTFA whilst bringing the community together. Special mention for the recent production of scrooge which was also amazing. 	

		<ul style="list-style-type: none"> • Reminder to everyone that the Christmas market is taking place on the station next Thursday which should be another fantastic event. • 2nd anniversary event is coming up to mark QBS opening, hoping to have head of DCS join us to mark the occasion. 	
2.	Matters arising from previous minutes	<ul style="list-style-type: none"> • New assistant head (EY and KS1), has now been recruited. Should be in role by May 2025. • Since the last SGC the sub committees have all met under the new format. • From this meeting forward, the minutes will be published on DCS website. 	Check opening timings on the website for the settings as these are showing incorrectly.
3.	Headteachers Repot	<ul style="list-style-type: none"> • The report was sent out in advance but some salient points to draw attention to: <p>Staffing Update:</p> <ul style="list-style-type: none"> • J.H mentioned that the new assistant head has been appointed and onboarding is taking place at present, with the hope of the person being in role by May 25. It has been a significant challenge not having someone in role. • Teacher role has been appointed and onboarding is taking place at present. Currently being covered by a cover supervisor, hope of them being in role by April. • PPA role: is still a current gap in school and we haven't received permission to recruit (currently sat with regional command). At present this is being covered by cover supervisors. • At end of the 24/25 academic year we will be losing 17 	

members of staff. We need to factor in time to train and recruit. We have received approval to start recruiting in April rather than waiting till we have received notice.

- C.F asked what % of the school workforce is this?
- J.H confirmed it is about 40% of the workforce.
- A.B asked if we have indication on the number of children coming in?
- J.H confirmed that as of right now we don't have any indication, we have reached out to the schools in Catterick.

SEN:

- J.H reiterated the on-going issue with Ed Pysch's. The school has been running without one since the school opened over a year ago. However, we have had an EP in the building this term for 1 week which has been extremely beneficial. We hope to see them again in the spring term.
- J.H explained that 1 child has been found unsupportable.
- School improvement plan has been shared. Priority is around Maths and pushing more able children.
- Curriculum: personal development journey for the children
- Assessments: assessment of non-core subjects
- Behaviour remains a strength across the school. Several campaigns on stop bullying (proactive)Pupil surveys all confirm children feel safe and behaviour is good.
- Attendance: above national average but we have a concern of the increase in the number of

parents requesting time off in term time. We will be looking at campaigns on how we reduce this.

Finance:

- J.H explained that the budget is currently running at £125K due to it being insufficiently set in the first instance. DCS are looking at introducing a monthly finance meeting.
- J.H explained that next year budgets will be lower than this year which is going to pose more challenges for the school and will continue to be an ongoing issue for at least another 18 months. Everything we are requesting is required for the day to day running of the school.
- J.T explained that if I need anything for my class outside of banner I have to obtain 3 quotes: it is time consuming and adds workload.

Attendance:

- R.M echo' d J.H's point that term time holiday's is becoming a trend. It has a knock-on effect on those in the classroom. Thinking about strategies and ways forward, to let families know the importance of attendance.
- Col TW: explained that there is a responsibility with the chain of command to let everyone know its unacceptable to take your child out of school.
- R.M explained that we also have a duty to let families know that once they are back in the UK they would be subject to fines which are significant under new statutory guidance which came into place in 2024.
- C.A asked if there are any conversations with DCS to look at introducing fines?
- R.M explained that right now there isn't.

4.	Early Years Setting Manager Report	<ul style="list-style-type: none"> • The report was sent out in advance but some salient points to draw attention to: <p>Staffing:</p> <ul style="list-style-type: none"> • K.C explained the concern that the EY is due to face a similar challenge for when the RIB move happens in Summer 25. EY are losing 50% of the workforce. Don't have an exact number yet but will impact DHK and Ay Nik full time too. • K.C also explained there had been a significant increase in sickness and they can't employ anymore UKN's at EY who are usually full-time workers. • Col TW: asked that they engage 4 Scots in the various work opportunities at the EY settings. • K.C explained that they will be doing a recruitment drive when they visit the UK for the 4 Scots briefing. • C.A mentioned that if you let me know about all job opportunities for Ay Nik we can post on social media too to further drive the marketing. • K.C thanked C.A and explained that the issue is staff can give 1,2- or 3-weeks' notice but it takes up to 16 weeks to recruit and onboard a replacement. • Col T.W explained that we can waiver the security piece in order to help speed up the process for those who live on the station. • K.C confirmed the plan is to come together with H.L and JH in Jan to map out the process. • ONA: free funding for families 9 families, 3 more to start after Christmas. • Wrap around care: not commissioned to provide but we run the wrap around care 	<p>Action: Send all job adverts to C.A so these can be circulated on Ay Nik social media pages too.</p>

		<p>provision. Funding 20 hours a week, have to apply to AFF. We are capped at a number as we don't have space and workforce to support. Ideally wrap around care needs its own building and budget.</p> <ul style="list-style-type: none"> • CF: how are we messaging about the wrap around offering? • K.C: its in the Din on MOD net. • CF: how about communicating to non-service personnel? Can we proactively communicate the constraints? • Col TW: we need to be careful with the messaging, it's something we should look into. <p>Finance</p> <ul style="list-style-type: none"> • K.C confirmed EY budget is ok at present. • KC Asked for 1 consolidated budget going forward from April, so it's less paperwork. At present it is 1 for Ay Nik and 1 for Dhekelia. <p>Other</p> <ul style="list-style-type: none"> • K.C confirmed the demolition of the old school site in Ay Nik will start soon whilst closed for Christmas break. Need support from QM team to help move everything in order to avoid dust. <p>Feedback</p> <ul style="list-style-type: none"> • C.S: feedback on the EY Xmas events saying how fantastic it was. 	<p>Col T.W to raise future of wrap around care provision with BFC.</p>
5.	<p>Sub Committees</p> <ul style="list-style-type: none"> • Standards • Stakeholder • Safeguarding 	<ul style="list-style-type: none"> • Standards covered by J.H: New committee structure for governance - helpful that we have big Q's. However, query if attendance is in the correct subcommittee 	

		<ul style="list-style-type: none">• Col T.W confirmed that we can change that ourselves. Therefore, going forward attendance will sit under safeguarding.• J.H explained that the standards committee need to understand how the curriculum has been built, what its principles are and then see it in action.• The plan is for the subcommittee to interview children on their curriculum. On the last core visit we interviewed some children which was a fabulous exercise to do in order to see from their point of view. One child said this school is like goldilocks not too hard and not too easy, its just right!• Standards committee are going to sit in on pupil progress meetings in January. Ready to feedback for the next meeting. <p>Stakeholder covered by C.F:</p> <ul style="list-style-type: none">• Unable to answer the big question's until we establish the mission statement, unique offer and promise.• J.H explained the school is currently putting together a service level agreement. All schools are producing this document which will show what is our core offer & what we do.• C.F explained the subcommittee looked at suggestions on practical ways of how to get people involved & how to bring everyone together. We are a divided community which hangs over the subcommittee.• Col T.W recognised some really good practical ways that we can deliver the message.• A.B mentioned the Christmas fayre yesterday was a wonderful example of bringing both communities together.• J.H explained there are lots of activities and events already planned and this is evident in Spring term which is already	
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mapped out and will be shared in the newsletter today. Eg QBS 2nd birthday theme is the power of 2 and how the number two is present in all our learning and subjects. We are going to try and do something once a month for parents going forward. In the new year we are also looking at introducing a window in the classroom to give parents an insight into their child's class.

- C.F mentioned that one of the big questions for the subcommittee to answer is mental health and wellbeing prioritised? The subcommittee is not able to answer this at present. In current questionnaires who has input into creating surveys? Who analyses the data?
- J.H explained at present D.D analyses these surveys. At present this is created using OFSTED questions, going forward all schools will have same question set.
- D.D explained if schools do have specific questions they want to ask this will still be possible but we need to be mindful of sending out too many surveys.
- J.H mentioned a recent survey which has been sent out asks parents about after school provisions but has received limited responses.
- C.F mentioned as parent reps we can look at creating channels to circulate information and then look at how we can bring this information back to the SGC.
- C.F asked how is the wellbeing of teachers?
- J.T explained we do staff questionnaires as well as pupil. D.D do you collate?
- D.D: yes we do.
- J.T explained that the restructure of both schools has been monumental with a lot of changes

		<p>for some teachers. Staff mental health is better than it has been and things are settling but budget constraints don't help.</p> <ul style="list-style-type: none"> • J.H explained we have wonderful support from the station. • J.T explained things such as exercise classes being offered in the evening are great as staff can participate as a lot of things take place when staff are working (eg partners PT). • Safeguarding: covered by J.H • S.175 audit about what we are doing for safeguarding has been completed which from that has generated an action plan. L.M has included attendance as a part of this. • Col T.W: Let's make the decision today to move attendance under safeguarding. • K.C confirmed that EY will also be completing a S.175 audit and that C.S is now the governor for Early Years. 	
6.	Issues raised by:	<ul style="list-style-type: none"> • Teacher Rep: • JT mentioned the need of the further development of the playground. Children physically need to be able to run around at present there is inadequate space due to the gravel outside. If there is anything that can be done to help develop the playground that would be great. The PTFA have been wonderful donating money for playground equipment. Shading is also required outside as there is a climbing frame we 	

		<p>can't use for 6 months of the year.</p> <ul style="list-style-type: none">• Col TW: confirmed we will continue to look into this and see what can be done.• Parent Reps:• A.B explained that the word on the ground for Dhekelia is the upcoming transition and the big move back to the UK next year. There is a lot of uncertainty and anxiety.• C.S confirmed that home start will also be doing some work to help support the transition for families who are leaving.• C.F explained that there is an issue facilitating people who can't get to the school from Ay Nik when they don't drive eg for the school nurse and events.• J.H explained that we can look at providing the school nurse drop in at Ay Nik.• Col T.W asked is there a welfare mini bus?• C.A confirmed that there is and we can look at utilising this for school events.• J.H confirmed that all PTFA events going forward will be held in the school and in the new term we will start with our second birthday celebration.• C.F asked about the PFTA and how the committee is run.• J.H confirmed that it is run by parent volunteers, we have done a recent recruitment drive but we are struggling to recruit. We need more volunteers on the PTFA. <p>Unit Reps:</p> <ul style="list-style-type: none">• C.A confirmed that car seats will be removed from buses from January which has been led by BFC, letters will be sent out to parents from Ay Nik Station.	
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7.	AOB	<ul style="list-style-type: none"> C.S mentioned that there were some recent mock interviews with sixth formers, a big thank you from them for allowing them to complete work experience in the school. M.N asked that all SGC members email her directly going forward with apologies as she doesn't have access to the calendar to see responses. 	
8.	Date of Next Meeting	20.03.2025	Venue: TBC