



**RECORD OF DECISIONS OF THE SCHOOL GOVERNANCE COMMITTEE MEETING  
HELD ON Thursday 19th December 2024**

<p><b>Present</b></p> <table border="0"> <tr> <td>Maj Duncan Ayres (DA)</td> <td>Chair</td> <td><b>In Attendance</b></td> <td></td> </tr> <tr> <td>Mrs Leanne Wortley (LW)</td> <td>Headteacher</td> <td>Mrs Sarah Warren (SW)</td> <td>Clerk to the SGC</td> </tr> <tr> <td>Sgt Mark Botterill (MB)</td> <td>Deputy Chair</td> <td><b>Apologies</b></td> <td></td> </tr> <tr> <td>Mrs Helen Botterill (HB)</td> <td>Staff Rep</td> <td>Wg Cdr Ian George (IC)</td> <td></td> </tr> <tr> <td>Surg Cdr Calum Lamont (CL)</td> <td>Safeguarding Rep</td> <td>Karl Miller (KM)</td> <td></td> </tr> <tr> <td>Flt LT Toga Loco (TL)</td> <td>Curriculum Rep</td> <td></td> <td></td> </tr> <tr> <td>LT Cdr Ben Jewson (BJ)</td> <td>Finance Rep</td> <td></td> <td></td> </tr> <tr> <td>Maj Duncan Fraser (DF)</td> <td>Health and Safety</td> <td></td> <td></td> </tr> </table>			Maj Duncan Ayres (DA)	Chair	<b>In Attendance</b>		Mrs Leanne Wortley (LW)	Headteacher	Mrs Sarah Warren (SW)	Clerk to the SGC	Sgt Mark Botterill (MB)	Deputy Chair	<b>Apologies</b>		Mrs Helen Botterill (HB)	Staff Rep	Wg Cdr Ian George (IC)		Surg Cdr Calum Lamont (CL)	Safeguarding Rep	Karl Miller (KM)		Flt LT Toga Loco (TL)	Curriculum Rep			LT Cdr Ben Jewson (BJ)	Finance Rep			Maj Duncan Fraser (DF)	Health and Safety		
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	<b>Agenda Items and Issues Arising</b>	<b>Actions</b>																																
<b>1</b>	<p><b>Opening Remarks:</b> DA welcomed everyone and stated that BJ would be joining us late.</p>																																	
<b>2</b>	<p><b>Matters arising from previous SGC meeting on 9<sup>th</sup> July 24.</b> The matters arising from the previous meeting were not discussed.</p>																																	
<b>3</b>	<p><b>Chairman’s verbal reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Educational Commissioner</b> DA explained that Air Commodore Kilvington has now taken on the role as Educational Commissioner and recently attended an assurance board. The board is held yearly. The Assurance Board reviewed all schools including BFS Naples outcomes which continue to do well. It also gave an opportunity to discuss ongoing issues with the school.</li> <li>• <b>Assurance Reports</b> DCS has produced an Assurance report which has been shared with all SGC Chairs and Head Teachers.</li> <li>• <b>WAC</b> A survey for the need of Wrap Around Childcare was sent out to parents the results revealed this is something parents would like here in Naples. DA approached DCS who have provided a financial costing model. The costing model works out expensive and DA felt it was unlikely the budgetary TLB will allocate money to it. DA explained that he felt that this option is off the table, he will now engage with NSE to see how locally employed dependants could run WAC and be paid in the same way as bus monitors for the school. This is unlikely to happen within the next 6 months.</li> <li>• <b>Early years provision</b> DA has been in contact with Trisha Wood to discuss why BFS Naples only provide 15 hours of early years provision instead of the 30 hours UK parents are entitled too. UK rules do not apply in Naples so unable to claim back through tax.</li> </ul>																																	
<b>4</b>	<p><b>SIP, Headteacher Report:</b></p> <ul style="list-style-type: none"> <li>• <b>SIP</b></li> </ul>																																	

LW shared the four SIP priorities this year and gave the SGC a chance to ask any questions related to these.

Linked to the Curriculum priorities, DA asked if data for previous years in writing, reading and maths has significantly changed.

LW explained that attainment in writing has tended to be lower than reading and maths hence the focus on this area to raise standards. GM explained that small class sizes also make percentages statistically unreliable. Mobility was also discussed as an issue that impacts attainment across the curriculum.

DA Can XO help? What can parents do to support at home? LW explained we have parent meetings and workshops to share with parents' ways to support children at home. HB sends a pupil pack (containing reports, previous attainment data and books) to teachers before a child starts so they have an idea where a child's education is at. EYFS have 1 to 1 induction sessions which can help identify any gaps in learning. Older children are sent a welcome letter inviting them to 1 to 1 meeting with class teacher where any issues can be raised.

CL asked why we could not use village school percentages on learning as a comparison.

GM replied the statistics we use in general are not viable, village school's data is masked so not reliable. What needs to be discussed is are children making progress whilst at the school and highlighted that the school have put in a significant amount of work over the years improving standards and LW is focused of improving further especially in area of writing.

LW explained Pupil progress meetings are undertook regularly where they look at pupils' workbooks, attainment and have discussions with the teachers about progress. Further support is then implemented following these.

Raising attendance was discussed. LW explained that a significant percentage of low attendance is due to unauthorised absences. LW explained the staged process of the attendance procedure. Low attendance over a period of years can have a significant impact on a child's education. LW sends attendance statistics out every month on the HT update.

MB asked why we do not follow UK rules by fining parents when they take children out on unauthorised absences?

GM replied the UK law does not apply to overseas schools and some big schools lean directly into command for help in reducing absences. The statistics for BFS Naples relate only to a few pupils who have persistent absences.

SEND, focusing on universal provision and quality first teaching. LW explained there had been a change to support plan paperwork and that all staff had received training. Support plans are shared with parents at least 3 times per year however can be updated and shared more if further areas of need are identified. No further questions were asked.

Environment, LW explained there is still a large amount of work outstanding on both the interim build and Villa Victoria, some new works have been identified since occupation of the interim school building. No further questions were asked.

After School clubs, during Autumn term after school clubs took place but relied heavily on teacher and support staff volunteering which is the same for the after-school clubs that are due to take place in the spring term. A notice has been pushed out by LW for community volunteers but there are none forth coming at present. MB said that he will push out another notice asking for volunteers from the British community.

- **Staffing**

DA asked what does the staff plot look like for the next 12 months?

LW replied, we currently have full capacity of 4 teachers in classrooms, Abigail Grindlay recently joined us to make the fourth teacher. The AHT is still gapped although vacancy to be filled has been approved by DCS.

Learning Support Assistant's (LSA) and support staff. We currently have on LSA who has handed resignation in and due to leave end of January. Job advert for replacement has been sent out and closing deadline was extended due to lack of interest and time of year until 10<sup>th</sup> January. Another

<p>LSA is due to leave in summer term. June/July 2025 will be a large turnover of support staff and providing people apply for the roles BFS Naples sees no issues going forward.</p> <p>DA asked about timelines of submitting resignation letters and how long it takes to fill the post? LW replied for locally employed dependants working at BFS Naples a minimum of 2 months is required.</p> <p>GM suggested the resignation period be extended up to 3 months and that it would need to be included within terms of employment with a clause that if circumstances were to change this could be withdrawn. When LW receives resignation letter a business case can be submitted straight away for the Establishment committee approval, in the best-case scenario the establishment committee will review and authorise these within one week. Once authorisation received job advert goes to UKNSE for review and advertising this can take up to 2 weeks. The job is advertised for a minimum of 10 working days if lack of interest this can be extended a further 10 working days. Once applications received, sifting process begins and offer of interviews sent out approx. 10 working days. Once job accepted DBS applied for which can take approx. 2 weeks then induction completed. Overall, it can take up to 12 weeks for someone to be in post if it is a locally employed dependant but for UKBC teachers the process can be much longer.</p> <p>HB commented that dependant spouses will know roughly 3 to 6 months when they are leaving. DA acknowledge UKNSE would need to change contractual terms in order for resignation period to be extended.</p> <p>GM explained teachers have 3 set dates during the year they are able to submit resignation and that depends on date they wish to leave which are as follows:</p> <p>To leave by 31<sup>st</sup> December resignation to be given no later than 31<sup>st</sup> October.</p> <p>To leave by 30<sup>th</sup> April resignation to be given no later than 28<sup>th</sup> February.</p> <p>To leave by 31<sup>st</sup> August resignation to be given no later than 31<sup>st</sup> May.</p> <p>CL asked why during a financial year does replacements have to go through the establishments committee? GM needs to find the correct understanding and will let LW know the answer.</p> <p>DA asked if there is anything the committee needs to understand about the process of job advert going out for AHT.</p> <p>GM explained that it has been approved by DCS but the process passes through several higher chains. All civil servant jobs go into a queuing system. The government have a head count cap on civil servants' recruitment which DCS teachers fall under.</p> <p>LW identified a positive in recruitment, an Educational psychologist has been appointed in which planning meetings have been taking place with the view for a face to face visit hopefully in the spring. During the meetings areas of need have been identified such as training for support staff and parents.</p>	<p>MB</p>
<ul style="list-style-type: none"> <li>• <b>Parent Survey</b></li> </ul> <p>LW explained that we were very pleased with the results of the survey particularly that 100% of pupils are happy at the school. Some valid points were raised including, that a number of parents felt that the modular build could only be looked as an interim solution due to classrooms being smaller and not having the full facilities by still relying on Villa Victoria. Communication methods the school use to push notifications was felt to be excessive by some, however, at a recent parent brew LW explained to parents that some of the methods used are not controlled or monitored by the school (FoBFS Facebook pages and WhatsApp groups and class WhatsApp groups) and HB explained the school uses My Child At School app to notify parents. During the Parent Brew, HB also explained to parents how the app is used and the features parents are able to utilise. Parents are now able to have direct link of communication to own child's teacher.</p> <p>The school council have been busy on projects notably extending the lunch break out to 1 hour, they produced a survey to staff and pupils, evaluated it even sending a letter to GM with recommendation to extend lunch break. This will be revisited in January by LW with the school council.</p>	<p>GM</p>

	<ul style="list-style-type: none"> <li>• <b>Head Teacher Report</b></li> </ul> <p>At the end of the meeting whilst going around the table LW asked if anyone had any questions regarding the report. None were asked.</p>	
5	<p><b>Governor's verbal reports/visit records:</b></p> <p>7/8<sup>th</sup> November TL attended whilst we had visitors from Never Such Innocence, TL commented that they were creative and talented all children were very engaged. An email was sent to LW about the experience.</p> <p>26<sup>th</sup> November TL attended the Writing standardisation meeting with the teaching staff. TL found the visit useful and understands the process more.</p> <p>BJ received an email from School Business Manager with details about budget and non-public fund however none of this was shared within the meeting.</p> <p>The HT has not received any other written visit reports and none were shared during the meeting.</p>	
6	<p><b>Health and Safety:</b></p> <p>DF had an informal chat with Alison Lockhart about Health and Safety only items identified was old school building in a state of disrepair to the degree minimum access only. School playground equipment which no decision has been made and still out of bounds to children. No formal reports presented at the SGC meeting.</p>	
7	<p><b>Safeguarding:</b></p> <p>18<sup>th</sup> October CL completed 175 audit and discussed safeguarding with LW. No details were discussed during the meeting.</p> <p>At the end of the meeting CL explained the safeguarding review revealed no significant concerns or gaps.</p>	
8	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• <b>Extra Funding</b></li> </ul> <p>BJ has applied to 5 charities for funding for outdoor shading and a sensory garden. At present only one charity has engaged. Naval Children's Charity however they required numbers of just Naval children at the school. They will possibly adjust amount offered to be a proportion of the total amount of children at school to reflect number of naval children.</p> <p>BJ is finding lots are charities are not taking on projects and giving funding.</p> <p>TL has put a request into Army Benevolent fund which board sits in March.</p> <p>DF knows of a sensory garden project that has been approved by a charity and will forward the details to BJ.</p> <p>MB has applied to the British Community Fund but on application explained the requirement will also benefit community as the Scouts also use Villa Victoria and after school clubs take place.</p> <ul style="list-style-type: none"> <li>• <b>SGC recruitment/ HOTO</b></li> </ul> <p>MB leaves in July 2025, DA suggested that the recruitment process for a replacement SGC member should start approx. 6 months before members leave to enable a smooth transition.</p> <ul style="list-style-type: none"> <li>• <b>Infra update</b></li> </ul> <p>The General Clark and Stratcom believes the interim build will be in occupation for at least 5 years and has an overall lifespan of 10 years. DA believes if this is what we have for 5 years then it is not an interim build. The demolition of the old school building has been approved however no funding has been allocated and Mitie are still quoting, could be up to 24 months before demolishing begins. LW explained we need to focus on smaller wins as lots of work is still outstanding from build and almost on a daily basis new snagging issues are raised. The constant reporting of faults and chasing is taking up an extremely large amount of time.</p> <p>The old school building needs closing down so that it can be forgotten about, however, until the internet is re-routed to the new interim build it can't be. The new internet line is taking an excessive amount of time and doesn't seem to be resolved quickly.</p> <p>7<sup>th</sup> January 2025 skips arrive with manpower to completely empty the old school.</p>	

	<p>Over Christmas holidays work is being carried out such as: Emergency lighting above emergency exits, the fencing around EYFS outside play area is being repainted, mesh being put up around fence to block the hospital and smoothing of the handrails with sharp edges.</p> <p>LW attends monthly face to face meetings with Mitie. In January 2025 new meeting is being set up between LW, Infra team and DIO.</p> <p>The school recently had a visit from DIO compliancy to check outstanding work and has been pushing behind the scenes for this work to be completed. It has also been requested for a new FRA to be carried out.</p> <p>DA would like to be invited to the next face to face meeting with Mitie.</p> <ul style="list-style-type: none"> <li>• <b>Old school clearance</b></li> </ul> <p>This was on the agenda to be discussed by MB however nothing was shared.</p> <ul style="list-style-type: none"> <li>• <b>MCAS</b></li> </ul> <p>GM extended his thanks to HB for her presentation about the use of MCAS at the Leadership Forum</p>	
9	<b>Date, time of next meeting</b> – Wednesday 2 <sup>nd</sup> April @08:45	