

Date issued: 30 Jan 25

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RECORD OF DECISIONS FROM THE SCHOOL GOVERNORS COMMITTEE 9 JAN 25

	Sqn Ldr Gareth Hodgson	Chair	
	Natalie Johnson	Headteacher EPS	
	Becky Shortman	EYES Manager	
	Donna Simpson	DCS Rep	
	Robin Edwards	Community	
	Rob Fleck	EYES/Comms	
	Simon Hayes	Deputy Headteacher EPS	
	CSgt Robert Hirst	1 PWRR UWO	
	Stacey Priestley	Parent Rep	
	Sqn Ldr Brown	Sec	
Item	Record of Decisions/Minutes		
1. Introduction	The Chair welcomed all School Governor Committee (SGC) members and thanked everyone for volunteering their time. He gave an overview of the SGC's role as a critical friend to Episkopi Primary School (EPS) and the Early Years Education Setting (EYES).		
2. ToRs / Roles and Responsibilities	<p>Individual member roles are yet to be finalised. All members are requested to confirm their preferred role with the Chair before the next meeting. Action: All SGC.</p> <p>Future Comms. There are no push comms from the SGC at the moment. The newly allocated Comms member will develop and maintain the plan for SGC.</p> <p>The Headteacher (HT) will continue to push messages to parents through 'My Child At School' (MCAS). The Overseas WAC provision letter will be sent to parents shortly, followed by a survey on the WAC impact.</p> <p>Future SGC minutes will be uploaded onto the DCS website. Sec to ensure future minutes do not contain personal data. Action: Sec (other than the names of SGC members and relevant stakeholders).</p>		
3. Headteachers Report	<p>The HT provided an overview of the ROSE peer review process for the SGC.</p> <p>From the initial debrief the following gradings were captured:</p> <p>Quality of Leadership - Effective Quality of Outcomes - Effective Overall School - Effective Safeguarding - Effective</p> <p>The full report will be shared with the SGC shortly, and the summary will be shared with parents. Chair recommends an</p>		

	<p>overview of the ROSE review is provided for parents. Action: HT</p> <p>HT report key points:</p> <p>Staffing issues:</p> <p>The Chair to consider if the SGC should play a role in future staff recruitment. Action: Chair / HT</p> <p>Issues with the Higher Level Teaching Assistant pay and recruitment was discussed, however this needs further refinement in line with the HT's structure review. To be discussed in future meetings.</p> <p>Special Education Needs (SEND) – Despite the upheaval within the team, comms and spt with both settings (EPS & EYES) is positive.</p> <p>Speech and Language Therapy (SALT) – The SALT replacement should be available by Feb 25. In the interim Yr 1 and above children will receive remote SALT support. Chair requested a note on the issue relating to the SSAFA KPI issue. Action: HT.</p> <p>The Senior Leadership Team (SLT) in both settings met with the newly recruited BFSWS Safeguarding Social Workers.</p> <p>School Development Plan (SDP) – The SDP priorities were confirmed as appropriate. The recent ROSE review acknowledged good work on curriculum and advised a slow pace would ensure stronger implementation.</p> <p>Quality of Education – The timing of future baseline assessments is to be considered due to the transient nature of EPS families.</p>
4. H&S	<p>The School H&S rep is Mr Terry Fazakerley will be invited to the next SGC meeting to brief and highlight any longstanding issues. Action: HT.</p>
5. Safeguarding	<p>All SGC members are to complete Safeguarding Level 1. Action: Matt Allen – SGC Safeguarding lead; Liz Taylor in school office can support.</p> <p>Annual Parents survey – The survey is used to get quantitative data and is usually annual aligned to RIB move. This year it will be released around the Spring Term.</p> <p>DCS Core review report – It is recommended that the report shows progress using a RAG assessment and include timelines. Action: DCS Rep.</p> <p>Attendance – The Educational Welfare Officer (EWO) Becky Miller works exceptionally well with students and families with regards to attendance, however the process for non-attendance does need clarity. What happens if there is no improvement. Follow up next mtg. Action: DCS HQ</p>

6. Finance	<p>NSTR discussed finance. At the request of the SGC, HT question why Staff Boarding School allowance is connected to the school budget. Action: Chair.</p> <p>Chair queried whether the Civil Servant scheme for rewarding good work with a bonus was used through DCS. A reward scheme does exist and it would be of value to celebrate successes in future SGC meetings. HT to track submissions and confirm what process is established. Action: HT</p>
7. Early Years Report	<p>Recruitment is the biggest issue for EYES. Significant loss of personnel in the summer and Sy clearance can increase the delay.</p> <p>Setting improvements – It remains difficult to get personnel out of rotation for training due to staffing issues.</p> <p>EYES Manager is currently working on a career pathway for each employee.</p> <p>EYES Manager requested to provide summary to Chair so he can consider whether personnel can be employed on risk until their Sy Clearance comes in. Action EYES/Chair</p>
8. Suspensions/ Exclusions	<p>None to report One child potentially at risk</p>
9. AOB	<p>SGC members are welcome to attend the Maths Drop-in session on 28 Jan – Invites sent by Mr Hughes</p>
10. SGC Impact Review	<p>In the Autumn Term the SGC:</p> <p>Challenged the KPI to ensure SSAFA work met the needs of children.</p> <p>Challenged the frequency of meetings for LSAs to ensure clear communication for all.</p> <p>Questioned the context of attendance data to ensure the right balance of support and challenge and suggested additional anonymised data to support understanding by SGC.</p> <p>Requested an adjustment to how Core Visit actions are shared and updated to ensure SGC are able to track and monitor impact of those actions. AH DCS agreed to modify in response.</p> <p>Supported school and families by offering time from SGC members to support families with SEND processes.</p> <p>Supported staff by offering drop in sessions for all staff and to talk to pupils.</p> <p>Offered support where possible to speed up recruitment timelines where available.</p>
11. Next meeting	<p>Next SGC meeting will be held at the Early Years setting on ? ? 2025 @ #####.</p> <p>Next Focus Gp meeting will be held 5 Feb 2025.</p>

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C Brown
Squadron Leader
SGC Sec.

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