

25 March 2025

MINUTES OF THE SGC MEETING HELD AT 10:00 ON 25 March 2025 AT MOUNT PLEASANT SCHOOL

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

Agenda Item	Minutes	Action Required
1. Apologies	Apologies accepted for AM, KK-H, KS.	
2. Opening remarks by chair	VD – Introductions and thanks all for attendance, thanks CS for joining the committee.	
3. Matters arising from previous minutes VD	Action Points from meeting/minutes of 29 Nov 2024: 1 – Completed - teacher recruitment campaign completed and being onboarded for September start. 2 – Completed - website photographs on hold pending clarity/progress of DCS website migration, no issues with using BFSAI photographer when needed. 3 – Completed - all SGC have signed and returned. 4 – FGM training provided, to keep action ongoing so that training can be offered to new SGC members. 5 – Completed - safeguarding training completed by existing SGC – keep action ongoing so that new SGC members undertake training. JA – Requests that chefs visiting school are asked to complete L2 safeguarding. VD – Yes, can request that, though may have other commitments so may not always be able to complete as is not essential. 6 – Completed, Nepalese community thanked. 7 – Completed, EMS continuing regular meetings with school re infra works and progress. VD – Could incorporate that as a requirement of SLA, regular update on main issues. 8 – Completed – summary of CACHE provided. 9 – Completed – thanks passed to sections.	VD – EMS meetings/updates to be included in SLA

<p>4. HT Report MS</p>	<p>10 – Completed – request published in Penguin Patch.</p> <p>MS – New SIP is being written with 3 new priorities.</p> <p>Provides summary of progress being made as detailed in written report:</p> <ul style="list-style-type: none"> • launchpad events • parent coffee morning to discuss vision, values and team points • parents on educational visits • golden assembly • stay and play sessions for 2 and 3 year olds • staff-parent working group for school fete <p>MH – Asks if alcohol would be allowed at planned school winter fete.</p> <p>VD – Will shortly be a new policy published with a clamp down on alcohol, so initial thought is ‘no’.</p> <p>TT – Serving alcohol would likely create/add to the perceived ‘us/them’ division, i.e. those in SFA/those not.</p> <p>VD – Would it make much difference if alcohol was/wasn’t served?</p> <p>CS – Could offer an alcohol-free festive drink.</p> <p>VD – No alcohol.</p> <p>MS – Continues with SIP progress highlights:</p> <ul style="list-style-type: none"> • open coffee morning with Dr Jess Lovett • parent readers • World Book Day reading carousel (after school) • special assemblies with humanitarian, Linda Cruse • parent survey issued • MPOM Chef’s baking classes & bake sale • educational visits – Typhoons, SARS, HMS Forth <p>TT – Do all educational visits tie into curriculum?</p> <p>MS – Can have other visits as well, as we wish to make the best use of the unique environment and expose children to as many different experiences as possible.</p> <p>MS – Continues with SIP progress highlights:</p> <ul style="list-style-type: none"> • support meetings with Chair of SGC • meeting with Other SGC parent members to discuss a new school vision and values • RAF STEM Ambassador in school for science week 	
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	<p>MH – Also FS1/2 weekly parent meetings.</p> <p>MS – Outlines current staffing structure.</p> <p>TT – In view of mixed year group classes, asks how MH and AM (teaching staff) are coping, is there any additional support SGC can offer/provide?</p> <p>MH – School staff are all supportive of each other.</p> <p>MS – We also have good support from DCS School Improvement Advisors, and DCS curriculum support.</p> <p>MS – Have recruited x 3 LSA's</p> <p>Have increased FS1 provision to 5 x mornings per week.</p> <p>Provides current numbers on roll.</p> <p>Student data collection for end of spring term is currently ongoing.</p> <p>No pupils with a SCAN. 1 pupil on SEND register.</p> <p>Attendance affected by Airbrigde disruption at beginning of year, other travel arrangements such as having to depart Friday/arrive back Monday etc. Despite that attendance has risen to 94.5%.</p> <p>Will be updating behaviour policy as part of the review of the school vision, values and team point system. Have held conversations with GM, staff, parents etc.</p> <p>Safeguarding L3 and Operation Encompass training (Police/school information sharing initiative in UK for children involved in domestic abuse) completed by DC.</p> <p>SCR has been audited.</p> <p>DBS checks all in place or underway.</p> <p>LSA's have completed L2 safeguarding.</p> <p>All concerns recorded on MyConcern.</p> <p>Provides summary of CPD, budget and H&S as per HT report.</p> <p>DC – School now using MyConcern for all H&S occurrences, including all minor playground injuries. System has been set up so that incidents are only visible to DCS.</p> <p>VD – Will need to flag anything necessary to BFSAI SHEP team so that they are aware and can include in local stats.</p>	
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<p>5. Policy updates</p>	<p>MS - School Healthy Eating Policy has been updated at section concerning 'special dietary requirements', to now include: Communications with parents Emergency pupil information sheets Communications with CRF Process for checking food received and served. Mrs Bailey also now manages servery and monitors portion size.</p> <p>TT – Is process in place for other food in school (baking with chefs)?</p> <p>MS – Yes, they should be aware of the allergies, but we can check.</p> <p>JA – What about other allergies, e.g. eggs, wheat?</p> <p>VD – Can't remove all such foods from menu. Can still include fish on menu and offer an alternative even though there is a fish intolerance, problem with nuts is that all food on the menu may be affected if prepared in same kitchen.</p> <p>VD – The incident happened when there was a change to the menu and there was no process in place for chefs to notify school and visual checks X 2 missed. Those back-up checks are now in place.</p> <p>TT – Process now has different checks at each stage, i.e. ineffective to have same checks repeated.</p> <p>MH – Could also ask children what meal they ordered as being served.</p> <p>MS – As a final check a LSA talks to the pupil with intolerance once seated with meal to ask what they have.</p> <p>CS – Who tells us what allergies we have to accommodate?</p> <p>MS – We follow the school foods guidance.</p> <p>DC – School became nut-free when we had a student/family with severe nut allergy. Decision was to continue being nut free as CRF had been able to provide a suitable menu and it was not causing any issues in school.</p>	<p>DC – Will check/confirm that mess are aware of allergies during baking activities.</p>
<p>6. SGC Monitoring Visits</p>	<p>SGV finance visit report - completed by KK-H but not present to feedback.</p> <p>JA – SEND visit, raised question of supportability 'Plan B' for children educated in UK who experience placement breakdown.</p> <p>VD – Is my (OC JFSU) to chair the MASO, not a school function. The purpose is to decide whether supportable or not, a plan B is not within the remit of the MASO process.</p>	

7. Issues raised	<p>VD – Parent & community focus – were issues with previous SIP, clear priorities now identified and happy lots of work being done to make the most of all opportunities for parent/community collaboration. None.</p>	
8. AOB	<p>MH – School winter fete update: To be held in school Intended 21/06/25 11:00 to 15:00 Food and biscuit decorating to be provided by CRF Will ask OASIS if they would close during the fete and have a stall to sell cakes. Lots of ideas for stalls. Elliott Smith is POC to arrange stalls for any military units/sections Possibly stalls for local artisans May need additional luggage on next return from UK to carry items for fete.</p> <p>CS – Just let me know what is needed.</p> <p>MH – Would like any ideas to try and involve the St Helenian community. Would a visit to see the Typhoon be a possible raffle prize?</p> <p>TT – Yes.</p> <p>VD – Suggest contacting NAAFI for prize/assistance.</p> <p>MS – Suggests a Nepalese stall.</p> <p>TT – Suggests contacting sports clubs.</p> <p>CS – Suggests Park Run to finish at school.</p> <p>VD – Advertising?</p> <p>MH – In contact with BFBS.</p> <p>VD – Posters? Penguin Patch? Use POC Elliott Smith</p> <p>GM – The changes/new SIP looks at what can change now and continue to be implemented over the next 18 months, i.e. will become a plan that covers the 2025-26 school year. Already making lots of meaningful progress and getting positive feedback. One of next steps will be addressing school values so that they are being used daily in school.</p> <p>JA – Letter for parents about 'sextortion' to be sent out.</p> <p>VD & MS – Is that the final version?</p> <p>JA – Will make sure and forward.</p> <p>CS – Do children in school have phones?</p>	<p>JA – Forward final version of letter.</p>

<p>Date of next meeting</p>	<p>MS – School is phone free.</p> <p>VD – Does curriculum cover social media awareness?</p> <p>MS – Yes, covers online safety.</p> <p>VD – Can see if police will deliver children's social media brief.</p> <p>CS – Thanks for having me as SGC member. School deserves a pat on the back, have been here for 4 months with family and school is outstanding. Don't underestimate impact that this has for operational staff, i.e. allowing to SP to deploy with family.</p> <p>VD – Aware of hard work being done and hugely appreciated and paying dividends.</p> <p>MS – Thanks for support.</p> <p>TBC, likely date is last week in June.</p> <p>VD – Thanks all for attendance and closes meeting.</p>	<p>VD – Contact police to see if can deliver social media brief in school.</p>
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	Action Points	
1	Regular EMS Infra meetings/updates to be included in SLA	VD
2	Check/confirm that mess are aware of allergies during baking activities.	DC
3	Forward final version of sextortion letter to OC JFSU and Headteacher.	JA
4	Contact police to see if they can deliver social media brief in school.	VD