The British Section

SHAPE International School
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Headteacher: Mrs Kim Jackaman

International, Inspirational, Incredible

Deputy Headteacher: Mr I Ratcliffe

Reference: SGC/13/03/2025
Date: 1 April 2025

RECORD OF DECISIONS (RoD) FROM SGC MEETING 13 March 2025

Present	Dunx McClement (DMcC)	Chair
	David Wright (DW)	Vice Chair
	Kim Jackaman (KJ)	Headteacher (HT)
	Gary Margerison (GM)	DSC Representative
	Elaine Briers (EB)	Teaching Staff Representative
	Natasha Rook (NR	Teaching Staff Representative
	Melissa Steed (MS)	Parent Representative
	Kelly Lockley (KL)	Parent Representative
	Vicki Manders-Trett (VM-T)	Parent Representative
	Tim Twaite (TT)	Parent Representative
	Nil Ningleku (NN)	Parent Representative
	David Cobb (DC)	Parent Representative
	Natalie Van Laak (NVL)	Parent Representative
	Kieran Nevin (KN)	Representative
	Madi Timlin (MT)	Safeguarding Governor
	Denise Welsh (ASBM)	Assistant School Business Manager (ASBM)
Apologies	Simon Bowles (SB)	SGC Environment Sub-Committee Lead
	Warwick Burrows (WB)	SGC Finance Sub-Committee Lead
	Gary Gorman (GG)	Parent Representative
	Lynne Robertson (LR)	School Business Manager
	Ian Ratcliffe (IR)	Deputy Headteacher (Deputy HT)

RECORDS OF DECISIONS	ACTIONS
ITEM 1 - Opening Remarks by Chair 1. The Chairperson introduced the newest member Natalia Van Laak to the rest of committee members and welcomed her to the team. 2. The Chairperson made two opening remarks. He announced the UK NMR has been appointed the UK Educational Commissioner and this will cover all MOD Schools across Brunssum, Naples, Ramstein and SHAPE. Work is underway to complete the Service Level Agreement (SLA) which will have an overarching mission to deliver educational support, underpinned by 4 annexes which will be school specific. The chairperson also announced that there is an intention for Defence Children Service (DCS) to move across to Integrated Global Defence Network (IGDN), the target date is 1 September 2025.	

ITEM 2 - Apologies for absence

3. Apologies sent by Simon Bowles, Warwick Burrows, Gary Gorman, Lynne Robertson and Ian Ratcliffe.

ITEM 3 – Headteacher's Report including School Development plan

4. Mrs Jackaman provided a comprehensive overview of the Headteacher's report. See as follows for the summary highlights of the Headteacher's Report.
5. Mrs Jackaman reported the School Development Plan's 4 key Priorities were successfully being delivered.
6. Priority One – High quality of teaching multiplication and division across the year groups has been achieved and this was endorsed by Garry Margerison's School Improvement Review who verified the high quality of teaching standard.
7. Priority Two – Introduction of Supersonic Phonic Friends. This has been a huge success and it was set up and implemented with a seamless transition. The staff engagement and enthusiasm to implement this new teaching method played a key part in its huge success. Parents were invited to class workshops which proved invaluable as they were able to learn the new approach and have the confidence to replicate at home.

Question: The Chairperson asked with hindsight would you agree it was the right approach to take?
Answer: Garry Margerison answered on behalf of DCS MOD Schools saying all of the Rest of the World Schools were ready to move on from Bug Club and whilst other service providers were considered, Supersonic Phonic Friends was the best choice to suit MOD school requirements. Financial costs were considered but it was not the only factor. The Super Sonic Phonic Friends whole package of training, resources available, licencing and ability to adapt teaching methods were more agile than other providers, thus making it a better fit.

8. Priority Three – Adaptative teaching strategies and resources to support all children reaching their full potential. The staff are constantly improving and always identifying news way to approach the learning. Subject Matter Leaders have provided training and shared their experience. The planning of lessons is scrutinised and questioned by the Senior Leadership team to see how improvements can be made. This collaborative way of working and enhancing the learning is helping to produce high quality levels of work from the students across all year groups. The staff will carry on the success achieved to date and continue to develop and adapt the training and resources to help support the children's learning protentional.
9. Priority Four – Introduction of Mantle of the Expert. Mrs Rook, along with Miss Hemelik received a comprehensive training package run by Debbie Taylor Teaching Taylor Teaching Learning Advisor (ROW). They were then able to trial the scheme over a 6-week period to teach the topic on Romans to Y5 & Y6. Mrs Rook provided an overview of how to apply the new scheme and how it helps to engage the children as they become "experts" and immerse themselves in the teaching. There is tremendous benefit with this approach and the team will continue to target and

adapt the teaching methods. The next step is to train the rest of the teachers to use the scheme across the year groups.	
10. SEND – At the end of the Spring Term due to staff departures there will be no LSAs assigned to the SEND team. Mrs Jackaman was confident the SEND requirements will still be supported by training the class LSAs and targeting interventions where they are needed. We now have access to the Educational Physiologist (EP) and Speech and Language Therapist (SLT). During their visiting they delivered valuable training to the staff to support the children in setting and they were able to observe and support targeted children in setting. The EP feedback reports have been shared with parents and Individual Support Plans are being generated and signed off by parents. The teaching staff will continue to support the children in setting with their targeted plans.	
ITEM 4 – Sub-Committee Summary - Updates provided by the Sub Cttee Leaders 11. All the sub-committee leaders provided an overview their area of responsibility. 12. Finance sub-committee - Business as usual, nothing out of the ordinary to report. Awaiting confirmation of the next year's budget. An underspend was reported and Mrs Robertson was given hours to submit business cases for approval. She was able to complete this task and can report that all were approved. 13. Stakeholder sub-committee – After a review of the sub committee terms of reference the name was changed from Personnel to Stakeholder effective immediately. The sub-committee is going to look into setting up an online Parent Assessment form to provide a more analytical data. After the success of the Rose Review results it is Mrs Jackaman's aspiration for the stakeholder sub-committee to share best practice with other schools. The subcommittee is also creating a School Prospectus outlining useful information for prospective parents. 14. Environment sub-committee – Nothing unusual to report, feedback was provided on a successful Evacuation Drill and an Environment Walk About of the school. There were a few actions from the walkabout and the school is addressing these quickly.	
ITEM 5 – Safeguarding & Pupils' Welfare (S&PW) Sub-Committee Update 15. Safeguarding Sub-Committee – All committee members are to check their mandatory training is up to date and registered complete with Lynne Robertson. 16. The S&PW sub-committee Lead is liaising with Ian Ratcliffe to set up IT Safety Awareness sessions and an opportunity to observe year group classes. 17. The sub-committee is following up with the Bus Section to check they have the appropriate checks in place for their Bus Escorts and Drivers. More information to follow, still investigating. 18. The sub-committee is liaising with GSO and DCS to ensure there is a cohesive approach for Prevent Referral. More information to follow, still investigating. **Action 1: Chair and S&PW Sub Committee Lead to complete Safer Recruitment Training** **Action 2: Further investigation of who is the Data Protection Officer. Where do they sit in the organisation?** **Action 3: Send David Wright and SGC members the latest Data Protection Policy**	 DM & MT DWright DWelsh

ITEM 6 - Policy Review

19. DCS to confirm new way of distributing policy documents. There is a plan to hold them centrally on the new DCS website which is under construction. More information to follow.

ITEM 7 – SGC Recruitment/Departures

20. The Chair asked any members who will be moving on during the summer to confirm their departure. See as follows for Known outgoing committee member during the summer term:

- SGC Finance Cttee Lead – Warwick Burrows
- SGC Safeguarding Cttee Member – Nil Ningleku
- SGC Environment Cttee Member – Tim Twaite

ITEM 8 – School Recruitment/Departures

21. Recruited staff members during the Spring term:

- Keela Glasgow – LSA
- Yuma Thapa-Shahi – SSA

22. Staff members departing during the Spring term:

- Karen Knock – LSA

ITEM 9 - Summary/Closing Remarks

23. The Chair closed the meeting and thanked everyone for their continued support.

ITEM 10 – AOB

24. No other business was discussed/raised by the committee members.

ITEM 11 – Date(s) of Next Meeting(s)

25. See below for dates of the next Sub Cttee's and Full SGC during the Summer Term.

Summer Term		
Thurs 8 May 25	Environment	1330-1430hrs
Mon 12 May 25	Safeguarding & Pupils' Welfare	1300-1400hrs
Thurs 15 May 25	Stakeholder	1330-1430hrs
Thurs 22 May 25	Finance	1330-1430hrs
Thurs 5 Jun 25	SGC Cttee	1330-1500hrs

Distribution: All SGC Members