

St Christopher's EYFS/Sunflowers EYS School Governance Committee (SGC) Meeting – Held at Helm Point on Wednesday 18th June 2025

Present:	Sqn Ldr Kevin Lee	Chair	KL
	Flt Lt Sam Guy	Parent Governor	SG
	LH Keenan Mason	Parent Governor	KM
	CPO Jenni Wheldon	RN Welfare Officer	JW
	Miss Tricia Wood	EYA, ROW	TW
	Miss Vicky Stephens	St Christopher's EYFS Leader	VS
	Mrs Emma Edwards	Sunflowers EYS Manager	EE
	Miss Anne Howcutt	Staff Representative	AH
	Mrs Nadine Gonzalez	School Business Manager/SGC Secretary	NG

Apologies: Mr Alan Jones Parent Governor AJ

Item	Action	Lead/Action
I	<p><u>Opening remarks by Chair</u></p> <p>Greeting - KL opened the meeting, welcomed everyone present</p>	
II	<p><u>Matters arising from the previous meeting</u></p> <p>No matters arising from previous minutes.</p>	
III	<p><u>Headteacher's Report</u></p> <p>Given that the SGC have received and read the Headteacher's report and no questions were raised, the following points were presented:</p> <ul style="list-style-type: none"> • Staffing – all new staff have been inducted. <p>Post meeting note: Approval to cover maternity leave has been obtained. The post is currently filled in part by one of the current LSAs and will be covered in full as from September 2025.</p> <ul style="list-style-type: none"> • 2025/2026 budget – Both settings have received their budget allocations for FY 2025/2026 with an increase from the previous year's budget allocation. St Christopher's Termly Finance Meeting is scheduled for 19 Jun 25 and Sunflowers on 25 Jun 25. • SIP – St Christopher's on track to meet all targets. GLD for this academic year is forecast to be 88% (subject to moderation). National average for the last academic year is 67.7%. • New intake – 19 children are expected to attend St Christopher's at the start of the new school year (9 in FS2 and 10 in FS1). Numbers may be subject to change. • Visits – St Christopher's has had the opportunity to go on visits within the local community. The setting has also hosted various 	

	<p>AJ conducted a satisfactory learning walk at the beginning of the summer term.</p> <p>VS added that there is 1 family waiting for a SCAN; all relevant information has been submitted and this should be completed shortly.</p> <p>Welfare</p> <p>DCS' Senior Social Worker and Early Help Coordinator (ROW) delivered in-person Early Help Training on 10 Jun 25. This was well-attended and has provided all attendees with a better understanding of the involvement of the different agencies and of the process as a whole. VS, EE and NG undertook the training.</p>	
VI	<p><u>Issues raised</u></p> <p>Staff Representative</p> <p>No issues raised.</p> <p>Parent Representatives</p> <p>No parent representative has been found. The position has been advertised but there does not seem to have been any interest. Recruitment will continue. ACTION.</p> <p>Unit Representatives</p> <p>Interest will continue to be sought.</p> <p>We need to establish a role for KM and recruit Parent Reps, ideally one for each of St C's and sunflowers. Engagement required for the Med Centre Rep and DIO rep. ACTION</p>	<p>All governors</p> <p>KL</p>
VII	<p><u>Update on extension to school building</u></p> <p>Update from SO2 Infra:</p> <p>The design is out for tender, due back in 4 weeks, so DIO and I will know the responses in about 6 weeks. Indications suggest the cost has increased to around £650k, and they are hopeful to deliver approx. 80% this FY, with the final 20% after 01 Apr next year. Given the cost growth I think there might be a slightly longer commercial assessment phase so I'd plan on 60/40, meaning it will be completed during summer 26. We'll know more in 4-6 weeks.</p> <p>NG to send latest building plans to KM to enable security to review the plan. ACTION.</p> <p>Post-meeting note: Informed by SO2 Infra that works will include the laying of the floors in, and painting of the interior walls of, the existing building.</p>	<p>NG / KM</p>
VIII	<u>AOB</u>	

	<p>NG asked those governors who had not yet done so to contact the school admin to request their local police checks. ACTION</p> <p>DCS and IGDN are working in close partnership and have created a Service Level Agreement (SLA) between them. KL will share the SLA's Annex A, which refers to KPIs, with the SGC. A meeting to review the over-arching SLA is scheduled for next month and BF Gib's Command Business & Change Manager will be present as Annex F is Gib specific. ACTION.</p> <p>Mandatory training will now form part of the objectives in the annual PARs.</p> <p>DCS IT team will be visiting the settings during the last week of term to replace and repair the whiteboards in St Christopher's and Sunflowers.</p> <p>The settings have received a new workcentre to replace their old one which was not functioning properly.</p> <p>KL will review SGC TORs. ACTION</p> <p>VS will be leaving St Christopher's at the end of the summer term to take up a new deputy head's position. TW will cover the gapped post of EYFS Leader until such time as a permanent replacement has been selected. The recruitment campaign is awaiting TLB approval for advertising the position. KL will speak to CBF and see whether he can expedite the matter. Parents will be in writing of VS' departure and the ensuing arrangements.</p>	<p>ALL</p> <p>KL</p> <p>KL</p> <p>KL</p>
IX	<p><u>Closing Remarks</u></p> <p>KL thanked everyone for attending. He extended a special thank you to VS for her time as EYFS leader, recognising her efforts and achievements. He also thanked AH for her time as staff representative on the SGC. A new staff representative for the new academic year will be elected amongst the staff; AH is happy to stay on if no-one shows any interest.</p>	
IX	<p><u>Next Meeting:</u></p> <p>Date: TBC</p> <p>Time: TBC</p> <p>Venue: HELM Point Community Hall</p>	