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

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Item	Action	Lead/Action
I	Opening remarks by Chair  Greeting - KL opened the meeting, welcomed everyone present	
11	Matters arising from the previous meeting  No matters arising from previous minutes.	
III	<ul> <li>Given that the SGC have received and read the Headteacher's report and no questions were raised, the following points were presented: <ul> <li>Staffing – all new staff have been inducted.</li> </ul> </li> <li>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.</li> <li>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.</li> <li>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%.</li> <li>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.</li> <li>Visits – St Christopher's has had the opportunity to go on visits within the local community. The setting has also hosted various</li> </ul>	

	visits in the setting, some of which have also been attended by Sunflowers. A list of these is attached to the minutes.	
	<ul> <li>SEND referrals – All children referred to the HMGoG SEND panel in preparation for transition to NDLP have had supportability confirmed and will transition with the rest of the cohort.</li> </ul>	
	Upcoming Events	
IV	17.06.2025–23.06.2025 – Paediatric First Aid (delivered by TW) 24.06.2025 – Emergency First Aid at Work (delivered by TW) 24.06.2025 – Parent's coffee morning and familiarisation visit to Notre Dame Lower Primary. 25.06.2024 – Parent's Workshop (Maths). 27.06.2025-07.07.2025 – Water Safety Sessions 30.06.2025 – Stay & Play 04.07.2025 – FS2 Graduation	
	Sub-Committee Updates	
	School Improvement Plan (SIP) /School Evaluation Form (SEF)	
V	The annual parent surveys for both settings have been completed and results have been shared with the SGC.	
	Compliance and SHEF	
a.	SHEF SG went through the sub-committee meeting minutes. He commended the settings on their quick response time of 1m 40secs in evacuating the building during the fire drill held on 21 May 25.	
	SG reviewed the annual Schools, Settings, Safety and Wellbeing Self-Assessment Checklist and was satisfied with the contents. He conducted a H&S inspection of both settings and found them to be SHEF compliant. SG will continue to undertake the inspections on a termly basis.	
	SG submitted an occurrence report on MySafety on behalf of the school and will be completing another one on behalf of Sunflowers. LEC staff are currently unable to do so at present as the system does not recognise LEC staff numbers. SG will discuss with Cmd SHEFA as to how to overcome this.	SG
b.	Finance	
	It was suggested that the receipt of donations for snack by families be taken termly instead of monthly. This will avoid confusion amongst some families as to whether they have contributed on any particular month. A poll will be sent to parents and a decision will be made based on the outcome. <b>ACTION.</b>	
	Education	

	AJ conducted a satisfactory learning walk at the beginning of the summer term.	
	VS added that there is 1 family waiting for a SCAN; all relevant information has been submitted and this should be completed shortly.	
	Welfare	
	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.	
	Issues raised	
	Staff Representative	
	No issues raised.	
	Parent Representatives	
VI	No parent representative has been found. The position has been advertised but there does not seem to have been any interest. Recruitment will continue. <b>ACTION.</b>	All governors
	Unit Representatives	
	Interest will continue to be sought.	
	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. <b>ACTION</b>	KL
	Update on extension to school building	
	Update from SO2 Infra:	
VII	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.	
	NG to send latest building plans to KM to enable security to review the plan. <b>ACTION.</b>	NG / KM
	<b>Post-meeting note</b> : Informed by SO2 Infra that works will include the laying of the floors in, and painting of the interior walls of, the existing building.	
VIII	AOB	

	NG asked those governors who had not yet done so to contact the school admin to request their local police checks. <b>ACTION</b>	ALL
	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. <b>ACTION.</b>	KL
	Mandatory training will now form part of the objectives in the annual PARs.	
	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.	
	The settings have received a new workcentre to replace their old one which was not functioning properly.	
	KL will review SGC TORs. <b>ACTION</b>	KL
	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.	KL
	Closing Remarks	
IX	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.	
	Next Meeting:	
	Date: TBC	
IX	Time: TBC	
	Venue: HELM Point Community Hall	