



**RECORD OF DECISIONS OF THE SCHOOL GOVERNANCE COMMITTEE MEETING  
HELD ON Thursday 4<sup>th</sup> December**

**Present**

Maj Duncan Ayres (DA)  
Mrs Leanne Wortley (LW)  
Surg Cdr Calum Lamont  
LT Cdr Ben Jewson (BJ)  
Maj Duncan Fraser (DF)  
Natalie Burley (NB)

Chair  
Head Teacher  
Safeguarding Rep  
Finance Rep  
H&S Rep

**Apologies**  
Toga Loco -Vice-Chair  
Mr Gary Margerison - SIP  
Sarah Warren - Secretary

	<b>Agenda Items and Issues Arising</b>	<b>Actions</b>
<b>1</b>	<p><b>Opening Remarks:</b> DA welcomed everyone and thanked everyone for coming. NB was welcomed to her first meeting.</p>	
<b>2</b>	<p><b>Matters arising from previous SGC meeting</b> The matters arising from the previous meeting had been distributed</p> <ul style="list-style-type: none"> <li><b>SGC recruitment</b> The SGC need to recruit new members ideally by January to ensure checks are carried out and they can then be invited to the Term 2 meeting. Replacements required for DA and BJ. A replacement has been identified for DF and will be invited to the next meeting. Ensure when asking volunteers, they need to have more than 12 months remaining in post.</li> <li><b>Old Building</b> DIO now hold the keys to the building and we no longer have any access to the site.</li> </ul>	DA/BJ
<b>3</b>	<p><b>Chairman's verbal reports:</b></p> <ul style="list-style-type: none"> <li><b>Service Level Agreement</b> DA advised the committee that the SLA is still being formalised and discussions are still ongoing. DA to provide further updates when more information received.</li> </ul>	DA
<b>4</b>	<p><b>SDP and Head Teacher Report:</b> LW gave a verbal report linked to the HT report circulated prior to the meeting.</p> <p><b>School Organisation &amp; Leadership and Management</b></p> <ul style="list-style-type: none"> <li>Fixed playground equipment opened in September to pupils and is proving a great success. Regular checks are being carried by BFS staff, and any faults are reported immediately. DIO are looking to provide a shading solution to prevent further fading to the flooring.</li> <li>Staff– Mrs Samantha Fraser (office administrator) and Mrs Diana Clee (LSA) joined the support staff in September and have successfully completed their probationary period. A 25-hour LSA post is currently waiting to be filled – interviews have taken place and a successful candidate identified but they have yet to accept the post.</li> <li>Recruitment – The AHT position has been recruited to, and we are expecting the successful candidate to arrive in Naples after the Easter break – subject to all checks being completed. The KS1 Teacher post has been filled by Mrs Aly Harwood – already in location. A successful candidate was identified during the interviews for the EYFS post on 03/12/2025 but they have yet to accept the</li> </ul>	BFS Staff  LW to update

	<p>position. In the meantime, Mrs Georgina Vickery will continue in post as the EYFS class teacher.</p> <ul style="list-style-type: none"> <li>Core Visits – both completed for the Autumn Term and next steps have been identified. Next visits scheduled for Autumn term.</li> <li>Safeguarding 175 Audit completed and action plan created. The follow up meeting with DCS Safeguarding Manager highlighted no concerns.</li> </ul> <p><b>Curriculum and Staff Development</b></p> <ul style="list-style-type: none"> <li>Swimming lessons for KS2 currently delayed due to difficulties securing pool facilities. It is likely this will delay the swimming sessions to term 2.2 and 3.1. Other sites are being investigated.</li> <li>The subject leadership structure was shared and the range of CPD and training opportunities undertaken by staff in the Term 1.</li> </ul> <p><b>School Development Plan</b></p> <ul style="list-style-type: none"> <li>The four key priorities for the year were discussed and the rationale for their inclusion in the SDP.</li> </ul> <p><b>Wider School Achievements</b></p> <ul style="list-style-type: none"> <li>The extensive additional enrichment opportunities for the term were shared.</li> <li>Thanks given to CL for leading a football club with two other parents. LW asked if the SGC could promote the clubs to other members of the community to help encourage more volunteers. Volunteers should be directed to speak to LW.</li> <li>Video of the Royal Marine Band Visit briefly shown and thanks given to DF for organising the opportunity.</li> <li>FoBFS Update – an update was given on the FoBFS activities and support this term. In addition, an update was given on funding provided by FoBFS to support requests.</li> </ul> <p><b>Baseline Data</b></p> <ul style="list-style-type: none"> <li>Baseline data for pupils across the school was shared. Writing is identified as the area that requires most intensive intervention.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Parent Brew well attended in Autumn Term with no significant issues arising from the event</li> <li>Pupil voice – transition. The key findings were shared. There was an overwhelming feeling from pupils that they were welcomed, settled quickly and the school is a friendly, calm and safe place to be.</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>This was discussed as a concern as there are a continuing number of families taking holidays during term time. The attendance process was shared and it was explained that fining is not an option. Full details of attendance procedures can be found in the DCS attendance policy on MCAS.</li> </ul> <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>An update was provided regarding outstanding works with faults still occurring frequently. Work is continuing refining the URD for a second build with STRATCOM. There is no money in the budget this financial year but this will be looked at again in the next financial year.</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>A budget update was provided. LW explained that it was a hugely time-consuming process to complete the business cases required to purchase additional resources. DA explained that all DCS schools are facing similar budget restraints. DF offered to explore some alternative funding streams</li> </ul>	LW	BFS Staff	SGC	DF
5	<p><b>Governor's verbal reports/visit records:</b></p> <p><b>H&amp;S</b> – DF shared information regarding his H&amp;S visit in October. No concerns were raised.</p>				
6	<p><b>Health and Safety:</b></p> <p><b>Electricity Supply</b> – The SGC was informed about the ongoing issue surrounding the electrical cabinet and repairs required. The funding for this is required from DIO and not DCS. DIO have agreed to fund and repair. The electricity company have given an extension to proposed cut off date. However, if the issues do cause problems to other users in the area, the company have warned that the supply to the school will be cut off immediately. LW requested that the back up generator was checked and this work was</p>				

	<p>carried out. However, following a power cut on 03/12/2025 the generator stopped working completely. LW explained that this has put the school in an incredibly vulnerable position. DA will be following this up with on the school's behalf to try to ensure this does not happen in the future.</p>	
7	<p><b>Safeguarding:</b> Safeguarding and SCR check carried out with both GM during the core visit and CL as part of the 175 audit.</p>	
8	<p><b>AOB:</b> <b>Policies</b></p> <ul style="list-style-type: none"> <li>Lockdown – LW apologised that an incorrect version of the Lockdown Procedure had been distributed prior to the meeting. Hard copies were available at the meeting for member to take away. CL agreed to share the policy with a subject matter expert on base and would aim to arrange a site visit. Once the policy has been ratified then procedures can be implemented and drills can begin with staff and pupils.</li> <li>Safeguarding – CL had circulated the policy, and no comments had been received for any amendments.</li> <li>The Managing Behaviour, Health &amp; Safety and Playground Policies were distributed prior to the meeting and no comments received for any amendments.</li> </ul> <p><b>Coins</b></p> <ul style="list-style-type: none"> <li>The Senior British Officer (SBO) Major General John Clark wanted to formally thank all Staff and pupils at the BFS Naples for all their hard work this year. To this end, DF arranged the delivery of an SBO's coin and accompanying letter for all staff, pupils, FoBFS and SGC members. These will be presented to staff and pupils in an assembly on 15/12/2025 – LW to forward time to DA and DF who will award the coins during the assembly. LW will award the coin to all of the FoBFS and SGC members during the Christmas lunch.</li> </ul>	CL
9	<p><b>Date, time of next meeting</b> – March – Date TBC</p>	