

Agenda for the School Governance Committee (SGC) Meeting at Hornbill School (HBS) on Wed 01 Oct 25

Attendees

Ser	Role	Name	Remarks
1	Chair	Maj Simon McMahon	DCOS
2	Vice-Chair	Mrs Norfield	
3	SGC Secretary	Capt Dom Ryan-Gilbank	
4	BFB Comd Rep		
5	DCS	Tricia Wood	
6	Head Teacher	Mrs C Neal	
7	Deputy Head Teacher	Mrs L Brown	
8	Assistant Head Teacher	Mr M Walters	
9	Treetops Deputy Manager		
10	Parent Rep RGR	Syreeta	
11	Parent Rep JWD	Maj Hamilton	
12	BFB Community Rep		
13	Parent Rep GST		
14	Parent Rep 667 Sqn	Mrs Sanderson	
16	Staff Rep	Mr J Deane	
17	GST UWO	WO1 Loghmani	
18	Parent Rep GAR	Maj Scott-Moncrieff	
19	Staff Rep	Mrs L Moggridge	

DESCRIPTION	ACTION
Item 1 – Opening Remarks (Chair 5 mins)	
<ul style="list-style-type: none"> - Welcome & review the meeting objectives. - Gave a brief overview of the last few months and spoke about 2RGR arriving in theatre and the busy few months ahead. 	
Item 2 – Matters Arising from Previous Minutes (5 mins)	
<ul style="list-style-type: none"> - Action: GST UWO to put on more toddler groups. Update: With AWS downsizing, groups will be put on hold until recruitment increases. - Action: Include Treetops in the community meeting in helping with Treetops and communicating what Treetops can offer. Update: DRG, closed down. - Action: GST UWO to run a meet and greet at the CCCC. Update: Closed down, this occurred. - Action: CN to put out in the school newsletter the hours that children will spend in the sun. Update: Did this at the end of last year, will repeat as a new intake of children have arrived. - Action: HBS to trial using MS Forms for upcoming trips. Update: It is being trialed for the next event. - Action: SM to discuss with RAO department about parents being able to transfer money for school trips. Update: Spoken to RAO, they are currently slightly behind with the arrival of 2RGR, but this is something that they will be able to implement. - Action: DRG to advertise role of Parent Rep GST on SCG and recruit suitable candidate. (<i>Seeking to diversify the SGC a Nepali would be good Male or Female</i>). Update: Will have two reps for the next meeting. 	

<ul style="list-style-type: none"> - Develop a tool / process / method for BFB community to liaise directly with the SGC. DRG. Update: To implement a Signal group after this meeting. - Action: HiVE Representative to add a jobs tab for all current positions. Update: Will double check after this meeting. On going. 	
Item 3 – Headteacher’s report Hornbill (15 mins)	
<p>Following the recent Unit Move (Summer 2025), we have been delighted by the effective transition for the large majority of our pupils. 65% of our current pupils have arrived in Brunei in the final term of the last academic year or during the beginning of this academic year. The transition into school has been smooth and we have been delighted by the children’s confidence. Initial feedback from parents have been very positive about the transition, referring to effective communication prior to moving to Brunei and sharing of key information. With so many pupils joining our school, induction tours and information sharing were organised during the non-pupil days at the start of the year. All but three families attended these and this supported the smooth start to the term, with children (and parents) arriving confidently. Pupils who arrived after the tour day also received this induction prior to starting.</p> <p>Following the initial transition period, a ‘Transition focused Meet the SLT’ coffee meeting was arranged. The number of families attending was lower than hoped, but provided representation of families who have been in Brunei for more than 6 months and families who were newly arrived, and so was incredibly useful to support our evaluation of our approach. We initially requested information about what had gone well for our new families. The responses were: children were happy; guides provided were really useful; great to have been offered opportunities to attend school and see it in action; tours were really helpful and made day one much easier all round.</p> <p>We then asked parents who had children who had attended our school for more than six months how their child felt about the transition back to school following the Unit Move. The responses were: ‘I haven’t really noticed much difference for my child, they have returned to school happy’; And ‘My child enjoyed helping the new children.’</p> <p>We then asked what had been more challenging or what would make the transition into school better for families. The responses were: Could newsletters share information about the Garrison library opening hours? Could communication with parents be done through an app rather than by email? Challenge for parents making friends with their child’s friends’ parents when children travel by bus.</p> <p>These responses were discussed and actions to remedy were identified: Currently unable to use an app for communication for security reasons, but DCS are working hard to find a solution; Garrison Library opening hours to be shared in next newsletter; Develop ‘class coffee meeting’ for parents to support knowing community.</p> <p>We have enjoyed warmly welcoming several new members of staff to our team: 1 teacher (with 2 other teaching vacancies and 1 SENDCO/teacher vacancy currently in the process of being recruited for).</p>	

<p>6 LSAs (with 2 more appointed and currently clearing, and a further 2 vacancies currently being recruited for) 7 Bus Escorts and 1 Bus Escort Supervisor also started work at the beginning of term. Further to this, the position of Facilities Officer is currently vacant. Unfortunately, this position had to be terminated with immediate effect. We are currently gapping this post in a number of ways but this is significantly impacting on capacity. We hope to recruit as quickly as possible, and the position is already advertised.</p> <ul style="list-style-type: none"> - The full report can be found here. <div style="text-align: center;">  <p>Head Teacher report September 2025.docx</p> </div> <ul style="list-style-type: none"> - 	
<p>Item 4 – Treetops Report (15 mins)</p>	
<ul style="list-style-type: none"> - We appreciate that the start of the new year for Treetops has as originally hoped is not at full capacity. We are grateful of the support that Treetops has received from Hornbill school, LPPO, British Forces Brunei Command and the families, already enrolled at Treetops and the arrival of new families, during this transitional time with limited capacity. - We currently have 14 children on role, with enquiries being received through the Treetops enquires email, this is to ensure when we have qualified staff in place, the Early Years Setting would be able to offer additional childcare and education placements. Staffing, Early Years Setting Manager, Treetops is currently on medical absence, as her line manager I am in regular contact with her to provide support. In her absence DCS has Temporary Managed Promotion (TMP) the Room Leader, Mrs. Louise Deane to Assistant Manager, she is doing a sterling job in the absence of the manager to support the daily function of the Early Years Setting. - Treetops reopened on the 1st of September, with one existing qualified staff member and two unqualified and newly appointed staff members. The new staff members are a positive contribution to the team and have worked successfully to complete their induction training, as well as enrol on a full and relevant DFE approved qualification in Early Years. The qualification is funded and supported by DCS QAAC (Quality Assurance and Assessment Centre) team. - Both has started the training to become qualified and have already met online with their appointed Assessor and submitted initial work products. The most recent round of recruitment campaign did not have any qualified applicants and therefore a fourth recruitment campaign will commence, with the aim to recruit qualified staff. This is essential to support the settings ability to enroll children and comply with legal ratios for the different age groups. 1:3 for under 2-year-olds, 1:5 for 2–3-year-olds and 1:8 for 3 plus year olds. 	

<ul style="list-style-type: none"> - Treetops will have to close on Thursday 2nd October, for a religious observation. As it cannot open without the correct qualified staff ratio to open. Families affected in the core sessions will be spoken with and offered an alternative session, the following day. Treetops are actively taking part in daily activities that are age – related and appropriate to support their learning and development. - From enjoying outside learning in their section garden area with shade, through to trips to the library and NAAFI, this trip was to try cakes and compare them to ones they made in Treetops, their very own Bake off! Support has been provided by DCS SBM ROW part of the finance team, EYA to complete the 175 Safeguarding Audit and DHT Hornbill to support supportability applications from new families. This has supported Treetops where necessary to ensure the continued success of the setting, staff and children. - Treetops is closing for one day for Tika due to religious observations on 02/10/25. - MN asked whether Brunei was unique in the issues with Treetops struggling with recruitment or is it a global problem. TW explained that DCS have increased the level of relevant qualifications required for working with children. She mentioned there have been pauses in recruitment due to people leaving and gaining permissions to recruit. CN spoke about issues with waiting longer for clearances and families relocating. SM also highlighted that a lot of the positions are civil servants and that the service is not immune from freezes on civil servant recruiting. LD also mentioned that we are lucky in Brunei to be able to allow new arrivals an opportunity to get qualifications and that training people in Brunei means that sometimes they do return with the same qualification and are able to return to working in the school setting. - SL asked how many have applied and not accepted. CN said it was nine waiting. - SM reminded that Treetops was an excellent addition to the Brunei environment but that it's not statutory. 	
<p>Item 5 – Safeguarding / Health and Safety Update (5 mins)</p>	
<ul style="list-style-type: none"> - Update by the Safeguarding Lead (Assistant Head Teacher) - Review of recent Safeguarding Assessment (S175) and action plan. - Discussion on Safeguarding Training and staff compliance. - INPUT FROM HEADTEACHERS REPORT - Action Mark to send out SG L2 link to SGC, all members must have this completed. 	
<p>Item 7 – Finance Update (5 mins)</p>	
<ul style="list-style-type: none"> - Report on financial propriety and budget alignment with school priorities. - CN explained the budget is tight, but for numbers / figures the meeting hasn't occurred 	

<ul style="list-style-type: none"> - Action: CN to share financial risk prior rather than giving a full budgetary update. 	
<p>Item 8 – Sub-Committee and Individual Governor Feedback (5 mins)</p>	
<ul style="list-style-type: none"> - GM to provide insights into cultural practices & their impact on student life / welfare. - UWO to provide updates on welfare initiatives affecting the school community. SL nothing major to share. UWO is going to implement training on nutritional packed lunches. 	
<p>Item 9 – Teacher / Practitioner Representatives Feedback (5 mins)</p>	
<ul style="list-style-type: none"> - JD investigated the issue of staff meetings. It will be a work in progress, the staff acknowledge having to mandatory training and the SIP, but going forward they will be looking to streamlining maximising CPD. - MW mentioned the level of mandatory trg taking away time from teachers. TW said a BC is being put together to look at the level of training that is expected vs the training that is actually required and seeing how time can be given back to teachers. - TW an EY document has been created with all the Trg that has been categorised by essential and if it gives a qualification. 	
<p>Item 10 – Parent Representatives Feedback (5 mins)</p>	
<ul style="list-style-type: none"> - ES, the school questionnaire came up. How often should it be done and the placement of when it is sent out. CN mentioned there isn't a set frequency, but noted that trying to do it earlier is better. AH asked if there's a formal response provided to it. CN said that she could look to provide a response to the questionnaires so that families could see what the response to the answers would be. Action: CN to provide a response to family questionnaires completed in June 25 and they will be shared via a newsletter. Questionnaires to be implemented in Easter with responses for Summer and then Autumn for Winter. - ES confusing information has been sent out with issues on incorrect dates. Can this be proofread? Action: HBS to proofread dates / timings prior to sending out to parents. HBS to send out one single email for updates to the parents rather than separate emails. - Syreeta mentioned concerns of Nepali lessons not being run. CN mentioned there is a Nepali club and the school does observe religious festivals. Will continue to monitor and feed this back. - MN mentioned the lack of communication surrounding after school clubs and having to find other alternatives. CN has mentioned club lists have gone out and there is a new LSA who has sporting qualifications. CN also mentioned the first term is quite busy with new arrivals and clubs will be starting in October and the school is on track to starting them in October. - AH mentioned about reaching out to the community if some of the school clubs need only DBS and Safeguarding. Action: DCOS to liaise with HIVE / BFBS to scope out volunteers who would like to assist with after school clubs. 	

Item 11 – Unit Representatives Feedback (5 mins)	
Nil	
Item 12 – Any other business	
Nil	
Review of Actions	
<p>Action: Mark to send out SG L2 link to SGC, all members must have this completed.</p> <p>Action: CN to share financial risk prior rather than giving a full budgetary update.</p> <p>Action: CN to provide a response to family questionnaires completed in June 25 and they will be shared via a newsletter. Questionnaires to be implemented in Easter with responses for Summer and then Autumn for Winter.</p> <p>Action: HBS to proofread dates / timings prior to sending out to parents. HBS to send out one single email for updates to the parents rather than separate emails.</p> <p>Action: DCOS to liaise with HIVE / BFBS to scope out volunteers who would like to assist with after school clubs.</p>	
Date of Next Meeting:	

Key dates for this academic year:

Date of meeting	Focus
Dec 25	
Mar 26	
Jun 26	