

## Agenda for the School Governance Committee (SGC) Meeting at Hornbill School (HBS) on Tue 24 June 25

### Attendees

Role	Name	Remarks
Chair	Maj Simon McMahon	DCOS
Vice Chair & SGC Secretary	Capt Dom Ryan-Gilbank	
BFB Comd Rep	Capt Jimi Madan	
DCS	Ms Tricia Wood	
Head Teacher	Mrs Caroline Neal	
Deputy Head Teacher	Mrs Louise Brown	
Assistant Head Teacher	Mr Mark Walters	
Treetops Deputy Manager	Mrs Katie Garbutt	
Staff Rep	Mr John Dean	Year 6
Parent Rep RGR	Mrs Melanie Norfield	
Parent Rep JWD	Mrs Abi Hamilton	
Parent Rep 667 Sqn	Mrs Elizabeth Sanderson	
BFB Community Rep	Lucy Moggridge	
Parent Rep GAR	Maj Scott-Moncrieff	
Parent Rep GST	TBC	
Garrison Welfare Officer	WO1 Loghmani	

DESCRIPTION	ACTION
<b>Item 1 – Opening Remarks (Chair 5 mins)</b>	
- SM opened the meeting, welcoming everyone and thanking them for their attendance.	
<b>Item 2 – Matters Arising from Previous Minutes (5 mins)</b>	
- Develop a tool / process / method for BFB community to liaise directly with the SGC. <b>DRG. Update:</b> Not had the time to create something. A SGC Signal Group will be looked at. <b>ON-GOING.</b>	
- Develop / Inform DCS of the need to better plan and communicate with COCs / HBS SLT / SGC planned changes in provision, to allow time for collective discussion and preparation on assisting info/comms dissemination in community. <b>SM. Update:</b> SM has put this point across in various other meetings and will continue to do so. <b>CLOSED</b>	
- BFB/SGC representatives to be on/attend SGC of local Primary and Secondary schools which BFB children attend. Liaise and establish. <b>SM. Update:</b> Started Comms piece will continue efforts. <b>ON-GOING</b>	
- Liaison with DCS to understand what an acceptable platform / media for communications by HBS community is – noting Signal is not permitted yet is acceptable for the rest of the Military. <b>SM. Update:</b> Some progress has been made, DCS is looking at utility of Class Dojo (platform which was previously being used). It has not yet been cleared, probably not by September 25, but hopefully early next year. <b>ON-GOING.</b>	

- Cleansing / purging of the BFB Community Signal Group to enable current BFB community members to join or alternatively set up a second BFB Community Signal Group to allow those with no current access, to have access. **SM. Update:** Coy CoC's have gone through and purged old accounts. This seems to have helped, once 2RGR are in theatre there will be a new group created. Coy CoC's will be urged to continue to check and purge old accounts of Community Signal Group and others such mediums still being used. **CLOSED.**
- HBS Business Continuity Plan (BCP) required or if in existence needs reviewing and testing. Worthwhile adding to this BCP 'Lock Down / Lock In' actions or generate a separate BFB SO for this – again testing required. **SM. Update:** Just table topped the Garrison BCP, this will pass down to HBS and an exercise will be conducted in the future looking at a Major Incident which will include HBS. **ON-GOING.**
- Inform SGC of date of Ofsted review when date known. **CN. Update:** Not known yet, will inform SGC once known. **ON-GOING.**
- CN to inform SGC members of success concerning recruitment of replacement for SENDCo - Sujata Dewan. **CN. Update:** Interviewed, but not success, position has been readvertised, it's an ongoing process and new candidates will be interviewed soon. **ON-GOING.**
- A breakdown of rank ranges of parents of children who have exhibited prejudice / discrimination to be provided to SGC Chair. **MW. Update:** It is being looked at. When the new CO is here, it will be discussed further. **ON-GOING.**
- Generate Nepalese, British/Christian and Muslim guides to be included in 'March In' packs for families and single personnel for when they come to BFB to encourage knowledge, understanding and awareness – therefore reduce prejudice and discrimination. **CN. Update:** KG was nominated in error. CN received a book off Staff Shankar which will be disseminated to the community. **SM/DRG to liaise with GSO and have the booklet generated and included in the 'March in Packs'.**
- Establish cultural and language lessons for family members. **DRG. Update:** DRG Spoken to Irman about Malay language courses, and something will be disseminated for September onwards. **ON-GOING.**
- SGC Chair to liaise with HiVE lead to discuss how and when they disseminate information – stop the Friday dump! **SM. Update:** HiVE are continuing to work on this. From the Community Meeting an open-source calendar is being created so that the community are more aware of events that are being run. **ON-GOING.**
- Provide feedback from HBS Finance mtg for inclusion in the SGC minutes for awareness of all SGC members. **CN, Update:** Apologies, this has not been actioned yet. This can be put together for September 2025.
- Raise 'Camo Day' at the next BFB Community meeting for discussion and planning post BFB Easter stand down. **CN. Update:** For September 2025. **ON-GOING.**

- Raise 'School Outings' at the next BFB Community meeting for discussions and planning post Easter stand down and into Q2, thereafter into Q3 and Q4. **CN, Update:** This has been raised and the community FOE is being used. **CLOSED.**
- In conjunction with HBS (CN), SGC to look at how collaboratively the 'Jungle School Club' could be re-established and re-developed. **CN + AH. Update:** Big challenge is having someone in full-time, from a risk management perspective CN feels uncomfortable it being used once a week. AH will speak with husband and SSM to assist from a first aid perspective. **ON-GOING.**
- Future term dates to be discussed at next SGC. Possibilities to continue to be proposed to SGC and discussed prior to approval. Possibilities must include consideration of Bruneian school holidays and UK school holidays. **CN. Update:** On the website already. **ON-GOING.**
- BST to be liaised with over a suitable and sustainable way for parents to directly liaise with the SGC. Check if the current method is working or not. **DRG. Update:** OC BST is getting a team working on this due to changeovers. **ON-GOING.**
- Feedback loop required to ensure HBS Staff have access to post visit reports and reviews. **CN. Update:** It's on the Shared Drive. **ON-GOING.**
- JB raised that the HBS staff felt the work which had been undertaken on the 'HBS Vision' has paused. They would like to see it reinvigorated and taken fwd. **CN. Update:** It's ongoing, it was felt that with the UM and so this will be completed after the UM. **ON-GOING.**
- SGC to look at nominating individual(s) to undertake a time and motion study within the HBS setting to assess whether marginal gains could be made concerning working practises and therefore buy back more time. **DRG. Update:** DRG will look to continue this for the next term. **ON-GOING.**
- HBS SLT to look at opportunities to enable HBS staff to sit together as teachers/professionals to talk is crucial and teachers would love more time. **CN. Update:** There are staff meetings already. PPA was mentioned. It will be pushed from the SLT to see if there is any uptake for further meetings. **CLOSED.**
- How will those children staying in HBS will be supported. **CN + LB + MW. Update:** Started focus sessions with children who are staying already. It has been an emotional period where children are saying goodbye. Transition assemblies have been run and other activities have been conducted. **Action: JD** to start meetings with Panaga about how to transition students.
- Gun play to be discussed with the HBS staff and notion taken forward and single accepted version of acceptable/not acceptable adopted. **CN. Update:** Staff have been talking to students about what is safe rather than wrong / right. Consistency is needed across the team. **CLOSED.**

<ul style="list-style-type: none"> <li>- Earlier and better notification of HBS parents evening. Booking letter needs to go out earlier - especially for booking slots. <b>CN + LB + MW. Update:</b> To be sorted for next term. <b>ON-GOING.</b></li> <li>- Club signup to be advertised earlier to allow parents to sign up and work out child attendance. Ideally at the end of the previous term. Allocation also needs to be looked at as clubs/activities have limited space. A preference system needs to be introduced to allow balance. <b>CN + LB + MW. Update:</b> This has been trialed over the last term. It was raised that some students are still missing out on attending some of the clubs. It is ongoing to try and make it available to all. <b>ON-GOING.</b></li> </ul>	
<b>Item 3 – Headteacher’s report Hornbill (15 mins)</b>	
<ul style="list-style-type: none"> <li>- The summer term has again been a busy one, with a variety of enrichment opportunities for our children. The term began with the fantastic ‘Treasure Island’ performances. Children from Years 4 to 6 took part, working with Julie Bonner and Jo Brown to produce an excellent performance, shared with parents over a two-day period.</li> <li>- We have also celebrated the Month of the Military Child, which culminated in a very well attended Family Picnic. Statutory Assessments have been completed in Years 1,4 and 6. We are delighted by the outcomes shared so far and look forward to receiving the final outcomes for our Year 6 children in early July, along with the outcomes for our Year 2 children who have completed optional SATs, in line with DCS policy.</li> <li>- This term has also involved several visits from the DCS team: Gary Margerison, SIP Advisor, has completed this term’s core visit; Claire Margerison has attended to support CACHE training for staff, and Phillippa James, DCS Senior Speech and Language Therapist attended Hornbill School and Treetops Nursery, supporting 17 children and their families. During this visit, Phillippa focused on children engaged in the Unit Move to ensure that current reports have been completed prior to children leaving Brunei. We hope that she will be returning in Term 1 to work with remaining children and children new to Brunei.</li> <li>- Preparation for the Unit Move continues, with plans for the new academic year now being finalised. Our biggest challenge remains staff recruitment. We currently have two new members of teaching staff being onboarded; one should be here by the start of the new academic year. The other is unlikely to start prior to Christmas. The SENDCo position is currently being re-advertised, and a further two class teacher positions have been requested. One has been approved by DCS and is awaiting approval from Regional Command, the other is awaiting approval by DCS.</li> <li>- 7 LSA positions have been advertised and we are interviewing for these positions week beginning 23rd June. A further 2 positions, for Family Support/Liaison Workers are also awaiting approval from DCS. Permission has been requested for the use of long-term cover supervisors (supply teachers) to cover classes as required.</li> </ul>	

Item 4 – Treetops Report (15 mins)	
<ul style="list-style-type: none"> <li>- This term at Treetops we have been as busy as ever and we have celebrated so many wonderful events and positive change along the way, as well as do everything we can to embrace and support the upcoming transitions ahead within the garrison.</li> <li>- We started our term celebrating the month of the military child and we hosted a successful event in the evening hoping to capture not only our Treetops children, but their siblings too. We felt it was important all of our children were recognised and made to feel they have a place in their wider, military community. We submitted a small post about this to our website where you can also see how others celebrated throughout DCS. Celebrating Service Children: Defence Children Services Honour the Month of the Military Child</li> <li>- Our children have experienced a visit to the thrift shop and NAAFI to purchase resources to enhance their play, celebrated the nurses within the PCMF for international nurse day, continued visits to the library and local parks, joined the school disco and even had a visit from the Yr6 class in Hornbill school! Working alongside the community is a crucial part of our offer, and we wish for all children to add to their experiences in their time here.</li> <li>- We welcomed a new staff member to our team however said goodbye to another early on in the term. Two other staff members will shortly leave us as they also return to the UK with the upcoming move, leaving us as a small team of three after the summer. Despite the continuous change and their own anxieties around what lies ahead, my team have continued to fulfil their roles and work exceptionally hard to provide the best service possible to our users. I am always grateful for the energy they pour into others and proud of everything they achieve. Our leaving parent’s feedback survey highlighted to me that I am not the only one to notice this, which we were thrilled to learn.</li> <li>- I also was successfully appointed as the setting manager, which I am thrilled about. Once my onboarding is complete, we can then look to advertise for a deputy manager, which will support additional need for the setting.</li> <li>- We have spent the term preparing children for the range of transitions ahead for them, from children going to a new country, to those who will be staying with us. We have done this by providing invitations to learning which support how to effectively communicate their needs, build resilience through taking risks and giving time to promote their independence. We have focused on building children’s self-esteem, being their biggest cheerleader but supporting their understanding of how to cope when we don’t succeed. We have added stories and pictures into their play to encourage their understanding of the world around them.</li> </ul>	

<ul style="list-style-type: none"> <li>- We have supported parent’s awareness of early years education and transitions through newsfeeds and extended many opportunities for parents to come and speak with us if they themselves are needing support, including reminding parents of early help processes if they have felt everything has become too much. We held an early year drop in within the Chit Chat Community Centre for parents to come and talk about funding, how to access childcare in the UK and what this may look like for their families. We also will be hosting a sunset well-being walk on Wednesday 25th June to support the mindfulness of our children, their families and our staff team.</li> <li>- We would be lying if we said we weren’t all ready for a restful summer, but we are really excited to embrace what the new academic year will have in store for us.</li> </ul>	
<b>Item 5 – Safeguarding / Health and Safety Update (5 mins)</b>	
<ul style="list-style-type: none"> <li>- Priorities are leavers, remainers and new people coming in.</li> <li>- Some of the younger children are unsettled with some of the soldiers going on deployments for up to 3 months. It has been highlighted already to BFB Comd with last minute exercises and then the UM.</li> <li>- Summer Leave coming up, it is the longest time away from school that Hornbill don’t have sight of the children, HBS linking in with the RMP and other parties to make sure safeguarding is continued over the leave period.</li> <li>- With those returning the UK, there are a small number of families that don’t have a school place for some children and some authorities have a 4-week rule where families are not able to apply for schooling until 4 weeks prior. This was for SA, but has been raised on other forums.</li> </ul>	
<b>Item 7 – Finance Update (5 mins)</b>	
<ul style="list-style-type: none"> <li>- Report on financial propriety and budget alignment with school priorities.</li> <li>- This will be updated on the next meeting in September.</li> </ul>	
<b>Item 8 – Sub-Committee and Individual Governor Feedback (5 mins)</b>	
<ul style="list-style-type: none"> <li>- GST UWO main concerns is social circles breaking down due to the UM.</li> <li>- AH raised a point if the UWO could put on a summer meet and greet new school friends over the summer leave. <b>Action:</b> To run a meet and greet at the CCCC. GST UWO.</li> <li>- 2RGR UWO thanked the team for all their input. He will try to support where he can but is looking forward to working with all of us.</li> </ul>	
<b>Item 9 – Teacher / Practitioner Representatives Feedback (5 mins)</b>	
<ul style="list-style-type: none"> <li>- AH Sports is great for the children as well as the drama and community events</li> <li>- Nepalese classes after school would be great for those that want to learn some Nepalese.</li> <li>- AH mentioned that some parents have raised about being kids being in the sun too much. <b>Action:</b> CN to put out in the school newsletter the hours that children will spend in the sun.</li> </ul>	

<ul style="list-style-type: none"> <li>- AH concerns on class sizes. CN mentioned this was caused due to the permission to recruit, but this issue has been resolved.</li> <li>- ES parent governor link on HBS website still not working.</li> <li>- PCMF some of the messaging seems to be missed regarding school trips. <b>Action:</b> HBS to trial using MS Forms for upcoming trips.</li> <li>- <b>Action:</b> SM to discuss with RAO department about parents being able to transfer money for school trips.</li> </ul>	
<b>Item 10 – Parent Representatives Feedback (5 mins)</b>	
- Nil	
<b>Item 11 – Unit Representatives Feedback (5 mins)</b>	
- Nil	
<b>Item 9 – Any other business</b>	
- Nil	
<b>Recap of Actions</b>	
<ul style="list-style-type: none"> <li>- <b>Action:</b> HiVE Representative to add a jobs tab for all current positions.</li> <li>- <b>Action:</b> GST UWO to put on more toddler groups.</li> <li>- <b>Action:</b> Include Treetops in the community meeting in helping with Treetops and communicating what Treetops can offer.</li> <li>- <b>Action:</b> GST UWO to run a meet and greet at the CCCC.</li> <li>- <b>Action:</b> CN to put out in the school newsletter the hours that children will spend in the sun.</li> <li>- <b>Action:</b> HBS to trial using MS Forms for upcoming trips.</li> <li>- <b>Action:</b> SM to discuss with RAO department about parents being able to transfer money for school trips.</li> <li>- <b>Action:</b> 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></li> </ul>	
<b>Date of Next Meeting:</b>	
<b>September 2025, date and timing TBC.</b>	

**Key dates for this academic year:**

<b>Date of meeting</b>	<b>Focus</b>
Sep 25	SGC meeting date post summer standdown
Nov 25	SGC meeting date pre-Christmas leave
Mar 26	
Jun 26	