

**The British Section**

SHAPE International School

SHAPE

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Headteacher: Mrs Kim Jackaman

Deputy Headteacher: Mr I Ratcliffe

Reference: SGC/02/12/2025

Date: 12 December 2025

**RECORD OF DECISIONS (RoD) FROM SGC MEETING 2 DECEMBER 2025**

Present	Dunx McClement (DMcC) David Wright (DW) Kim Jackaman (KJ) Gary Margerison (GM) Simon Bowles (SB) Kelly Lockley (KL) Gary Gorman (GG) Jon Dennis (JD) Melissa Steed (MS) Natalie Van Laak (NVL) Max Hayward (MH) Peter Rimmer (PR) Dave Cobb (DC) Gemma Pearce-Gould (GPG) Denise Welsh (ASBM)	Chair Vice Chair Headteacher (HT) DSC Representative SGC Environment Sub-Committee Lead Stakeholder Sub-Committee Lead Parent Representative Outgoing Safeguarding Sub-Committee Lead Incoming Safeguarding Sub-Committee Lead Parent Representative Parent Representative Parent Representative Parent Representative Parent Representative Parent Representative Assistant School Business Manager (ASBM)
Apologies	Kieran Nevin (KN) Ian Ratcliffe (IR) Lynne Robertson (LR) Elaine Briers (EB) Natasha Rook (NR)	Parent Representative Deputy Headteacher (Deputy HT) School Business Manager Teaching Staff Representative Teaching Staff Representative

RECORDS OF DECISIONS	ACTIONS
<b>ITEM 1 - Opening Remarks by Chair</b> 1. The Chair welcomed and introduced Jon Dennis to the SGC. Jon will become the Safeguarding Committee Lead in the new year as Madeline Timlin and Gary Gorman will be leaving SHAPE. The Chair was keen to share how he felt supported by the team, and how the range of experience within the committee members will prove invaluable over the coming months. He then thanked all the SGC for their hard work and valued contributions throughout the year and in particular Madeline and Gary for supporting the Safeguarding initiatives.	
<b>ITEM 2 - Apologies for absence</b> 2. Apologies sent by Kieran Nevin, Madeline Timlin, Ian Ratcliffe, Lynne Robertson Elaine Briers and Natasha Rook.	

<p><b>ITEM 3 – Headteacher’s Report including School Development plan</b></p> <p>3. Mrs Jackaman provided a comprehensive overview of the following documents:</p> <ul style="list-style-type: none"> <li>• Headteacher’s Report</li> <li>• Assessment Analysis Sept to Nov 2025</li> <li>• School Development Plan</li> </ul> <p>Note. See documents attached for more information. Mrs Jackaman invited any SGC member, who wanted to discuss the documents in more detail, to arrange a meeting outside of the committee.</p> <p><b>Question 1:</b> MS asked does the school still need to provide individual business cases for school resources.</p> <p><b>Answer 1:</b> Mrs Jackaman informed the committee now that we have been given a modest budget to support school commitments, there was no longer a requirement to submit individual business cases for school resources.</p> <p><b>Question 2:</b> The Chair asked if there were was an update on the working partnership with British School of Brussels (BSB). Mr James Penstone visited SHAPE and the British Section school in Oct to discuss how we can work more collaboratively.</p> <p><b>Answer 2:</b> Mrs Jackaman informed the committee dates for visits in the Spring term have been submitted to BSB and we are awaiting confirmation. As soon as we have more information to share, we will communicate further.</p> <p><b>Question3:</b> What stopped the successful collaborative working with other DCS schools (Brumssun, Naples and Germany)?</p> <p><b>Answer 3:</b> GM, DCS representative, advised the SGC a request has been submitted to HQ DCS requesting these initiatives to be incorporated into Continued Professional Development (CPD) and be included in the travel budget. GM is waiting for a response from HQ DCS.</p> <p><b>Question 4:</b> DW asked Mrs Jackaman do you know why there is low recruitment for the LEC positions?</p> <p><b>Answer 4:</b> Mrs Jackaman responded the school is reliant on the skills within the community and if they are willing to apply for the jobs. Over the last 6/8 months there has been a dramatic fall in applications across all the LEC recruitment positions.</p>	
<p><b>ITEM 4 – Sub-Committee Summary - Updates provided by the Sub-Committee Leads</b></p> <p>4. All Sub-Committee Leads provided a brief overview and informed the committee members there were no areas of concern. They stated that they were all following up on business-as-usual work strands within their areas of responsibility by conducting subcommittee meetings, visiting the school and sharing information as required.</p>	
<p><b>ITEM 5 – Safeguarding &amp; Pupils’ Welfare (S&amp;PW) Sub-Committee Update</b></p> <p>5. The Safeguarding lead reported the Audit Action Plan was completed and the feedback was good. He thanked all the committee members for completing their</p>	

<p>mandatory training and new committee members for completing the DBS checks for on boarding.</p>	
<p><b>ITEM 6 - Policy Review</b></p> <p>6. Mrs Jackaman informed the SGC members the policies for review will be sent out with the minutes. Please see as follows for the policies which need to be read and reviewed by Friday 16 January 2026. Any comments or observations are to be submitted to the SGC Secretary:</p> <ul style="list-style-type: none"> <li>• DCS Safeguarding Children and Young People</li> <li>• Strategy to Support Service Children</li> <li>• Supporting pupils at school with Medical Conditions</li> <li>• Behaviour Policy</li> <li>• Anti Bullying Policy</li> </ul>	
<p><b>ITEM 7 – SGC Recruitment/Departures</b></p> <p>7. The Chair thanked all the outgoing committee members Madeline Timlin and Gary Gorman for their contribution and support and wished them well with their future endeavours.</p> <p>8. Now that Jon Dennis has moved across to Safeguarding committee, work is underway to find a new lead for the Finance Sub Committee. More information to following the New Year. In addition, one of the SGC sub committees will take on a new focus for EYFS. More information to follow  <b>PMN.</b> Pete Rimmer will take on the role of Finance Sub-Committee Lead with Katie Adcock joining the SGC in the Finance Sub-Committee.</p>	
<p><b>ITEM 8 – School Recruitment/Departures</b></p> <p>9. Mrs Jackaman informed the committee members the recruitment campaign for the FS2 teacher was successful and Mrs Gemma Harris will be joining us in the Spring/ Summer term once all DBS checks have been completed.</p>	
<p><b>ITEM 9 - Summary/Closing Remarks</b></p> <p>10. The Chair closed the meeting and thanked everyone for their continued support.</p>	
<p><b>ITEM 10 – AOB</b></p> <p>11. No other business was discussed/raised by the committee members.</p>	
<p><b>ITEM 11 – Date(s) of Next Meeting(s)</b></p> <p>12. The next full SGC will be held on Tuesday 17 March at 1330hrs.</p>	

Distribution: All SGC Members