

St Christopher's EYFS/Sunflowers EYS School Governance Committee (SGC) Meeting – held on Monday 13th April 2026

Present:	Sqn Ldr Kevin Lee	Chair	KL
	Graham Gregory	New SGC Chair	GG
	Flt Lt Sam Guy	Parent Governor (SHEF & Compliance)	SG
	Mr Alan Jones	Parent Governor (Education)	AJ
	Mrs Ellie Wright	Parent Governor (Parent Rep)	EW
	Miss Tricia Wood	EYA, ROW & St Christopher's EYFS Leader; interim	TW
	Mrs Amy Woodward	St Christopher's EYFS Leader	VS
	Mrs Nadine Gonzalez	School Business Manager/SGC Secretary	NG
Apologies:	LH Keenan Mason	Parent Governor	KM
	Miss Anne Howcutt	Staff Representative	AH
	Mrs Emma Edwards	Sunflowers EYS Manager	EE
	Lauren Webber	New Parent Governor (SHEF & Compliance)	LW
	CPO Jenni Wheldon	RN Welfare Officer (Welfare)	JW

Item	Action	Lead/Action
	<u>Opening remarks and welcome to new SGC members by Chair</u>	
I	Greeting - KL opened the meeting, welcomed everyone present. He thanked the committee for their support as his time as Chair and introduced GG as the new SGC Chair and LW as the new SHEF and Compliance governor.	
	<u>Voting in of new SGC members</u>	
II	GG and LW were voted in as new parent governors, nominated by SG and seconded by TW.	
	<u>Matters arising from the previous meeting</u>	
III	No matters arising from previous minutes.	
	<u>Headteacher's Report</u>	
IV	AW spoke about her first 90 days in post and what that means for St Christopher's; report attached to these minutes. AW will arrange an environmental audit during the course of the new term. Successful Defence Fire Safety Regulator audit conducted 13.04.2026 Nautilus project – AJ will contact the Nautilus project and arrange a date for a trip for St Christopher's pupils. Post-meeting note: Trip to Nautilus Project arranged for 01 July 2026	

	<p>School lunches – EW explained that parents had approached her regarding the provision of school lunches. NG explained that the previous caterer, Vicky Bishop Catering (VBC), had not been able to continue the service as it was not financially viable. NG is in contact with VBC as it appears that she is now able to provide the meals.</p> <p>Post-meeting note: VBC emailed NG stating that after further consideration it is not financially viable for them to provide the service as they would need a minimum spend of £100 per day on the part of DCS.</p> <p>AW asked the governors whether they could provide some display boards for the Month of the Military Child Stay & Play. GG will take this up.</p> <p>Post-meeting note: display boards have been delivered to St Christopher's.</p>	
<p>V</p>	<p><u>Upcoming Events</u></p> <p>24 Apr 26 – Month of the Military Child Stay and Play 29 May 26 – Sports Day 09 Jun 26 – Garden working Party 11 Jun 26 – FS2 Transition Visit to Notre Dame Lower Primary 01 Jul 26 – Nautilus 03 Jul 26 – FS2 Graduation</p>	
<p>VI</p> <p>a.</p> <p>b.</p> <p>i.</p> <p>ii.</p>	<p><u>Sub-Committee Updates</u></p> <p>School Improvement Plan (SIP) /School Evaluation Form (SEF)</p> <p>SIP - Happy with objectives set. Content with how it is currently going.</p> <p>SEF – KL approved the RAG rating for the school evaluation, stating that this system worked well.</p> <p>Compliance and SHEF</p> <p>Finance</p> <p>Public Funds – Both settings continue to manage their allocated budgets satisfactorily.</p> <p>New budgets should be distributed approximately in May, in the meantime settings are to work to the 4/5 year forecast in their budget allocations.</p> <p>Non-Public Funds - The receipt of families' donations towards snack fees on a termly basis is working well. Reminder sent to families.</p> <p>SHEF</p> <p>Outstanding works in order</p> <p>Content that evacuation of the settings during fire drills are within the 2-minute. Mark</p>	

	<p>Black-out blinds – Set to be obtained during financial year 2026/2027</p> <p>School extension – works progression well and in-keeping with the contractor’s programme. DCS Infra regularly updated. A new shared storage area for both settings has been identified by Cmd. Access is envisaged to be via a door which will be inserted in the current Sunflowers’ baby sleep area. This is part of a bigger project although in the case of the settings is encompassed as part of the extension works. Once the new storage area is ready, the garage will be handed back to Cmd.</p> <p>Thanks to SG for his time as SGC member and SHEF/Compliance governor.</p> <p>c. Education</p> <p>KL enquired as to how the impact of communications is measured? AW replied via Elkan audit and measuring children’s language – vocabulary prompts set out through the FS1 and FS2 classroom. DCS Speech and Language Therapist is due to visit both settings in May.</p> <p>Adult interaction consistency – settings are using the ShREC approach. There is a high level of interaction with the children through freeflow and adult led activities</p> <p>d. Welfare</p> <p>i. Safeguarding – DCS will be substituting MyConcern with CPoms.</p> <p>ii. Training - settings staff are up to date. Safeguarding training sent to SGC and KCSIE for new members to read. - ACTION</p> <p>iii. SEND – 1 child at St Christopher’s is currently working with SALT.</p>	All parent governors
VII	<p><u>Procurement of new bicycles</u></p> <p>Please see Chair’s closing remarks (X)</p>	
VIII	<p><u>Update on Building Extension</u></p> <p>Please see SHEF & Compliance update (VI ii)</p>	
IX	<p><u>Issues raised</u></p> <p>a. Staff Representative</p> <p>No issues raised.</p> <p>b. Parent Representatives</p>	

<p>c.</p>	<p>EW requested clarification of April inset days. AW confirmed inset will be 30.04.2026, as decided by families in a questionnaire sent to them, in line with Notre Dame and not 27.04.2026 as previously advised.</p> <p>Unit Representatives</p> <p>No issues raised.</p>	
<p>IX</p>	<p><u>AOB</u></p> <p>In the absence of Sunflowers Manager TW informed the board of the following:</p> <p>Sunflowers' recruitment campaign for a Deputy Manager is currently at the sifting stage.</p> <p>Keyworker will be commencing their maternity leave on 24.04. and is envisaged to be away for a year followed by them taking their annual leave entitlement. Sunflowers will be organising a recruitment campaign for a replacement Keyworker on an FTA contract to cover this absence.</p> <p>TW - expressed her thanks to KL for his time as SGC Chair and welcomed GG as his replacement.</p> <p>TW - congratulated and thanked AW for a job well done during first 90 days in recognition of a successful term.</p> <p>GG – thanked the board for voting he next SGC Chair and to KL for comprehensive handover. He stated that he will endeavour to do best job possible.</p>	
<p>X</p>	<p><u>Closing Remarks</u></p> <p>Training being planned for OFSTED visit.</p> <p>Bicycles – GG will liaise with AW for best procurement and submit the application. - ACTION</p> <p>Garden – EW will reach out to parents and GG via Cmd to ask for volunteers for the painting of the sheds</p> <p>New teacher – Mrs Hannah Wolfe, currently employed as an LEC LSA and supply teacher is the has been successful in her application as the new FS2 teacher. She is currently onboarding and will start in new academic year.</p> <p>Availability at Sunflowers – due to the current limited number of staff <u>there is a waiting list for families who want their children to attend Sunflowers.</u> Families should be made aware of this if they ask..Full service should resume once the gapped posts have been covered.</p> <p>EDC – EDC (not WAC) is free if families meet the criteria for the 30 hours funding, this is dependent on availability of numbers and ratio. AJ will liaise with GG/TW out of meeting for full clarification.</p>	<p>GG</p>

	<p>Learning Walk - KL noticed lack of manners from children in school and asked that staff remind children to use them. This could be caused by the over-familiarity due to living/working situation.</p> <p>KL thanked everyone for attending. He remarked on the number of things that have been achieved since the previous SGC meeting and highlighted that both settings in Gibraltar are run well. He commended everyone for their efforts and hard work and wished GG all the best in his role as SGC Chair/</p>	
<p>XI</p>	<p><u>Next Meeting:</u></p> <p>Date: TBC</p> <p>Time: TBC</p> <p>Venue: HELM Point Community Hall</p>	