

**ST CHRISTOPHER'S SCHOOL GOVERNANCE COMMITTEE (SGC) MEETING – HELD AT HELM  
POINT 10:00 ON FRIDAY 20<sup>TH</sup> NOVEMBER 2020**

Present:	Wg Cdr Nel Doherty	Chair	ND
	Mr Gary Margerison	School Improvement Advisor	GM
	Miss Vicky Stephens	EYFS Leader	VS
	Ms Lisa Blofield Mrs	Sunflowers Nursery Manager Teacher	LB
	Miss Megan Tomlin	Staff Representative – Sunflowers Nursery	MT
	Ms Angela Pope	Staff Representative – St Christopher's EYFS	AP
	Cpl Katrina Cornwell	Healthcare Representative	KC
	Mr Richard Leighton	Social Worker Representative	RL
	Mrs Helen Reilly	Media Representative	AD
	Cpl Alan Dunn	Parent Governor	HR
	Mrs Anna Bell	Parent Governor	AB
	Mrs Gemma Waldrom	Parent Governor	
	Mrs Nadine Gonzalez	School Business Manager/SGC Secretary	NG
Apologies:	Mr David Falla	Parent Governor	DF

<b>Item</b>	<b>Action</b>	<b>Lead</b>
<b>1</b>	<b>Introduction and Welcome</b>  ND welcomed everyone present. Introductions were then made around the room.	ND
<b>2</b>	<b><u>Minutes of the last meeting</u></b>  The minutes of the last meeting were agreed by all present.	ND
<b>3</b>	<b><u>Headteacher's Report</u></b>  <b><u>VS</u></b>  Numbers - There are currently 18 children in FS2 and 11 children in FS1, with 1 FS1 child expected in December 2020. All new entrants have now settled in. The setting is still operating in its bubbles and the daily running of the setting is progressing satisfactorily  Staff training - The inset day programmed on 4 <sup>th</sup> December 2020 will focus on delivering and maintaining an enabling environment across the setting. This is an assurance that the school and nursery are maximising the use of their resources. In addition, virtual training will be delivered via <a href="#">Alistair Bryce-Clegg</a> .  Works - Outstanding works are still ongoing, although some are now in process. The matter will be discussed at a meeting on Tue 24 Nov 2020 between St Christopher's EYFS and DIO.	VS/LB

	<p>School Improvement Plan (SIP) – Due to the disruption due to the global pandemic, the change of leadership and other contributing factors, the sensible approach is to maintain the overarching objectives of the last academic year.</p> <p>Objective 1 - The aim is for all pupils to achieve a GLD and the prediction is for 80% of pupils to manage this.</p> <p>Objective 2 -To continue to work on the enabling environment across 0-5. This will be supported by cross-setting partnerships, the provision of CPD and through peer observations.</p> <p>Objective 3 – To build further links with Sunflowers in order to work as 1 setting whilst maintaining separate distinct identities. FS1 staff will work within the Sunflowers setting and vice versa in order to gain and impart knowledge and experience. St Christopher's EYFS will also work together to reinforce links with the Government of Gibraltar (GoG) and SGC.</p> <p>The SIP to be included as an agenda item for future meetings</p> <p><b>Action:</b> VS/NG</p> <p><b><u>LB</u></b></p> <p>Sunflowers - Currently there are 29 children on role; 15 specifically for Sunflowers and 14 using EDC. 1 child will be leaving in December, 1 new child will be joining in January 2021 and 5 will be transferring to FS1 in January 2021.</p>	
4	<p><b><u>Safeguarding/Health and Safety</u></b></p> <p><b><u>RL</u></b></p> <p>Safeguarding audit - RL &amp; VS have satisfactorily completed the safeguarding audit along with Kim Harrison and Gary Margerison.</p> <p><b><u>VS</u></b></p> <p>Health and Safety – EYFS and nursery Covid-19 risk assessments to be reviewed by VS &amp; LB. All staff are currently on a 2-week testing cycle, in line with GoG guidance. A cleaning cycle has been implemented within the EYFS unit and the nursery and the strict regime on the use, cleaning and disinfecting of soft furnishings still stand.</p> <p><b><u>ND</u></b></p> <p>Accident reporting - Inquired as to whether a trend analysis is carried out in relation to accident reports. Both VS and LB confirmed that there is and that no concerns have been highlighted.</p> <p>Safeguarding training – All parent governors must undergo level 2 safeguarding training. Those who have achieved this and are still in date are to forward proof to the school secretary for the Single Central Register. Those who still have to complete this should inform ND of their availability in order for her to arrange a skype training session for them with RL.</p>	RL/VS

	<b>Action:</b> Parent governors/ND	
<b>5</b>	<p><b><u>Finance Update</u></b></p> <p><b><u>VS</u></b> Public funds – Well within budget. All resources bought and committed for EYFS are linked to the SIP. Sunflowers have a committed spend for outdoor activities under a nominal budget, although this will change in April 2021.</p> <p>Non-public funds – All income and expenditure derive from snack fees. VS and NG have spoken to the JAO cashier re the receipt of snack fees from parents via bank transfer instead of cash but were told that cash was the preferable option. ND will liaise with the JAO cashier in order to effect all transactions via bank transfer as opposed to the use of cash.</p> <p><b>Action:</b> ND</p>	VS
<b>6</b>	<p><b><u>Sub-committee/Feedback/Updates/Reports</u></b></p> <p>This being the first SGC meeting of the academic year with new members, the responsibilities were delegations were discussed and the following appointments were agreed by all present:</p> <p>Chairperson - ND Vice-chair - GW Finance Governor – DF Safeguarding Rep – RL Health and Well-Being Rep – KC Parent Governor – AD Parent Governor – AB Staff Rep – AP Staff Rep – MT</p> <p>Finance Sub-Committee: ND, DF, VS, NG</p> <p>SIP Sub-Committee: ND, VS, LB, GW, KC</p> <p>Complaints Committee: ND, AB – this is subject to change in the case that a complaint involve a member of this sub-committee.</p> <p>Exclusion Panel: to be formed if required.</p>	
<b>7</b>	<p><b><u>Issues raised</u></b></p> <p><b>1. Staff Representatives</b> VS to determine 1 staff rep for St Christopher’s EYFS and 1 for Sunflowers in order to maintain consistency.</p> <p><b>2. Parent Representatives</b> Newsletter - VS will see if it is possible to upload the newsletter onto Tapestry and added that it is uploaded on a fortnightly basis onto the school website.</p>	

	<p>PE - No PE lessons are being held at present. There is no statutory requirement for the setting to deliver a PE lesson as the objectives are delivered through outdoor play and other activities. This will be reviewed after the Christmas break and, following guidance from DFE and the GoG. The physical development aspects of the curriculum will continue to be delivered through the outdoor environment and day to day provision!</p> <p>Keyworkers - VS will inform all parents of who their child(ren)'s keyworker is.</p> <p><b>3. Unit Representatives</b>  Health – Flu vaccines and height, weight and eyesight screening are all completed. Given the good uptake for the flu vaccine, the PRMC will now offer this to children up to the age of 15. VS suggested that a health fair be arranged once the current pandemic restrictions are lifted. VS happy to include PRMC/health information in the newsletter as well as placing posters at the school door. HR re-iterated the use of Cmd Media in order to promote events and visits.</p> <p><b>4. AOB</b>  SGC Committee – It was agreed that as well as the members of the committee with established roles, the committee will include 3 staff representatives (1 EDC, 1 FS1 and 1FS2) along with the named Parent Governors. The Cmd Padre will not form part of the committee as he would much rather visit the settings and discuss any matters directly with them. It was agreed that there is no longer a need for a CST Rep on the committee.</p> <p>Newsletter – The newsletter is easier to read and digest than it has been in the past. ND will include an attachment on future publications to provide SGC feedback to parents.</p> <p>Childline – A Positive Parenting workshop for early years will be hosted at Helm Point by Childline on Tuesday 24 November 2020 and Thursday 26 November 2020. A copy of the poster is to be attached to the newsletter.</p> <p>Transition to from FS2 – Some parents have raised concerns about the transition process from FS2 to lower primary. VS and NG explained that there had been liaison with the Department of Education (DoE) and Notre Dame Lower Primary School (NDLPS) in order to put in place certain measures to alleviate the transition from FS2 and for newcomers to Gibraltar. Whilst the DoE gave the go-ahead, this did not transpire as NDLPS did not appear to be pro-active on the matter. ND requested that this subject be added to the agenda as a separate item.</p>	
	<p><b>Next Meeting:</b></p> <p><b>Date:</b> TBC</p> <p><b>Time:</b> TBC</p> <p><b>Venue:</b> HELM point hall</p>	

