

**ST CHRISTOPHER'S SCHOOL GOVERNANCE COMMITTEE (SGC) MEETING – HELD AT HELM
POINT 11:00 ON FRIDAY 26TH MARCH 2021**

Present:	Wg Cdr Nel Doherty	Chair	ND
	Mr Gary Margerison	School Improvement Advisor	GM
	Miss Vicky Stephens	EYFS Leader	VS
	Miss Megan Tomlin	Deputy Sunflowers Manager	MT
	Miss Anne Howcutt	Staff Representative	AH
	Ms Sally Crawford	CST Representative	SC
	Mr Richard Leighton	Social Worker Representative	RL
	Mr David Falla	Parent Governor	DF
	Cpl Alan Dunn	Parent Governor	HR
	Mrs Gemma Waldrom	Parent Governor	GW
	Mrs Nadine Gonzalez	School Business Manager/SGC Secretary	NG
Apologies:	Cpl Katrina Cornwell	Healthcare Representative	KC
	Mrs Helen Reilly	Media Representative	HR
	CPO Jenni Wheldon	Welfare Officer	JW

Item	Action	Lead
I	<p><u>Introduction and Welcome</u></p> <p>ND welcomed everyone present and thanked the St Christopher's and Sunflowers teams for their efforts and successful delivery of remote learning during the last lockdown, stating that she had received many positive comments from parents.</p>	ND
II	<p><u>Minutes of the last meeting</u></p> <p><u>Headteacher's Report</u></p> <p>St Christopher's EYFS and Sunflowers Nursery have held 2 inset days and received training from ABC Training, an educational consultant who specialises in early, years and are looking to continue the partnership into the next academic year.</p> <p><u>FS2 Transition</u></p> <p>All FS2 parents have received link to the new online registration form. She added that she is currently liaising with Notre Dame Lower Primary School and working towards school visits and certain measures to facilitate the transition of out FS2 children.</p> <p><u>Staff Representatives</u></p> <p>AH has been elected as the staff representative for both Sunflowers and St Christopher's for the duration of the next calendar year.</p>	VS

<p>III</p>	<p><u>Headteacher's Report</u></p> <p><u>VS</u></p> <p>Staff training – 2 inset days have been held to date, with virtual training delivered by Alistair Bryce-Clegg (ABC Does). St Christopher's is looking to continue the partnership into the next academic year. Level 2 Safeguarding update was successfully delivered to all staff by Kim Harrison from DCYP. 2 EYFS staff members have completed EKLAN Supporting Language Development for under 5's and will be looking a how this knowledge can be shared with others in the setting to improve support and experiences for children. 2 staff members are currently undergoing WELSA training which is aimed at developing an ethos around promoting positive wellbeing and mental health within the setting.</p> <p>Safeguarding – All risk assessments are being continually reviewed. St Christopher's works closely with DCYP, GoG and DfE in order to establish and follow guidelines with regards to the pandemic. PE and in-setting reading activities could potentially be re-instated during the summer term. RL met with the Sunflowers manager to complete their safeguarding audit.</p> <p>Changes to staffing – Mrs Cook, FS2 Keyworker, has resigned and her replacement is Mrs Anna Cawood. Mrs Pope will resume as FS1 Keyworker as from 6 Apr 21. Mrs O'Shea, Lunchtime Supervisor, was successful in her application for a different post within Cmd and has been replaced by Mrs Sutton. All posts at St Christopher's EYFS are currently filled.</p> <p>End of term 1 data – The setting is working towards a target of 80% of children achieving a good level of development.</p> <p>School Improvement Priorities – St Christopher's have continued to make progress towards the proposed targets during the 2nd lockdown.</p> <p>Objective 1 – to further improve standards so all children are secure within their age bands at key transition points by continuing to review assessment procedures in light of changes within the new Early Years Framework. In addition, Pupil Progress meetings held with staff show that they have a good understanding of the needs of the children.</p> <p>Objective 2 – To improve the quality of the enabling environment across 0 – 5. All books within St Christopher's have been audited; some have been retired and the setting has invested in new reading material. Malleable areas are being adapted and are exploring the progression of the children's gross motor skills.</p> <p>Objective 3 – To improve and broaden the impact of leadership and management of all stakeholders. One round of peer observations has been completed. Weekly SLT meetings held between St Christopher's and Sunflowers serve to identify common threads.</p> <p>Attendance – Good across the setting. A total of 6 new families have joined FS1 with new families set to arrive before the end of the academic year. At present there are a total of 37 children between FS1 and FS2.</p>	<p>VS</p>
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	<p>Events – The children were able to watch ‘The Gruffalo’ via a livestream video performance.</p> <p>FS2 joined a live event held by the Royal Astronomical Society involving book reading, guided illustration and a question and answer session. Children’s Mental Health Week took place between 1st and 7th February 2021.</p> <p>As part of World Book Day the children were involved in a range of book-themed activities to promote reading for pleasure.</p> <p>Members of the BFGib community and the Cmd have held virtual storytelling sessions for the children which have proved quite popular. A virtual tour of King’s Chapel will be uploaded to Tapestry shortly.</p> <p>Fire Drill – A fire evacuation drill was successfully by held by both settings before Christmas.</p> <p>Storage – Still awaiting completion of works for the new storage area.</p> <p>Thanks – VS expressed her thanks to all staff across both settings for all their hard work and support during lockdown.</p> <p><u>MT</u></p> <p>Sunflowers - 1 child left the setting as a result of a posting to UK, 6 have moved to FS1, 2 new families have joined and 1 more child is due to start shortly. Some of the FS1 and FS2 children attend Sunflowers for Extended Day Care (EDC). In addition, several enquiries have been received from both families already posted in Gibraltar and those due to be posted over the coming months. New books and resources have been purchased for the setting; most have already been received.</p>	
IV	<p><u>Safeguarding/Health and Safety</u></p> <p><u>RL</u></p> <p>As from 1 Apr 21, all welfare/safeguarding concerns are to be made remotely to British Forces Social Work Service (BFSWS). The RN will be providing a Welfare Officer but any issues concerning child protection and safeguarding are to be reported to a remote social worker for BFSWS; if needed a social worker will travel to Gibraltar at the earliest opportunity.</p> <p><u>SC</u></p> <p>This matter was raised at the last LSPCS meeting and where it was decided to add it to the risk register. Concerns were raised with COS and the LSCP around the need for more information about the new safeguarding procedures. ND will contact COS to address the matter from a safeguarding and schools’ perspective.</p> <p>Action: ND/VS</p> <p><u>VS</u></p> <p>Thanked RL for all his involvement with St Christopher’s, Sunflowers and the SGC during his time in Gibraltar.</p>	RL

V	<p><u>Finance Update</u></p> <p><u>NG</u></p> <p>Public funds – At the end of the current financial year. St Christopher’s EYFS has kept within the allocated budget for the year. Funds have been used to purchase resources linked to the setting’s SIP.</p> <p>Non-public funds – All income and expenditure derive from snack fees and fund raising. Snack fees are now paid via bank transfer directly to the St Christopher’s GCF fund, as requested by parents and has had a positive response.</p> <p>A meeting of the finance sub-committee is to be held during the summer term.</p> <p>Action: NG</p>	NG
VI	<p><u>Sub-committee/Feedback/Updates/Reports</u></p> <p><u>SC</u></p> <p>With the departure of RL and the concern over accessing a remote social worker in mind, SC will ask the health visitors to provide St Christopher’s with contact details for Childline.</p> <p><u>MT</u></p> <p>Sunflowers is liaising with the health visitors in order to establish a more effective method of working in partnership.</p>	
VII	<p><u>Issues raised</u></p> <ol style="list-style-type: none"> 1. Staff Representatives The new FS children have settled in very well. Although the FS1 classroom is currently housed in the Sunflowers setting, they will revert to the FS1/FS2 setting at the start of the new academic year. A token of gratitude was expressed to the parents of children attending Sunflowers as they had made a positive comeback and settled in very well after the lockdown. 2. Parent Representatives Remote Learning – It was agreed that the remote learning via tapestry was useful. It was noted that the teacher-led training and story-telling was particularly beneficial to the children. Both settings are always available to address any concerns parents may have. 	

	<p>Newsletters – The way information is now presented on newsletters makes them easier to understand and allows for better communication between the settings and parents,</p> <p>EKLAN Training – Explore opportunities for ELKLAN training to be delivered to parents. (VS)</p> <p>School Photos – Due to the re-instating of Covid-19 restrictions, the photographer was not able to take the photographs. VS will enquire as to whether or not the school photos will be taken.</p> <p>FS1 Hot Lunches – The current provision of hot lunches does not extend to FS1 due to timings. VS and NG will liaise with all stakeholders and obtain information regarding prices, portion sizes, meal collection and delivery times, etc. and ascertain whether this is a feasible option.</p> <p>Action: NG/VS</p> <p>Positive Parenting – There was not a lot of interest in the last positive parenting course. SC will look into the possibility of re-arranging the course, preferably during an afternoon or evening, dependant on volunteer availability. SC will liaise with Childline and VS on the matter.</p> <p>Action: SC</p> <p>School Uniforms – The local suppliers of St Christopher’s EYFS uniforms are able to provide plain items on which parents can then choose to have the setting logo printed or embroidered. St Christopher’s currently hold a small stock of uniforms, should parents wish to purchase them directly from the setting. There is no legal requirement for the children to wear a uniform. VS will include this information on the next newsletter.</p> <p>Action: VS</p> <p>Swimming Lessons: VS will look into the possibility of the provision of swimming lessons through the setting. There are currently 2 qualified swimming instructors on Four Corner’s who can deliver the lessons.</p> <p>Action: VS</p> <p>DBS checks – All SGC members are reminded that they must have a satisfactory and in-date DBS check. Any member who has not completed the forms are to contact Mrs Angela Carroll at St Christopher’s.</p> <p>Action: All</p> <p>Sunflowers Governor – Discussion about having a named governor dedicated to Sunflowers Nursery. Also explore how a parent group can be created like the one for FS1 and FS2.</p>	<p>All present</p>
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	<p>3. Unit Representatives</p> <p><u>SC</u></p> <p>CST will be hosting a family occasion on 24 Apr 21. SC will liaise with both settings in order to involve them. Pre-arranged visits to the settings can also be arranged for the event.</p> <p>4. AOB</p> <p><u>GM</u></p> <p>Voiced his support for the setting in relation to the safeguarding issues that have arisen with the removal of the DGS guard from 4 Corners and the concern over the potential gap left by RL's departure.</p> <p><u>ND</u></p> <p>Expressed her thanks to RL for his support to the SGC and wished him all the best for the future.</p>	
<p>VIII</p>	<p><u>Next Meeting:</u></p> <p>Date: TBC</p> <p>Time: TBC</p> <p>Venue: HELM Point Community Room</p>	