

**ST CHRISTOPHER'S SCHOOL GOVERNANCE COMMITTEE (SGC) MEETING – HELD AT HELM  
POINT 11:00 ON WEDNESDAY 23<sup>RD</sup> JUNE 2021 AT 10:30**

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
	CPO Jenni Wheldon	RN Welfare Officer	JW
	Cpl Katrina Cornwell	Healthcare Representative	KC
	Mr David Falla	Parent Governor	DF
	Mrs Gemma Waldrom	Parent Governor	GW
	Mrs Sam Ballinger	Parent Governor	SB
	Mrs Kate Cullip	Parent Governor	KC
	Mrs Nadine Gonzalez	School Business Manager/SGC Secretary	NG

Apologies:

Mrs Helen Reilly	Media Representative	HR
Cpl Alan Dunn	Parent Governor	HR
Ms Sally Crawford	CST Representative	SC

Item	Action	Lead
<b>I</b>	<b><u>Introduction and Welcome</u></b>  ND welcomed everyone present. She explained that this meeting would be focusing on the 1 <sup>st</sup> quarter of the academic year 2021/2022 and that the SGC will provide support to both settings. ND thanked the staff of both settings for all their hard work during an exceptional year.	ND
<b>II</b>	<b><u>Matters arising from the previous meeting</u></b>  <u>Safeguarding</u>  <b><u>ND</u></b>  Introduced JW who has, in part, replaced Richard Leighton after his departure. Whilst JW is not a social worker she is an RN Welfare Officer and will still offer support for the settings and families. Any safeguarding issues can be referred to JW who will then make a referral to BSWS.  <b><u>VS</u></b>  VS, MT and NG had met with Terri Brown and Mandy Reeve of BSWS during their recent visit to Gibraltar. This proved to be very useful.  <u>Sub-committee/Feedback/Updates/Reports</u>  <b><u>ND</u></b>	ND

	<p>ND and DF met with VS and NG with a view to understanding how school finances are held. The governance framework is set-up around finance and the sub-committee were content.</p> <p><b><u>DF</u></b></p> <p>DF has sent NG a link to the Dynamic Purchasing System which may prove to be a more efficient system of placing orders. NG will refer to DCS.</p> <p><b>Action:</b> NG</p> <p><u>Issues raised</u></p> <p><b><u>VS</u></b></p> <p>EKLAN training – VS is currently liaising with EKLAN for the provision of training to Parent Governors (PGs).</p> <p><b>Action:</b> VS</p> <p>School photos – The school photos have been taken. Overall both the settings and parents are happy with the quality and service, although the settings will liaise with the photographer in order to tweak some minor details for next year.</p> <p>FS1 Hot lunches – NG is currently liaising with the caterer with a view to altering the provision of lunchtime meals at 12:30pm instead of 12pm in order to coincide with FS1 lunches. Additionally, St Christopher’s is exploring the possibility of offering parents of FS1 children the option to pay for hot meals.</p> <p><b>Action:</b> NG</p> <p>Positive parenting - With the absence of SC at the meeting, this issue is rolled over until the next meeting.</p> <p><b>Action:</b> SC</p> <p>School uniforms – There is a small stock of school uniforms still available at St Christopher’s for parents to purchase. Alternatively, they can be purchased through Stitch and Print who can provided a printed logo.</p> <p>Swimming lessons – The contracting process will be explored in September with a view to have arrangements in place by the summer of 2022.</p> <p><b>Action:</b> VS/NG</p>	
<p><b>III</b></p>	<p><b><u>Headteacher’s Report</u></b></p> <p><b><u>VS</u></b></p> <p>Number on role – There are currently 16 children in FS2 and 22 children in FS1 and 40 children enrolled into Sunflowers EY.</p>	<p>VS</p>

Staffing - St Christopher's EYFS is now at full establishment with Mrs Anna Cawood replacing Mrs Ohn Mar Cook.

MT has been appointed as the new EY setting manager. Mrs Doreen Fernandez is back in the setting. She is physically fit to carry out her role, although she is on a phased return to work and risk assessments are in place. Mrs Karen Sheils has also returned to work after her maternity leave.

Data analysis - There is no requirement to submit data to the government due to the challenges presented by the global pandemic.

St Christopher's EYFS has met 71% of it's 80% GLD target. Of the 5 children who missed GLD, 4 were late summer born. The setting is exploring options of how to utilise the support available to deliver phonics in the new academic year.

School Improvement Priorities –

Objective 1 – EYFS The setting will continue to review assessment procedures for the new academic year. FS1 and FS2 end of year reports will be sent to parents Fri 2 Jul 21.

Objective 2 – Both settings have developed a closer working relationship and this is benefitting the EYFS children who access EDC via Sunflowers. Further training has been delivered by ABC since the last SGC meeting.

Objective 3 – Weekly SLT meetings continue to be held between ROW advisor, VS and MT.

SEND – Currently there is 1 child within St Christopher's an individual learning plan. The setting is liaising with external agencies to provide the best support possible.

Attendance and mobility – Both settings have remained open without any Covid-19 related closures since returning in February 2021.

Continued Professional Development (CPD) – Both setting managers are undertaking CACHE level 4 Leadership and Management of SEN in Early Years. In addition, all staff have received various elements of training to ensure the best provision is delivered to staff and children. Tapestry is to be used as a training platform during the next academic year.

Mission Statement – St Christopher's EYFS and Sunflowers EY have worked together to produce a joint mission statement that encompasses both settings.

Curriculum Drivers – The settings' curriculum drivers are:

Communication – The aspiration that all children in the setting be confident communicators.

	<p>Self-belief – The aspiration that all the children have confidence in themselves and in their abilities to see themselves as resilient individuals.</p> <p>Independence – To make the children independent in managing their needs, learning, behaviour and thinking.</p> <p>Global Citizenship - To encourage the children to develop the knowledge, skills and values needed to engage with the world.</p> <p>Training – VS and Mrs Angela Traverso have both attended WELL (Wellbeing and Emotional Literacy Lead – VS) and WELSA (Wellbeing and Emotional Literacy Support Assistant – AT) through the academic year.</p> <p>Both setting managers have taken part in a range of webinars as part of the MoD Schools Courageous Leadership programme covering a range of topics including School Evaluation and Ofsted Preparation training.</p> <p>6 staff members across both settings will be attending First Aid training.</p> <p>Parental feedback – 25 responses received to an anonymous parental survey. These proved to be positive and the following were identified as areas for development:</p> <ul style="list-style-type: none"> <li>• Long-term plans will be made available on the school website.</li> <li>• Curriculum overviews will be sent home at the start of each new home learning theme.</li> <li>• The possibility of re-launching Stay and Play and Family Learning programmes in September.</li> <li>• Development of a new website more reflective of the ethos and practice of the setting.</li> <li>• Redrafting of admissions booklet and transition programme ensuring families have all the information needed when starting in St Christopher’s EYFS.</li> </ul> <p>Family Learning Programmes/Community Involvement/School Events - The following events have taken or are due to take place over this academic year:</p> <ul style="list-style-type: none"> <li>• Visit from the PRMC Dental Team</li> <li>• Command Mental Health Week</li> <li>• School photographer</li> <li>• Visit from physio and PT</li> <li>• Transition visits to Notre Dame Lower Primary School</li> <li>• FS2 Graduation</li> <li>• New to FS2 – what to expect</li> <li>• New to FS1 – what to expect</li> </ul> <p>Health and Safety – various outstanding tasks across both settings have now been completed, these being:</p> <ul style="list-style-type: none"> <li>• Ceiling lights have been moved to reduce the amount of light flicker.</li> <li>• A portacabin will be installed at the rear of the building to allow for a private meeting space.</li> </ul>	
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	<ul style="list-style-type: none"> <li>Information screen and leaflet holders installed in the reception area.</li> <li>Removal of erroneously placed fire exit signs.</li> </ul> <p>Outstanding works:</p> <p>Installation of shelving in the new storage area (garage).</p> <p>Fire Drill – successfully held on 25 May 21. Both staff and children across both settings reacted calmly, quickly and responsibly throughout.</p> <p>Covid-19 – Risk assessment reviewed on a regular basis. All staff who wished to receive the vaccine have completed both doses. Information posters on display around both settings and shared with parents. Children working in bubbles and the mixing of staff is restricted. St Christopher's EYFS are looking to move FS1 back into the main classroom in September. The requirement of mask wearing has been reduced, in line with GoG guidance. Due to increasing temperatures and risk of heat stress related illness, permission has been sought from Mod Schools SHEF Advisor and HoE SHEF for the use of AC units.</p>	
<b>IV</b>	<p><b><u>Safeguarding/Health and Safety</u></b></p> <p>Nothing to report</p>	JW
<b>V</b>	<p><b><u>Finance Update</u></b></p> <p><b><u>NG</u></b></p> <p>Public funds – Budgets for the financial year 2021/2022 (FY 21/22) throughout DCS are very stringent. Both settings have now received their allocated budgets. St Christopher's budget remains the same as the last financial year but more costs are to be captured by the setting. Funds continue to be used to purchase resources linked to the setting's SIP.</p> <p>Non-public funds – Snack fees continue to be paid via bank transfer directly to the St Christopher's GCF fund, as requested by parents, with a few exceptions. In addition, the setting has received monies derived from the sale of uniforms and commission from the school photographs.</p>	NG
<b>VI</b>	<p><b><u>Sub-committee/Feedback/Updates/Reports</u></b></p> <p><b><u>ND</u></b></p> <p>Suggested that sub-committees hold regular meetings to discuss their individual areas of responsibility and then bring those discussions and outcomes to the larger termly SGC meeting. 3 separate sub-committees should be formed to address the 3 School Improvement Priorities' objectives. SB to oversee Objective 1, KC Objective 2 and GW Objective 3.</p>	ND

<p><b>VII</b></p>	<p><b><u>Issues raised</u></b></p> <p><b>1. Staff Representatives</b></p> <p>Nothing to report</p> <p><b>2. Parent Representatives</b></p> <p>ND, GW and SB took part in a learning walk of both settings. They enjoyed spending time in both areas, finding the experience beneficial and interesting. The general consensus is that the children are confident and engaging. Health and safety is well managed, as well as having a pragmatic approach to behaviour management and problem solving by the children. They were delighted with the equipment available to the children as well as with the various displays throughout the settings. Overall, it was a successful and valuable visit.</p> <p>ND and VS have reviewed and agreed the current policies.</p> <p><b>3. Unit Representatives</b></p> <p>Nothing to report</p> <p><b>4. AOB</b></p> <p><b><u>VS</u></b></p> <p>An inset day will be held for all staff across both settings on 1<sup>st</sup> Sep 21. Training for that day will be delivered by ABC Does and will focus on Early Years Provision. Training during the upcoming academic year will be more curriculum based.</p> <p>Planning has already started for the new term, especially around the new FS1 &amp; FS2 routines since they will both be in the same classroom for the new academic year.</p> <p><b><u>MT</u></b></p> <p>TW will drip-feed to staff training on new developmental matter statements. The EY setting will be using this as from Sep 2021.</p> <p><b><u>ND</u></b></p> <p>Expressed her interest to join, along with other parent governors, any training during the set inset days. on 19 Nov 21 where ABC will be delivering training focusing on behaviour.</p> <p><b>Post-meeting note: ABC Does has confirmed that Parent Governors are welcome to attend either session to be held on 1 Sep 21 and 7 Jan 22. Please contact VS for further details.</b></p> <p><b>Post meeting note: The Chair and members of the SGC would like to thank Alan Dunn and Helen Reilly for their support and hard work during their time in the committee.</b></p>	<p>All</p>
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<b>VIII</b>	<b><u>Next Meeting:</u></b> <b>Date:</b> TBC <b>Time:</b> TBC <b>Venue:</b> HELM Point Community Room	
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