

**ST CHRISTOPHER'S SCHOOL GOVERNANCE COMMITTEE (SGC) MEETING – HELD AT HELM  
POINT 11:00 ON WEDNESDAY 13TH OCTOBER 2021 AT 11:00**

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
	Mr David Falla	Parent Governor	DF
	Mrs Gemma Waldrom	Parent Governor	GW
	Mrs Sam Ballanger	Parent Governor	SB
	Mrs Kate Cullip	Parent Governor	KC
	Mrs Nadine Gonzalez	School Business Manager/SGC Secretary	NG
Apologies:	Cpl Katrina Cornwell	Healthcare Representative	KC

Item	Action	Lead/Action
I	<p><b><u>Introduction and Welcome</u></b></p> <p>ND welcomed everyone present and expressed her contentment at GM being present at the meeting as part of his visit to St Christopher's EYFS. GM said that the visit has focused on St Christopher's EYFS as Tricia Wood, ROW Advisor, will be visiting Sunflowers EYS w/c 18 Oct 21. He added that this has been a successful visit, where a lot of ground had been covered, especially on the way forward with the School Improvement plan (SIP).</p>	
II	<p><b><u>Matters arising from the previous meeting</u></b></p> <p><b><u>NG</u></b> Dynamic Purchasing System - NG contacted DCS regarding the use of Dynamic Purchasing System, but this is not a viable option at present. Schools benefit from the flexibility of being able to purchase from preferred suppliers (following the correct purchasing process) in order to obtain the best resources to undertake the SIP.</p> <p><b><u>VS</u></b> Swimming lessons – The contracting process will be explored in September with a view to have arrangements in place by the summer of 2022.</p>	VS/NG
III	<p><b><u>Headteacher's Report</u></b></p> <p><b><u>VS</u></b></p> <p>Number on role – At St Christopher's EYFS there are currently 13 children in FS2, with 1 new child starting after half-term and 14 children in FS1 with 4 new children starting in January. Sunflowers EYS currently</p>	

	<p>have 31 children enrolled, 11 of which attend core sessions, 1 new child to join in January, and the rest accessing the setting for EDC. A discussion followed as to whether the facility could be accessed by the RG and it was determined that the logistics involved would make it very difficult.</p> <p>Staffing – Due to financial constraints, St Christopher’s have not been able to acquire any lunchtime supervisors and lunchtime sessions are being supervised by FS1 and FS2 staff. Ms Alma Ledesma is now established as the new Admin Assistant for Sunflowers and Mrs Karen Shiels as their new Deputy Manager.</p> <p>SIP – The SIP continues to evolve, with the 3 key areas being:</p> <ol style="list-style-type: none"> <li>1. To continue to implement and evaluate the effectiveness of the curriculum design in ensuring all children achieve the defined end points by the end of the Early Years Foundation Stage.</li> <li>2. A key focus on developing high quality interactions to promote children’s language, self-belief and independence and awareness of their place in the world, ensure the provision and teaching remains consistently good.</li> <li>3. To continue to develop the monitoring, evaluating and reviewing of the Early Years from 0-5 so that high expectations for learning are consistent within each phase of the Early Years in order to impact positively on pupil outcomes</li> </ol> <p><b><u>JW</u></b>  Childcare for children over aged over 5 – JW will be sending out questionnaires to parents to identify what aspects of childcare provision they require and whether, if available, they would take childcare up. The possibility of introducing a breakfast club for children over 5 years old was suggested. GM will discuss further with DCS to see viability.</p>	GM
IV	<p><b><u>Safeguarding/Health and Safety</u></b></p> <p><b><u>JW</u></b>  JW will meet with VS and MT to discuss safeguarding process and any potential issues.</p> <p><b><u>DF</u></b>  Enquired whether all those who completed L2 Safeguarding training would be receiving certificates. VS will check if these have been received.</p>	<p>JW/VS/MT</p> <p>VS</p>
V	<p><b><u>Finance Update</u></b></p> <p><b><u>NG</u></b>  Public funds –Funds continue to be used to purchase resources linked to the setting’s SIP. All available funds have been allocated for the same purpose.</p>	

	<p>Non-public funds – With a few exceptions, snack fees and money derived from the sale of uniforms continue to be paid via bank transfer directly to the St Christopher’s GCF fund, as requested by parents This account is used to purchase items for the children’s snack.</p>	
VI	<p><b><u>Sub-committee/Feedback/Updates/Reports</u></b></p> <p><b><u>ND</u></b></p> <p>Gave an overview of the SGC’s walking visit to both settings on 08 Oct 2021. At St Christopher’s, the SGC was very impressed with the way the practitioners use learning opportunities, the resources available, the development of the SIP and behaviour management of the setting. The SGC enjoyed the visit to Sunflowers. It was noted that parents are to be informed of messy play activities beforehand. The fact that FS1 no longer share Sunflowers’ area was noted positively.</p> <p><b><u>VS</u></b></p> <p>Suggested that a finance sub-committee meeting and a learning walk for all SGC members be held before the end of the autumn term. Suggested dates for the learning walk are 22 Nov 21, 26 Nov 21 and 2 Dec 21. SGC members to advise NG of their preferred choice.</p> <p><b><u>GW</u></b></p> <p>Researched the possibility of producing tea towels and Christmas cards printed with the children’s artwork. VS and GW will liaise on the way forward.</p>	<p>I</p> <p>AI</p> <p>VS/GW</p>
VII	<p><b><u>Issues raised</u></b></p> <p><b>Staff Representatives</b></p> <p>Sunflowers staff are very happy with their new uniforms, which were purchased with safeguarding, H&amp;S and staff preference in mind.</p> <p><b>Parent Representatives</b></p> <p><b><u>SB</u></b></p> <p>A parent has approached her about top-up funding. GM will send the relevant information and DIN to MT for her to give to the parents in question.</p> <p><b><u>GW</u></b></p> <p>Lunchtime phonic meetings are very good but there has not been a big uptake. Maths meetings are currently being prepared. A discussion ensued as to how they could best be delivered.</p> <p><b>Unit Representatives</b></p> <p>Nothing to report</p>	<p>GM/MT</p>

	<p><b>AOB</b></p> <p><b><u>ND</u></b></p> <p>The possibility of opening Sunflowers in the afternoons during summer hours. MT advised that a meeting to this effect will be held on 20 Oct 2021 during Tricia Wood's visit.</p>	MT
<b>VIII</b>	<p><b><u>Next Meeting:</u></b></p> <p><b>Date:</b> Wednesday 16<sup>th</sup> February 2022</p> <p><b>Time:</b> 09:30am</p> <p><b>Venue:</b> HELM Point Community Room</p>	