

ST CHRISTOPHER'S EYFS/SUNFLOWERS EYS GOVERNANCE COMMITTEE (SGC) MEETING – HELD AT HELM POINT ON WEDNESDAY 14TH JUNE 2022 AT 14:15

Present:	Wg Cdr Nel Doherty	Chair	ND
	Miss Tricia Wood	EYA, ROW	TW
	Miss Vicky Stephens	EYFS Leader	VS
	Miss Megan Tomlin	Sunflowers EYS Manager	MT
	Miss Anne Howcutt	Staff Representative	AH
	CPO Jenni Wheldon	RN Welfare Officer	JW
	Cpl Katrina Cornwell	Healthcare Representative	KCo
	Mrs Kate Cullip	Parent Governor	KCu
	Mrs Nadine Gonzalez	School Business Manager/SGC Secretary	NG
Apologies:	Mr Gary Margerison	School Improvement Advisor	GM
	Mrs Gemma Waldrom	Parent Governor	GW
	Mrs Sam Ballanger	Parent Governor	SB
	Mr David Falla	Parent Governor	DF

Item	Action	Lead/Action
I	<p><u>Introduction and Welcome</u></p> <p>ND opened the meeting and welcomed everyone present.</p>	
II	<p><u>Matters arising from the previous meeting</u></p> <p><u>ND</u> Provided CST with details of how Loreto produce their Christmas cards and this will be incorporated as a youth club activity.</p> <p><u>VS</u> Swimming lessons – awaiting confirmation of dates.</p> <p>Phonics/Maths meeting – Scheduled for the September induction.</p> <p><u>MT</u> Sunflowers EYS summer hours – Childcare will be provided until 16:00 for dual working families with children aged 5 or under during the summer period. Although only 1 family requires this provision, there may be a greater requirement next year. ND asked MT to thank Sunflowers' staff on behalf of the SGC for being so flexible in their approach.</p>	VS
III	<p><u>Headteacher's Report</u></p> <p>The following points arose from the Headteachers report:</p> <p><u>ND</u> SIP - Would like to see more comments from the SGC. Will revisit in Term 1 to decide on the best format for this. TW thanked the SGC for the learning walks encompassing age ranges between 0 – 5 years.</p>	

	<p>Priority area 2 (Review Positively Managing Behaviour) – asked whether there is any update for this term. VS explained that it is the settings' intention to redraft the policy in time for the next SGC meeting and review then as a priority in itself.</p> <p>Supervision programme for all staff – Enquired as to how this stands. VS replied that they are progressing; supervisions work on the same premise as staff appraisals and are a requirement of the EY framework.</p> <p>SENCO Role – CPD for SENCO role has been suspended for this term and will restart in September. TW explained that this is the same across all ROW settings, and that this is an ongoing training with no end date or missed deadlines. ND is aware that the CPD is not occurring at present due to insufficient resources.</p> <p>SEND – Whilst the actual agreement between the HMGoG and BFGib sits with Cmd, the question arose of how to flag the issue of SEND to families prior to their posting to Gibraltar. Admission letters to St Christopher's make parents aware that the admissions process to a GoG school is a completely separate one. 2 families whose children, currently in FS2, were referred to the SEND panel were aware of this requirement prior to term 3, however assessment cannot be requested too early as requirements may change.</p> <p>Family Learning Programme/School Events – congratulated St Christopher's EYFS on the success of the 'What adults do' programmes. VS asked ND to feed back the setting's thanks through the Cmd for helping to put the programme together.</p> <p><u>VS</u></p> <p>Parent survey results – 'The setting has high expectations of my child' has caused confusion amongst some parents, as some families are unclear of whether or not the setting does so. TW suggested she deliver some training on this to parents during her visit to Gibraltar. KCu suggested that the setting asks parents what it is they would like clarified from the survey.</p>	
IV	<p><u>Safeguarding/Health and Safety</u></p> <p><u>VS</u></p> <p>Health and safety audit - has been completed and sent to the DCS SHEF Advisor.</p> <p>Health and safety policy – has been sent to the SGC; this is a live document and is subject to change.</p> <p>Sun safety policy – Reviewed by SGC. The points raised by KCo have been amended. VS explained that staff members apply sun cream to the children at Sunflowers EYS and that FS1 and FS2 children are taught how to and encouraged to apply the sun cream on themselves.</p>	

	<p>Outstanding works – Sunflowers’ fire escape has been scoped by DIO and is in line to be actioned. The garage shelves have still not been installed. ND suggested that VS/NG contacts DIO for an update on both jobs.</p> <p>Safeguarding – No safeguarding issues have arisen since the last SGC. All staff have undertaken the 2nd update for this year.</p> <p><u>JW</u></p> <p>L2 Safeguarding certificates – matter ongoing.</p>	<p>NG/VS</p> <p>JW</p>
V	<p><u>Finance Update</u></p> <p><u>NG</u></p> <p>Sub-committee meeting – DF met with VS and NG to discuss St Christopher’s finance and spending, all linked to the SIP. The meeting was successful.</p> <p>Both settings received a visit from DCS’ SO2 BIS Fwd RoW. The visit was very useful and successful with only minimal recommendations which have been introduced.</p> <p><u>VS</u></p> <p>Budget FY 2022/2023 - The budget has been received and is approximately 80% of last year’s budget. Financial risks are to be highlighted and sent to DCS for their consideration.</p>	<p>NG/VS</p>
VI	<p><u>Sub-committee/Feedback/Updates/Reports</u></p> <p><u>ND</u></p> <p>SIP Development sub-committee -St Christopher’s GLD is at 64% as predicted. This particular sub-committee has proved extremely useful and a new date for a sub committee meeting to be set for the start of the new term. ND asks that non-setting members of the SGC provide her with suggestions and opinions regarding the development of children within the setting. KCo enquired as to the children’s water intake during the course of the day. VS replied that children have free access to their water bottles and that their intake is monitored.</p>	<p>NG</p>
VII	<p><u>Issues raised</u></p> <p><u>AH</u></p> <p>Thanked the SGC for her time on the committee as staff representative, adding that a new staff representative will be appointed for the new academic year.</p> <p>Parent Representatives</p> <p><u>ND</u></p>	

	<p>Thanked KCu and GW for their support as part of the SGC, adding that new governors will be recruited for the new academic year.</p> <p>Unit Representatives</p> <p><u>VS</u></p> <p>Has requested official wording from either DCS' Overseas Education and Supportability Team or the AFFS' Global Education Team with regards to transition from FS to provision of education in HMGoG schools to reflect the agreement that is in place regarding SEND.</p> <p>L2 Safeguarding – 2 of the parent governors still need to undergo the L2 Safeguarding. This also applies to any potential new staff members. To be reviewed in September.</p> <p><u>JW</u></p> <p>L4 Safeguarding Training – Awaiting authority to undergo L4 Safeguarding training.</p> <p>AOB</p> <p><u>TW</u></p> <p>Deputy EYS Manager – no successful applicants were identified during the last recruitment campaign. The post will be re-advertised.</p> <p>Gibraltar visit – Will be in Gibraltar between 4 – 13 July 2022 to support MS and MT in their visit to Cyprus.</p> <p>Post meeting note: TW's visit has been postponed until the start of the new academic year.</p> <p>Thank you – Expressed her thanks to both setting managers and their teams. TW stated that 64% GLD is a good result especially given the difficulties faced during the pandemic restrictions and 2 years of not having any national data.</p> <p><u>ND</u></p> <p>Thanked all outgoing governors for their involvement in the committee. She thanked AH for her year as staff representative and recognised that the settings, especially St Christopher's, have had a very hard year which has been recognised by the overwhelmingly supportive response from parents.</p>	<p>VS</p> <p>All</p> <p>JW</p> <p>MT/TW</p>
<p>VII</p>	<p><u>Next Meeting:</u></p> <p>Date: TBC</p> <p>Time: TBC</p> <p>Venue: HELM Point Community Room</p>	

