

**ST CHRISTOPHER'S EYFS/SUNFLOWERS EYS GOVERNANCE COMMITTEE (SGC) MEETING –  
HELD AT HELM POINT ON TUESDAY 29TH NOVEMBER 2022**

Present:	Wg Cdr Nel Doherty	Chair	ND
	Miss Tricia Wood	EYA, ROW	TW
	Miss Vicky Stephens	St Christopher's EYFS Leader	VS
	Miss Megan Tomlin	Sunflowers EYS Manager	MT
	Mrs Amy Woodward	Parent Governor	AW
	Mrs Sian Hutchinson	Parent Governor	SH
	Mr Alan Jones	Parent Governor	AJ
	Mr David Falla	Parent Governor	DF
	Mrs Nadine Gonzalez	School Business Manager/SGC Secretary	NG
Apologies:	CPO Jenni Wheldon	RN Welfare Officer	JW
	Katrina Cornwall	Healthcare Representative	KC
	Mrs Baerbel Philbin	Staff Representative	BP

Item	Action	Lead/Action
I	<p><b><u>Introduction and Welcome</u></b></p> <p>ND opened the meeting and welcomed everyone present. She explained that there has been a revised focus and that the SGC will now be led by the governors. She congratulated both settings for having received 'outstanding' in some elements during TW's core visit.</p>	
II	<p><b><u>Matters arising from the previous meeting</u></b></p> <p><b><u>VS</u></b></p> <p>Sun Safety Policy – The policy will be reviewed and published in April 2023. The policy allows the settings to apply for accreditation by one of the major skin care charities  <a href="https://www.sunsafeschools.co.uk/education/">https://www.sunsafeschools.co.uk/education/</a></p> <p>Health &amp; Safety – The shelving has been installed in the garage. Work to extend the pavement outside Sunflowers EYS' fire exit is due to start W/C 5 Dec 2022.</p> <p><b><u>ND</u></b></p> <p>Safeguarding – Matter ongoing regarding L2 certificates</p>	JW
III	<p><b><u>Headteacher's Report</u></b></p> <p>The following points arose from the Headteachers report:</p> <p><b><u>VS</u></b></p> <p>Offered overview of St Christopher's EYFSP data in comparison to National Figures released 24.11.2022.</p>	

	<p>The phonics programme continues to be successful; there are currently 4 differentiated groups for phonics in FS2 allowing for support and challenge to be offered to children in smaller groups.</p> <p>Central funding has been approved for maths training which will be delivered to staff by Karen Wilding. Math will continue to be an area of focus in light of changes to the curriculum; there are no differentiated groups for maths as it easier for children to work in mixed ability groups.</p> <p>My Happy Mind was introduced at the start of the academic year. As well as forming part of the SIP, the programme incorporates a wellbeing programme for staff and free parental access to the My Happy Mind app.</p> <p>The School Improvement Priorities for this academic year are:</p> <ol style="list-style-type: none"> <li>1. Implement a continual review cycle of the curriculum to ensure it supports all children to achieve identified outcomes.</li> <li>2. Identify and implement a setting wide framework for promoting wellbeing and positive behaviour.</li> <li>3. Promote and support reflective practice by all stakeholders across St. Christopher's EYFS and Sunflowers EYS.</li> </ol> <p>The mobility rate for St Christopher's EYFS is 39%.</p> <p>Attendance is continuously monitored and families are encouraged to avoid taking leave during term time where possible. The question arose as to whether some of the leave taken during term time is due to work issues. If so this should be flagged up to Cmd should this become a concern.</p> <p><b><u>MT</u></b> A total of 5 new babies will be starting between Sep 22 and Jan 23. The inductions and visits process has been revised and is now being offered in shorter visits in order to help the children settle in. SH stated that the flexibility offered by Sunflowers EYS is very helpful to parents. ND added that if the settings' flexibility is to change, parents are to be informed beforehand.</p> <p><b><u>ND</u></b> Very happy with the EYFS Leader's/EYS Manager's report stating that this term promises diverse and rich opportunities for children across FS1 and FS2. She offered help with any issues that need chasing with DIO or local Cmd.</p>	
IV	<p><b><u>Safeguarding/Health and Safety</u></b></p> <p><b><u>ND</u></b> Parent governors are to liaise with St Christopher's EYFS in relation to the safeguarding training. All certificates to be sent via email to NG.</p> <p>L2 Safeguarding certificates – matter ongoing.</p> <p><b><u>VS</u></b></p>	<p>Parent governors</p> <p>JW</p>

	<p>Will arrange for parent governors to receive fact sheets every month. This will negate the need to undertake safeguarding training again.</p> <p>There are currently no safeguarding issues within either setting.</p> <p>The DCS SHEF advisor is due to visit both settings in Jan 23. Any pending H&amp;S matters are in hand and under his direction.</p>	VS
V	<p><b><u>Finance Update</u></b></p> <p><b><u>NG</u></b></p> <p>All purchases made by St Christopher's EYFS from public continue to be linked to the SIP. The setting has been allocated a budget of approximately 80% of the last financial year and the budget remains on track, with the allocation of funds focused on school resources.</p> <p>The minimum wage for LEC staff has been increased in line with the UK. As a result, all qualified LSAs will receive a 10% functional allowance in their salaries. DCS are aware of this and have mitigated the risk as it is a pay issue.</p> <p><b><u>MT</u></b></p> <p>Sunflowers budget is on track and all purchases made in line with the SIP.</p>	
VI	<p><b><u>Sub-committee/Feedback/Updates/Reports</u></b></p> <p><b><u>ND</u></b></p> <p>Sub Committee roles – AJ: Welfare (Safeguarding &amp; SEND). SEND: Some of the children across FS1 &amp; FS2 are currently receiving SLT from the GHA, via the Cmd health visitor.</p> <p><b>Post meeting note: NG met with the Department of Education, Cmd and Educational Policy Team to discuss Education Agreement, and in particular the provision of SEND by HMGoG to MoD children in HMGoG schools. The DofE will set out a clear process and present to BFGib. Further updates will follow as they become available.</b></p> <p>There are no safeguarding issues at present in either setting.</p> <p style="text-align: center;">AW: Education (Teaching, Learning &amp; Curriculum)</p> <p>St Christopher's EYFS' curriculum is in-line with the UK national guidelines, although tweaked to the peculiarities of the local environment.</p> <p style="text-align: center;">DF: Compliance (SHEF &amp; Finances)</p> <p>NG/VS to set up a meeting with DF</p> <p style="text-align: center;">ND: SIP (alongside SGC vice-chair and any parent governor wishing to participate)</p> <p>SIP 1 Implementing a continual review cycle of the curriculum. Highlights the different areas of emphasis where further practice development may be required.</p>	NG/VS

	<p>SIP 2 Identifying and implementing a framework for promoting wellbeing and positive behaviour. Recognising that the staff had a challenging year during the last academic year. The introduction of My Happy Mind is beneficial to staff wellbeing and also reaches out to parents.</p> <p>SIP 3 Promote and support reflective practice. This is partly in response to previous OFSTED visits, although it highlights the importance of how the 3 areas of SIP are interlinked and offset each other.</p> <p style="text-align: center;">SH: Parental Feedback</p> <p>To collate issues, concerns and question raised by parents in respect of either setting and pose those to the settings via the SGC.</p>	
<p><b>VII</b></p>	<p><b><u>Issues raised</u></b></p> <p><b>Staff Representative</b></p> <p>No issues raised.</p> <p><b>Parent Representatives</b></p> <p><b><u>ND/VS</u></b></p> <p>Bicycle Parking Slots – These are not the property of the settings and in addition are bolted to the floor. Consideration also has to be given to parents and buggies, especially when seeking shelter in wet weather. Governors will inform parents via the usual platforms.</p> <p>Tea Towels – The company is unable to deliver in time for Christmas due to the Royal Mail strikes. St Christopher’s EYFS will explore the idea of having the tea towels as a leaver’s memento at the end of the summer term.</p> <p><b>Unit Representatives</b></p> <p>No issues raised.</p> <p><b>AOB</b></p> <p><b><u>AW</u></b></p> <p>Stated that Mrs Sam Ballanger is happy to be involved with helping the settings in any way she can (fund raising etc.). ND added that the SGC and the settings will meet to establish what practical support families can offer (e.g. painting, sanding, etc.).</p> <p><b><u>TW</u></b></p> <p>Re-iterated that the data for GLD is as expected.</p> <p><b><u>ND</u></b></p> <p>Behaviour Policy – Will edit in order to make this a more concise and digestible document. She recognised the amount of work involved in producing the policy and thanked the settings for their efforts.</p>	

	Vice-Chair of the SGC – AW was elected as the new vice-chair of the SGC.	
<b>VII</b>	<p><b><u>Next Meeting:</u></b></p> <p><b>Date:</b> Thursday 16 February 2023</p> <p><b>Time:</b> 09:30</p> <p><b>Venue:</b> HELM Point Community Hall</p>	