

**ST CHRISTOPHER'S EYFS/SUNFLOWERS EYS GOVERNANCE COMMITTEE (SGC) MEETING –  
HELD AT HELM POINT ON TUESDAY 16TH MAY 2023**

<b>Present:</b>	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
	Sqn Ldr Kevin Lee	Parent Governor	KL
	Mrs Amy Woodward	Parent Governor	AW
	Mrs Sian Hutchinson	Parent Governor	SH
	Mr Alan Jones	Parent Governor	AJ
	Mr David Falla	Parent Governor	DF
	CPO Jenni Wheldon	RN Welfare Officer	JW
	Mrs Baerbel Philbin	Staff Representative	BP
	Mrs Nadine Gonzalez	School Business Manager/SGC Secretary	NG
<b>Apologies:</b>	Katrina Cornwall	Healthcare Representative	KC

Item	Action	Lead/Action
I	<p><b><u>Introduction and Welcome</u></b></p> <p>ND opened the meeting and welcomed everyone present.</p>	
II	<p><b><u>Matters arising from the previous meeting</u></b></p> <p>Safeguarding – JW will deliver L2 Safeguarding training in June and will deliver further L2 safeguarding training for new SGC members who require it. Dates TBC.</p> <p>No safeguarding concerns. All SGC members are up to date on safeguarding training. VS/NG to facilitate Section 128 checks for new SGC members.</p> <p>Policies – Attendance ongoing. Will be completed by the start of the academic year.            Educational Visits Attendance Policy ongoing. Will be completed by the start of the new academic year.            Intimate Care ongoing. Will be completed by the end of this academic year.            First Aid ongoing. Will be completed by the end of this academic year.</p> <p>St Christopher's EYFS website – The matter was discussed with ACEO (RoW) during his visit to the settings in early May and concerns were highlighted. TW provided an update, explaining that this was a worldwide Army issue and that the matter now rests with Regional Cmd. VS to hasten Craig Gill, DCS Education Advisor. VS and KL will liaise with regards to this matter.</p>	<p align="center">JW</p> <p align="center">NG/VS</p> <p align="center">VS/KL</p>

<p>III</p>	<p><b><u>Headteacher's Report</u></b></p> <p>VS remarked that it is a very positive report. She welcomed AW as the new FS2 teacher for St Christopher's EYFS in light of the outgoing FS2 teacher's retirement.</p> <p>Key trends St Christopher's EYFS – The focus has been on the children's listening and attention and acknowledged that the known environment is re-assuring for them. It is pleasing to see that the children are encouraged to write independently.</p> <p>Key Trends Sunflowers EYS – Transition between Sunflowers and FS1 at St Christopher's has been a lot easier during the course of this academic year.</p> <p>SIP Area 1 – The maths workshop went very well and is working well with parents and children.</p> <p>Sip Area 2 – Very positive feedback received from staff and parents.</p> <p>SIP Area 3 - The visit of FS1 staff to Sunflowers as part of the transition process was very successful.</p> <p>SEND – Cmd currently in discussions with DCS as to who would provide the funding in the case that SEN requirements could be supported within HMGoG schools. Costs would be determined by HM GOG Department of Education.</p> <p>Attendance and Mobility – Attendance figures were reviewed ahead of the attendance audit. The overall attendance for FS2 over the current academic year is approximately 93%. All absences are accounted for.</p> <p>CPD – The 1<sup>st</sup> Karen Wilding Teaching Early Number Sense session was successfully held during the inset day held on 12.05.2023.</p> <p>Parent Workshops – VS and MT to review parent survey feedback and identify best timings to capture the largest audiences. Consideration will be given to alternative delivery or recording methods. From September, parents will be asked to sign up to confirm attendance.</p> <p>Budget – The budget for FY 2023/2024 has not been received yet. TW will meet with DCS Finance and discuss this.</p> <p>Resources – As a result of the visit of HE the Governor and the Minister for Education, St Christopher's were afforded a visit to St Paul's Lower Primary to see an area which they had converted to a Forest School.</p> <p>Sub-committees – All governors are content with how the sub-committees are working.</p> <p>Safeguarding Updates – Monthly updates are well received and the system works well.</p>	<p>VS/MT</p> <p>TW</p>
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	<p>Change of SFM – The current SFM with responsibility for the settings will no longer be doing so. New SFM TBC.</p> <p>Security – Further to discussions with ACEO (RoW) and COS, it was decided not to follow JPSU guidance. The matter is being reviewed and an updated draft will be promulgated to the SGC.</p>	
<b>IV</b>	<p><b><u>Upcoming Events</u></b></p> <p>Schedule of events for St Christopher’s EYFS and Sunflowers EYS as follows:</p> <p>18.05.2023 – School photographer (both settings) Visit from the PRMC Dental Team for photograph (St Christopher’s EYFS)</p> <p>19.05.2023 – Sports Day (St Christopher’s EYFS)</p> <p>22.05.2023 – Airport visit (FS2)</p> <p>23.05.2023 – Visit from the Dive section (St Christopher’s EYFS)</p> <p>26.05.2023 – FOD Plod (FS2)</p> <p>05.06.2023 – ICT team visit for the whole week (both settings)</p> <p>06.06.2023 – CBF Visit (both settings)</p> <p>13.06.2023 – EWO visit (St Christopher’s EYFS)</p> <p>14.06.2023 – Visit to the Nautilus Project (St Christopher’s)</p> <p>16.06.2023 – Summer Stay and Play (both settings)</p>	
<b>V</b>	<p><b><u>Sub-Committee Updates</u></b></p> <p><b>a. School Improvement Plan</b></p> <p>Both settings are on track to meet the SIP, and there are no areas of concern. VS and KL are to discuss and agree SIPs for the new academic year. Governors are asked to provide suggestions for the 3 areas of the SIP.</p> <p><b>b. Compliance</b></p> <p>Finance - DF stated that both settings have a solid governance and process in place for financial matters. He expressed concern at a further reduction in the new budget and added that delays in receiving the new budget are not acceptable when planning for the year ahead.</p> <p>Health &amp; Safety – Conducted a H&amp;S walk of both settings and stated that it was encouraging to see that many outstanding actions had been completed since the last meeting.</p> <p>First Aid – DF reviewed the Frist Aid policy. He asserted that it is comprehensive and well documented. DF highlighted a potential</p>	VS/KL/all parent governors

<p>c.</p> <p>d.</p>	<p>disparity with social security claims and payments between UKBC and LEC staff.</p> <p><b>Post meeting note:</b> DCS H&amp;S Advisor confirmed that all staff in both settings are covered by the <a href="#">Social Security (Claims and Payments) Regulations 1979</a>.</p> <p><b>Education</b></p> <p>Stay and Play - The Coronation picnic/stay and play was a success with a good atmosphere between the children, parents and staff.</p> <p>Resources – Very pleased with the resources.</p> <p>Learning Walk – The focus for the next learning walk will be phonics.</p> <p>GLD – The GLD national average last year was approximately 64%. The average for St Christopher’s this year is approximately 74%.</p> <p>2.2-year checks- This is a continuous process co-ordinated by Sunflowers EYS&gt;</p> <p><b>Welfare</b></p> <p>Safeguarding Training – VS trying to facilitate and will send link to KL and will chase Mentor as access to the training via the website is difficult. Alternatively, KL can undertake face to face safeguarding training with JW.</p> <p>Online Safety Policy – DF will review the policy and suggest any enhancements in relation to the wording when recording minor issues. Once this has been agreed the policy is to be uploaded onto Tapestry.</p>	<p>KL/VS</p> <p>DF/AJ/VS</p>
<p>VI</p>	<p><b><u>Issues raised</u></b></p> <p><b>Staff Representative</b></p> <p>FS2 Teacher - BP added that it was sad to see the outgoing FS2 teacher leave but that staff are delighted that AW is the new FS2 teacher, especially as a good relationship between her and the settings already exists.</p> <p>Functional Allowances – VS raised the question of the functional allowances. The matter is continuously hastened via TW and DCS Finance and was discussed with ACEO (ROW) during his visit. ND stated that this was not acceptable. TW will take the matter up with Regional Cmd.</p> <p><b>Post meeting note:</b> The matter has been resolved and authority received for eligible staff to receive a 10% functional allowance, inclusive of backpay, with either their May or June salaries.</p> <p><b>Parent Representatives</b></p>	<p>ND</p>

	<p>Summer Hours - A parent has expressed concern that St Anne's Lower Primary and St Christopher's EYFS both finish at the same time during school summer hours, making it difficult to collect their children from either school. VS explained that the parent in question had discussed this with her but that no-one had pursued the matter. She further explained that there was no way to deconflict the school times but that alternative arrangements could be discussed in person with those that were affected.</p> <p>Tapestry – SH has been told by a parent that they are unable to access their child's information on Tapestry. MT has already spoken to the parent in question. The parent's expectations of the amount of content to expect on Tapestry had been realigned, and it was noted that Tapestry was a learning and teaching tool, not a diary of events.</p> <p>Parent Survey – Roughly two thirds of the surveys had been returned. VS explained that the questions posed are used generally amongst all DCS and UK schools but are adapted to the settings. KL will be involved in the preparation of next year's questionnaire.</p> <p>AJ pointed out that no issues related to bullying had been highlighted from the annual parental survey but that the survey intimated that there may have been some unrecorded. VS replied that this was a function of the DCS wording and that the matter will be addressed in the feedback to parents.</p> <p><b>Unit Representatives</b></p> <p>No issues raised.</p>	
<p><b>VII</b></p>	<p><b>AOB</b></p> <p>Core Visit - ND stated that the core visits were very useful and the 'whole school' approach stood out. She met with TW and ACEO (ROW) and they had a positive outlook with regards to the SGC.</p> <p>TW remarked that both settings are similar in their approach and fully supports a combined SIP and SEF and declared that the wider DCS perspective is that St Christopher's EYFS and Sunflowers EYS are good, strong settings. ND added that the settings had received a QA mark of 'good with elements of outstanding'.</p> <p>School Hours – VS announced that in order to comply with new UK regulations the school week for FS2 will be extended to meet the new minimum of 32.5 hours. Full days will run from 08:15 – 14:45 and summer hours will run from 08:15 – 12:30. She added that FS2 follow host nation directives in relation to summer hours and will follow UK regulations where practicable. FS1 have the standard entitlement of 15 hours, in line with UK.</p> <p>Sunflowers afternoon summer sessions – 1 family have requested that their child remain in Sunflowers until 14:30 during the summer hours period, and this will be accommodated.</p> <p>Welcome and thank you – ND welcomed KL to the SGC and thanked BP for her time as staff representative. A new staff representative will be</p>	

	<p>appointed for the academic year 2023/2024. She also thanked AW and DF for their input and support.</p> <p>TW welcomed AW as the new FS2 teacher for St Christopher's EYFS and wished her all the best.</p> <p>New SGC members – ND will advertise the need to recruit 2 new parent governors via BFBS, Helm Point newsletter and on Tapestry. AJ stated that he is happy to remain as part of the SGC, but is willing to step back if others are interested.</p> <p><b>Post meeting note:</b> radio adverts now live on BFBS as well as Facebook pots advertising recruitment.</p> <p>Achievements – VS will share the full lists at the next SGC meeting.</p> <p>Retirement – ND is waiting for a reply to the submission for the outgoing FS2 teacher to receive a CBF award. AW volunteered to co-ordinate a leaving gift for the outgoing FS2 teacher from parents.</p>	
<p><b>VIII</b></p>	<p><b><u>Next Meeting:</u></b></p> <p><b>Date:</b> Tuesday 27 June 2023*</p> <p><b>Time:</b> 10:00*</p> <p><b>Venue:</b> HELM Point Community Hall*</p> <p><b>*TBC</b></p>	