



See Distribution

Reference: SGC/23/05/2017

Date: 23 May 2017

**RECORD OF DECISIONS (RoD) FROM SGC MEETING 23 May 2017**

Present	Mr Scott Mr Senescall Mr Bucknill Ms McCormack-Fisher Mrs Sewell Mrs Grant Mrs Butt Mrs Vanspringel Mr Thomas Mr Boyle Mr Harris Mrs Harris Mr Mitchell Mrs Riley	Chairman Deputy Chairman Headmaster Parent Parent Parent AFF Legal Employer EJSU Parent Parent Parent Secretary Padre / Parent Parent
Apologies	Mr Mitchell Mr Beattie Mrs Brown Mr Riley Mr Niedzwiedzki	Parent Parent FS Leader Parent Deputy Headmaster

**RECORD OF DECISIONS**

**ACTION**

**ITEM 1 – WELCOME**

The Chair passed on his thanks to Mr Senescall and Mr Bucknill for leading the previous SGC meeting in his absence.

**ITEM 2 – APOLOGIES FOR ABSENCE**

Apologies were taken.

**ITEM 3 – PREVIOUS MINUTES**

The previous minutes were agreed.

## RECORD OF DECISIONS

## ACTION

AFF confirmed that all schools have access to a dietician. Mr Bucknill confirmed that SHAPE International School has actually recently used the dietician service in relation to a diabetic child within our school.

### ITEM 4 – HEADMASTER’S REPORT

The Headmaster’s report was reviewed and discussed. Further information is found in the report. However, of key note were:

#### Pupils

Pupil numbers were discussed. Pupil numbers are currently low (146) and haven’t increased throughout the duration of the academic year, in comparison to previous years. The predictions for the start of the academic year 2017-2018 are that numbers are again going to be low (approximately 100). However, this means that the school has the capacity to take in a larger percentage of international students and therefore reduce our waiting lists.

Mr Bucknill will interview prospective international families in early June.

**Mr Bucknill**

#### Staffing

Mr Bucknill congratulated Mr Adam Bennett on his promotion to Deputy Head at Bishops Park School, Germany. It was agreed that it was well deserved.

However, due to the late notice of this promotion, this has meant that the recruitment process for his replacement is late and it is highly unlikely that a replacement will be found by the deadline of 31 May in time to start the new school year, unless they are released early from their previous school.

Mr Bucknill obtained authority to recruit a new full time teacher. Mrs Natasha Rook was successful in her application for the role and will be covering the Year 4 class position, with Mr Niedzwiedzki undertaking PE, until a new Year 4 teacher/KS2 leader is recruited. Congratulations were offered to Mrs Rook.

There are various other vacancies within the school at the moment. Mr Bucknill expressed his delight at having a high number of fully qualified LSA’s apply for the LSA positions available. This is positive news for both the school and the community.

#### Pupil Achievement Data

Year 1 are currently undertaking their yearly phonics checking and Year 2 are in the progress of their KS1 tests.

The Year 6 SATS went well and feedback is positive. The results will be released the first week of July.

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### OFSTED

Unless the school achievement data drastically demises or there are any significant problems, we do not anticipate an OFSTED Inspection until 2019.

### School Improvement Plan

#### DIGITAL TECHNOLOGY

Mr Bucknill thanked Mr Bennett for his recent influence in regard to digital technology. Members of the SGC discussed that whilst IT is the future, that the pupils were provided with access to so many different apps and platforms that it was often possible to lose track of them all, plus remember the various different usernames and passwords. Mr Bucknill acknowledged this and explained that one of the original intentions behind the school website was to have one secure area whereby all of the different platforms could be accessed with just one password. Unfortunately, due to technicalities, this has not been possible.

It was suggested that a workshop for parents in the future may be of use. Mr Thomas will look into this in his new role of ICT LSA and Technician.

**Mr Thomas**

#### TARGET TRACKER

Unfortunately, Target Tracker has not been as effective as desired, with teachers finding it difficult to use and gauge pupil levels.

We have recently invested in Learning Ladders, which has had positive feedback and is easier for teachers to work with children on to engage in assessment for learning.

#### CHARACTER VIRTUES

The response from children and staff has been very positive. The Governors sat down with children and discussed the importance of them earlier in the year.

DSACEUR recently visited the school. He was very impressed with the school and interested in the character virtues, however, he commented on how difficult they were to measure.

It is hoped that before the end of school that a character virtues questionnaire can be designed and distributed to parents, teachers, Governors and pupils to see if we can measure the success of them. The results of this will be filtered into the School Improvement Plan for the next academic year.

**Mr Bucknill**

#### OLEVI

Teachers have been on CPD relating to the OLEVI Programme. The school is to become a Centre of Excellence and will be able to undertake its own training courses, which include LSA programmes. Mr Niedzwiedzki will train to become the programme facilitator.

**Mr  
Niedzwiedzki**

## RECORD OF DECISIONS

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### After-School Child Care Arrangements

Thanks were given to everyone who was involved with the Extended Day-Care project, in particular Marcus Senescall and Rita Vanspringle.

There was discussion regarding the availability and willingness of dependents to allow the EDC to run until 18.00hrs. Therefore it will only run until 15.15hrs. There is a lack of awareness within the community that the service is only free to those who are eligible. Mr Bucknill will inform the FS1 parents who that will impact.

**Mr Bucknill**

There was also discussion regarding the DIN from MOD Schools, which is not currently available detailing eligibility and costs. AFF to chase DCYP. AFF to also clarify whether those who are in education (16hrs+ per week) and are volunteers can access the EDC for free.

**AFF Rep**

Further details will be discussed in the forthcoming FS1 meeting to new and continuing FS1 parents.

### Finance

At present, this financial year's budget has not been issued. There are concerns with regards to spending cuts within MOD Schools and the implications this may have on our new build.

### Estate

The new build is continuing well and whilst the move in date is aimed at Easter 2018, it is more likely to be July 2018. The IT equipment required has been mapped and requested.

SGC visited FS1 and FS2 to look at the expenditure of £65,000.00 on new equipment which will prepare the unit for the new build. All agreed that it was impressive and that the School Support Team should be should be congratulated on the logistical challenge of unpacking and relocating. Mrs Brown and the FS team were also congratulated for all their effective design, purchase and installation.

## ITEM 5 – SGC MEMBERSHIP

The Chair confirmed that all members present (and not leaving Belgium) were willing to continue on the SGC.

Mr Scott noted that there were members of the committee who were leaving Belgium and thanked them for their valued contribution to the School. Leaving coins were presented to Louise McCormack-Fisher and Rachele Butt. Mr Scott also acknowledged Mrs Emma Riley and thanked her for support in the School. A leaver's coin will be presented on a separate occasion to her.

Mr Scott was also leaving Belgium. Mr Bucknill thanked him for his valued involvement, in particular "behind the scenes" in the School. He was presented with a leavers coin also.

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## ACTION

The Chair nominated Mr Marcus Senescall (Deputy) to take over the role of Chair. This was agreed.

Mr Scott also proposed that his replacement would be invited to undertake the position of Deputy Chair.

Mrs Louise Grant also volunteered to take on this role. Whilst it was acknowledged that Mrs Grant would be a great ambassador for the school, it may prove difficult due to the requirement to have military contingent to represent the UK NMR at SHAPE International School Board meetings. Mr Scott's replacement will be approached to ascertain interest and if this is not present, Mrs Louise Grant's kind offer will be gratefully accepted.

**Mr Scott**

## ITEM 6 – ANY OTHER BUSINESS

The 25<sup>th</sup> September 2017 marks the 50<sup>th</sup> anniversary of the opening of SHAPE International School. The school will be celebrating with a whole school photograph and other celebrations. The school is working with Michelle Blagg who is volunteering to compile a school history. She has already met with past teachers and Mr Howard Frost, who was the first Deputy Head of the school and helped to move the school from Paris to Mons. We hope to create an Our History page on the website to celebrate and document the life of our school. This is of particular poignancy as the original building is to be knocked down.

## ITEM 7 – DATE OF NEXT MEETING

TBC.

*{Original Signed }*

Sec

Distribution:  
All Committee Members

**Members to  
confirm  
attendance**