



Inspiring learning for life

Acting Headteacher: Mr J Niedzwiedzki, BA (Hons), PGCE

See Distribution

Reference: SGC/06/03/2018

Date: 6 March 2018

RECORD OF DECISIONS (RoD) FROM SGC MEETING 3 October 2017

Present	Mr M Senescall Mr S Boyle Mr J Harrington Mrs J Marshall Mr A Bedborough Mrs L Sewell Mrs L Robertson Mrs R Vanspringel Mr J Niedzwiedzki Mr Edmunds Mrs Brown Mrs Porter Mrs Gliège	Chairperson Parent Parent Dependant Parent Parent Secretary Legal Employer EJSU Deputy Head Teacher Parent FS Leader AFF School Project Manager
Apologies	Mr Mitchell Mr B Robbins Mrs K Jarvis Mr P Hodgson	Padre / Parent Parent Parent Parent

RECORD OF DECISIONS

ITEM 1 – Matters arising from last meeting

Safeguarding training successfully delivered to SGC members. The session was informative and highlighted a number of action points for the SGC to take forward.

The previous minutes were agreed.

ITEM 2 – Welcome and Matters of the Moment

Following the SGC Chairs participation in the recent Internal Review the Chair issued a list of questions for the SGC to consider. It is recognised that at this stage current SGC members may not necessarily be able to give comprehensive answers to each of the questions. Re-assurance was given that the SGC committee is developing in the right direction.

ACTION



RECORD OF DECISIONS

The Chair advised that SGC members are required to attend 2 of the 3 full SGC meetings scheduled throughout the academic year.

Update on SIS Cost Share Working Gp.

The Chair gave an update on his recent attendance and the SIS Cost Share Working Group. There has been a change to the cost share percentage of 2 nations and a review on contractor dependants but overall the impact on UK contribution is minimal.

Safeguarding training and actions

All current SGC members attended safeguarding training to Level 1 and Level 2. As new SGC members are recruited training will be provided as required.

The Leadership and Managements Sub-Committee to review the work being done on the Single Central Register (SCR). Mrs Marshall to circulate a useful guide to the SCR to committee members.

Mr Niedzwiedzki to appoint a 3rd Designated Safeguarding Lead to provide additional coverage to the school.

Mr Niedzwiedzki to provide a monthly report on Personal Development, Behaviour and Welfare trends to SGC.

Mr Niedzwiedzki is currently in discussion with Mrs Kim Harrison regarding annual police checks and will confirm results by the end of spring term.

It was decided that the proposals of introducing worry boxes is not suitable for a school of this size and MyConcern is already in place. This can be reviewed if necessary.

The SGC has agreed to take over the role of Community Briefs regarding the new school and be the focal point for questions and feedback. The aim to remove this burden from the school to allow staff to focus on their primary role of education during the transition to the new building.

Mr Niedzwiedzki and Mrs Kim Harrison are currently reviewing policies to ensure they are in line with recent DCYP guidelines. The reviewed policies will be released on the school website by the end of the spring term. As the safeguarding lead for the SGC B Robbins has been provisional assigned the duty to ensure that this is completed.

Introduce SGC notice board within the school to give parents basic information and points of contact. Mr Niedzwiedzki to confirm where this will be located.

SGC vacancies and changes in positions

Following Mrs L Grant recent employment within the school she has resigned from her role as Deputy Chair of the SGC. The board would like to extend a thank you for all her time, effort and commitment to the role.

As a result of this newly created vacancy and the potential change of personnel over the summer period the Chair initiated a recruitment exercise. There have been 2 applications. Dr M Bragg and Mrs J Jones both have useful experience and knowledge to bring to the SGC. All SGC members agreed to invite both candidates to join the SGC.

ACTION

Leadership &
Management
Sub-Committee/
Mrs Marshall
Mr Niedzwiedzki

Mr Niedzwiedzki

Mr Niedzwiedzki

Mr Niedzwiedzki
Mrs Robbins

Mr Niedzwiedzki

RECORD OF DECISIONS

It was highlighted that for future SGC recruitment exercises it may be beneficial to advertise amongst the international community through the school newsletter.

The Chair agreed that SGC succession and recruitment planning is an area to be reviewed.

The Chair nominated Mr K Marshall as the new Deputy Chair with no opposition from SGC Members.

Update on Sub-Committee TORs

At the moment there are 3 sets of TORS these include the full SGC, Sub-committee and the IAOR TORs. The plan is for the 3 sets of TORs to remain in place but they will be reviewed following completion of the Action Matrix

The following changes were proposed-

1. Sub-Committee meetings to be conducted at the start of the academic year to provide a benchmark for future meetings.
2. The IAORs conducted throughout the Spring Term. Mr Neidzwiedzki clarified that these meetings are not required as a formal meeting and informal discussions and observations are all helpful.
3. A final Sub-Committee meeting to take place during the Summer Term with a view to delivering findings to the full SGC meeting scheduled at the end of the academic year.

No major issues were identified with the proposed plan. Mr Niedzwiedzki is content to go forward on the basis described.

The Chair will create a forecast of events with associated timeframes to help guide SGC members and their areas of responsibility.

The SGC will continue to deliver in line with the Ofsted requirements but will do so with an emphasis on the schools Key Priorities, which include:

- Assessment – covered under Pupil Outcomes
- Reading – covered under Teaching, Learning and Assessment
- Character Values – covered under Personal Development, Behaviour and Welfare
- New School Build and Transition – covered under Leadership and Management

It was highlighted that going forward it is important to not lose sight of wider issues.

SGC Composition

This is reviewed during the Autumn term.

ITEM 3 – Headmaster's Update

The Chair requested that the Headmaster Report be issued 10 days prior to the full SGC meeting. To allow SGC members to read and highlight key issues for further discussion during the meeting.

ACTION

Mr Senescall

Mr Senescall

RECORD OF DECISIONS

Mr Niedzwiedzki apologised for the delayed report on this occasion but this was due to incorporation of information following the Internal Review. It was felt that this information was an essential component to the most recent report. Mr Niedzwiedzki agreed with the 10 day notice period for future meeting.

Mr Niedzwiedzki provided an overview of the Headmasters Report. The following points were discussed:

- The impact of an increase in international figures on Pupil Outcomes. Mr Niedzwiedzki explained that those EAL pupils have been identified and targeted and results so far indicate no issues.
- The next Ofsted is due in 2018/2019. There is a possibility that this date can be pushed back, however there is no guarantee on this.
- In order to evidence improvement the SGC have requested assessment data for Y5 and Y6 to be included in future Headmaster Reports.
- There is a focus of strengthening areas of greater depth learning amongst the pupils. Further to this it was agreed that an important element is to issue guidance notes to parents regarding how the current national curriculum defines greater depth learning and how the school has incorporated action/plans to develop this area.
- Mr Niedzwiedzki confirmed that he is content to speak to parents regarding individual issues.

ITEM 4 – Sub-Committee Update

The Chair will devise and issue a forecast of events to include Sub-Committee meetings. These are expected to take place at the start of the summer term.

It was felt that due to recent changes within the SGC members an urgent meeting with the Leadership and Management Sub-Committee is required in the near future.

ITEM 5 - IAOR Update

The Chair will also schedule IAOR meetings over the remainder of the spring term into the start of summer term.

ITEM 6 – Training Update

The safeguarding training is complete for current SGC members. There will be a requirement for new SGC members to attend training.

ITEM 7 – DBS Clearances

DBS checks are ongoing or complete for all SGC members.

ITEM 8 – Finance

The Chair and Mr Boyle to discuss Finance requirements.

ACTION

Mr Niedzwiedzki

Mr Senescall

Leadership and
Management
Sub-Committee

Mr Senescall

Mr Senescall and
Mr Boyle

RECORD OF DECISIONS

ITEM 9 – ADMINISTRATION

No announcements.

ITEM 9 – FORECAST OF EVENTS

A joint UK and Canadian Football game has been arranged.

ITEM 10 – ANY OTHER BUSINESS

Due to the importance of the transition to the new school building this should be added as a Standing Agenda Item for future meetings.

Mr Boyle and Mr Edmunds will take on the role of briefing the British Community, providing basic information about the new build and act as focal point for questions.

The Action Matrix will incorporate a meeting with the school Council. It was felt that this would be useful in obtaining the children's viewpoint.

ITEM 11 – DATE OF NEXT MEETING

Next full SGC meeting will be scheduled on 4th or 11th June 2018.

{Original Signed }

Sec

Distribution:
All Committee Members

ACTION

Mr Boyle and Mr Edmunds

Mr Senescall

Members to confirm attendance