



Inspiring learning for life

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

See Distribution

Reference: SGC/18/09/2018

Date: 18 September 2018

RECORD OF DECISIONS (RoD) FROM SGC MEETING 18 September 2018

Present	Mr M Senescall Mrs J Marshall Mr J Harrington Mr A MacDonald Mrs L Sewell Mrs L Robertson Mr J Niedzwiedzki Mrs E Brown Mr A Mitchell Mr P Hodgson Mr D Robinson Mrs M Blagg	Chairperson Deputy Chairperson Governor Governor Governor Secretary Head Teacher FS Leader Governor Governor Governor Governor
Apologies	Mr A Edmunds Mrs K Jarvis Mrs R Vanspringel Mr G Rook	Governor Governor Legal Employer EJSU Governor

RECORD OF DECISIONS

ITEM 1 – Apologies for absence

Apologies received from Mr A Edmunds, Mrs K Jarvis, Mr Rook and Mrs Rita Vanspringel.

ITEM 2 – Minutes of the last meeting

Mr Senescall congratulated Mr Niedzwiedzki on his appointment to Head Teacher.

The opportunity to obtain unusable furniture from the old school building was communicated to the wider British community and a selection was collected prior to the final building handover.

ACTION



RECORD OF DECISIONS

The Deputy Head Teacher advert was publicised on 18 September 2018. Initially the post will be open to candidates from the equivalent grade. If a suitable candidate is not identified the post will be opened up as a promotion opportunity. The closing date for applications is early October 2018 with the successful candidate in post by January 2019.

A business case for additional funding for the FS1 outdoor learning has been prepared. Mrs Brown is currently working with a company on design and quotation for materials including a canopy.

The previous minutes were agreed.

ITEM 3 – Composition of the SGC

A welcome was extended to the new SGC members –

- Mr Lee Traxon
- Mr David Robinson
- Mr Graeme Rook

All new members should pass their contact details to Mrs L Robertson.

Mr Senescall will issue an induction pack with DCYP leaflets, safeguarding information and DBS documentation to new SGC members.

In future SGC recruitment drives Mr Senescall will seek to gain representation of international parents through school communication channels i.e. school newsletter.

ITEM 4 – Appointment of Deputy Chair SGC

Mrs J Marshall was voted as Deputy Chairperson with no objection.

ITEM 5 - Review of National Curriculum Assessment Results

Mr Niedzwiedzki presented a summary of attainment prior to the official release. He highlighted that at the end of last term the school underwent a rigorous moderation process to validate teacher judgements.

The FS2 results were above national performance and 100% pass rate was achieved in the Year 1 Phonics check. Both results were achieved with a significant proportion of EAL children.

The benefits of the schools focus on reading during last term can be demonstrated in the KS1 and KS2 results. Both set of results show better results in 'greater depth' reading than previous years.

The focus going forward will be to build on the reading initiatives with a greater emphasis on improving writing. This will also include an emphasis on the collation of evidence particularly at 'greater depth'.

It was requested that a combined score across the range of assessments is included in future reports.

ACTION

Mr Traxon, Mr Robinson & Mr Rook

Mr Senescall

Mr Senescall

Mr Niedzwiedzki

RECORD OF DECISIONS

ACTION

ITEM 6 – Review of School Improvement Plan (SIP)

The official School Improvement Plan will be released October 2018.

Mr Niedzwiedzki briefly outlined the key priorities which will be contained in the plan:

- Writing - Focus on improving writing particularly in relation to 'greater depth' attainment which is falling below MOD School performance.
- Adult support in classroom – The school is fortunate to employ a large team of adult support employees. It is recognised that too much support in class can be detrimental to a child's development. Therefore the use of School Support Staff (SSA) will be monitored. The school will also invest in professional development for Learning Support Assistants (LSA) to up-skill staff on appropriate teaching techniques.
- FS1 Outdoor Area – Highlighted in an internal audit and as recommended by MOD schools the FS1 outdoor learning space must be renovated.

Other areas include the Maintenance Action Plan and the Subject Leader Action Plan.

ITEM 7 – Establishment of Sub-Committees

The SGCs primary focus in future Sub-Committee meetings will be to develop and enhance the SIP whilst also maintaining an awareness of OFSTED requirements.

Each of Sub Committees will lead on one of the key priorities in the SIP with the understanding that there will be crossover in some areas.

As DCYP run school finances there is no requirement for a Finance Sub-Committee within the SHAPE SGC. However, a Finance Governor will work with the School Business Manager to monitor and report on school finances throughout the year.

The composition and main focus of each Sub-Committee are detailed below –

Leadership and Management

- Jacqueline Marshall – Lead
- Adam Edmunds
- Lee Traxon

Key Priorities – FS1 Outdoor Learning Area and new school building.

Teaching, Learning and Assessment

1. Peter Hodgson - Lead
2. Michele Blagg
3. Alex MacDonald

Key Priorities – Use of adult support.

RECORD OF DECISIONS

Pupil Outcomes

- John Harrington – Lead
- Kim Jarvis
- David Robinson

Key Priorities – School Improvement Plans for greater depth writing including the collation of evidence.

Personal Development, Behaviour and Welfare

- Graeme Rook – Lead
- Linda Sewell
- Ashley Mitchell

Key Priorities – Cohesion of vision between the UK and Canadian Sections.

Individual Areas of Responsibility (IAOR)

The following IAORs were agreed:

Safeguarding Governor –	David Robinson
SEN Governor –	Alex MacDonald
Early Year Governor –	Jacqueline Marshall
Spiritual, Moral, Social and Cultural Governor –	Ashley Mitchell
Recruitment and Personnel Governor –	Rita Vanspringel
KS1 and KS2 Phase Governor –	Peter Hodgson
Curriculum Subject Governor –	John Harrington
Finance Governor –	Lee Traxon

Mr Senescall will issue the Sub-Committee Terms of Reference (TOR) within the next couple of weeks which will tie in with the first learning walk.

The aim is to meet with the school each term to run through the learning walk questionnaire. The first meeting should be used to set a benchmark, the 2nd meeting to provide an overview on OFSTED requirements and the final meeting to review progress. This structure has been adopted to ensure a continual assessment and record of progress towards Key Priorities contained in the SIP.

Mr Senescall will check the IAOR TORs with Mr Niedzwiedzki to ensure that they are focused in the most relevant areas and circulate these to the IAOR leads.

ITEM 8 – Confirmation of Complaints Appeal Panel

Complaints appeal panel will consist of the Chairperson, Deputy Chairperson and 2 Governors on selection.

Mr Senescall will investigate the involvement of the SGC in the Head Teachers appraisal and the recruitment process for the Deputy Head position with the School Improvement Partners.

ACTION

Mr Senescall

SGC Members

**Mr Senescall &
Mr Niedzwiedzki**

Mr Senescall

RECORD OF DECISIONS

ITEM 9 – Confirmation of Exclusion Appeal Panel

Exclusion appeal panel will consist of the Chairperson, Deputy Chairperson and 2 Governors on selection.

ITEM 10 – Review of Sub-Committee scheduled actions

Mrs Marshall presented the Schedule of Activities and Action Plan.

All Sub-Committee Leads are required to pull key observations from last year in order to form the foundation for the 1st Learning walk and highlight due dates for relevant deliverables.

ITEM 11 – Finance

Mr Niedzwiedzki confirmed that there is no significant change in school finances since last year and no budget issues were reported.

ITEM 12 – Training Requirement

Mr Senescall is finalising arrangements for Safeguarding Level 2 training in December and will issue invites to SGC members who require training.

ITEM 13 – DBS Clearances

The DBS Clearance documentation will be issued to new SGC members in the induction pack.

ITEM 14 – Administration

The SGC section of the school website requires updates to include:

- Minutes of previous meetings
- List of governors
- Term of appointments

Mrs Marshall will investigate the full list of website requirements and communicate these to the Chairperson and Mr Niedzwiedzki.

The results of the last pupil parent questionnaire are not yet available but will be communicated to the SGC once they are compiled.

It was agreed that the SGC will take ownership of the next questionnaire issued to parents.

ITEM 15 – Forecast of Events

Key SGC Dates are contained within the SGC schedule of activities.

ACTION

Sub-Committee Leads

Mr Senescall

Mr Senescall

Mrs Marshall

Mr Niedzwiedzki

Mr Senescall

RECORD OF DECISIONS
ITEM 16 – Any Other Business

No further business.

ITEM 11 – DATE OF NEXT MEETING

Next full SGC meeting will be scheduled on 11th December 2018.
{*Original Signed*}

Sec

Distribution:
All Committee Members

ACTION