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Reference: SGC/22/01/2019

Date: 22 January 2019

**RECORD OF DECISIONS (RoD) FROM SGC MEETING 22 January 2019**

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

**RECORD OF DECISIONS**

**ITEM 1 – Apologies for absence**

Apologies received from Mr A Edmunds, Mr P Hodgson, Mrs M Blagg and Mr L Traxon.

Mr Senescall announced that he will be resigning from the SGC and Mrs L Purcell will be taking over as SGC Chairperson and Mr J Gunther will become the new NMR representative on the SIS committee.

**ITEM 2 – Minutes of the last meeting**

A number of actions remain outstanding and will be carried forward:

**ACTION**



## RECORD OF DECISIONS

## ACTION

To seek representatives from our international community during the next SGC recruitment. To be reviewed as required.

**Chairperson**

Updated Terms of Reference (TOR) for Sub-Committees and Individual Areas Of Responsibility (IAOR) to be issued.

**Chairperson**

Level 1 and 2 Safeguarding training for SGC members is ongoing. Level 2 training to be arranged for new SGC members.

**Chairperson**

The previous minutes were agreed.

### ITEM 3 – Head Teachers Report

Mr Niedzwiedzki invited the SGC to ask questions on the most recent Head Teacher Report.

*Questions 1 – Mrs Marshall enquired about thoughts on the new format of the Head Teachers Report.*

In summary it was felt that the new format was useful and acted as a decent self-evaluation model. The information contained in the report is easy to read, outlines actions and clearly highlights work towards areas of improvement. The quantitative data in the report is useful in guiding discussion and allows deeper analysis of anomalies.

Overall it was agreed that the report is robust enough to stand as the draft School Evaluation Report, with reference to the School Improvement plan (SIP).

*Question 2 – The fall in the number of children achieving ‘greater depth’ in writing was highlighted.*

There are number of current and planned school initiatives to address improvement in this area e.g. introduction of a writing club and writing drives involving Mrs Blagg.

*Question 3 – Is it possible to highlight data relating to persistent behaviour incidents relating to a single child and whether a behaviour plan has been implemented?*

Mr Niedziewski will review this for the next report.

*Question 4 – How is the new lanyard system operating in school?*

As a shared school building and in an open area, a system has been put in place to easily identify adults and level of clearance when in the school. The system in place is similar to the system used in the Falklands and has also been adopted by the Canadian school.

The colour of lanyards denotes the level of clearance of an individual:

Staff (fully DBS checked) – Green  
Staff/Volunteers (DBS in progress) – Orange  
SGC members - Blue

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Visitors – Black

### Update on Action Plan

The Action plan was reviewed. Mr Senescall will update and circulate an updated version.

The Personal Development, Behaviour and Welfare Sub Committee to arrange a meeting with the School Council to link the pupil voice to the forthcoming school questionnaire.

Skill Audit forms to be re-issued. All SGC members are requested to complete and return to Mrs Marshall. These will be used to inform the training planned by the School Improvement Officer, Mrs Brenda Titley.

Mr Niedzwiedzki and Mr Senescall attended the safer recruitment training. Mr Ratcliffe, Mrs Gliège and Mrs Harrison expressed interest in future training in this area.

The Analyse School Performance (ASP) was included in the Head Teacher report and discussed in Sub Committee meetings. The aim going forward is to up-skill the SGC on how to interpret the data pack.

Mrs Marshall will forward the up-to-date list of school website requirements. Mr Rook will conduct an audit of the school website and feedback to the school.

### ITEM 4 – Finance

DCYP have restricted the amount of LEC hours for the next fiscal year and beyond. To accommodate these restrictions it is necessary to re-structure staffing within the school. The new staffing model will be in place in the new academic year, 2019-2020.

The new structure will be both sustainable and support the school to deliver the SIP.

Mr Traxon met with Mrs Gliège to identify areas of improvement in Finance reporting/tracking and work is underway to modernise systems.

### ITEM 5 – Sub-Committee Update

#### Leadership and Management

The school staff are working hard to complete the School Central Register (SCR). There has been a push to ensure records are up-to-date for current and new staff members.

#### Teaching Learning and Assessment

The Sub Committee analysed previous outcomes against national performance. The fall in percentage of Year 6 greater depth writing was highlighted but the Sub Committee are content with the actions put in place to address this area.

## ACTION

**Chairperson**

**Mr Rook and Mr Ratcliffe**

**All SGC Members**

**Mr Niedzwiedzki**

**Mrs Marshall and Mr Rook**

**Mr Traxon**

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### Pupil Outcomes

The drive to improve reading has resulted in positive results.

The Sub Committee is content with the action plan in place to focus on writing and meetings will be scheduled to review progress.

### Personal Development, Behaviour and Welfare

The Sub Committee was impressed with their learning walk and felt it re-enforced an 'outstanding' assessment.

The development of a parent questionnaire is underway with a view to include the pupil voice through meeting with the school council.

There has been good work in relation to creating a shared vision amongst the UK and Canadian school with the WITS scheme and UK/Can promise. The Sub Committee will review the timescale for further integration at the end of the school term.

### **ITEM 6 – Training Update**

Those completed Safeguarding Level 1 are requested to send copy of certificate and/or date of completion to Mrs J Jones.

**All SGC Members**

### **ITEM 7 – DBS Clearances**

The DBS and local police checks are currently ongoing. SGC members to act on instruction given by the school in obtaining particular vetting certificates. These are a requirement. If unclear, please contact the school.

**All SGC Members**

### **ITEM 8 – Administration**

It was identified that not all SGC members were receiving the NGA emails and newsletter. Mrs Robertson will confirm email addresses with the NGA following the recent IT changes.

### **ITEM 9 – Forecast of Events**

The forecast of events for the remainder of the term was distributed. Mr Marshall enquired if there were any events that members of the SGC should attend. Mr Niedzwiedzki will review events and invite SGC members.

**Mr Niedzwiedzki**

### **ITEM 16 – Any Other Business**

Mr Senescall was presented with a gift and thanked for his hard work and dedication to the work of the SGC.

Mr Niedzwiedzki introduced the new SGC members, Mr Ian Ratcliffe (Deputy Head Teacher) and Mrs Stephanie Gliege (School Business Manager).

Mr Niedzwiedzki also introduced a draft of the new OFSTED inspection framework. In summary, the focus appears to shift from results and points based

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to an emphasis on the quality of the curriculum, how results are achieved and value added activities.

## ACTION

### ITEM 11 – DATE OF NEXT MEETING

Next full SGC meeting will be scheduled on 28<sup>th</sup> March 2019 at 0900 hrs.

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{*Original Signed*}

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Distribution:  
All Committee Members