

File reference: 20220518_SGC_Mtg_Minutes

Minutes of School Governance Meeting, 18th May 2022

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| Present | Danny Wild Tim Hopkins Andy Chapman Nicola Anders Lynne Green | Chair UWO Headteacher SBM Nurse Manager | DW TH AC NA LG |
| Apologies | Chris McCarthy Gary Margerison Andy Wallace T Tuivonovono Amanda Rearden Gareth Medlock | DHT DCS School SENDCo Parent Rep Community Support | |

| Item | Minutes | Action / Lead |
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| 1. Welcome and Introduction | Danny Wild, Chair, opened the meeting and thanked AC for hosting. | Chair Information only |
| 2. Nursery Mgr Report | <p>a. LG went through the report and highlighted the low numbers of fee-paying children, the after-school provision numbers and EDC. PM's are consistent in the setting however AM sessions will cease to have any children from October 2022, as it currently stands, due to postings and movement to German Kindergarten.</p> <p>b. LG has resigned her position effective August 2022. Laura Gladman, Deputy Manager, is returning from secondment to Brunei early August and will take over as Acting Manager of the nursery for a period of 12 months when the setting will be reviewed. Following on from budget cuts, staff are having to work longer hours to cover Deputy Manager and fulfill the after-school sessions, to cover this, after school sessions have been cancelled whilst the school is running after school clubs twice a week.</p> | Information only Lynne Green Reports given to all members prior to meeting |

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| | <p>c. AC asked for details on numbers of staff needed for various age ranges. 0-1yrs – 1-3, 1-2yrs – 1-4 and 2-3yrs – 1-8 staff are needed. Other issues come into play with regards to babies and toddlers not mixing due to ability of movement etc. Fees this year have been £18,000,</p> <p>d. DW explained 40 Royal Engineers are due to arrive before December 2022, not guaranteed they will bring families with them but a possible source of new children for the setting.</p> | |
| <p>3. Questions from Headteacher's report</p> | <p>a. AC went over pupil and staff numbers now and forecast for next year. Not recruiting to replace Deputy or FS1 teacher as DCS says ratio should be 1-23, teachers to children. This could present problems if staff illness occurs. AC will raise this concern at the next ROW Headteacher meeting. DW asked if we could get in any local members of the PAR who have teaching qualifications should we need them, AC explained they would need to be vetted etc so not a viable option.</p> <p>b. CAMHS provision will now all be done via Medical Centre referral to Bielefeld.</p> <p>c. DW explained the school has a €5,000 pot to help with infrastructure around and within the school. AC to get a list of works needed by COP 27th May.</p> <p>d. AC went over and explained all figures relating to pupil performance and explained how our system, Target Tracker works.</p> <p>e. 5 children are significantly below age expected levels, 4 of whom are due to leave over the summer on postings.</p> <p>f. Attendance remains good, just below 95% and we are aiming for 96% by the end of the summer term. 95.4% is the UK government standard during normal times.</p> | <p>Andy Chapman</p> <p>Information only</p> <p>Reports given out prior to meeting</p> |
| <p>4. Questions from DCS visit</p> | <p>a. AC summarised the report. There is now a health visitor for Sennelager. Based out of SHAPE but families here have regular access. There are now 6-9 families accessing this service on a regular basis.</p> | <p>Andy Chapman</p> <p>Information only</p> <p>Report given out prior to meeting</p> |

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| | <p>b. Following from the last report, our website is in the process of being updated but this is delayed by external approval systems which are restrictive.</p> | |
| 5. SEND update | <p>a. No significant update. Health visitor is actively working with families.</p> <p>b. Kim Harrison, Social worker based out of SHAPE, is no longer in post. Caseload is being transferred to Kerri Riley – Health Visitor.</p> | <p>Andy Chapman summarised Andy Wallace's notes</p> |
| 6. Infrastructure update | <p>a. Already covered in Headteachers report</p> <p>b. DIO are fixing the playground – summer 22</p> <p>c. AC to collate information on works which would benefit from €5,000 offered by DW</p> <p>d. NA to liaise with AC and caretaker to email proposed works over by COP 27th May.</p> | <p>Andy Chapman</p> |
| 7. Finance Update | <p>a. NA went over the figures in the School fund and explained what is it used for. School trips, after school clubs, leaving bears and subsidised uniforms.</p> <p>b. DW asked it be put in the minutes that school was required to re-think pricing as rent has been decreased and LOA increased- school should cease subsidising uniform costs – these were to be met by parents. DW asked that we review our prices and have new ones in place for September 2022 and the start of the new school year. NA to action and communicate to parents.</p> <p>c. Community welfare fund is available and could help with the cost of school trips. DW and TH sit on the board and could help with obtaining a contribution.</p> <p>d. Support from Garrison for the school's car boot sale in July. DW agreed to a €10.00 fee for a single pitch and €20.00 for a double pitch.</p> | <p>Nicola Anders</p> <p>To action price review on uniforms</p> |
| 8. SGC Membership update | <p>a. Letter will be sent out to parents within the next 3-4 weeks regarding membership.</p> <p>b. TH thinks Emma Twyford, AWS, would be a good candidate.</p> | <p>Andy Chapman</p> |

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| 9. AOB | <p>a. AC to ask Gareth Medlock for input on a H&S report.</p> <p>b. DW concluded the meeting and thanked everyone for their attendance. He reiterated the time frame for the €5,000 infrastructure budget and to utilise the Community Welfare fund to help with the cost of school trips. DW also said to mention the car boot on CO's prayers and ask Mick Hurst in QM's dept for any tables or equipment we will need for the car boot.</p> <p>c. TH said for future reference, the welfare team have beat box and a bouncy castle that the school can use to help with nay functions i.e. the summer fayre.</p> <p>d. Summer fayre date 15th July, 12-2.00pm.</p> <p>e. School photographs – Garrison photographer, Mike Wilkinson was mentioned. CM to make contact to see if his services can be obtained.</p> | Andy Chapman |
| 10. Next SGC meeting | <p>a. AC suggested a last SGC of the 2021/22 school year to take place in July. DW said his calendar was clear.</p> | AC to look at date for next SGC |