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**Minutes of School Governance Meeting, 14<sup>th</sup> July 2022**

<b>Present</b>	Tim Hopkins Andy Chapman Nicola Anders Lynne Green Chris McCarthy Padre Josefa Mairara Emma Twyford Amanda Rearden Gary Margerison	UWO/ Deputy Chair Headteacher SBM Nursery Manager Deputy Headteacher Padre AWS Welfare DCS	TH AC NA LG CM JM ET AR GM
<b>Apologies</b>	Danny Wild Andy Wallace T Tuivonovono	Chair SENDCO Parent Rep	

<b>Item</b>	<b>Minutes</b>	<b>Action / Lead</b>
<b>1. Welcome and Introduction</b>	Tim Hopkins, Deputy Chair opened the meeting and thanked AC for hosting. Tim also welcomed Padre Josefa Mairara and Emma Twyford as new members of the SGC.	Chair  Information only
<b>2. Nursery Mgr Report</b>	<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 have been consistent in the setting however AM sessions from September will operate with 2 children moving to 1 child in October due to postings. From September PM sessions will only contain 3 EDC children as it currently stands.</p> <p>b. 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. The setting currently has 2 staff members and the setting can operate 8am – 3pm with the current staffing structure. There is currently no Afterschool care due to lack of numbers interested and viability of staffing it.</p>	Information only  Lynne Green  Reports given to all members prior to meeting

	<p>c. LG stated the threats to the business are a lack of core children and staff sickness due to number of staff legally required to support different ages of children. Also, the ongoing issue with legionella in the nursery building has caused a lot of difficulty in being to able to support core safely.</p> <p>d. AC added a concern that the legionella will be an ongoing issue as the water doesn't run to the temperature required. TH said he would raise the issue with DW to see if we can move it along.</p> <p>e. LG addressed the issue of childcare provision over the summer and the fact it isn't viable at the moment due to staff issues and only 1 family requesting it. AC and ET will meet in September to review demand and to come up with a strategy moving forward.</p>	
<p><b>3. Questions from Headteacher's report</b></p>	<p>a. AC went over pupil and staff numbers now and for next year. Class sizes will be higher and we have had to combine class groups due to staff numbers. Not recruiting to replace Deputy or FS1 teacher as DCS says ratio should be 1-23, teachers to children. An advert has gone out to recruit supply teachers on a zero-hour contract. SBM recruitment – NA is leaving at the end of term and an advert with LEC has failed to bring any suitable applicants. There is no funding from a DEL. Post will be covered internally and a new post of finance assistant will be advertised in late August.</p> <p>b. AC went over the ongoing issues regarding playground repairs, at the moment there is no suitable outdoor playground for PE. This is being addressed via DIO and a business case is being put forward. The school was built for children up to year 4 not for the current age of up to year 6. A suitable 10-year plan needs to be put in place for the future.</p> <p>c. AC talked about the introduction of consequence cards. This was put in place after staff feedback over behaviour in the school. It applies to all children and any</p>	<p>Andy Chapman Information only  Reports given out prior to meeting</p>

	<p>member of staff can implement them. It reinforces our core school values</p> <p>d. AC asked if the SGC agreed with this? All said yes. It will stay in place until October 2022 when it will be reviewed. GM said he was surprised at the number of cards and that the consequence cards were a gentle reminder of out core values. TM asked if it would be communicated to parents, AC said yes in September as it is still in its pilot stage.</p> <p>e. Wednesday 20<sup>th</sup> July will be when the final screening for the attendance is done and this will highlight any concerns.</p>	
<p><b>4. Finance update</b></p>	<p>a. NA stated the total amount in the school fund €1748.56. Fundraising has been hampered by COVID and a lack of being able to hold events. The car boot sale on 10<sup>th</sup> July raised €287.00 and further events are planned like the Families afternoon.</p> <p>b. The uniform prices have been reviewed and increased slightly to cover the cost of them. TH agreed parents should pay the full and no longer be subsidised by the school.</p> <p>c. NA explained the school fund was audited on 5<sup>th</sup> July and no major issues were found by the RAO.</p> <p>d. NA expressed frustration at the process and time it takes to apply for funds for the school from the GCWF. TH said he would take the points back to DW.</p>	<p>Nicola Anders</p> <p>Information only</p>
<p><b>5. SGC Membership update</b></p>	<p>a. Formal welcome to Emma Twyford from AWS and Padre Josefa Mairara as new members for the SGC. There were no applicants from the invite that went out via the school. We do need at least one parent rep. AC said the roles will be redistributed in the new school year and for the time being there would be no SBM for finance updates or minute taking. AR offered to take minutes at the nest meeting.</p> <p>b. ET is a trainer for Safeguarding level 2 and so can help train new members as needed.</p>	<p>Andy Chapman</p>

<p><b>6. Farewells and Thank-yous</b></p>	<p>Farewell to Chris McCarthy. He has worked for DCS and its many different titles from September 2001 until August 2022 when he will commence his semi-retirement. He started out in Heide school and is finishing his career here at Attenborough. AC wished him a peaceful retirement.</p> <p>Farewell's also go to - to Nicola Anders, SBM, who is moving to Cyprus with her husbands' job where she will be working for St John's high school in Episkopi.</p> <p>Lynne Green – Lynne came to Germany in September 2019 to manage the Early Years setting. She has faced many challenges and through her hard work and dedication, Lynne has made the next managers job easier.</p> <p>Karen Oakley – Karen is our FS1 teacher and has been with us at Attenborough for 17 ½ years. A thank you for all her hard work with service children and their families throughout this time.</p> <p>Matthew Bell – Matt has been part of our site team for almost 2 years. He has been of tremendous value and help to our site team and we wish him luck in the future.</p>	<p>Andy Chapman</p>
<p><b>7. AOB</b></p>	<ul style="list-style-type: none"> <li>a. GM thanked CM for his hard work here at Attenborough and seconded AC's comments. He also thanked Lynne for her work within the Early Years.</li> <li>b. JM – Thanked everyone for his welcome and is looking forward to getting to know the school and it's staff better.</li> <li>c. TH concluded by saying DW thinks the school has done very well over the past year and we should be very proud of ourselves.</li> <li>d. Lynne, Chris &amp; Nicola thanked everyone for there well wishes.</li> <li>e. Next meeting proposed for December 2022 after the next assessment window in November.</li> </ul>	<p>AC to look at date for next SGC</p>