

**OFFICIAL - SENSITIVE**

File reference: 20231005\_Attenborough\_School\_SGC\_Autumn\_23\_Minutes

**ATTENBOROUGH SCHOOL AUTUMN TERM 2023 GOVERNANCE COMMITTEE, 5<sup>th</sup> OCTOBER 2023 – MEETING MINUTES**

<b>Present</b>	Maj Tom Rossiter Andy Chapman Col Mike Foster-Brown WO2 Manoj Gurung Maj Joe Mairara Maj Henry Thompson Emma Twyford Taufa Tuionovono Derek Hefferman Victoria Rhodes	SO2 CSS HQ NFS Headmaster Comd NFS Garrison Catering Warrant Officer Padre SO2 CIS CATT/CAST (G) Army Welfare Service Parent Welfare Officer Assistant Business Manager	Chair School/ Teaching rep Vice Chair/ Command rep Community rep – Nepal Community rep Military Parent rep Safeguarding Governor Community rep – Fiji Community rep Secretary/ Support Staff rep
<b>Apologies</b>	Amanda Reardon Gary Margerison	Asst Welfare Officer	Early Years' Governor DCS rep

<b>Item</b>	<b>Minutes</b>	<b>Action / Lead</b>
<b>1. Welcome and apologies.</b>	<p>a. The Chair opened the meeting and the Headmaster introduced the following new SGC member:</p> <p>Victoria Rhodes, Assistant School Business Manager, representative for the support staff.</p> <p>b. The Secretary presented apologies from Amanda Reardon and Gary Mergerison.</p>	
<b>2. HT reports &amp; National benchmark</b>	<p>Headteacher presented update Performance in National Benchmark Assessment 2022-23:</p> <p>a. Good level of development for FS2 87.5%.</p> <p>b. 100% of children passed the phonics screening in KS1 compared to the National benchmark of 81%.</p> <p>c. High performance at the end of KS1 with 91% achieving expected standard or above in Maths, Writing, Reading and combined. We are significantly above the UK National Benchmarks.</p> <p>d. KS1 &amp; 2 SATS very strong results.</p> <p>e. Both KS1 &amp; KS2 performance well above National Benchmarks across all subjects.</p> <p>f. During COVID there were no National Benchmark. We used Juniper Benchmark which is across 6000 schools UK and international.</p>	

**OFFICIAL - SENSITIVE**

	<p>g. We are above all Juniper Benchmarks but Y3 Maths. 2 of 5 children were working slightly behind. Y3 &amp; 4 have now been split for Maths to help with this.</p> <p>h. All in all we are looking strong and constantly out performing similar schools.</p>	
<b>3. Sub-committees</b>	<p>a. Sub-committee monitoring visits agreed as:</p> <p>School Improvement Plans – 1 per year (Spring term)  - Maj Tom Rossiter  - Maj Joe Mairara  - Taufa Tuivonovono  - WO2 Manaj Gurung  - Maj Henry Thompson</p> <p>Early Years – 1 per year (Spring term)  - Amanda Reardon</p> <p>Safeguarding Governor – 2 per year (Spring and Summer term)  - Emma Twyford</p> <p>Finance Governor – 2 per year (Autumn and Summer term)  Maj Paul Richardson</p> <p>SEND Governors – 1 per year (Spring term)  - Derek Hefferman  - Amanda Rearden  - Emma Twyford  - Maj Henry Thompson</p>	
<b>6. HT's attendance.</b>	<p>Headteacher presented Summer Term HT's report.</p> <p>a. From the last SGC meeting in April 23 we had 50 pupils. We now have 66.</p> <p>b. We have already cleared another 9 pupils between now and December but we are getting new applications all the time. Predicting to be at around 80 to 90 by Christmas.</p> <p>c. Business case has been submitted for KS1, the class size will be over DFE guidance. This has been refused but kept open if numbers continue to grow. A teacher will also be needed. Possible Y1 &amp; 2 class split.</p>	

**OFFICIAL - SENSITIVE**

	<p>d. Many more troops will be posted to Germany after Christmas with the probability of having children of Primary School age.</p> <p>e. HT has moved office to maximise use of resources in old office for SEN needs but could also be used as a full classroom.</p> <p>f. Kelly will be running the EDC, Breakfast Club and eventually after school clubs. WAC.</p> <p>g. New colleagues:</p> <p>Mrs H Ward – Play Supervisor Mrs C Thomas – Play Supervisor Mrs V Rhodes – Assistant School Business Manager Mrs C Ingram – Administration Assistant</p> <p>Departing colleagues:</p> <p>Mrs A Saunders - Assistant School Business Manager Mrs J Stokes – Play Supervisor Mrs E Thompson – SEND LSA</p> <p>h. Attendance: Summer 23 was 97.1% which is above DCS standard 95%. 1 family in KS2 has been engaging with Educational Welfare due to attendance. Since the process started in September, the child has had 100% attendance.</p>	
<b>4. Finance report.</b>	<p>a. RAO carried out a Finance audit on the 22nd September 2023.</p> <p>b. A payment had been paid €0.07 short due to a conversion error.</p> <p>c. Advisory of none consistent parents' signatures was flagged.</p> <p>d. Next audit will be March 2024.</p> <p>e. Comments from the Sennelager Facebook page regarding uniform being expensive but we sell at cost, we do not make a profit. We also sell second hand uniform at a fraction of the cost.</p>	
<b>6. Health &amp; Safety update</b>	HT presented Attenborough School H&S Notes 05/10/23.	

**OFFICIAL - SENSITIVE**

<b>7. Finance Update</b>	<p>a. MOD budgets for MOD schools or DCS schools reduced by 4.5 million pounds this financial year.</p> <p>b. Predicted £158K overspend:</p> <ul style="list-style-type: none"><li>- Support staff pay increase and back date.</li><li>- Predicted costs for 2-3 provision team &amp; WAC.</li><li>- Printer &amp; copying contract. Discussed the possibility of being added to the command photocopying contract.</li><li>- Internet costs. HT to liaise with Maj Thompson in regards to internet contract.</li><li>- Hub costs are not included in school budget.</li><li>- We no longer have the income of £10,300 a year for the non-entitled student who left in Summer 22.</li></ul>	
<b>8.FOA</b>	<p>a. Mrs Rossiter is the Chair of Friends of Attenborough.</p> <p>b. FOA events have been greatly received and supported by parents.</p> <p>c. School will donate €500 to FOA's budget.</p> <p>d. FOA holding meetings to get parent involvement.</p> <p>e. Mrs Barker ongoing with speed control at the pedestrian gate crossing.</p> <p>f. Plans for Bikeability training.</p>	
<b>9.AOB</b>	<p>a. Regarding the offer increment to 13 years old and down to 2 years old; Kellie Roots has been appointed as Early Years Lead. We can now accept 2 years old children however the building is not yet ready for use.</p> <p>b. Families are being denied clearance due to lack of SALT provision. Phoebe (qualified SALT) is only available fortnightly and has limited availability remaining.</p> <p>c. SALT review child's portfolio via Teams and set targets which is then delivered by the LSA (17.5 funded fours), Kerri Fenton. Kerry will then feedback but is not a qualified SALT.</p> <p>d. Possible overseas locations SALT move from consultative only. However, possible face to face funding has been mentioned.</p>	

**OFFICIAL - SENSITIVE**

	<p>e. Ski Trip 2024 planned. Possible 32 children attending. Possible funding from GSU.</p> <p>f. Clubs – Welfare office to potentially advertise the requirement for non-school clubs after school hours.</p> <p>g. Sex Education – Enabling children to learn the facts instead of second-hand incorrect information. Parents are offered to see the material before being taught to the children and have an opportunity to opt their child out.</p> <p>h. World in danger song was discussed as some parents thought that it wasn't appropriate and maybe too dark. HT explained that the song was from a book written by a 9-year-old child which was downloaded 30 million times in the UK. The book was released specifically for schools to use and was endorsed by Sir David Attenborough who our school was named after.</p>	
<b>9. Next SGC meeting</b>	Potentially WB 11.12.2023	