

## **Attenborough School Governance Committee Minutes of Meeting – Thursday 11 December 2025**

### **1. Attendance**

#### **Present:**

- Mr Andy Chapman – Headmaster
- Mrs Amy Cunningham – Deputy Head
- Col Tom Jefford
- Lt Col Alex Mills – Chair
- Revd (Maj) Nick Adley
- Maj Paul Browne
- Mr Gary Margerison (online)
- Mr Vic Rodes
- Ms Ami Buntun – Assistant Head, Defence Infrastructure (Germany & Norway)
- Ms Dawn Adley – Admin Assistant
- Mr Derek Hefferman – Garrison Welfare Representative

### **2. Opening Remarks**

The Chair welcomed Col Jefford.

### **3. Updates**

Website issue resolved.

Training package for governors available online.

### **4. Governance Structure**

Vice Chair stepped down; post gapped.

Safeguarding lead pending recruitment.

### **5. Headteacher Updates**

OFSTED due Sept 2026.

Supply teachers difficult to employ.

Wrap-around childcare not feasible in Germany.

Action: AWS business case & parental survey.

Year 7–8 provision requires DIO involvement.

Action: Derek to discuss with Lt Col Crimmins.

### **6. Headteacher Report (Term 1 2025–26)**

New teacher Jan 2026.

Strong attendance.

Phonics Gold Status achieved.

### **7. Improvement / DSC Update**

SEND data sample small.

Positive observation.

Paediatric first aid 6–8 Jan 2026.

DBS paperwork important.

**7. School Improvement Plan**

Communication issues with phone lines.

**9. Safeguarding**

Children not ready for school adding burden.

DDSL requires safeguarded time – action DCS.

S175 action plan required.

Headmaster job description missing – action DCS.

**10. SEND**

Good staffing ratio.

Action: Advertise for new FSI teacher.

**11. Infrastructure**

Flooring and fire door repairs urgent.

Action: Gary to investigate funding.

**12. Finance**

Christmas fair £500; ski trip £5,500; £2,500 additional.

**13. Any Other Business**

Behaviour policy endorsement.

Action: Meeting 12 Dec on safeguarding & DBS.

**14. Next Meeting**

Thu 26 Feb 1300-1500