

09 July 2024

MINUTES OF THE SGC MEETING HELD AT 11:00 ON 09 July 2024 AT MOUNT PLEASANT SCHOOL

Present:	Wg Cdr V. Dutton OC JFSU (VD) Mrs V. Stobart (VS) Mr R. Bucknill (RB) Mrs K. Steen (KS) Mrs K. Stevens (KSt) Mrs Michelle Hill (MH) Mrs A. Mudford (AM) Mr D. Crofts (DC)	Chair Head Teacher DCS/MOD Schools Representative Executive Head Teacher FI's Schools Safeguarding & SEND Representative/BFSWS School Teacher/Staff Representative Parent Representative School Business Manager
Apologies:	Mrs S. Quarton (SQ)	Independent Representative

Agenda Item	Minutes	Action Required
1. Apologies	Apologies accepted for SQ.	
2. Opening remarks by chair	VD – Introduces self and thanks all for attendance.	
3. Matters arising from previous minutes	Action Points from meeting/minutes of 22 March 2024: MH – Friends of MPS Group have now held two meetings, draft charter is being worked on for September. Details of monies raised to date will be in HT report later in meeting. Details of the group are being circulated via Facebook, Messenger BFBS, school newsletter.	
4. Teaching and learning visit report	VS – A positive report which evidences strong teaching and learning. The T&L Advisor held discussions with all subject leaders and have received the report. To make sure future reports are anonymised. RB – Following own visit in Nov 2023, requested the T&L visit to take place to look at curriculum progression, sequencing and assessment of writing using ARE sheets etc. The report is all very positive with minor action points. Demonstrates the amount of work done across all year groups.	
5. DCS ASEMA MPS Audit	VS - The Army Safety and Environment Management System audit is essentially a H&S audit that involved two auditors visiting school for 1 week. Verbal feedback at the time of visit has been actioned – small racking units have been removed and storage areas re-organised. Report shows MPS is H&S compliant and has positive H&S culture.	

<p>6. HT Report, SIP and SEF VS</p>	<p>Off-site storage room near the FCC was identified as being non-compliant (but outside scope of report). The storage area has no external ramp, lighting, signage, the internal lighting is inadequate, there area is full of junk/debris, emergency lighting and signage is inadequate, there are exposed electrical cables, this is also a fire escape route for the FCC.</p> <p>VS – Thanks DC for work in school to support H&S.</p> <p>VS – Other outstanding H&S issue in school is the linking of fire alarm to 12 Fac/JOC as identified in fire risk assessment.</p> <p>VD – Has this been discussed with OC EMS?</p> <p>VS/DC – Yes, meeting on 12/06/24, also discussed other outstanding works, awaiting to find out any progress/update.</p> <p>VS – Also take part in DCmd 6-mthly inspections to continue to point out issues and outstanding works.</p> <p>RB – Well done, this is challenging area for small schools to maintain. Thanks DC for work on this, the audit team were very content, would therefore expect next audit to be in 2 years. School should/will continue to work alongside BFSAI, link into local support, meetings etc.</p> <p>VS – Provides brief highlights of HT report.</p> <p>No applicants for Teacher Cover Supervisor, will aim to re-advertise when likely to be potential applicants.</p> <p>Pupil numbers expected to be 23 at start of next school year.</p> <p>Mr Moore has rescinded his resignation.</p> <p>In September, will be 2 class bases with 3 teachers and HT. Class base groups can then be split down into bespoke teaching groups as needed. Base 1 – FS1, FS2, KS1 (Y1&2) Base 2 – KS2 (Y3,4,5 &6)</p> <p>The problematic years groups are FS1 and Y6 which are currently expected to contain 1 child in each.</p> <p>FS1 – will eventually be offered for 5 mornings, but initially to ensure the child successfully settles they have been offered 3 morning sessions.</p> <p>Overall the 2 base structure offers better resilience during times of any staff sickness/absence.</p> <p>May be able to recruit for another teacher, but that is still awaiting full confirmation.</p>	<p>VD – Will chase up/contact OC EMS, to find out what is happening with outstanding school works.</p>
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	<p>RB – Recruitment takes time, hopeful that an additional teacher will contribute to increase in pupil numbers over time.</p> <p>VD – CBF and the Dir of Overseas Bases are both onboard with plans to recruit another teacher.</p> <p>VD – Asks about parent reaction?</p> <p>VS – Not yet shared.</p> <p>VD – any issues anticipated?</p> <p>VS – No, but will communicate this to parents.</p> <p>VS – Also, have approval to recruit a pupil Support and Admin worker (20 hrs/wk).</p> <p>VS – Process of moving existing classrooms is ongoing – thanks MS and DC for setting up new library/multi-function room.</p> <p>VS – Data – Yr6 SATS results very good. All data for children who have been in school any significant length of time is good, showing ‘gaps’ have been closed quickly. EYFS phonics score were high. Data is positive across the whole school and demonstrates that bespoke learning being offered makes a difference.</p> <p>VS – Outlines monies raised for school by recent bingo, carol singing and sponsored walk events.</p> <p>MH – A bid has been made for funds from BFBS, to purchase artefact boxes to support the history curriculum, awaiting outcome.</p> <p>VS – Attendance figure for the school is 95.7%.</p> <p>KS – Considering student numbers, that’s high.</p> <p>VS – Reasons for all absence are known and holidays are not authorised in term time.</p> <p>VS – The SIP is a working document, usually sets the strategic direction of the school. At the moment it is more directed at what needs doing in Autumn term 1, it will be updated and change as year progresses.</p> <p>VS – MT have agreed that coach transport can be used to Stanley if available. Require to purchase a further 12 booster seats, intended to buy from monies raised by FMPS. Will hope to continue to use IJS school hall for lunchtime when visiting Stanley.</p> <p>KS – Yes, welcome to continue to use the school hall.</p> <p>VS – Suggests a small working group consisting of HT, SGC Chair and parent rep to look at the SIP and SEF.</p>	<p>VS – to communicate proposed school class structure to parents</p> <p>VS – arrange working group meeting to look at SIP and SEF.</p>
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<p>7. SGC Monitoring Visits</p> <p>8. Issues Raised / AOB</p>	<p>VS – Budget – once spending completed on website subscriptions and other resource commitments, effectively have nil budget remaining. Have received approval to spend 'at risk' a small amount on arts & crafts materials.</p> <p>MH – Can paint be transported and delivered via SAA?</p> <p>VD – Will look into possibility, need to know approximate weights and dimensions.</p> <p>VS – Overall budget remains well managed, risk meetings take place with RB and DCS finance section,</p> <p>RB – Yes, more risk meetings will follow. DCS budget has been reduced approx. £6 million below expected level. Result is that where spending is essential, e.g. paint needed in a school, then should be raised as a business need/case and will try to take that spend 'at risk'. Once the business case is approved by the head of DCS, the spend can take place.</p> <p>VS – Outlines outstanding infra structure works, were discussed at meeting with OC EMS on 12/06/24. Main concern is the building control server switch which is not working.</p> <p>VS - None this term owing to SGC churn. Terms 1 and 2 were busy with SGC visits. A new visit schedule will begin in September.</p> <p>AM – Any plans to progress back to providing 2/3-year-old care? There will be a number of families at MPS with this need, so will be a gap in provision.</p> <p>VS – Yes, need for a new nursery manager is identified in School Improvement plan. Whilst cannot offer what is not currently being funded, do see its importance and this remains a longer-term aim, priority is to recruit a teacher.</p> <p>RB – Priority is to recruit a teacher to be able to meet statutory requirements. Yes, we want to provide for family needs and the hope is that DCS will be funded to do so at all overseas locations.</p> <p>MH – Any progress in secondary education commencing in Stanley?</p> <p>VS – Is likely to be trialled for 1 family from September.</p> <p>VD – The business/funding is still being worked on.</p> <p>VS – MPS staffing structure is reviewed termly, or as the situation changes.</p>	<p>DC – to find out weight and size of paint order.</p> <p>VD – As above, to contact/meet OC EMS for any updates.</p> <p>VS – New visit schedule in September</p>
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<p>9. Date of next meeting</p>	<p>RB – Constantly changing situation makes staffing resilience absolutely necessary. Thanks KS for supporting all visits re secondary education provision. Thanks to all SGC for time given and working in partnership with the school. Thanks to all staff - pupil progress is testament the effort and positive school culture, to a well-run school, and is indicative of a high quality, enriched education.</p> <p>KS – Wishes everyone well deserved holidays.</p> <p>Short organisational meeting in September and next full meeting likely to take place in November. Possible dates to be provided discussed with VD and TBC</p>	<p>VS – Provide/agree with VD dates for organisational meeting and next full meeting</p>
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	Action Points	
1	Meet/discuss with OC EMS current position and progress of outstanding infra works.	VD
2	Communicate proposed new school class structure to parents	VS
3	Arrange working group meeting to look at SIP and SEF.	VS
4	Inform VD of size and weight of possible paint order for SAA	DC
5	New SGC visit schedule required for September.	VS
6	Date required for September SGC organisational meeting – agree with VD and issue invites.	VS
7	Date required for November full SGC meeting – agree with VD and issue invites.	VS