

Board Of Governors

Minutes of the Meeting held on Monday 27th January 2025 at 5pm in the Assembly Room

Present:

Jan Guy (JG) – Community Governor & Chair of the Board of Governors

Jon Parry (JP) – Community Governor (via TEAMS)

Helen Magell (HM) - Community Governor

Jolie Rose (JR) – Education Committee Rep Governor

Michelle Brady (MB) – Head of School

William Spooner (WS) – Interim Co-Clerk to the Board

Ali Bateson (AB) – Interim Co-Clerk to the Board

By invitation: Marcus Cooper and Vicky Matthews – Education Advisors

Part 1 minutes will be made available by publication on the school website, following approval of the minutes by the Board (prior to approval all draft minutes are confidential); Any Part 2 minutes are confidential, available only to the Committee Members and may not be circulated, printed or published without written permission from the Chair of the Board.

Part 1

BOG011.25 Apologies

Everyone was present.

BOG012.25 Meeting with Vicky Matthews (VM) and Marcus Cooper (MC)

VM and MC gave the Board details of their significant experience working in and with schools over many years. VM would be working closely with MB on the school development and school improvement plans working towards the inspection which would take place in May, led by ex-HMI, Sean Jarvis. MC would lead on governance and work with JG on performance management and appraisal of the HOS.

VM and MC would be visiting Sark from 4th – 6th March. 2 days would be spent at Sark School, and 1 day working with the Board and the Education Committee, looking at governance and a scheme of delegation, policies and process, and clarifying the roles

MC and VM have across all layers of Sark's education system to ensure there is no loss of governance. They would also explain what would be involved in the inspection and the areas of focus.

VM and MC left the meeting at 5.20pm.

BOG013.25 Minutes & matters arising from meeting 6th January 2025

a) BOG002.25 Nomination of Chairperson

JG had been nominated to be Chair. As required in the Board's Terms of Reference, this had been taken to the Education Committee to be formally accepted.

b) BOG005.25 Parent Governor *and* BOG006.25 Letter to parents

The Board had sent a letter to parents of children at Sark School to introduce themselves and ask for applications for a Parent Governor. Penny Williams (PW) had applied. JG had met with PW and felt she had a lot to offer and be a valuable addition to the Board. It was agreed that PW would be sent the Minutes of this meeting and be invited to the next meeting.

Action: WS/AB to send Minutes of this meeting to PW and invite her to next meeting.

c) BOG007.25 IT

JG and HM were now set up with their Board email addresses. JP would be set up when he returned to the island towards the end of February. There were individual email addresses for each Governor as well as a 'Board of Governors' Group email. JG had been set up to also receive any emails addressed to the 'Chair'.

Action: WS to email the Board members with details of email addresses.

d) BOG009.25 Meeting Dates

The Board discussed that the Chair would visit Sark School every fortnight. Another Governor, which could be either a Community Governor or the Education Committee Representative or the Parent Governor, would visit once in every half term.

The Community Governors also agreed their areas of responsibility:

JG – performance management

JP – finance

HM – curriculum

e) AOB – Appointment Panel

It was agreed that the suggestion of an ‘Appointment Panel’ for future Sark School recruitments should be taken to the Education Committee for discussion.

JG signed off the minutes as correct.

BOG014.25 Declarations of Interest

A declaration of interest form would be sent to the Governors. A standing item for ‘conflicts of interest’ would be put on the Agenda for the start of each meeting.

BOG015.25 Dates of Education Summit

It was agreed that the 4th March would be the day when the Board and Education Committee would meet with MC and VM.

BOG016.25 Date for next meeting

The next meeting was set for 4pm on Monday 24th March.

BOG017.25 AOB

a) GDPR Training

The Data Protection Agency are visiting Sark in early March. WS was asked to arrange some GDPR training for relevant people.

Action: WS to arrange GDPR training with DPA

Meeting ended at 5.55pm.