

## BOARD OF EDUCATION, (BoE), MEETING

Minutes of the Meeting held at Sark School on **Tuesday 4<sup>th</sup> February 2020** at 5.00pm

Present:

Christopher Beaumont (CB) Chair, Paul Armorgie (PA), Mandy De Carteret (MdC),  
Dr Nicholas Roberts (NR) Revd David Stolton (DS) Ellie Lalor (EL) Lorraine Southern (LS)  
Natalie Craik (NC)

Pauline Mallinson (PM) Clerk

Beverley Gates (BG) Director of Education; Joined by Telephone

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**); 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.

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### PART 1 MINUTES

Item	Minute	Action
1	<b>Welcome &amp; Apologies</b> CB welcomed everyone to the meeting. Apologies received from Jill Gill who is unwell.	
2	<b>Pecuniary Interests</b> BG informed the Board that since November 2019 she is no longer working as Headteacher at Northern House School.	
3	<b>Minutes of last meeting</b> NC pointed out that she was present at the last meeting.  BG suggested that point 10 should have read 'and better' not 'or' The minutes were approved for publication on the website.	PM
4	<b>Matters arising</b> Board members individual @sarkschool.co.uk email addresses have now been set up and also a board@sarkschool.co.uk group. It was agreed that individual email addresses should not be on the website. The clerk will be responsible for monitoring board emails and ensuring that any emails are passed on to and dealt with by the appropriate member(s) of the Board.	PM
5	<b>Head of School Report</b> <u>Premises</u> – the new floors have been installed and the Class 1 fenced outdoor area has been extended.	

	<p>NR is exploring possibly painting the playground flagstones but technical advice from Guernsey has suggested this may not be possible as it may cause the slabs to explode.</p> <p>NR is also exploring using the Coumme Nous garden as a fenced area for Class 1 pupils. CB said that he will need to check the lease for the land with the trustees.</p> <p>The playground needs pressure washing and we need to consider taking on a caretaker for tasks like this.</p> <p>A new noticeboard for the bank on the road is being explored. Assuming finance can be secured it is believed that DCC permission will be needed. It was felt that clarification is needed as to exactly what is the school's responsibility and what is that of the trustees. PA will approach the trustees with a view to doing this.</p> <p><u>Staffing</u> – In line with her fixed term contract, Sarah Cullen has formally resigned effective at the end of the academic year. A volunteer librarian has been taken on.</p> <p>Staff training and monitoring is ongoing. A good start has been made but there is a possible over reliance on distance learning. CB asked about the possible exchange of teachers with Guernsey schools.</p> <p>BG said we have been offered access to Guernsey schools training – she will provide contact details to NT</p> <p>Marking scrutiny and mutual observations will take place before the end of term.</p> <p>Jade Court has successfully completed her Level 3 qualification.</p> <p><u>Other issues</u> – A lot of time has been spent dealing with parent issues. A harassment complaint has had to be filed with the constable and another parent is no longer being communicated with by email.</p> <p>However a number of parents are very positive about what is going on in school and the feedback on the new uniform has also been generally positive.</p> <p>A number of perspective parents have made initial enquiries about the school (3 families and 10 potential children).</p> <p><u>Enrichment</u> – NC reported that all volunteers are doing well and there has been one behaviour incident which has been dealt with.</p> <p>The enrichment programme for the second half of term has not yet been finalised due to uncertainty over the school's contribution to the Liberation75 celebrations. She asked whether the Board felt that the school should be doing a float for the cavalcade or contributing something different to the day.</p> <p>A number of ideas were discussed and it was felt strongly that parents need to get involved in whatever is decided upon.</p> <p>It was agreed that the weekly school newsletter should be used to ask for their input and involvement.</p> <p>NC said that we need to get additional volunteers involved which isn't easy, especially in Summer.MdC reminded her that she and Rosalie will</p>	<p>PA</p> <p>BG</p>
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	<p>be doing swimming in the summer. Pippa Donovan has also volunteered to help with sport and it has been suggested she will do rounders.</p> <p>NR presented an IT update, a copy of which is attached.</p>	
<b>6</b>	<p><b>Vision for the School</b>  NR asked for feedback on the draft vision document and also the draft policies which were circulated with the minutes for this meeting. It was agreed that all Board members would provide their feedback by 24<sup>th</sup> February.  There was also discussion as to whether the school motto should stay as 'Little school with big ambitions' and it was generally agreed that it should.</p>	<b>ALL</b>
<b>7</b>	<p><b>Director of Education Report</b>  Most of BG's activity since the last Board meeting has been outside the school.  The weekly business meeting with NR and CB is now very effective. Much time has been spent on operational safeguarding issues and supporting Sharon. There have been a number of incidents involving children in school.  The Childrens' Law has been passed by Chief Pleas and the focus will now move on to Vulnerable adults.  BG expressed concern on the toll being taken on the professionals in school by a number of people. CB asked how the Board could support the staff in dealing with these issues. After some discussion it was agreed that a letter should be drafted to go out to parents from the Board.  DS said that he was happy to be an 'independent' person at any meetings if it was felt it would be helpful.</p>	<b>CB</b>
<b>8</b>	<p><b>Finance Update</b>  EL reported that there was an underspend on the budget for 2019 of approx. £xxxxx. The cost of the school floor is currently showing as revenue but should have been put in capital.  NC gave an update on progress on the school fund bank account. Hopefully HSBC now have nearly all the paperwork they need.</p>	
<b>9</b>	<p><b>Home Education</b>  (In the absence of JG this report was given by BG)  GCSE exams are being arranged at the Grammar School for one Sark child. BG is to liaise re examination access arrangements.  Meetings are set up with two other home educating families for while BG is on Sark later this week.  See part 2 for further notes</p>	<b>BG</b>
<b>10</b>	<b>AOB</b>	

	<p>PA said that his visit to school to look at science had been a very positive experience and there had been a very good atmosphere in the school. NC who also visited recently agreed. CB asked if he could have a brief writeup from each of them to go on the website.</p> <p>LS asked when the window in the library would be fixed. NR explained that unfortunately the replacement window that had arrived was the wrong size which has delayed things.</p>	<b>PA/NC</b>
<b>11</b>	<p><b>The date of the next meeting is Tuesday 24th March at 5pm.</b></p> <p>The meeting closed at 6.30pm.</p>	

## SUMMARY OF ACTIONS

Correct and publish last minutes	PM
Monitor emails to the Board and ensure they are actioned	PM
Respond to NR on vision and policies by 24 <sup>th</sup> February	ALL

Talk to Island Hall trustees to clarify who is responsible for what	PA
Provide contact details to NR re Guernsey training for teachers	BG
Draft letter to parents from the Board	CB
Liaise with Grammar School re exam access arrangements	BG
Brief write up of visits to NR to go on the website	NC/PA