

# INTERIM BOARD OF EDUCATION, (BoE), MEETING

02/18

Minutes of the Meeting held at Sark School on **Wednesday 22<sup>nd</sup> August 2018** at 5.00pm

**Present:**

The Seigneur, Christopher Beaumont (CB), Chairman;  
Paul Armorgie (PA), Vice Chairman;  
Pauline Mallinson (PM) (Chairman of Education Committee)  
Rev. Karen Le Mouton (KM); Zoe Adams (ZA); Mary Nicolle (MN);  
Crispin Heartford (CH) Head of School  
Beverley Gates (BM) Interim Director of Education - ex officio

Angela Lewis (AL) School Administrator

## 1. Welcome

CB welcomed everyone to the meeting.

## 2. Minutes of the last meeting

The minutes of the last meeting held on the 16th July 2018 were tabled. All members of the BoE are in agreement and the minutes were signed by CB.

## 3. Matters arising from minutes

Cormac Scott (CS) was not in attendance. PM clarified that, following his resignation from Chief Pleas, CS was able to remain a member of the Interim BoE until the Board was finalised in September. However he had chosen not to attend and therefore has stood down from the BoE.

## 4. Apologies

There were none.

## 5. Pecuniary Interests

Pecuniary interests remain unchanged from the last meeting.  
AL declared that she is also an employee of Jimmys Carting Services.

## 6. Human Resources Update

### Teaching Assistants/Special Teaching Assistant

CB advised that the last phase of Teaching Assistant interviews is to be undertaken over the next 2 weeks. Two candidates have completed the interview process and a further two applicants are to be interviewed for the roles. As the new school term starts on the 4<sup>th</sup> September 2018 it was noted that there was a short period of time in which to recruit a candidate. A final decision on the candidates will be determined once all interviews are complete and all the candidates will be notified of the decision.

Any offer of employment for these roles will be on a Fixed Term contract and subject to a probationary period.

### Cleaning Co-Ordinator/Cleaner

PM advised that she has spoken to a potential candidate for the role of Cleaning Co-Ordinator. This candidate will be offered the role commencing on 27<sup>th</sup> August 2018. As there have been no applicants for the role of cleaner the two advertised roles will be merged on a temporary basis until a cleaner can be recruited.

### Administrator

Angela Lewis has been appointed as School Administrator.

### Midday Supervisor

This role has not yet been filled and the BoE will continue to seek a suitable candidate. It was AGREED that the successful candidate for the Class 1 teaching assistant will be employed to supervise the 3 year old children during the lunch break. As these children will not stay in school for lunch until week 3 of the term, the Class 1 assistant could supervise lunch for the first 2 weeks until a suitable candidate is found.

## 7. Policies

BM advised that the Statutory Policies for Schools 2014 will be used as the framework for governance. Information on this can be found on the [www.gov.uk](http://www.gov.uk) website. Existing school policies should be used and expanded upon.

CH confirmed that he has drafted several of the policies and will continue with these. BM stated that the Complaints Policy must be sent to her.

Any Teaching & Learning Policies will need to be approved by the BoE and sent to the Education Committee for information purposes.

Any Curricular Policies will need to be approved by the Education Committee.

**ACTION** – BM to circulate a flow chart to BoE members to confirm how each new/amended policy must be approved.

## 8. Premises

### Plumbing

PM advised the plumbing work should be completed shortly. The School will now use one hot water tank rather than two and it is hoped that this will decrease the oil usage.

### Electric

Electricity costs for the building are currently very high.

**ACTION** – PM to continue to investigate where costs can be reduced.

### Fence

ZA advised there are now 2 quotes for the fence and these quotes will be discussed by the Island Hall Trustees so that work can commence.

### Handyman

Following Darrens resignation there is currently no school handyman.

**ACTION** – PM to obtain a list of Approved Tradesmen from the Island Hall Trustees for future work needed such as Window Cleaning and other small general maintenance tasks.

### IT

School Website – This is hosted by e4education and this will continue with the website pages being updated on an ongoing basis.

School Domain - It was agreed the school domain will need more storage.

**ACTION** – PM to register a new domain for the school and the old domain will be closed down.

Software - CH proposed a Google Cloud for use in School which has very good applications, firewalls and offers easy and safe pupil access. It was agreed this was a good option but a decision would be made at a later date.

Computers - The school currently has enough computers for each pupil in Classes 2 & 3 however these computers do not have Wifi access which may be a potential issue. There are also 5 laptops available which do have Wifi access.

Maintenance - There is no formal Computer Maintenance agreement in place. Sigma, a Guernsey company, was fulfilling this role however costs were deemed too high to

continue in future. It was AGREED that should there be work needed in future, this could be done by an individual on an ad hoc basis.

## 9. Enrichment

ZA advised that all enrichment activities are in place. Letters will be sent to parents with the options available and responses will be sent to ZA to co-ordinate.

**ACTION** – ZA and BM to organise DBS checks for all volunteers and ensure that appropriate Safeguarding Training is received before the enrichment activities begin.

**ACTION** – ZA to circulate the list of enrichment activities to the members of the BoE

## 10. Finance

### Budget

PM tabled the budget with costs to 31st July 2018 and estimated cost to 31st December 2018. Areas where saving can be made were highlighted including stationery costs as CH has found a cheaper supplier.

**ACTION** – PM to provide CH with a more detailed breakdown of the Budget

### Fruit Allowance

It was noted that parents had not been asked to pay for healthy tuck for the last school term. In previous terms parents have been asked to pay for fruit at the cost of £7.50 per child per term. Should healthy tuck continue it is proposed that all parents pay for fruit allowance and Class 1 children will receive a glass of milk free of charge.

**ACTION** – ZA to look into the cost of providing fruit to all children and milk for children in Class 1.

### BoE Financial Role

PA has been appointed alongside PM to fulfil the financial role for the BoE

## 11. Volunteers Update

MN advised only one lunchtime volunteer at present. More volunteers are needed for this role. BM advised that a Risk Assessment should be carried out to determine the number of volunteers needed in the role each day as in the summer months this may be higher due to children being outside during the lunch break.

School lunch time will be 12:30 to 13:30 each day and the Head of School will be on duty each day during this time.

It was noted that all volunteers would need to have completed DBS checks and relevant Safeguarding training.

**ACTION** – MN to produce a poster to ask for volunteers for lunchtime

## 12. Adult Literacy/Learning for Work Update

Not discussed at this meeting

## 13. Early Years Update

Sarah Cullen (SC) has been in to School to organise the layout of the Class 1 room. She has also made contact with all parents of children who will be in this class.

**ACTION** – BM to liaise with SC next week regarding progress

**ACTION** – BM to confirm with Mrs S Beaumont whether she would be willing to help with Early Years provision.

## 14. Safeguarding Update

BM confirmed that there will be 4 Hubs for Safeguarding – the Doctors Surgery, the Church, the School and the Procurer

SC and KM will liaise re Safeguarding issues and KM will then report to the BoE

#### 15. Home Education Update

There is currently one family on the Island with a child being educated at home. BM has completed a report for this child.

#### 16. 13+ Education Update

Not discussed at this meeting

#### 17. School Open Day

CH stated he will hold a meeting for all parents before term begins.

**ACTION** – CH to call all parents to invited them to a meeting on Friday 31<sup>st</sup> August from 4pm-6pm. CH will also provide parents with an information pack on the school day and what children will need in terms of PE kits etc.

CH stated he would like to hold an Open Day for parents during the first half term and each term thereafter so that they can come into the school to see how things are progressing.

ZA proposed a weekly updated from the Head of School to the parents and wider community. There is currently a School and a Sark Watch Facebook page and this platform was discussed as an option for the weekly update. However it was AGREED that a weekly Blog on the Schools website would be a preferred platform.

**ACTION** – PM to look into who has log in details for the Facebook pages.

BM stated that should a Facebook page be maintained in future that CH be the only Administrator for the account.

It was AGREED that at present there would be no Open Day for the general public as the staff and pupils need to have time to settle into the new school day and that too many Open Days would be disruptive at an early stage. An Open Day for the general public will be discussed for a later date in the School year.

#### 18. Communications

##### Email addresses

It was AGREED that a school administrator email address would be created and that, at this time, there was no need for a central email address for all BoE members.

##### Mobile Phone

MN suggested a mobile phone for volunteer communication.

**ACTION** – MN to contact Sure and JT to ask if they would donate a phone for this purpose.

#### 19. Director of Education Update

BM she will be on the Island from 29<sup>th</sup> August to 1<sup>st</sup> September. During this time BM will complete SEN assessments for two children. BM has already completed an SEN assessment for one child on the Island. This is a School Level assessment and if necessary a Specialist assessment can be recommended.

BM will complete any other assessments on request of CH if deemed necessary.

#### 20. Date of next meeting

The next BoE meeting was arranged for:-

**Wednesday, 24<sup>th</sup> September 2018 at 5.00pm at SARK SCHOOL**

#### 21. Close of meeting

The meeting was closed at 6:40pm

Minutes by Angela Lewis 22<sup>nd</sup>/23<sup>rd</sup> August 2018