

BOARD OF EDUCATION, (BoE), MEETING.

Minutes.

For Thursday 13th January, 2022, at 5.00pm.

Present:

The Seigneur, Christopher Beaumont (CB), Chairman; Paul Armorgie (PA), Vice Chairman; Rev. David Stolton (DS), Pastoral Care; Jill Gill (JG), Home Education; Sabrina Burlington (SB), Parent Rep.; Nick Wolfe (NW), Head Of School; Helen Walsh (HW), Business Rep.; Lorraine Southern (LS), Clerk to the Board.

Did Not Attend: Cons. Nichola McHugh (NMCH), Chair of the EC.

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.

CB opened the meeting at 5pm.

1. Welcome and Apologies.

None.

2. Pecuniary Interests.

No changes.

3. Minutes of Previous Meeting.

All present approved the previous minutes and CB signed off accordingly.

4. Matters Arising.

(Not covered elsewhere on the Agenda).

None.

5. Chair's Action.

None.

6. Constitution and Make Up of the Board.

(I) On behalf of the whole Board, CB expressed regret at the submitted resignations and thanked JG and SB for their support and work as Board members.

(II) HW informed the Board that Zoe Adams had been in touch and was still prepared to join the Board. She read out an email to all from Zoe, expressing her interest and stating what experience and knowledge she could bring to the Board. NW expanded on this and stated he was in support of Zoe's inclusion. HW duly nominated Zoe to the Board and Zoe was accepted by all. Her role will be Off-Island Education Representative, to include property, and she will be the Board's point of contact for off-island schools. LS to formally contact Zoe and thank and welcome her on behalf of the Board.

LS

(III) NW has had interest expressed to him by two parents for the roles of FOSS and Parent representatives. He will go back to them and encourage them to proceed officially with their interest.

NW

7. Head of School's Report, including Safeguarding.

(I) *Teaching and Learning.*

- GL assessments have been purchased and there will be a tutorial this week, with assessments over the next two weeks.
- Feedback policy is to be implemented as a result of recent staff meetings and Board feedback.
- Curriculum mapping is taking place.

(II) *Attendance.*

- This is improving but there is still concern with some families. Covid applies to some instances. Last end of term reminded attendance report set some children at 75% attendance. NW has contacted parents. The Board asked NW to remind parents about the legal requirements regarding school attendance.

NW

(III) *Staff.*

- JB resignation. TES advert has been placed and there is some interest being followed up on. Shortlisting will begin next week, with the applicant needing to be an EYFS/KS1 specialist teacher first and foremost but with safeguarding training desirable. The interview process will need drafting first with input from the Board and EC.
- As teacher recruitment at this point in a school year is not the optimal time for recruitment, backup plans were discussed in the event a suitable teacher cannot be sourced at this time. Several ideas were suggested and it was decided an extra meeting would be had if the Board finds itself in this position and that they would re-advertise with a September start date instead of April.
- The Board discussed reviewing the contracts and current terms of notice required by all parties. LS was asked to contact the EC in order to ask them to conduct the review.

LS

(IV) *Enrichment.*

- See Agenda Item 12.

(V) *Grounds and Works.*

- The school caretaker role has now been organized with clear lines of communication in place.

(VI) *Safeguarding.*

- The school's Single Central Register is being updated for all with links to the school. Board members need to present to NW up-to-date DBS checks and passports or driving licenses as a formal proof of identification.

ALL

(VII) *Leadership and Management.*

- There is an upcoming scheduled meeting with the Guernsey Head of Teaching and Learning. She will conduct an appraisal of the school's acting Head, and will also offer advice and any needed assistance regarding recruitment of the KS1 teacher.
- The school website has been updated but all the policies need reviewing. LS to list the policies and allocate each to a Board member to conduct the review. Suggested amendments are to be ready for presentation at the next Board meeting. NW to upload to the web those policies not currently online.

NW & LS

(VIII) *FoSS.*

- Good development with the new school playground. The project is now moving fast and it is now at the grant application phase with an estimated construction start date during the school summer holidays.

(IX) *Other.*

- There has been a sizable financial donation made to the school and NW requested input from the Board as to how to spend it. This will become an Agenda item for the next meeting so Board members can present ideas. NW said the school's ICT computing provisions need upgrading.
- The Board discussed an email received from a parent regarding a lack of communication between the school and said parent. It was accepted that the school committed an oversight here and NW will contact the parent with an assurance that this will not happen again.

NW

8. Health & Safety Update.

None.

9. Human Resources/Staffing Update.

(I) *Teacher Recruitment.*

See Agenda item 7, Head's Report.

10. Finance Update.

As NW has the budget for the day-to-day dealings of the school, he will manage the school budget with CB going forwards and will add the updates to his Head's Report.

There was some discussion re the various accounts held by and the budgets provided for the school. NW endeavored to clarify all for the Board's understanding.

CB requested LS add the FoSS constitution to the next Agenda for the Board's information.

11. Home Education Update.

None.

JG reiterated that there is no mechanism in place on Sark to register and monitor home education, and she also strongly recommended that whoever takes on this role next has a professional educational lead in place in order to offer the advice that is crucial to the role.

12. Enrichment Update.

(I) *Prospectus & Mail Drop.*

Roll over.

(II) *Enrichment Programme Review.*

There is a crucial lack of both volunteers and constructive subjects. Teachers are having to participate more and more as enrichment lesson leaders. NW said the current situation needs an immediate solution ready for the next term. He suggested a possible three day week of enrichment lessons, with the other two days finishing school at 3:30 after structured lessons, and an after school club from 330 till 430 for those children who want to use it.

CB asked NW to conduct a proper review to present to the board via email for an ASAP decision going forward.

13. Board School Visits Since Previous Meeting, and Moving Forwards.

CB, DS, PA, and SB all still have to submit written reports on their visits to the Board. They promise to send via email to LS asap.

HW submitted a very positive written report to the Board. She expressed concerns over the template used though, and suggested this is reviewed.

NW presented ideas as an alternative to the more traditional Governor visit – group visits to discuss and view set subjects and displays within the school. A Self Evaluation Form is also being developed at the moment and, once completed, group visits can be organized and also be linked to school policies.

LS asked to ensure the SEF development plan be included on the next agenda.

CB, DS, PA, SB, LS

14. Governor Training Update.

None.

NW to source the costs involved in subscribing to the Key. This is a very informative website with a good Governor section.

15. Any Other Business.

(I) PA presented concerns, from Island Safeguarding, regarding children on licensed premises after 7pm. This is a problem that is again becoming more of a troublesome issue. CB said he would contact the EC and ask them to do a second letter to all licensed premises regarding an agreed cut off time for children.

16. Date of Next Meeting.

Thursday 10th March, 2022.

CB closed the meeting at 7pm.

