

Minutes of the Meeting held at Sark School on **Wednesday 7<sup>th</sup> Novemeber 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)  
Beverley Gates (BM) Interim Director of Education - ex officio  
Crispin Heartford (CH) Head of School

Angela Lewis (AL) School Administrator

These minutes are **confidential**, available only to the Committee Members or as directed by The Chairman.

## 1. Welcome

CB welcomed everyone to the meeting.

## 2. Minutes of the last meeting

The minutes of the last meeting held on the 25<sup>th</sup> September 2018 were tabled. All members of the BoE are in agreement and the minutes were signed by CB.

## 3. Matters arising from minutes

An update on the action points from the last minutes

- Policies – CH confirmed these have been written and are with BG ready to be finalised
- Letters to the DCC – ZA confirmed these have been written and sent
- Website – meeting still to be held re the development of the new website
- Letters re science equipment – CB confirmed these have been sent. One reply received. **ACTION** - CB will follow up with Jersey Education for a reply.
- SEN contact details – **ACTION** - ZA to follow up to obtain contact details
- Sure Broadband – PM confirmed that there is no charge for the broadband supply and it is hoped that, should the service need to be upgraded once the Google Chromebooks are in use, Sure will continue to offer the service for free

## 4. Apologies

There were none

## 5. Pecuniary Interests

Pecuniary interests remain unchanged from the last meeting.

## 6. School Development Plan 2018-19 v3 5/11/2018

### Google Chromebooks

CH tabled an update on the new Google Chromebooks. The school has taken receipt of the 16 Chromebooks and Google have verified the school as an educational establishment which means these can now start being used by the students and teaching staff. The aim is to have the Google Chromebooks go live on the 13/11/18 and the current school server be switched off on 16/11/18.

**ACTION** - CH to activate each device, set up emails and access rights for users and make charging points for the devices.

CH proposed new email addresses for the school as the current emails are not reliable and cannot always be accessed. **ACTION** – PM will confirm this will not affect the current contract with e4education

CH confirmed the benefits in using the new devices:-

- Students will have individual, personalised profiles meaning learning and resources can be provided for each child
- Teachers can closely monitor the children and even work alongside them with live online documents
- Students can access resources easily which will benefit them with homework and revision
- Guests access if possible but permissions are in place to ensure authorised access only
- Classes 2 and 3 will use less paper which will save costs

Questions were raised regarding the possible impact on handwriting skills and whether the use of the Chromebooks would be suitable for all. CH confirmed that the use of the devices will not take away from written work, they will be used alongside to aid learning. CH advised that, should it be identified that some students were not benefiting from using the devices, adaptations would be made and as each user profile is individual these changes can be easily achieved.

It was noted that the school will require a further 10 Chromebooks at a later date to ensure that all children have access. The school will also keep 6-10 of the current desktop computers.

The School Development Plan 2018-19 v3 5/11/2018 written by CH was tabled.

#### Primary Aims

This section sets out the goals CH is working towards. Currently an OFSTED target of at least Grade 2 (Good) is being worked towards.

#### Data and Enrichment Sections

As written no further explanations required

#### Curriculum and Homework

As written no further explanation required.

BG advised that a Teaching and Learning section should be added.

**ACTION** – CH to write and add this into the report

#### Assessment

Point 1 - CH advised that the compilation of this Soft Data is very important

Point 3 - CH confirmed that the regular reviews are ongoing. BG confirmed that progress going forward will be based on 'real' data.

Point 4 – Breakfast club will begin for a trial period. Students needing additional intervention in certain areas will, for a short period of time, be given this additional support between 8:15am and 8:30am. BG confirmed that as a short term measure this is acceptable.

#### Staff Management and CPD

Point 3 – BG confirmed that a 3 term cycle of reviews is in place going forward.

Point 4 – CH raised this as an area for concern. Current plan of teachers having time to observe each other's lessons during the time French is being taught is not working and at present there is no time being allocated for these observations. CH stressed that this time needs to be made and tabled a suggestion to recruit a PE teacher for a lesson a week should the current French teacher or a substitute not be suitable. BG advised this may be acceptable in the short term if a Modern Languages teacher could not be recruited.

**ACTION** - CB to attend and observe the next French lesson for Class 3.

**ACTION** - BoE to ensure a solution to this identified issue

Point 7 – This idea has been tabled for discussion. A positive response was received and the item will be discussed at a future meeting. Date TBC.

#### Addressing Specific Educational Needs, Safeguarding Sections

As written no further explanations required

#### Behaviour, Sanctions and Rewards

Point 4 – Disraeli maths programme to begin. CH has seen this system work and aid students in maths. CH confirmed that children in Classes 2 & 3 are able to move between classes in certain subjects in order to advance and assist these individuals.

Point 5 – CH has identified this as a way to bring input into the school from the Island Community.

#### School Promotion

Point 1 – The current website will be updated each week.

Point 2 – Rebranding for the school including a new website and Twitter account. Point 4 – BoE members agreed the idea of bringing teachers from other schools to a CPD conference in Sark would be great publicity for the school and the Island and could also bring in a revenue stream.

Point 5 - CH confirmed he will be aiming for 12 speakers per year. It is hoped that revenue could be achieved by the sale of tickets for events at other locations on the island.

#### Improvement Timeline

As written no further explanations required

## **7. Human Resources Update**

CH requested more administrative time for the school. CH believes that the running of the school and the ability to deliver all the points in the School Development Plan requires daily administrative assistance, possibly 2 hours per day.

BG advised that the current administrative time should be split between the school and the Director of Education. At present all administrative time (with the exception of the BoE meetings) is being provided to the school.

CB suggested that the BoE should ask the Education Committee to consider the budget to allow for more administrative time.

Following discussions it was identified that the need for Modern Languages recruitment is a higher priority than administrative support.

CB believes that an income stream can be established from events as set out in the School Development Plan which would allow for more money in the budget.

**ACTION** – CH to write a report on the feasibility of these potential revenue streams.

## **8. Policies**

BG has sent a document to AL regarding how policies are to be agreed.

**ACTION** – BG to forward to CH

## 9. Premises Update

### Fence

ZA confirmed this will be in place soon. Ben Perree is completing the work but currently waiting on materials to arrive on Island.

### Water Tanks

The tanks have been cleaned and covered. The water has been tested again and passed the quality test.

### Minor Works

CH advised that minor repairs have been made to the outside door handle following damage. This work was approved by the Island Hall Trustees.

## 10. Enrichment Update

ZA confirmed a volunteers meeting has been held. Feedback received was very positive and volunteers are keen to run enrichment programmes again. There have also been offers from new volunteers.

A meeting for all parents has also been held. Parents feedback was generally positive confirming that the activities were both useful and enjoyable.

**ACTION** – ZA & CH to hold a meeting for the children to obtain their feedback

ZA confirm that activities this half term are all in place and include various crafts, arts and drama.

**ACTION** – ZA & CH to meet to finalise next half terms activities and to confirm the links between these and the curriculum.

## 11. Volunteers Update

ZA confirmed lunch time supervision in place. More volunteers are needed to listen to the children read. **ACTION** – ZA to find volunteers for this.

## 12. Finance Update

The balance sheet was tabled by MN

PM confirmed that Chief Pleas has classified the costs for recruitment as Unforeseen Expenditure which leaves this figure outside of the Educational Budget.

The overall financial picture shows an overspend in salaries due to the overlap in the teaching staff. There is still a need to make saving in Non-Pay areas to account for this.

**ACTION** – PM to follow up on the Sigma invoice as this remains unresolved.

CH raised concerns as to the current chain of delegation regarding school spending. CH requested more control over spending decisions as at present anything over £100 needs to be approved which can lead to delays. Invoices are also currently not being paid in a timely manner. CH would like to be consulted on spending so that he can plan in the long term for spending on items required by the school. BG advised that evidence needs to be seen that spending is in control before responsibility can be passed over. **ACTION** – CH, PM and MN to meet to discuss future spending.

## 13. Early Years Update

BG observed Class 1 during her last visit to Sark. Progress can be seen, especially in the current Year 1 students, and BG is happy with the level of teaching. Jade Court, the Class 1 TA, is engaging well with the children. **ACTION** – CH to look into formal training options for Jade Court.

#### 14. Safeguarding Update

Safeguarding Training to be delivered next week, date TBC. This will be organised and delivered by Sarah Cullen.

Ongoing monitoring of completed DBS checks and Safeguarding training to continue.

#### 15. Home Education Update

No changes, still currently 1 child being home educated.

#### 16. SEN Update

CH confirmed IEP's in place. Nick Wolfe is moving forward with this and students are responding well. Currently Maren Welling and MN are assisting students.

#### 17. Communications

Parents happy with the Newsletter and this has received a positive response.

#### 18. Director of Education Update

##### Teachers Contract

Will shortly be finalised and sent to staff.

##### Safeguards

Training completed on the new software by local DSLs – Sarah Cullen, Dr Stevenson, the Procurer and the Constable.

##### Director of Education Island Visit

BG will be visiting the island before the 30<sup>th</sup> November, date TBC. Whilst here BG will review the teachers probationary period which is due to end 30<sup>th</sup> November 2018.

##### Interim Director of Education Role

The Interim Director of Educations' employment contract ends on the 31<sup>st</sup> December 2018.

The job description for the Director of Education has been written and it was confirmed that Guernsey Education's HR department will assist with the recruitment process.

#### 19. Date of next meeting

The next BoE meeting was arranged for:-

**Wednesday, 5<sup>th</sup> December 2018 at 5.00pm at SARK SCHOOL**

#### 20. Any Other Business

##### School Fund Bank Account

PM advised that, in order to maintain the School Fund bank account held with Natwest bank, a signed constitution is required.

**ACTION** – CB to sign and return.

**ACTION** – BoE members to provide PM with Full Name, DOB, Address and Nationality. PM to forward this information to Natwest.

PM confirmed account signatories will be ZA, MN, CH and the school administrator.

##### Interim BoE

The Interim Board of Education will be replaced by the BoE after the next Education Committee meeting in December 2018.

The advertisement for the Parents Representative has been published and if necessary a vote will be scheduled for this role. This seat is currently held by ZA.

The Chamber of Commerce have nominated Lorraine Southern for the role of second business representative to the board. This seat is currently vacant.

The advertisement for the Community Representative has been published and if necessary a vote will be scheduled for this role. This seat is currently vacant.

It is suggested that members sit on the BoE for a term of 2 years.

### **Close of meeting**

The meeting was closed at 7:30pm

Minutes by Angela Lewis 9<sup>th</sup> November 2018

Document titled Sark School Development Plan 2018/19 v3 5/11/2018 to be attached to these minutes