

BOARD OF EDUCATION, (BoE), MEETING.

MINUTES

For Meeting *Thursday 10th March, 2022, at 530pm.*

Present:

Rosalie La Trobe-Bateman (RL), Vice Chair; Rev.David Stolton (DS), Pastoral Care; Zoe Adams (ZA), Student Rep; Adam Turner (AT), Parent Rep.; Helen Walsh (HW), Home & Off-Island 13+ Education; Nick Wolfe (NW), Head Of School; Nichola McHugh (NM), Education Committee Chair; Joseph Donovan (JD), EC 2nd Rep; Lorraine Southern (LS), Clerk to the Board.

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.

RL opened the meeting at 530pm.

1. Welcome and Apologies.

Apologies were received from HW and PA, RL had previously agreed to Chair tonight's meeting in PA's absence.

2. Pecuniary Interests.

None.

3. Minutes of Previous Meeting.

Previous minutes for 13.01.22 and the XO Minutes for 17.02.22 were approved by DS and seconded by AT.

4. Matters Arising (and not covered in the Agenda).

- (I) RL asked if the attendance reminder to parents was resolved. NW said he had contacted those parents who regularly took their children out of school, and said he would send out a stronger reminder to all parents. **NW**
- (II) RL asked if the EC had been contacted re changing the length of term of notice required by teachers in their contracts. LS had contacted the EC who, in turn, had contacted P&F who are currently responsible for teacher contracts.
- (III) BOE members still need to bring current DBS checks and passports in to NW, so he can bring the school central register up to date. LS will chase Board to ensure they do. Going forwards, checking this will be in the remit of the school Head. All agreed DBS checks should be updated every 3 years. **LS**
- (IV) RL asked if the agreed letter to licensed premises Re a curfew time for children was sent or not. The EC discussed the request asked of them, but had decided they didn't agree with the principle of it without knowing what can be done legally and so didn't proceed. It was agreed that, going forwards, it would be better tackled by Safeguarding, and so JD agreed to approach the Medical Comm and MASH team. **JD**
- (V) RL enquired as to an update Re the SEF Form. NW said he doesn't think it appropriate he proceeds with the template, considering his upcoming departure from the school. RL asked if the Board can see what he's done so far, NW will email it to all. **NW**
- (VI) The school policy reviews still haven't been completed by all Board members. JD suggested the Board may want to wait until the SLA has been completed, as this may impact on the reviews. Members decided to proceed with the reviews as planned but to wait on signing them off until after completion of the SLA. LS will push all, and NW will

investigate using Teams or Google Drive as a drop-off for the reviews in order for members to see them rather than printing off etc.

LS / NW

5. Chair's Action.

None.

6. Constitution and Make Up of the Board Update.

Roll over until the Board is in a better position to deal with, post SLA.

7. HoS and Teacher Recruitment Update.

JD said HoS recruitment all seems on track and moving forwards well and he has no concerns. The interview panel will comprise of a P&F rep, Sarah Smith (the EC's ex-o rep), HW, and Gsy's DoE Nick Hynes. NW would like to meet asap with the new head in order to discuss class structure for the next school year. RL agreed to represent the Board at the Saturday night meal with the HoS candidates. She will also contact HW in order to see if there are any concerns the Board should be made aware of.

NW said there are 8 solid applicants for the new teacher role. Some are abroad, which will make May's interviews tricky as Zoom etc is not ideal. The two previous shortlisted candidates have sadly now gone elsewhere.

8. Head of School's Report.

- *Teaching and Learning.*

Dates of in-house observation this term will be confirmed and results shared at the next meeting. Performance management reviews will take place over the next few weeks, overseen by NW, and will be linked to pupil progress meetings and target setting for the second half of the year. Sporting opportunities are improving, with darts and table-tennis being added to those available.

- *Safeguarding.*

A verbal report was given with a safeguarding update.

- *Budget & Finance.*

The HSBC School Fund account still needs accessing and closing. There have been numerous significant deposits into it and the funds need splitting between the relevant lines on the Treasurer's budget sheet. NR is on island later this month to close the account. NW suggests the School Fund and it's practices are reviewed and a new constitution drawn up for it. LS to put on the next agenda.

LS

Money has been spent on resources to facilitate darts. NW presented a spreadsheet re a cost analysis on the implications of next term's staffing changes.

- *Human Resources & Staffing.*

EM has replaced KN as MMSA. ES has confirmed her intention to stay on next year at school. Parents will be officially notified when they are told about the the new teacher. An update Re the HoS and teacher recruitment processes have been given elsewhere in these minutes.

Staff have been off school with illnesses 3.5 days so far this half term, and EG has covered where possible.

- *Attendance.*

Also covered under an earlier agenda item, attendance at the school remains poor among a number of families. NW will provide a full school report on this issue and will liaise with the Chair re the contact of certain parents over the next few weeks.

- *Grounds/Maintenance.*

No report. RL requested NW has the groundsman check and repair the patio slabs as some are loose and need securing.

- *Other.*

There is an open morning 0830-1030 on Monday 13th March.

A letter has been sent to parents informing them that NW won't be applying for the HoS role.

Lots of new sporting opportunities are coming over the second half of the year.

9. New Pupil Provisions.

One-to-one support, and finance for this, is needed asap for one school pupil. NW is asking the EC to deal with this and will send the relevant information on to them ready for their next meeting.

NW

10. Health & Safety Update.

None.

11. Home & Off-Island Education.

Re Term-Time Hosting, Gsy are having problems recruiting families for its own/Alderney children and cannot commit to providing host families for Sark's September children. They suggest Sark recruits for its own families for September, with Gsy's assistance Re relevant safeguarding checks and approvals etc. The Board agreed to notify the families of the September cohort asap as to the current situation, and to (despite fears that if we do this now then we will expected to do so permanently in the future) proceed with its own recruitment campaign.

NM asked RL to head the recruitment campaign, JD and AT offered to assist and a meeting was agreed.

12. Enrichment Review Update.

Roll over and deal with at XO Meeting to be held on Tuesday 22nd March, at 5pm.

13. Board School Visits.

Roll over.

14. Governor Training Update.

£60 cost to upgrade Key membership to include Governor Training. All agreed for NW to pursue that upgrade.

NW

15. Any Other Business.

(1) SLA Concerns –

DS expressed concerns there is no authorized contact for the Board included in the draft.

JD will add to the draft to include the Chair of the Board as the authorized contact. JD

RL has concerns regarding the terminology used, and NW is concerned about the lack of leadership for the Board. JD explained that the SLA has to be agreed by mid-next week in order for it to be included at the next CP meeting. He asked that all members with concerns get those concerns to him by Tuesday, so he can address them.

16. Date of Next Ordinary Meeting.

Thursday 12th May, 2022, 5pm.

RL closed the meeting at 815pm.