

# INTERIM BOARD OF EDUCATION, (BoE), MEETING

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Minutes of the Meeting held at Sark School on **Tuesday 25<sup>th</sup> September 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)  
Crispin Heartford (CH) Head of School

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 22<sup>nd</sup> August 2018 were tabled. All members of the BoE are in agreement and the minutes were signed by CB.

## 3. Matters arising from minutes

There were none.

## 4. Apologies

Mary Nicolle (MN)  
Beverley Gates (BM)

## 5. Pecuniary Interests

Pecuniary interests remain unchanged from the last meeting.

## 6. Human Resources Update

### Languages Teacher

CB advised that Vivienne Rocques has been appointed in this role to provide French lessons to students. CH confirmed that this appointment will not only provide students with language studies but also give him time during to inspect the other classes in his role as Head of School.

## 7. Policies

CH confirmed that all but 2 policies are now written and are with BM for approval. It was noted that all policies need to be available via the school website. It was agreed that the website as it currently stands needs some improvements. The website is an informational platform for current and perspective parents and the BoE agreed that this to be a welcome, well put together platform.

Currently the website is supported by a company called e4education and this domain is completely separate from the email domain.

PM confirmed that she has registered a new domain, sarkschool.org.gg

**ACTION** - CH to write the 2 remaining policies and send to BM for approval.

**ACTION** - BM to review policies

**ACTION** - CB, CH, PM to meet to discuss website options and contents. Once the

new website is running AL to ensure this is kept up to date. This meeting is scheduled to take place the week beginning 4<sup>th</sup> October 2018, exact time to be confirmed.

## 8. Premises Update

### Plumbing

PM advised there is a problem with the water tanks. Currently staff are having to get drinking water from the Island Hall as the water, although recently tested, is not running clear. PM confirmed that the water tanks need to be drained, cleaned and covered. The Island Hall Trustees meeting is taking place on Wednesday 3<sup>rd</sup> October 2018 and members of the BoE will attend this to discuss the issue.

### Electric

Costs for electricity have already been reduced and a comparison between July and August last year and this year shows a saving of £700 for the 2 month period.

### Fence

ZA advised that the fence will be constructed over the October Half Term holiday. Having spoken to the DCC, ZA confirmed that there is no need to apply for permission for the fence but a written notification must be made to the DCC.

**ACTION** – ZA to write to the DCC

### Forest School Shed

The shed for Forest Schools will be relocated. ZA advised that, as with the fence, no application for permission needs to be made to the DCC but written notification is required. **ACTION** – ZA to write to DCC

## 9. Enrichment Update

ZA advised that the current activities are all up and running for this half term. Activities for the next half term are almost finalised. More volunteers are needed for future terms and its hoped that now the programme is up and running more people will be willing to volunteers their time.

CH advised that it is hoped that the next set of activities will follow a theme for each day, ie sports based activities one day, art activities another.

**ACTION** – ZA to provide CH with a finalised activities list by end of next week.

An enrichment meeting for parents will be held before the end of term to discuss the importance of the programme, how it is linked to the curriculum and how this benefits the children.

A separate meeting will be held for current and future volunteers. Volunteers will be able to provide feedback and ask questions. Nick Wolfe (NW) will discuss guidelines for Behaviour Management and its hoped that this will be beneficial for all volunteers.

CB stated that it is also important for the children to have a chance to feedback on the activities. It was agreed that a member of the Student Council be allowed to provide this feedback during each BoE meeting.

It was agreed that towards the end of the school year, there should be a Thank You to all the volunteers, possibly an afternoon tea served by the children. This is to be confirmed at a later date.

## 10. Volunteers Update

### Lunchtime Volunteers

It was agreed that 3 lunchtime supervisors are required each day. This is currently provided by the Head of School, a paid lunchtime supervisor and one volunteer.

**ACTION** - ZA will speak to parents to see if any other volunteers are available to work on a rota basis for lunchtimes.

## 11. Finance Update

### Invoices

CH advised that the process of approving invoices needs to be clarified. **ACTION** – CH to confirm with BM

PM advised the outstanding Sigma invoice, which is in dispute, is being dealt with by the Island Treasurer.

### IT

PM advised that the IT budget is yet to be used. Having spoken to Guernsey Board of Education, PM advised that Guernsey is likely to use Google ChromeBooks in future. Google provide lots of teaching resources such as Google Classroom and it was agreed that this would be a good resource within the School. Currently 16 ChromeBooks would be enough for one class and the resource could then be shared between Classes 2 and 3. It was noted that ChromeBooks need Wifi access only. If all computers work on Wifi access, there would be no need for the current server, which would provide a financial saving. **ACTION** – PM to speak with Sure regarding the current Broadband access.

PM has spoken to the Finance & Resources Committee about the costs involved in purchasing the equipment. PM advised she has also spoken to the Professor Saint Education Trustees and is awaiting a response as to whether a donation to the school is available to purchase this equipment.

It is hoped next school year that more ChromeBooks could be purchased so that the resource would not need to be shared between classes.

### Science Equipment

CH advised that the School needs science equipment in order to provide adequate KeyStage 2 and Keystage 3 curriculum. The old staffroom is to be turned into a science room. It was agreed that the items needed may be available by donation from schools in either Jersey or Guernsey. **ACTION** – CB to write to both Jersey and Guernsey Education Boards to see if there are surplus supplies they are willing to donate.

## 12. Early Years Update

Sarah Beaumont is providing In House training and support to both Sarah Cullen and Jade Court. It was agreed this was very beneficial to Class 1.

## 13. Safeguarding Update

The Safeguarding box and pink report forms will soon be put up in the school hall.

## 14. Home Education Update

No changes, still currently 1 child being home educated.

## 15. Communications

CH confirmed that Parents Evening had taken place on Monday 24<sup>th</sup> September. All children had been assessed on English and Maths and a report was given to each parent

outlining their child's results. These assessments will be completed each term and parent will be able to see their child's progress on the report going forward. CH advised that the reports confirm that the children are behind the National Guidelines in some areas.

It was agreed that the BoE should make a statement in Chief Pleas via the Education Committee. The statement will give an update on the current levels of education within the school and confirm that, as per the evidence based on the recent assessments, the children are behind National Guidelines. **ACTION** – CH and CB to put the statement together for PM to read at the next Chief Pleas meeting.

CH and CB have been approached by a BBC correspondent wanting to do a report of the school. It was agreed that this should be used as a platform to provide a position piece on the schools future.

## 16. Director of Education Update

PM advised that BM will be on island either the 2<sup>nd</sup> or 3<sup>rd</sup> week of October and during her time on island it was proposed that a public meeting should be held regarding the consultation on Secondary Education.

## 17. Date of next meeting

The next BoE meeting was arranged for:-

**Wednesday, 7<sup>th</sup> November 2018 at 5.00pm at SARK SCHOOL**

## 18. Any Other Business

### SEN Update

The current SEN TA has the IEP's in place for the children as per BM's assessments. The TA will structure the time for each child to provide the necessary support. Questions were raised as to whether more resources are needed going forward. CH confirmed that, with the challenges currently faced, more resources would be very beneficial. KM confirmed that, due to current commitments, she cannot provide support now but hopes to be able to do so next half term. It was agreed that Guernsey may be able to offer In House training and support to the current TA's.

**ACTION** – ZA to obtain contact details for the Guernsey SEN department who may be able to assist.

It was agreed that SEN updated be an agenda item in future BoE meetings.

### Church Successor

KM advised that her successor has been appointment, subject to final approvals. She will update the Board once the appointment has been finalised. The churches role on the BoE has been stated to the successor.

### Board Roles

MN has expressed via email an interest in the financial role on the board alongside PM. It was agreed that MN would replace PA in this role.

It was agreed that PA will take on the premise updates in place of PM.

It was noted that the current BoE is an Interim Board and that roles within the Board can be transferred at any time between members.

## 19. Close of meeting

The meeting was closed at 7pm

