

BOARD OF EDUCATION (BoE) MEETING.

MINUTES.

Minutes of the Meeting held at Sark School on *Thursday 15th July, 2021*, at 5.00pm.

Present:

The Seigneur, Christopher Beaumont (CB), Chairman; Paul Armorgie (PA), Vice Chairman; Sandra Williams (SW), Chair of Education Committee; Beverley Gates (BG), Director of Education - ex officio (Via Zoom); Natalie Craik (NC), Finance; Jill Gill (JG), Secondary; Sabrina Burletson (SB), Parent Rep; Rev. David Stolton (DS), Pastoral; Dr Nick Roberts (NR), Class 3 Teacher; 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); 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.

PART 1 MINUTES.

1. **Welcome & Apologies.**

PA opened the meeting at 505pm, apologized on behalf of CB as he is returning from Guernsey and will be running late due to boat times. CB joined the meeting at 535pm.

2. **Pecuniary Interests.**

BG informed the Board of her change in situation as she is now Head of Defense Children Services for the MOD.

3. **Minutes of Previous Meeting.**

Alterations and removal to be made to agenda item 7, 4th paragraph, 2nd sentence, from EYFS to Starkey. The rest of the minutes were nominated as approved by PA, seconded by NC.

LS to do required amendments.

4. **Matters Arising.**

(Not covered elsewhere on the Agenda).

DS is still having issues with his Board email address. NR will take a look and see if he can resolve the issues, and in the meantime LS will continue cc-ing his personal email address.

NR to investigate DS Board email problems.

5. **Chair's Action.**

(Include Clarification of Removal from ToR, as per Previous Meeting).

CB is not in agreement re removal of the Chair's Action parameters from the ToR. Recent cases with parents as examples were given by CB.

NC said CB was making similar decisions before and that the Chair's Action should only be implemented in extreme cases. She is worried about the possibility of a future abuse of the position and the current ToR give the chairman carte blanche to act as he/she sees fit. She is also concerned about the lack of communication with the rest of the board, saying they are all only updated at 1 of the 6 annual meetings. She believes this is wrong and cited examples where letters have been sent out as signed by the board that she knew nothing about until accosted by angry parents. There needs to be a quicker communication from the chair with the rest of the board so that they all are aware of correspondence sent out.

JG shares NC's concerns, reiterating that a future Chair could abuse the ToR, and is also worried about the lack of communication with the rest of the board when a chair's action is taken.

PA also has concerns, but agrees that the chair needs to be able to act quickly where necessary. He said the board still needs to be updated regularly though, and suggested looking at the ToR and amending the wording so that the clarity is there for future.

BG agreed with CB and said that ToR should stay for cases of extreme emergency. If the rest of the board do not accept a chair's justification for his actions, then that can be minuted at the next board meeting. BG also said that some board members need to be kept in the dark, as it were, so that they could be called upon if a situation arises where a parent appeals against a chair's decision.

DS suggested that, going forwards, the Chair lets the rest of the board know when he's acted but without passing on any pertinent details.

It was agreed by the Board that DS's suggestion would be a good compromise and that CB will amend the ToR accordingly.

CB will amend the ToR.

6. Constitution and Make Up of the Board.

(Role of the Board Vs the Education Committee ... to include update re CB/BG/SW separate meeting to discuss in-depth).

SW and BG had a separate meeting and SW informed the board that roles were a lot clearer for her now. She has spoken to some of her education committee and updated them. BG gave a verbal explanation of the difference between the roles for new Board member SB's benefit.

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

(Include any update re new class structuring and comms with parents).

NR gave a verbal report on the previous four months of school life.

He informed the board that Friends of Sark School (FOSS) has been started again. The school trip has been organized, the end of school reports are excellent, School was nominated for the TES award and it has been a wonderful year.

A staffing update was given.

Parental concerns have been raised by two parents recently and these concerns are currently being dealt with, although NR recommends that the Board deals with one particular case.

PA thanked NR, on behalf of the board, for all his hard work and achievements during his time at Sark school. He also thanked him for his 48-48 challenge with a fellow parents.

CB will address the parental concern, as advised.

8. Director of Education Report, including Safeguarding.

BG has given notice of her role, ending in January 2022. She is proud of her and everybody else's achievements to date and will assist when asked in her replacement and has extended her recommendations as to how to proceed to the Education Committee and Chief Pleas. She recommends a separate Board and Safeguarding going forward, and advises all to work more with Guernsey as well.

A home education update was given verbally, and the board was informed about some possible problems but that all is being dealt with satisfactorily.

All is proceeding well with safeguarding and the island safeguarding officer is well supported by Guernsey authorities. School and safeguarding will always remain with the school, and subsequently a part of the Board's remit.

BG thanked NR for all he has done to date at the school, and told the Board she will come over to Sark as soon as feasible to assist Nick Wolf as he starts the new school year as the interim Head of school.

9. Health & Safety Update for School Building and Maintenance.

NR has concerns that the building has not been touched in his two years as Head. He wants to petition the Ed Comm to look at the topic and deal with it. SW said she has met with the Hall Trustees to discuss responsibilities. She will ensure a maintenance budget will be included in the next Ed Comm budget. NR will do a snagging list ready for his handover, for the Ed Comm and Hall Trustees.

NR maintenance snagging list.

10. Human Resources/Staffing Update.

This was covered in the Head's Report.

Concerns were raised over the unsatisfactory state of the teachers homes. Required maintenance work has still not been done to acceptable standards and the Board is still waiting for the Douzaine to come and actually proceed with work on Ivy cottage. Members feel this is all beginning to affect staff morale and that the situation needs to be addressed immediately, especially with the imminent arrival of a new teacher and

her family to the island. They agreed that the Board should send a strong letter to the Douzaine requesting instant action.

NC questioned the new class structure and asked if decisions have been made yet, as parents needed to be informed soon and were beginning to ask frustrated questions. NW and BG are currently working out the best way forward, there are some amendments to NW's initial presentation, but parents will be told as soon as possible.

CB to write to the Douzaine.

11. Finance Update.

NC said she is waiting for paperwork from the school admin. She gave a verbal report re the budget and having NR work with NW so he knows how to proceed before NR leaves, re expenditure etc. SW said it is the Ed Comm who set the budget the school actually gets and NW will proceed from there.

12. Home Education Update.

JG said all is well with the current homeschooled children. There are some potential future issues in the pipeline, but they will deal with them if and when they become a problem.

13. Enrichment Update.

SB & NW have a full quota of enrichment lessons for the next term. However there are not very many new volunteers, they only have one new one, and are worried about filling the future quotas. It was suggested that a mail-drop might be a good idea and a good way to garner interest.

DS is hoping to do more music enrichment and has some plans in mind.

NR said the Guernsey Youth Commission have suggested they may be able to assist with a weekly volunteer. SB & NW are also looking at one hour enrichment classes as opposed to two hours, where possible.

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

Re Moving Forwards, LS will contact all BOE members by email when the new school year commences and will liaise with School Admin in order to book all in for visits.

PA would prefer Wednesday afternoons, and DS would prefer no Mondays. No other preferences.

LS to contact all via email in September.

15. Governor Training Update.

CB said a school inspection will also include a Board inspection and so Board members will need refreshers. BG suggested the Board join the National Governors Association (NGA), then the Board can do online training.

CB to investigate costs and joining the NGA.

16. Any Other Business.

(I) SW expressed concern that school medicals have not happened for approximately 3 years. She said it is in the Island Doctor's contract that each school child should have an annual medical, and asked if it needed to be at the start of a school year or not. All Board members agreed it could be at any time during the school year.

(II) PA informed the Board that he is finding the MASH team meetings very informative and rewarding with good support from Guernsey.

17. Date of Next Meeting.

Thursday 26th August.

Also, 6 dates need to be fixed in the calendar for the new school year commencing September.

LS will organize term-time dates and notify all.

PA closed the meeting at 710pm.