

# BOARD OF EDUCATION, (BoE), MEETING.

## MINUTES

For Extraordinary Meeting Wednesday 27<sup>th</sup> May, 2022, at 5pm.

### **Present:**

Paul Armorgie (PA), Acting Chair; Rosalie La Trobe-Bateman (RL), Vice Chair; Zoe Adams (ZA), Student Rep; Adam Turner (AT), Parent Rep.; Helen Walsh (HW), Home & Off-Island 13+ Education (present until 6pm); Nick Wolfe (NW), Head Of School (present until 525pm); Lorraine Southern (LS), Clerk to the Board; Michelle Brady (MB), new HoS from 09/22 present virtually.

### **Apologies:**

Rev.David Stolton (DS), Pastoral Care.

*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.*

PA opened the meeting at 520pm.

### **Part 1 Minutes.**

#### **1. Welcome and Apologies.**

Apologies were received from DS.

#### **2. Pecuniary Interests.**

None.

#### **3. Chair's Action.**

None.

#### **4. Michelle's Plans Going Forwards.**

MB sent an earlier email outlining her ideas for the Board's information.

She'd like to add standardized assessments as the school doesn't currently have this in place. ZA said the school has had an assessment under the previous HoS, Dr Roberts, by GL, at a cost of £300. The Gsy States schools do assessments bi-annually, via Puma or Piria. ZA will cost this out and ensure the school has an assessment performed before the new term. **ZA**

MB is concerned over allocated admin hours for the HoS. She has to be able to observe the other teachers too, on top of her general admin duties, and appraise their classes. There are also other tasks and improvements she would like to see in place, but this will all require time she doesn't have to give with the current 6 hours only. The Board agree that a cover teacher is essential for the first year at least. ZA and NW will run a local advert in the first instance seeking a cover teacher for 10 hours a week, providing one full day cover and some extra TA/Intervention work.

MB would like a whole day free to devote to all non-teaching tasks expected of the HoS. The other teachers also get 6 hours a week personal prep time, which all feel is generous and more than is

required. It was suggested that MB take 2 hours away from each of the teachers and add this to her own allocated hours and MB thinks this plan would help.

RL suggested MB draw up a timetable plan outlining this to pass to the BOE for approval. **MB**

MB also intends to put a solid development planning arc into place over the whole school, and will give the other teachers responsibility for coordinating subjects. Emily Starkie, for example, has already taken on responsibility for English within the school.

MB feels that today's earlier meeting with the SLA reps went very well and was very positive. She happy and confident that all will go well moving forwards.

**5. Charlie Jones' Salary and Request for Personal Professional Development.**

Please see Part 2 Minutes, Part 2.

**6. Any Other Business.**

(I) Please see Part 2 Minutes, Part 1.

(II) It was decided to offer the school's current TA, Emily Muncaster, a new, year-long contract whereby MB can work with her in improving her skill set and self-confidence. MB has worked with her today and feel she has lots of potential for growth. She would like her to work on her speech and language links and to do the necessary training for this as her play work with the children is already very good. MB will contact the EM tomorrow and talk to her regarding her hopes and plans. **MB**

(III) ZA has concerns that Ivy Cottage will not be ready in time for MB's removal date of August 8<sup>th</sup>. There is work that needs to be done and feels the EC/Douzaine need contacting. She also questioned why MB cannot be given the keys to the cottage now ahead of her September start-date. It is sitting empty and MB is coming and going quite frequently already and doing unpaid work for the school ahead of her formal start-date. She finishes her current job at the end of June and it would make her life easier if she had access to the cottage now, but without having to pay rent before her September start-date. The Board agreed this was a good idea and LS will email the EC with the Douzaine CCed, and ask if they can support the Board's recommendation. **LS**

**7. Date of Next Ordinary Meeting.**

*Wednesday 13<sup>th</sup> July, 2022, 5pm.*

PA closed the meeting at 635pm.