

BOARD OF EDUCATION, (BoE), MEETING.

Minutes of the Meeting held at Sark School on *Thursday 27th May, 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 Buletson (SB), Parent Rep; Rev. David Stolton (DS), Pastoral; Nick Wolfe (NW), 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.**

CB welcomed everyone to the meeting, all present so no apologies, DS running a little late due to email issues and not knowing about today's meeting.

Clerk to ensure that email addresses all work.

2. **Pecuniary interests.**

Pecuniary interests remain unchanged from the last meeting and no new ones were declared.

3. **Minutes Of The Last Meeting.**

The minutes of the last meeting were tabled. CB wishes to amend the wording in item 8 as he feels the words used were too ambiguous. He will liaise with the Clerk for the meeting of Thursday 18th March, and amend accordingly.

CB to liaise with Clerk for 18/03/21 in order to amend wording.

4. **Matters Arising.**

(i) NC has issues with item 6, and the fact that the Chair's Action has been included on the Board's Terms of Reference (ToR) without this being voting on first by the rest of the Board. PA & JG also pointed out that if there IS a chair's action, then the rest of the Board should be updated ASAP instead of it being left until the Board's next meeting. All members agreed the chair's action should not be included in the Term of Reference. CB agreed to have it removed.

CB to arrange for removal of Chair's Action from the Board's ToR.

(ii) Some discussion ensued regarding how often the Board should meet. As per the ToR, meetings should be twice a term and as Sark School has 3 terms this equates to 6 meetings per school year.

(iii) NC confirmed the required signatories for the bank are SB, JG & NW.

(iv) Some problems with receiving and opening some emails sent via the Board email addresses, namely for DS & JG. CB (& LS) will speak to Dr Nicholas Roberts (NR) on his return and ensure all is working and, to make sure all members receive emails, he will BCC to all personal addresses as well moving forward.

CB (& LS) to ensure all emails working correctly.

5. Chair's Action.

None.

6. Constitution & Make Up Of The Board.

This item will remain on the Agenda for the next meeting, so it can be discussed in-depth once all members have had the opportunity to digest the contents of the attached memo accordingly.

- SW stated there is confusion over who is responsible, meaning the Board or the Education Committee (Ed Comm), for what in connection to the day-to-day running of the school. She has received emails that she feels do not fall under her remit, and says the 2018 Ordinance passed along with the Education Report states that the Ed Comm has responsibility for the day to day running of the school. The split of responsibilities need clarifying, and CB, BG & SW agreed to a separate meeting in order to discuss these issues in-depth.

CB, BG & SW to meet to discuss BoE & Ed Comm's Responsibilities.

7. School Reports Including Safeguarding.

Please see NW's presentation for class options for 2021/2022.

There was much debate over the available options presented by NW and their individual merits and viabilities, and a lot of discussion regarding the cutting back of nursery provision and its likely knock-on effects along with the resulting lack of structure/play-school provision for pre-schoolers. Option 4 would cover these issues but there were concerns over budget and staffing. In the future, option 4 may be an option but, going forwards now, it was agreed that option 2 was the best way forward for Sark School and its children.

CB asked all Board members, and SW as Chair of the Ed Comm, in turn if they were in favour of option 2 and all agreed unanimously.

This option will provide 4 classes with existing staff members and nursery provision until midday, which is above and beyond the statutory 15 hours in Guernsey and the UK.

CB subsequently declared that the Board endorses option 2, but stated he wished to double check and ensure that the class and staff restructuring will be covered by the remainder of this year's budget. SW assured CB that herself, BG & NR have all checked and the necessary finance is there and available.

CB requested of SW that the Ed Comm present the decision made by the Board at the Chief Pleas' Midsummer Assembly, and make it clear to all that they give the Board's decision their full support.

It was agreed that CB & NW will, together, construct a letter to send to parents as soon as possible in order to inform them of the changes to come.

CB & NW to construct letter to parents informing them of change to class groupings.

8. Previous Board Visits & Looking Forward.

NC informed the Board she has attended school and sat in on History & Reading sessions, and found both classes very positive and encouraging.

9. Finance/Staffing/Monitoring & Evaluation/Health and Safety.

- Regarding Home Education (HE), all those currently home educating are doing fine and there will be some new families to monitor next term.
- CB welcomed NW to his new post, after NR's departure, as Interim Head of School, and informed the Board that new support teacher Emma Galley is settling in well.

10. Director of Education Report including Safeguarding.

BG delivered a verbal report on Safeguarding, stating that the Island Safeguarding officer is coping well and has plenty of support from Guernsey where necessary.

CB said the Youth Commission was very informative and that they are keen to be more involved with Sark School.

11. Any Other Business.

- (i) CB asked if there were any concerns re the provision of enrichment options. Both SB & NW said there were, as this time of the year is historically difficult as many people are busy with work commitments. It was suggested that, going forward, enrichment during the summer months could possibly be reviewed with a view to finding an alternative format. SB suggested a parent's meeting to discuss ideas, and CB suggested an informal tea party or BBQ as opposed to a formal meeting. NC suggested a mail drop calling for enrichment volunteers.
- (ii) PA updated the Board re Safeguarding and the MASH team's April day's training in Guernsey. It was very helpful, and Madeleine Dunn will offer Sark more help if she is asked to. He fears there may be some major issues in the near future, but is confident that with Guernsey's help they will be dealt with satisfactorily.
- (iii) CB thanked LS for minuting today's meeting and asked her to stay on as permanent Clerk to the Board. LS said yes.

12. Date of Next Meeting.

Thursday 15th July, 5pm.

CB closed the meeting at 640pm.