



Some things that you need to know

Service Children's Education

Some things to help you in your role as an SCE SGC member

Headteacher's Termly Report to the SGC

- The headteacher must provide a written report for each termly meeting of the SGC. The purpose of the report is to provide SGC members with information about the school's present context (e.g. the number of children on roll) and developments since the last report (e.g. progress in implementing the School Improvement Plan). In other words, the report is about how the school is now and what has changed since the last report. Matters which look to the future are better presented in free-standing papers separate from the headteacher's report. These might include, for example, proposals for budget expenditure, or a new draft policy presented for approval by the SGC.
- The report (and any papers supporting other agenda items) should be sent to all members of the SGC to arrive at least two weeks before the date of the meeting. SGC members should read the report before the meeting and come prepared to ask questions or comment on the report. Sending papers out in good time is important because it enables SGC members to make informed contributions to the meeting.
- At the same time that the report is issued to SGC members, the headteacher should send a copy to the relevant Area Education Officer.



Headteacher's Termly Report to the SGC

- The headteacher must provide a written report for each termly meeting of the SGC. The purpose of the report is to provide SGC members with information about the school's present context (e.g. the number of children on roll) and developments since the last report (e.g. progress in implementing the School Improvement Plan). In other words, the report is about how the school is now and what has changed since the last report. Matters which look to the future are better presented in free-standing papers separate from the headteacher's report. These might include, for example, proposals for budget expenditure, or a new draft policy presented for approval by the SGC.
- The report (and any papers supporting other agenda items) should be sent to all members of the SGC to arrive at least two weeks before the date of the meeting. SGC members should read the report before the meeting and come prepared to ask questions or comment on the report. Sending papers out in good time is important because it enables SGC members to make informed contributions to the meeting.
- At the same time that the report is issued to SGC members, the headteacher should send a copy to the relevant Area Education Officer.



Headteacher's Termly Report to the SGC

- In presenting the report at the meeting, the headteacher does not need to say something about every item in it, or, worse still, to read it out. Meeting time is important, and ought not to be wasted in going over what SGC members should already have read. Instead, the headteacher should outline the main points from the report, drawing particular attention to items where the SGC has a role to play or a known interest.
- The recommended content of the headteacher's report is as follows:

1. Pupils

- This should include basic information about the number of pupils on roll e.g. total, number in each year group, number in each FS1 setting. It might also include information about mobility e.g. the number of admissions and departures since the previous term, and other characteristics of the pupil population e.g. the number of children on the SEN register. At the Autumn Term meeting, the attendance data for the previous school year should be reported, including the % of authorised and unauthorised absences and comparative national and SCE data. If there have been any exclusions, these should be reported here, but without identifying the pupil(s) by name.



Headteacher's Termly Report to the SGC

2. Staff

- This should include: the number of teaching staff, any appointments and departures, and any significant changes in staff structure or responsibilities. It might also include information about staff training. However, it is not necessary to give details of every course attended.

3. Curriculum

- This section could include: updates on curriculum initiatives, details of school visits, special events, and extra-curricular activities. From time to time, the report might focus on particular aspects of the curriculum e.g. the teaching of literacy or numeracy, how special educational needs are identified and met, how race equality themes are dealt with in the curriculum etc.

4. Outcomes

- This should include the results of National Curriculum tests and/or public examinations, and an analysis of the school's performance. Other pupil achievements could also be recorded here.



Headteacher's Termly Report to the SGC

5. Self-evaluation and School Improvement Plan

- This should include an update on progress towards objectives set out in the School Improvement Plan. The results of any school self-evaluation should also be reported. This section is one of the most significant in the report.

6. Budget

- The latest forecast of outturn should be reported to each meeting, plus any significant changes affecting the school budget. At the Summer Term meeting, the headteacher should set out expenditure proposals for the new financial year for discussion and approval by the SGC.

7. Premises

- This might include: significant works completed or scheduled, progress of any major works, proposed new works.

8. Other

- This might include a range of matters including: health and safety, visitors to the school, special events etc.

continued ...



Headteacher's Termly Report to the SGC

- Subject to the caveats set out in the following paragraphs, the headteacher's report is a public document. It should be accessible to parents, staff or other stakeholders, and is subject to disclosure under the Freedom of Information Act. The SGC should consider how best to make the report, and the minutes of SGC meetings, accessible. One way of doing this would be to publish these documents on the school website.
- Unless with the permission of the “data subject”, the report should not contain any “personal data” relating either to pupils or staff. For example, the report should not give the results of named pupils or give health, attendance or performance data for named members of staff.
- It will rarely be necessary for the headteacher's report to contain confidential or restricted information. If such information is provided, it should be treated as a separate annex to the report, clearly marked to show its status. Any confidential or restricted report should be returned to the headteacher for disposal at the end of the meeting.



What should the SGC discuss?

Autumn Term

- The first meeting of the new school year is probably a good time to review the membership of the SGC. Remember that the terms of reference allow the committee to increase the number of parent representatives from the specified minimum of three. Similarly, the number of unit and community representatives can be increased from the minima of two and one respectively.
- There is no prescribed maximum although having too many people on the committee can be just as much of a problem as having too few. The key thing is to make sure that you have members who really want to be involved rather than nominees who attend because they are obliged to but have no children in the school or no real interest in the work of the school.
- The committee could also review the vice-chairmanship of the SGC. The chair of the SGC is nominated by the local Garrison Commander. However, the vice-chair is selected “from and by the membership of the SGC”.

contd ...



What should the SGC discuss?

- It is helpful if the vice-chair is a person in a non-deployable position so that he or she can stand in for the chair if the chair is deployed or otherwise prevented from attending. There is no requirement that the vice-chair should be an officer or from one of the Services. This could be done by a parent or civilian employee. The vice-chair could hold this position for more than a year but it would be good practice to re-confirm this appointment annually.
- The next thing that the SGC will need to decide is **what sub-committees are needed and who will serve on them**. The Finance Sub-Committee is mandatory but the SGC can decide to have other sub-committees as well. These do not have to be permanent sub-committees; for example, a buildings sub-committee might be needed to oversee a major building project; or a curriculum sub-committee for a review of some aspect of the school's curriculum. The minimum number of people on a sub-committee is not prescribed except in the case of the Finance Sub-Committee, the Complaints Appeal Panel or an Exclusion Appeal Panel.



What should the SGC discuss?

- The SGC should also **decide the membership of a Complaints' Appeal Panel**. Two members are needed; a third will be a member of HQ SCE staff, nominated by the Chief Executive. Complaints Panel members should not have had any involvement in the matter which is the subject of the complaint referred to the panel, so it might sometimes be necessary to replace panel members when the subject of the complaint is known. The majority of complaints are resolved at earlier stages of the process, either by discussion with the classteacher or, if that is unsuccessful, by the headteacher. The need for a Complaints' Appeal Panel to meet should therefore be infrequent.
- Although it could be left until the need arises (in which case nominations would be made by the chair of the SGC), the SGC could also **decide the membership of an Exclusions Appeal Panel**. Exclusions are uncommon but, where they occur, the parents have the right of appeal against an exclusion lasting longer than five days or, in rare cases, a permanent exclusion. An Exclusions Panel must comprise at least two members of the SGC, excluding members of staff at the school.



What should the SGC discuss?

- After reviewing the membership of the SGC and its sub-committees, the main item of business on the agenda for the Autumn Term meeting is likely to be a **review of the school's National Curriculum assessment results** for the previous school year. The majority of the meeting time will probably be taken up by this.



What should the SGC discuss?

Spring Term

- The Spring Term meeting would be a good opportunity to review key school policies and documents. Each SCE school must have the following policies:
- SEN or inclusion (with section on SEN) - Racial equality - Sex education
- Health and safety - Child protection - Pupil discipline (or behaviour)
- Anti-bullying – Attendance - Communication
- These don't all need to be reviewed every year. But it would be reasonable to expect that they have all been looked at over, say, a three year cycle. So the SGC might choose two or three of these for review in the Spring Term and invite the relevant members of school staff (e.g. the SEN co-ordinator for the SEN policy, or the school's "responsible person" for child protection) to attend and explain the main features of the school's policy and whether any changes are needed.



What should the SGC discuss?

- Then there are the other documents which each school is required to have. These are:
- School Improvement (or Development) Plan - Home-school agreement
- Prospectus - School profile - School accessibility plan -
- Complaints procedure
- The School Improvement Plan will be looked at separately by the SGC and so will the School Profile. The home-school agreement could be looked at on the same cycle as the policy documents listed above, perhaps at the same time as the attendance policy, since one purpose of the agreement is to ensure good attendance by pupils. The prospectus should be updated annually and could either be presented for confirmation at the summer term meeting (for the following school year) and/or a longer look every couple of years. The school accessibility plan covers a two or three year period so progress against the plan will need to be reviewed at least every second year.



What should the SGC discuss?

Summer Term

- There are two main items for discussion at the Summer Term meeting: **the school budget** and the **School Improvement Plan**. The school's budget allocation will be published at the beginning of the financial year so the first meeting of the SGC after this should consider the head's budget proposals. Progress against the targets in the School Improvement Plan should be evaluated every year. The best time to do this will often be at the Summer Term SGC meeting. However, this depends to some extent on the timing of the Summer Term meeting. Having a meeting early in the term is convenient for approving the school budget but it may not be far enough into the term to judge the impact of some actions in the School Improvement Plan, especially if they depend upon the results of National Curriculum tests.



Model SGC Agendas

- The following model agendas are suggested. SGC members can propose other agenda items at any time. They can do this by contacting either the chair or the headteacher. If an item is proposed to the chair, it would be helpful to notify the headteacher at the same time. HQ SCE may also suggest additional agenda items from time to time. If the school has had an OfSTED inspection, the report must be considered at the next SGC meeting. Some SGCs might wish to hold an extra meeting to consider the results of an OfSTED inspection and the school's response to any action points.



Model SGC Agendas

Autumn Term meeting

- Apologies for absence
- Minutes of the last meeting
- Matters arising
- Composition of SGC
- Appointment of vice-chair of SGC
- Establishment of sub-committees
- Headteacher's report
- Review of NC assessment results
- Any other business
- Items for next meeting
- Date of next meeting

Spring Term meeting

- Apologies for absence
- Minutes of the last meeting
- Matters arising
- Headteacher's report
- Review of policies and school documents
- Any other business
- Items for next meeting
- Date of next meeting

Summer Term meeting

- Apologies for absence
- Minutes of the last meeting
- Matters arising
- Headteacher's report
- School budget proposals
- Review of School Improvement Plan
- Any other business
- Items for next meeting
- Date of next meeting



Minutes of SGC Meetings

- Minutes of each full SGC meeting (but not sub-committee meetings) should be sent to the **Assistant Education Officer (Policy Development) at HQ SCE, Wegberg Military Complex, BFPO 40**. Minutes should also be sent to SO2ETS, UKSC(G), BFPO 140.
- A copy of the Headteacher's Report to the SGC should be sent with the SGC minutes.
- On receipt of both documents at HQ SCE, they are circulated to the Chief Executive and SCE Executive Board members. Executive Board members may refer items to other staff at HQ for action and / or follow-up.
- The minutes are monitored to check that the SGC is functioning well, and to identify any support or training needs.



What should the SGC discuss?

Summer Term

- There are two main items for discussion at the Summer Term meeting: **the school budget** and the **School Improvement Plan**. The school's budget allocation will be published at the beginning of the financial year so the first meeting of the SGC after this should consider the head's budget proposals. Progress against the targets in the School Improvement Plan should be evaluated every year. The best time to do this will often be at the Summer Term SGC meeting. However, this depends to some extent on the timing of the Summer Term meeting. Having a meeting early in the term is convenient for approving the school budget but it may not be far enough into the term to judge the impact of some actions in the School Improvement Plan, especially if they depend upon the results of National Curriculum tests.

