

DOG KENNEL HILL PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at the school at 6.00pm on 9th March 2016

Present

Mr Lorrain Black (Head of School)
Mr Trevor Cunningham
Ms Sue Farrington (Vice Chair)
Mr Martin Finn (Chair)
Ms Yvonne Golds
Ms Mary Henley
Mr Darren Lalchan
Dr Zahid Malik
Ms Zoe O'Connor
Ms Lizzie Peters
Mr Terry Segarty

Also Present

Mr Ross Orton (Deputy Head)

In attendance

Maureen Boyle (Clerk)

Governors were advised that in future they should have a badge printed when they arrived.

ACTION All governors

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of Interest in the agenda

Lizzie Peters declared an interest in item 9.

3. School Council

Members of the school council gave a presentation to governors on the work they had been doing and governors congratulated them the excellent way in which this was conducted. They had carried out an eco-review and come up with a set of costed proposals they would like to implement to increase biodiversity, improve recycling and reduce energy consumption. The children responded to questions and comments as follows.

They clarified that they needed £279.88 for the plans they had in school. The money they wished to raise for the Adventure Playground was separate. It was suggested to them that they might reconsider their budget

The children valued the opportunity to influence what went on in school.

.The children had thought about health and safety issues and would bear this in mind in the selection of the type of cacti.

The school had a bronze award as an Eco School and wished to go for silver. The children would have to implement their plan and demonstrate what they had done.

It was planned to have a Fun Day with an international theme using funding from the Mayor of London.

Governors asked for a further presentation from the school council in six months time.

4. Minutes of the governing body meetings

4.1 Approval of the minutes of the meeting held on 14th December 2015

It was **RESOLVED** to sign the minutes of the meeting held on 14th December as a correct record.

4.2 Approval of the minutes of the meeting held on 22nd February 2016

It was **RESOLVED** to sign the minutes of the meeting held on 22nd February as a correct record.

4.3 Matters Arising (not appearing elsewhere on the agenda)

Sue Farrington will arrange to undertake a Safeguarding visit.

It was planned to carry out a parent survey and pupil survey this term. The same questions as before will be used for this purpose.

A governor had still to sign the form to indicate agreement with the code of conduct.

It was reported that the School Development Plan had been reformatted. It would be uploaded to the school website and would have to be kept up to date.

The Clerk agreed to send a PDF of the agreed minutes to Ross Orton to put on the website. **ACTION Clerk**

5. Governing Body

5.1 Governing body membership and vacancies (attached)

It was noted that there were two co-opted vacancies as Sarita Batchelor had resigned. This meant there was a co-opted vacancy for a member of staff.

Darren had spoken to staff and explained what was involved in being a governor but no one had volunteered. It was noted that if there were no interest among staff Ross Orton could be appointed to this place.

It was noted that Lorrain Black was a co-opted governor.

For the remaining co-opted place

- An advert will be placed with the South Lambeth and Maudesley Health Trust.
- The Chair will contact John Finch to see if he can suggest anyone.
- The advert will also be placed on the school website.

5.2 Succession Planning

Governors were asked to consider if they were interested in taking on the role of chair or vice chair. An election will be held at the summer term meeting.

Lizzie Peters was interested in shadowing.

Trevor Cunningham had been appointed to the Governing Body to add experience and expertise and was happy to put himself forward.

Yvonne Gold was also interested and could shadow.

It was noted there could be two vice chairs. It was permissible to have two Chairs but this was a difficult model to manage and required clear delineation of roles. With three committee chairs, two vice chairs and a chair the workload would be spread

There will be an election in the summer and this will allow a hand over period. Martin Finn would be staying on the Governing Body but Sue Farrington would be leaving.

5.3 Governing body meeting attendance

A summary of attendance had been circulated with the papers for the meeting. It was noted that attendance overall was good with governors attending meetings regularly.

5.4 Governor Training and Development

The Chair commented that the lists provided with the agenda were very helpful. It was agreed that Governors needed to be more informed about Safeguarding and the Prevent Strategy. It was suggested this could be arranged as a whole governing body training session next term. The Chair agreed to talk to Ela Cleary.

ACTION Chair

It was agreed it would be helpful if one or two governors undertook the Safer Recruitment training. This can be done with Southwark or online with NSPCC. Zoe O'Connor offered to do it.

ACTION Zoe O'Connor

6. **Committees**

6.1 Committee membership and link governor roles

It was **RESOLVED** that membership of the Pay and Pay appeal committees would be as follows

Pay committee

Mary Henley
Yvonne Golds
Martin Finn

Pay Appeal

Terry Segarty
Zahid Malik
Lizzie Peters

The model terms of reference for the Pay Committee will come to the next meeting of the Governing Body.

ACTION CLERK

6.2 Link governor Reports

- The Chair visited the school and talked to Ross Orton re IT.
- Sue Farrington will be visiting to look at safeguarding.
- Lizzie Peters suggested she take on a link with Enrichment Activities to include Spanish/music/art/ school clubs/school trips and visitors. Yvonne Golds agreed to share this role. Next term they would look at equality issues of take up and pupil premium.
- Behaviour and CPD would be combined under the remit of Wellbeing and this would be allocated to the new governor when they were appointed. It was noted there would be an overlap with safeguarding issues.
- Mary Henley would make a visit re more able children next term and would contact the Head of School to arrange this.
- Yvonne Golds had carried out a visit on assessment and would complete her visit form. She queried if this should include staff assessment. It was clarified this would come under the Wellbeing remit and would involve understanding process and system and clarifying how staff appraisal was carried out.
- It was noted that the purpose of visits was to provide a deeper knowledge of particular areas which was then shared with the Governing Body.
- OFSTED identified Vulnerable Groups as a concern and Terry Segarty would make a visit to look at this next term. He would look at assessment data and consider what the school was doing.

6.3 Committee meeting attendance

A summary of attendance was circulated with the papers for the meeting. It was noted that the committee meetings were well attended.

6.4 Minutes of the Resources committee held on 18th November

Minutes of the meeting were circulated with papers for the meeting.)

6.5 Minutes of the Resources committee held on 10th February (to follow)

Draft minutes were circulated prior to the meeting.

The committee considered the impact of redundancy. It was expected there would be a contribution from Southwark to cover this cost.

It was noted that numbers were down in the nursery and the deprivation indicator was also cut. This would impact on the budget. The January census was 424 pupils.

In nursery a number of children with additional needs attended in the second part of the week. Places were provided for two and a half days a week.

6.6 Minutes of curriculum committee held on 2nd December

Minutes of the meeting were circulated with papers for the meeting.

6.7 Report from Curriculum Committee held on 2nd March

Draft minutes were circulated prior to the meeting and hard copies were available.

A governor asked about the Year 6 data.

The Head of School clarified that teachers had been cautious in their assessment and it was expected this data would improve in the course of the year. Year 6 teachers have attended moderation sessions with other schools and with Southwark. The children were doing better than teachers initially thought.

Governors congratulated Ross Orton on the work done to establish a framework for assessment.

A governor raised the issue of library access. There had been feedback from parents that this was not as regular as had been expected. Ross Orton agreed to look into this as it should be weekly.

7. Headteacher's Written Report

A detailed written report was circulated with the papers for the meeting and the following issues were brought to governors' attention.

The Head of School was engaged in a recruitment process. Seven people were shortlisted and two dropped out.

Marie Kelly Roberts was appointed as Phase Leader from 1st April.

Darren Lalchan would cover the literacy lead post.

Barbara Getse was an external appointment and will offer a temporary Phase Leader post.

Beverley Dennis was appointed as Year 3 class teacher.

This round of recruitment was more successful than before. Teachers had

been asked to tell the school if they were planning to resign. There were still permanent vacancies. The bar was set high and staff on fixed term contracts or with agencies would not be automatically appointed.

For the next round the advert will go out before Easter. There were two more posts to fill plus any resulting from resignations.

A governor asked for confirmation that there were permanent staff in place apart from 2 class teachers.

It was confirmed this was the case. No support staff had been appointed and there were staff due to return from maternity leave.

Teaching learning and assessment

Provision for Spanish had not changed. It was provided by a supply teacher and the school was looking at covering this in the future. The Supply teacher was appointed on a fixed term contract and an appointment will be made from September.

A review of music was carried out by the LA who observed last year and recently. The Advisor attended assembly and commented that there was a marked improvement and the children showcased high quality provision. The environment was inclusive and the children worked well. The ethos had changed and the teacher had immersed herself in music provision. The children were enjoying music and concert may be put on shortly. Darren confirmed that the children were enjoying music. Consideration was being given to budgetary considerations of extending

A question was asked about chess club. There was a charge and concern was expressed about equality of access.

The Head of School would be looking at this in relation to chess and musical instrument tuition. He reported he also looked at trips and where the children had been. Some topics did not lend themselves to trips as well as others. The school had found that the Planetarium was booked a year in advance.

A governor asked if Marsden Road Garden was used. It had not been used for some time the school could look further into this. There was also a garden near Mother Goose nursery.

An LA Review was held on 1st March. The feedback was that there was a different feel to the school and procedures such as checking ID had been tightened up. Training was provided for TAs.

Children were exposed to rich texts. A book look was conducted and some inconsistencies were found. A consistent policy had been introduced

The review considered the selection of children for interventions. The feedback was all very positive and some work was needed on using every minute of lessons. Opportunities must be provided for children to demonstrate the depth of their understanding. The quality of teaching varied

between supply staff and permanent staff. The School was working with supply staff. Despite intensive support there was little change in their practice. For this reason they could not be appointed to permanent positions.

A governor asked what was in place for rest of this year to ensure that all teachers did their best for the children.

Plans were in place and there was support from senior leaders. Support and monitoring will continue to be provided and if there were no improvement further steps would be taken.

The Data in the report was prior to the data considered by Curriculum Committee. The figures looked low because Spring Two showed what expectations were for the end of the year. Children who were currently at “emerging” will reach Age Related Expectation (ARE) by the end of the year. Teachers were looking at assessment techniques and should be courageous in their expectations. In Year 6 it was predicted that 100% of pupils would be at ARE by the end of the year. Figures were changing and this was due to a moderation issue. Children have now sat some papers and it was felt that they were on track to achieve well. Their teachers were excellent but it was difficult to assess and moderate the results.

There were problems with year 3 and year 5. They were improving and most of the recent data is more positive.

Assessment and testing were such unknown quantities that no one knew what the end of year results would look like. It was not clear what the tests would look like and all the school could do was prepare the children as well as possible. Year six will do mock tests and run throughs in the run up to SATs.

A governor asked if there would be boosters.

This will be looked at. Last year had there were boosters before school,

Terry Segarty advised that Lyndhurst was keen to do school to school moderation. He advised it was right to include children just below as they will make the necessary progress.

A governor asked about Year 3.

Two teachers had left and the teachers in year three were being supported. One other comment from the LA inspection was that Leaders have done very well given large the large number of supply staff and the absence of the Executive Headteacher. Governors echoed that there was a sense of leadership and ownership within the SMT.

When the LA review was received it will be shared with governors.

The Chair thanked Lorrain for his report.

8. Budget 2015/2016

8.1 It was **RESOLVED** to delegate to Resources committee, subject to the terms of the Scheme of Delegation

- the adoption of the budget.
- arrangements for virements between budget heads during the course of the financial year.
- monitoring the budget throughout the year.
- consideration and approval of contracts (including tendering the Catering contract)

8.2 Terms of reference

It was agreed reporting on Pupil Premium should be included.

It was noted that Pay matters were delegated to a smaller group.

Governor Service would be reviewing the model terms of reference and they will come back to governors in the autumn term.

8.3 To ensure the school meets the Schools Financial Values Standard (SFVS)

This was in hand and will be emailed to the Chair of Resources to check.

9. Supporting Dog Kennel Hill Adventure Playground

Lizzie Peters had declared an interest in this item.

This had been brought up by school council and the question raised of what can be done to support this provision. Funding had been withdrawn and numbers using it had fallen.

The school could promote its use. It had now been Ofsted registered and was ready to run holiday schemes.

A governor asked if classes were taken there.

It was booked for year 6's class party.

It was suggested it might be used with whole classes – children might then be keen to go back in their own time the school could look for opportunities to raise its profile.

It was agreed to talk more to Patrick to consider how the School and Playground might work more closely together and what support the school could offer them.

Lizzie Peters and Lorrain Black would visit it and the School would think about how best could to support and use it. .

10. **The Friends of DKH's proposal to approach local businesses for AstroTurf fundraising**

The proposal had been circulated to governor and was around fund raising for the sports surface.

A question was raised about governance and leadership of the project.

The key issue was to agree what governors were or were not comfortable with .Eg

What sort of businesses might be used – consider healthy aspect

Plaques?

Who is the target audience?

The school wanted to work together with businesses. Consideration should be given to the value of what was requested. Estate agent board have been used and this sort of sponsorship could be expanded. Governors were not keen on more permanent displays of business logos. Parents were a legitimate target group to support this initiative but for children this would need to be considered more closely and there would have to be educational value.

The target was £16,000 minimum and £5,000 had been raised.

A fun run was planned May. A link was formed with Dulwich Hamlet and closer working with them would be developed. Community use of the pitch would have to be demonstrated.

It was **RESOLVED** to support fund raising for the sports areas by

- Having advertising fliers circulated with the newsletter (but should not put logos or advertising in the newsletter)
- Offering businesses opportunities to have stalls at school events
- Looking further into bidding for funding.

11. Safeguarding

A safeguarding audit was conducted. It was a positive experience and recommended more training. Apo will come in to do training with staff. Sue Farrington and the Chair will meet with Sarita to understand safeguarding procedures.

12. Statutory Responsibilities

12.1 Policy Schedule

It was agreed Ross Orton and the Head of School would carry out an audit of policies which were in place and determine which committee should have responsibility for them. It was aimed to update the Policy Schedule by September.

SEN will be on the agenda for the next meeting.

13. Dates and Times of Future Meetings

18/5/16 - Resources Committee

22/6/16 – Curriculum and Achievement Committee

13/7/16 – Governing Body

14. Any other Business

Governors found it helpful that papers were numbered to refer to the agenda item.

Signed _____ **Date** _____

Signed _____ Date _____