

DOG KENNEL HILL PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at the school on Wednesday 13th July 2016 at 6.30pm

Present

Ms Galiema Amien-Cloete	Executive Headteacher
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 Chris McCree	
Ms Zoe O'Connor	
Ms Lizzie Peters	
Mr Terry Segarty	
Miss Isabelle Sporidis	
Ms Sarita Thomas	
Mr Daniel Woods	

In attendance

Maureen Boyle	Clerk
Bonnie South	School Business Manager

1. Apologies for Absence

Apologies for absence were received from Ross Orton. Governors were all present. The Chair welcomed to the meeting Sarita Thomas, Chris McCree and Dan Woods, whose co-option would be considered. He also welcomed Bonnie South (SBM) to the meeting as an observer.

2. Declarations of Interest in the agenda

There were no declarations of interest.

3. To agree the order of business

It was agreed to take the appointment of new governors before the election of chair and vice chair.

It was also agreed that Martin Finn would chair the entire meeting.

4. Governing Body

4.1 To consider the appointment of co-opted governors

Daniel Woods and Chris McCree withdrew from the meeting.

The Chair of Governors, Head of School and Lizzie Peters had interviewed Daniel and Chris and asked them about their reasons for joining a governing body. They were satisfied with the reasons they had given and felt they both had skills to offer the Governing Body and lived locally.

Sarita Thomas had previously resigned as a governor but had been persuaded to return. She was the Safeguarding Officer and supervised lunchtime staff. She had withdrawn from the Governing Body for personal reasons but was now happy to return.

Sarita withdrew from the meeting while a vote was taken. It was **RESOLVED** to appoint Sarita Thomas to the co-opted governor place which was reserved for a member of staff for a four year term of office.

Sarita returned to the meeting.

Chris McCree returned to the meeting and was welcomed by the Chair. She advised governors that she was a nurse and had worked with children with disabilities. She currently worked across and children and adult services for mental health, working with the parents who had mental health problems and a child under the age of five. She worked with the Safeguarding Board. Her children had attended Southwark schools and she lived locally

Chris was asked if she had any involvement with a Governing Body before. She had not but has worked with the Safeguarding Board and chaired a subgroup of that board.

She withdrew while a vote was taken and it was **RESOLVED** to appoint Chris McCree as a co-opted governor for a four year term of office.

Daniel Woods returned to the meeting and was welcomed by the Chair. He was a Social Worker who worked in child protection and worked with CAMHS doing therapeutic interventions and providing training in schools. He had worked with leadership teams and was interested in working with governors.

He withdrew while a vote was taken and it was **RESOLVED** to appoint Daniel Woods as a co-opted governor for a four year term of office.

Governors introduced themselves.

At 18.54 Galiema Amien-Cloete and Zoe Heals joined the meeting.

5. Election of Chair and Vice Chair

5.1 Agree procedures and terms of office

It was agreed that those who wished to stand as Chair would be invited to make a short presentation. They would withdraw from the meeting and a vote would be taken by secret ballot. Sue Farrington would count the votes.

The term of office would be a year and would start from the beginning of the autumn term and run to the first meeting of the Governing Body in the autumn term 2017.

5.2 Election of Chair of Governors

Trevor Cunningham wished to stand, and Lizzie Peters and Yvonne Golds wished to stand jointly as co-chairs.

Lizzie and Yvonne gave a joint presentation explaining how they thought it would work having a job-share Chair and the skills and knowledge they could bring to the role. Trevor outlined his experience and skills and what he saw as the main issues facing the Governing Body. Governors asked a range of questions.

In determining who was eligible to vote it became apparent that one of the Co-opted places which had been filled, was only available when Sue Farrington relinquished her place at the end of term.

Chris McCree agreed not to have a vote on the matter in hand and to take up her place from 5th September.

The matter was put to a vote by secret ballot and it was **RESOLVED** to elect Trevor Cunningham as Chair of Governors from 5th September 2016 until the first meeting of the autumn term in 2017.

5.3 Election of Vice Chair of Governors

Mary Henley expressed an interest. She agreed to talk to the outgoing vice chair about what the role entailed and subject to the outcome of that conversation it was **RESOLVED** to elect her to serve as Vice Chair of governor from 5th September 2016 until the first meeting of the autumn term in 2017.

Martin Finn was remaining as a member of the Governing Body and was happy to be included in the governors who would meet with Ofsted.

6. Minutes of the governing body meetings

6.1 Approval of the minutes of the meeting held on 9th March 2016

It was **RESOLVED** to sign the minutes of the meeting held on 9th March as a correct record.

It was accepted that it was preferable to have draft minutes circulated as soon as they were available. The Clerk explained there had been a delay as she had needed the PowerPoint slides from the School Council presentation in order to complete the minutes.

6.2 Matters Arising (not appearing elsewhere on the agenda)

The creation of an Enrichment Link governor role will be followed up. Terry Segarty will make a link Governor visit next term.

6.3 Approval of the minutes of the meeting held on 15th June

The recruitment of a substantive Deputy Headteacher was not successful so a meeting was not necessary.

6.4 Governing body meeting attendance

A summary of attendance was attached to the papers for the meeting.

6.5 Governor Training and Development

Attendance at the Safeguarding training had been disappointing.

6.6 Self Review of Governing Body

It was agreed it would be useful to complete this and Trevor Cunningham would consider how this might best be done.

ACTION Trevor Cunningham

7. Committees

7.1 Committee membership and link governors

It was **RESOLVED** that Sarita Thomas would join the Resources committee.

The Clerk would send terms of reference and minutes of both committees to Chris and Daniel and they would decide on their preference at the next meeting.

ACTION Clerk

A meeting for the Executive Headteacher's appraisal had been set up for 15th September. Governors involved were Martin Finn and Mary Henley. It was **RESOLVED** to appoint Sue Farrington as an Associate member of the Headteacher appraisal committee for the Autumn term 2016 to enable her to complete this round of appraisal.

It was **RESOLVED** to appoint the following Link governors

Safeguarding	Daniel Woods
More able children	Mary Henley
Enrichment	Lizzie Peters
	Yvonne Golds
Behaviour	Chris McCree

Lizzie and Yvonne would visit next term to look at Enrichment and Terry Segarty to look at vulnerable groups.

7.2 Appointment of committee chairs

The Chair of each committee will be elected at their first meeting next term.

7.3 Link governor Reports

There were none.

7.4 Committee meeting attendance

A summary of governors' attendance at committees was circulated with the papers for the meeting.

7.5 Minutes of the Resources committee held on 18th May 2016

Minutes of the resources committee held on 18th May had been circulated with papers for the meetings and were noted.

7.6 Minutes of curriculum committee held on 22nd June

Draft minutes of the curriculum committee would be circulated when the draft had been agreed by the Chair.

7.7 Minutes of the Curriculum Committee held on 2nd March

Minutes of the curriculum committee meeting held on 2nd March were circulated with papers for the meeting.

7.8 Terms of Reference for Pay Committee (attached)

Terms of reference for the pay committee were circulated with papers for the meeting and **RESOLVED** to adopt them.

8. Headteacher's Written Report

A detailed written report had been circulated in advance of the meeting.

Achievement

The Head of School was proud of the results the children had achieved. The Executive Headteacher also felt they were very positive.

In the phonics screening eleven children did not pass in year 1. Seven of them did not pass in year 2 but all had made progress and they had a range of SEN.

How did the Key stage 1 results compare with Southwark and with national?

The national averages had not yet been released but it was thought the school would compare favourably.

How did they compare with the percentage of children who achieved level 2B last year?

The school considered they were about the same.
Terry Segarty commented that they had improved considerably in writing.

Governors were very pleased with the results and queried if the school's self assessment grade should be revised upwards.

The Executive Headteacher reported that this would not be considered until the national picture and expectations were clearer. However, it was noted that it was the second consecutive year of very good results. There was some concern about year 5 but there were solid plans in place to address this.

Terry Segarty reported that Southwark's results were above the national average.

Will there be any change in the KS2 results?

The school was disputing a small number of reading papers.

What would the progress measures be?

The Executive Headteacher thought these would be good.

The combined reading, writing and maths result was 64% which compared very favourably with the national average of 53%. It was not yet clear what the floor target would be.

The percentage of reception children who had achieved a Good Level of Development (GLD) was 72%.

How many children were working at greater depth in maths and reading at key stage 2?

This was not yet known.

Governors' congratulations were offered to staff and the chair agreed to send an email or card to staff on behalf of governors.

How many staff responded to the questionnaire?

Just over 20 people responded out of 80 staff.

Would there be feedback on the responses received?

SLT had drawn up an action plan which they will share.

With reference to the Parents' Questionnaire it was thought that the lack of a

“don't know” option might have skewed some of the results. Governor would need to consider why they were not seen as effective and SLT would share information with staff about what governors do.

Governors had found the Headteacher's written report, which had been circulated in advance, very helpful and informative.

9. 2017 and beyond – planning for the school.

The Executive Headteacher outlined that the agreement made in 2015 was to continue for a further two years with the partnership arrangement, meaning it would end in July 2017. The aim was to tie up loose ends and establish systems. The number of supply staff had been reduced and SLT had carefully selected new staff. Induction was underway and the new staff have met their classes.

Ross Orton had resigned as Deputy Headteacher and there was not a candidate with sufficient experience to make a substantive appointment. However, a very capable senior leader was secured on a fixed term contract for a year. The person appointed was an outstanding practitioner who was familiar with Southwark's data systems. Further recruitment will be needed and this can be co-ordinated with the recruitment of a Headteacher.

Governors would have to decide when to recruit to ensure there was handover. The Executive Headteacher's support to DKH will reduce over the coming year.

The partnership had worked very well and the Governing Body must decide how to go forward and ensure there was communication with parents. A report will be made to parents at the end of term and the Executive Headteacher was drafting a letter to go out on Friday.

There will be a meeting on Monday where the different options will be outlined. It will be made clear that the Partnership has a further year to run.

A meeting would be needed early in the autumn term to allow governors to consider the options and to agree a recruitment timetable. The peak time to advertise a headship was January for a September start however it may take more than one recruitment round.

A governor asked what the results had been in Rotherhithe.

They were not as good as in DKH but the Executive Headteacher was happy with them in relation to that particular cohort and noted that the value added was particularly high.

It was **RESOLVED** to hold an additional governing body meeting on 21st September at 6.30pm. It was noted it would be clerked and this would incur a charge on top of the SLA.

The items for consideration were

- School Development Plan (which will be circulated for comment

- Plans for the future
- Recruitment

Catering contract

Tendering for caterers had been completed and the contract awarded to Chartwells. The service they offered was best and they will kit out the kitchen. The contract was for three years with an annual review.

The School Business Manager was thanked for the huge amount of work she had done in relation to this process.

It was confirmed that staff would transfer under TUPE and that Chartwells paid the London living Wage

Meeting on Monday at 6.30pm

Parents, staff and governor were invited. It would provide a chance to share what the school has done and would include a presentation from the school council.

The issues covered will include

- Data on achievement
- Key actions from last years
- Recruitment of new staff
- School Council presentation

Governors were asked to attend from 5.30pm.

There would be an opportunity to ask questions and this should be done after each chunk of information presented.

The Executive Headteacher would be unable to attend as she had a Governing Body meeting in Rotherhithe. The Chair would liaise with the Head of School and both deputies would be present.

Were staff invited?

Staff were welcome to attend and information would be shared with them in September.

10. Engagement with parents and pupils

A parents' questionnaire had been conducted and a summary of the outcome was included in the Head of School's report.

11. SEN

SEN Information Report (attached)

This report was discussed by the Curriculum and Achievement committee

and was recommended for agreement.

It was **RESOLVED** to adopt the report.

12. Safeguarding

No report was made.

13. Statutory Responsibilities

It was noted that DBS checks for governors were now compulsory.

14. Policies

Teaching and Learning (Attached for info)

The policy was noted.

The Headteacher's report noted that the following policies had been updated.

- Behaviour Policy
- Whistleblowing policy]
- SRE policy

15. Governors' Bulletin

Local Offer

Governors should be aware of the Local Offer from Southwark Council (see www.localoffer.southwark.gov.uk, in particular the "Have Your Say" section)

16. Proposed Dates and Times of Future Meetings

It was **RESOLVED** to adopt the following dates

Resources Committee	19 th October
Curriculum and Achievement committee	2 nd November
Governing Body	23 rd November

Resources Committee	8 th February
Curriculum and Achievement committee	18 th January
Governing Body	29 th March

Resources Committee	17 th May
Curriculum and Achievement committee	3 rd May
Governing Body	21 st June

Governing Body	6.30pm
Curriculum and Achievement	6.00pm
Resources	6.30pm

17. Any other Business

There was none.

18. Confidential business

There was none.

The meeting ended at 9.45pm.