

## DOG KENNEL HILL PRIMARY SCHOOL

### Minutes of a meeting of the Governing Body held at the school on Wednesday 21<sup>st</sup> September 2016 at 6.30pm

#### Present

Ms Galiema Amien-Cloete	Executive Headteacher
Mr Lorrain Black	Head of School
Mr Trevor Cunningham	(Chair)
Mr Martin Finn	
Ms Yvonne Golds	
Ms Mary Henley	
Mr Darren Lalchan	
Ms Chris McCree	
Ms Zoe Heals	
Ms Lizzie Peters	
Mr Terry Segarty	
Miss Isabelle Sporidis	
Ms Sarita Thomas	
Mr Daniel Woods	

#### In attendance

Maureen Boyle Clerk

#### 1. Apologies for Absence

##### The Chair welcomed governors to the meeting

Apologies for absence were received from

#### 2. Declarations of Interest in the agenda

Lorrain Black would withdraw from the meeting for the discussion on Plans for the Future

#### 3. Minutes of the Governing Body Meeting on 13<sup>th</sup> July

##### 3.1 Approval of the minutes of the meeting held on 13<sup>th</sup> July

It was **RESOLVED** to sign the minutes of the meeting held on 13<sup>th</sup> July as a correct record.

##### 3.2 Matters Arising (not appearing elsewhere on the agenda)

It was noted that Zahid Malik had resigned from the Governing Body and the Chair reported he had written to him to thank him for all the work he had done for the Governing Body and the school.

The chair also thanked Martin Finn for all he had done as Chair. Governors were pleased he would continue as a member of the Governing Body.

It was noted that the Chair had agreed to consider how best to use the NGA 20 Questions for self evaluation. He proposed that a training session which incorporated this, later this term, would be a useful way forward.

An email had been received re the catering contract. It was confirmed that governors had agreed that the London Living Wage would be paid and this was included in the contract. Martin Finn would respond to the email he had received.

#### **ACTION Martin Finn**

It was clarified that a visit to look at enrichment should be organised with the Head of School.

It was noted that it was compulsory for all governors to undergo a DBS check. The School Business Manager will liaise with governors to ensure this is done.

#### **4. Ofsted**

Madeleine Danaher was welcomed to the meeting. She outlined for governors the changes which had been made to the Ofsted Inspection Handbook in relation to a Section 8 one day Inspection.

- The inspection may be led by an Ofsted inspector rather than an HMI
- Staff and Pupil surveys are online
- Parents should be encouraged to use Parent View
- Inspectors wish to meet as many governors as possible and governors were also welcome to attend the feedback.
- The Inspector will consider governors skills and development.
- The progress of disadvantaged children will be compared with all children nationally.
- There will be a focus on more able children – particularly those who attract the pupil premium.
- They will look at progress from each child's starting point.
- The focus is on the children currently in the school.
- The Inspection Dashboard will not have comparative historical data on it.
- It was noted that Southwark's Super School Profile would be available tomorrow.

The Executive Headteacher commented that the school data compared well with national figures.

Madeleine agreed to provide a summary page for governors.

There will be an emphasis on progress across the board and not just in English and maths. The children's books will have to demonstrate that they are making similar progress in all areas and challenged to the same extent.

#### **A governor asked if there was a framework for teaching modern foreign languages.**

There is no framework. Schools have a choice of which language to teach. Ofsted will look at the quality of teaching.

It was noted that DKH used specialist teachers and teaching begins in the nursery where the children are learning Spanish songs.

The inspection would be based on a number of sources which the inspector will study in advance. The structure will vary according to the school.

There is a checklist of what should be on the website and this should be gone through - <http://www.schools.southwark.gov.uk/leadership-management/leadership-r/accountability-guidance-and-statutory-responsibilities>

The judgement made on leadership and management would include school governance. Governors were advised to study the grade descriptors and be aware of the questions they were likely to be asked. It was important that their answers conveyed the same messages. Inspectors would also look at written evidence including minutes of meetings and visit reports. Governors should ensure they gave feedback on visits which included considering their impact.

### **How many inspectors would there be?**

There would be one. They would arrive with the expectation that the school was good and if that was their judgement the inspection would be one day. If they found evidence the school was outstanding or failed to find evidence it was securely good, the inspection would be extended to two days.

The Head of School was updating the evidence file.

A briefing meeting would be held and would be attended by – Trevor Cunningham, Mary Henley, Martin Finn, Yvonne Gold, Lizzie Peter and Terry Segarty. A date will be agreed and the school will prepare up to date folders.

### **ACTION Head of School**

### **Will the inspection start by looking at safeguarding?**

There would be an initial meeting with the Senior Leadership Team which would set the scene. They may be taken on a Learning Walk round the school. They will look at safeguarding and may want to look at case studies. Sarita Thomas is the Safeguarding Lead and has prepared case studies.

The Executive Headteacher commented that they were likely to want to look at vulnerable groups and the school was well prepared for this. The data demonstrated that these children were achieving well in comparison with national levels. There were several new staff and the school can demonstrate the induction they received.

### **Will the school need to demonstrate it is working on staff retention?**

The school had in place a number of strategies and opportunities which contributed to this.

- The Federation provides opportunities for CPD.
- The SDP includes actions to support the welfare of the children. The Chair had already suggested it should include the wellbeing of staff.
- The LA offers a Well Being programme for staff which the Executive Headteacher intended that the school should buy into.
- Work on mindfulness is underway with staff and pupils
- The data indicates good achievement which provides evidence that the turnover of staff has not had a negative impact
- Much of the turnover was to replace supply staff.

### **What will they be looking for in relation to pupil behaviour?**

Madeleine Danaher stressed that this was a very important area and the inspector will be looking at behaviour for learning.

The survey undertaken indicated that the children were engaged learners. Behaviour logs are kept and these are regularly reviewed to identify if there are any patterns or trends and to take action to support any child who has particular issues.

#### **Would the inspector look at transition issues?**

There may be questions about this but it was unlikely to be a theme.

#### **Has there been a theme/link in inspections of local schools?**

Madeleine was not aware of one but they would definitely focus on Safeguarding and vulnerable children.

Sarita Thomas commented that there were weekly meetings to discuss vulnerable children and minutes were kept of these meetings.

#### **Is the school fully staffed for this year?**

The school is fully staffed with a teacher and at least one TA in each class. Support was needed for one child with an EHCP and recruitment was underway for two TAs. There were more permanent staff than before and two were on fixed term contracts.

The school can demonstrate how TAs are used to support children. The recruitment of TAs was very rigorous and included an assessment of their proficiency in maths and English. There was an appraisal system with targets and training is provided both in school and externally. Their contracts had been changed to give them time with teachers when the children were not there.

#### **Did the Apprentice TA have the same opportunities?**

They will be pursuing a qualification at level 2 or 3 and also have the same training opportunities as other TAs. This was the first apprentice TA at Dog Kennel Hill. Rotherhithe had ten and the Executive Headteacher would like to expand this initiative at DKH. The Inclusion Lead managed TA training.

#### **What support was in place for classes who were doing less well?**

The Executive Headteacher reported there was evidence of the support given and interventions used in these year groups

It was stressed that Rotherhithe and DKH are seen as equals in the partnership and the LA viewed DKH as a strong school. Parents will be given an opportunity to complete Parent View in school if they wish to do so. Class teachers will be leading this drive. The school also undertook an annual survey and used survey monkey for this purpose. The majority of parents believe this is a good school and it was important that ParentView captured their feedback.

### **5. School Development Plan**

The SDP had been circulated to governors in advance of the meeting. It was **RESOLVED** to adopt it and any detailed comments should be given to the Executive Headteacher by Friday.

The Chair thanked Madeleine Danaher for her time and input to the meeting. She left the meeting.

### **6. Dates**

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

Resources Committee	8 <sup>th</sup> February
Curriculum and Achievement committee	18 <sup>th</sup> January
Governing Body	29 <sup>th</sup> March

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

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

## 7. Any Other Business

### 7.1 Policies

It was **RESOLVED** to adopt

The Safeguarding Policy which had been updated in line with the LA model.

The Whistleblowing Policy which followed the LA model.

A governor asked that letters for parents concerning matters such as FGM should not be put in children's book bags, as they could be read by the children.

### 7.2 Committee Chairs

It was **RESOLVED** to appoint Martin Finn as Chair of Finance Committee and Mary Henley as Chair of Curriculum and Standards. This would be re-visited at the first meeting of each committee.

7.3 Governors were invited to come into the school on 21<sup>st</sup> October to talk to the children about their job/career.

7.4 The Chair agreed to send an email to convey governors thanks to everyone involved in fundraising for the playground.

Signed \_\_\_\_\_

Date \_\_\_\_\_

