

Minutes of a meeting of the Governing Body of **Dog Kennel Hill Primary School**, held on Monday 17th March 2014 at 6:30pm.

Present:

Mr Peter Bibby	Mr Wayne Cooper (Acting Head)
Ms Marion Cranmer	Ms Claire Dubarbier
Ms Sue Farrington (Vice Chair)	Ms Amanda Freshwater
Dr Zahid Malik	Mr Jonathan Morris
Mr Patrick Pierre-Powell	Ms Gillian Reeve
Cllr Michael Situ	Miss Isabelle Spordis
Ms Jenny Turner	

Advisers: Dame Sylvia Morris
Ms Eileen Wray (Deputy Head)

Also Attended Parent (Item 5 – 7)

Clerk: Mrs Nicole Galea

PART 1

BUSINESS

ACTION

In the absence of the Chair, the Vice Chair opened the meeting. She advised that a parent had requested to attend the meeting; Governors discussed this and **RESOLVED that in future any requests should be received and discussed in advance.** On this occasion, it was agreed that the parent could attend for non confidential items.

1. Apologies for Absence:

Apologies for absence had been received in advance from Martin Finn, Yvonne Golds and Alison Reupke. It was **RESOLVED to consent to these absences.**

Received

It was noted that Therese Reinheimer-Jones had provided apologies for this meeting and had also resigned from the Governing Body.

Clerk

2. Declaration of Interests

The Vice Chair asked all governors to declare any interests held for items on the agenda. No declarations were made.

3. Any other Urgent Business

It was agreed to discuss Project Salisbury at the end of the meeting

4. Minutes and Matters Arising (of 25/11/13 and 15/1/14)

4.1 Approval

It was **RESOLVED** to ratify the minutes as a true reflection of both meetings. The Chair then signed the minutes.

Received

4.2 Matters Arising from 25/11/13

Item 4.2: (Item 5: Pupil Premium Funding)

Sue Farrington advised that the Curriculum Committee had discussed the funding but not a policy; Eileen Wray has a draft policy for them to consider at their next meeting.

Curric Ctee

Item 4.2: (Item 10: Passwords)

Dame Sylvia Morris advised that each Governor would need individual passwords for access to the RAISEonline and Fischer Family Trust websites. She would ask the school office to investigate further. It was noted that there was little change to the unvalidated data that Linda Ewers had provided Governors with in December 2013.

DSM

Item 5.3: Link Governors

It was noted that the class links had been distributed. Committee Chairs were encouraged to identify a focus for Governor visits and Governors were encouraged to visit their class. Governors asked that class teachers advise their link Governor if there is an activity or event they could join. It was **RESOLVED** to review the visits procedure at the summer term full Governing Body meeting.

Agenda

Item 11.7: Homework Policy

It was noted that there were gaps in the policy. Eileen Wray reported that she and the Acting Head are due to review the policy with staff and finalise an implementation plan. It was **RESOLVED** that the next Curriculum Committee meeting would ratify the final version of the homework policy and implementation plan which would be reported to summer term full Governing Body meeting.

Curric ctee

Agenda

5 Budget 2014/15

- To consider adoption of the draft budget or if not available to make arrangements for the adoption of the budget
- To decide arrangements for virement between budget heads during the course of the financial year.
- To decide arrangements for monitoring the budget throughout the year.
- To consider and approve contracts
- To ensure the school meets the Schools Financial Management Standard (SFVS)

In the absence of Alison Reupke Resources Committee Chair, Jonathan Morris reported that the committee had met yesterday to further discuss the draft budget. He highlighted that there had been additional unforeseen expenditure since the start of the spring term due to:- the cost of consultants and additional teachers, additional resources identified by the Acting Head to raise standards and the cost of the Head Teacher

Received

recruitment. However, Mr Morris advised that the surplus from previous years is sufficient to cover these unforeseen costs. The Acting Head reported that an additional full time teacher was recruited to lead on interventions in Year 3.

Mr Morris stated that the budget continues to be a work in progress; the Resources Committee is working on the 4th draft but is still awaiting some figures from the LA.. He noted that the committee is confident that the budget will be finalised on time and is appropriate for the schools needs.

Peter Bibby expressed concern at the lack of information presented to the Governing Body and stated that it is unsatisfactory that the final draft of the budget and Robert Ashdown's Financial Report are not available for this meeting.

Following discussion, it was **RESOLVED** that

- **the budget and Mr Ashdown's Financial Report would be available in advance of an extra ordinary full Governing Body meeting on 24/3/14**
- **Jonathan Morris to seek confirmation of the final budget allocation, the draft budget, Mr Ashdown's report and the minutes of the Resources Committee**
- **The Budget 2014/15 would be ratified at the extraordinary meeting on 24/3/14**
- **Thresholds within the Scheme of delegation would be
Head - up to £10k
Resources Committee – up to £20k
Governing Body – over £20K**

Res Ctee

JM

Mr Morris advised that the arrangements for virements are included within the school's Scheme of Delegation and the responsibility for monitoring the budget is enshrined within the terms of reference of the Resources Committee.

Concern was raised that the Scheme of Delegation lacks a relationship to the school and has not been updated to reflect changes in regulations. The Clerk advised that the scheme is based on the LA's model and suggested that these concerns be raised with the School's Finance Team. Governors discussed the issues raised and it was **RESOLVED** that **Jonathan Morris would pursue these concerns with Southwark Finance and possibly seek an alternative model.**

JM

SCHOOL IMPROVEMENT

6 Acting Head Teacher's Report

Mr Cooper's report was distributed in advance. He stated that he had restructured the layout of this document and the SEF to reflect the Ofsted headings, which would provide better flow and clarity across the documents. He then talked through the report highlighting and updating where appropriate.

Received

- Assertive mentoring has begun in maths and progress is good; however there is concern that there could be over inflation of the results and so these will be triangulated with evidence found in pupil's books and the QCA tests. Consideration is being given to extending this initiative to reading and writing.
- The monitoring cycle has increased. Teachers are being asked to provide judgements on levels more frequently and staff appraisals are now included in the monitoring cycle, the meetings have been a success. All staff have been set quantifiable targets from the SDP and the links between the documents are smoother to allow the school to move forward.
- Quality of Teaching: the emphasis has moved away from the snapshot provided by a classroom observation and now uses the quality of work found in books and evidence of progress over time as reflected in the Ofsted framework. It is now key for all teachers to ensure that books demonstrate progress.
- A Marking and Pupil Response Policy has been introduced which was developed with staff, it will help with enabling sustained improvement. The policy is in it's infancy but all teachers are using it and it will be reviewed by the LA at the next review. The Acting Head undertook to provide Governors with a copy. Governors asked for feedback from pupils on the new policy.
- Monitoring: Teachers are sometimes overly cautious with their judgements which, if necessary can be amended at moderation. Planning has also been identified as an issue, for which better modelling is needed.
- Appraisal meetings have been increased in frequency to maintain a closer eye. Governors noted that the Appraisal Policy should reflect this development and asked how staff feel about it. Claire Dubarbier responded that staff are happy with the change but are keen to ensure that triangulation is evident otherwise they may be less willing to take on a weaker class. The Acting Head stated that the expectations are high but the targets are reflective of the different cohorts and the more regular appraisals enable even small steps of progress to be picked up. Dame Sylvia advised that it is important to moderate cross cohort data to monitor progress.
- Behaviour and Safety: Mr Cooper stated that senior leaders are working with teachers to provide pitch and challenge to improve behaviour for learning.
- Attendance: This has been a key issue and consideration is being given to requiring a GP's notification for absence. There appears to be issues around parental judgements on children's illness which needs to be explored more fully. Governors discussed the need to target just the families with lower attendance rather than

WC

Res. Ctee

all pupils. Mr Cooper confirmed that no requests for term time holidays are agreed although the policy allows for special leave in particular circumstances eg trips abroad in cases of death or marriage.

- Curriculum: The draft SRE policy has been amended slightly; it will be shared with staff and then the Curriculum Committee.

Curric. ctee

In addition, Mr Cooper reported that a member of staff had slipped in the Nursery; an accident form has been completed. He also advised that there have been no racist incidents.

Governors thanked Mr Cooper for his full and pertinent report and asked that future reports contain pupil roll data and information on any incidents of homophobic bullying.

WC

7 Revised SEF and SDP

Received

Both documents had been distributed in advance and so questions were taken.

SEF

Why does the SEF judge the school to be 3 and not 2?

The Acting Head stated that the SDP shows where the school is moving forward and the SEF as a working document of the school's current position can then be updated to reflect the changes. This is an accurate judgement of where the school is now.

Are the year group assessments worse than the LA review and is the school vulnerable to being judged as 'requires improvement'?

Dame Sylvia Morris advised that the Acting Head's judgement is based on achievement. There is more accurate data available now than at the time of the review alongside evidence from pupils' books and lesson observations. She stated that whilst the school has an Acting Head and external support leadership and management cannot be graded higher than 3. However, the SEF is a live document and is updated regularly.

What is the worst case scenario?

Dame Sylvia Morris replied that if Ofsted judged that the school requires improvement it would have 18 – 24 months to improve and would receive at least one monitoring visit from HMI registered Inspector. The Acting Head stated that it would also mean that all support currently in place would continue.

If Ofsted read the SEF before coming to the school is it not better to use the highest rather than the lowest descriptors?

Dame Sylvia Morris stated that if HMI come in when supporting a school they will be open to hearing the story of the school and that the current position is time limited. However, schools need to be wary of being seen as inadequate. Governors discussed that the school can only say that it is doing well if it is doing so on its own. The Vice Chair highlighted that there is scope within the text of the SEF to talk about the journey and there will also be data from the second LA review.

It was also suggested that the SEF could also include more things that the Governors do such as pupil exit interviews, attendance at SEN review meetings and year group links.

It was **RESOLVED** that the Acting Head would update the SEF to reflect the amendments noted and distribute a copy with the inclusion of version date to all Governors.

WC

SDP

The Acting Head advised that the SDP was reviewed by the Curriculum Committee and that the end of spring term targets will be included as an update.

Will the March and June data presented to GAG be based on this?
The Acting Head confirmed that they would be and that there would be aspirational targets.

The SDP is very curriculum delivery heavy, should there be more cultural and artistic elements included?

WC

The Acting Head undertook to include more references to the many creative aspects of the school that are being planned for the remainder of the year. Governors discussed the benefit of using the large number of talented parents available to provide services for the school. The Acting Head expressed concern at the possible lack of reliability in parents committing to providing services. It was therefore suggested that the CFC Committee could produce a parent audit for this purpose.

CFC

Governors asked for anonymised data broken down by class be provided for the Governors Achievement Group (GAG) and that the SDP include the date of next LA review (28/3/14).

WC

Governors thanked the Acting Head for his clear plan.

8 Review of partnership and support process

Mr Cooper stated that he appreciated the support both personal and strategic that he has received from Dame Sylvia Morris and Cassie Buchanan who have different but strong approaches. Staff also appreciate the support available.

Received

Dame Sylvia reported that staff have approached her for greater clarity on their hours and contracts. There have been some difficult conversations but there is now greater consistency and good practice; missing information and forms have been back filled. Dame Sylvia stated that she has been able to assist the Acting Head with finance queries, training, monitoring, health and safety and premises related issues as well as coaching and mentoring him and the Deputy Head.

What has been the support from Cassie Buchanan and Charles Dickens School?

Mr Cooper stated that Cassie Buchanan has provided more support in terms of teaching and learning. Claire Dubarbier reported that most teachers have visited Charles Dickens as well as some of their staff

coming to work at DKH for staff to observe model lessons. She stated that the relationship was very positive and equal and was proving very useful. The Acting Head added that staff had fed back that there is a consistency of approach at Charles Dickens and that everything is clear and well communicated.

Is there a fade out plan?

The acting Head reported that this will largely depend on the progress of appointing a new Head and will need to be kept under review.

9 Head Teacher Recruitment Update

This item is included in the Confidential section of the minutes.

10 Committees and Working parties brief verbal reports

Curriculum and Achievement Committee

Sue Farrington reported that the minutes of the last meeting had been circulated; the focus of the meeting had been the SEF, SDP and data.

Received

CFC Committee

Zahid Malik reported that the minutes of the last meeting had been circulated. He confirmed that the committee will review the imminent implementation of improved communication with parents via texting and consider how the results can be published to parents.

Resources Committee

The draft terms of reference of the Resources Committee had been distributed in advance and it was **RESOLVED to ratify them**. Jonathan Morris reported that there are no minutes available yet but much of the work of the committee has been around the draft budget as discussed in Item 5.

Peter Bibby asked if there is a plan to bring classes I and J back into use. Mr Morris stated that the Resources Committee has been focusing on the budget but a meeting of the Premises sub committee led by Yvonne Golds is planned for 31/3/14 to look at this. Mr Bibby reminded Governors that £30k had been earmarked from the current budget for the renovation work. He undertook to attend the meeting on 31/3/14 of the Premises sub committee to discuss the work.

**Prem sub
ctee / PB**

After School Club.

Mr Morris reported that a survey had been conducted at the end of the autumn term to look at reasons for low take up. He stated that only 35 responses were received but there were common themes found and those that attended were largely positive. The club loses approximately £10k per annum although attendance has increased this year. A further meeting is planned to look at recruiting a new manager and alternative options for provision which will be reported back to the summer Governing Body meeting. Parent Governors expressed the view that there is a lack of awareness amongst parents of the club; there are no leaflets or information on charges and times etc.

Agenda

Children's Centre Advisory Board

The minutes of the meeting of 5/2/14 had been distributed in advance. Gillian Reeve reported that the Children's Centre is going well. She stated that there were concerns expressed at the start of the year regarding the relationship with the Children Centres Team and the restructuring of early years at the LA but there has been considerable progress in communication and an Away Day for all sites is planned for the autumn.

GAG

Jenny Turner stated that she is now Chairing this group, the membership of which was confirmed as Terry Segarty (SIP), Jenny Turner, Yvonne Golds, Zahid Malik, Sue Farrington, Wayne Cooper and Eileen Wray. GAG plans to meet twice termly and has drafted some terms of reference for agreement at the summer Governing Body meeting.

Agenda

She advised that the Group last met on 5/3/14 and draft minutes have been circulated to group members for comment prior to distribution. She advised that GAG's role is to look at termly data - at the trends and pinch points, feedback to SLT on the data and prepare for Ofsted. The group has examined data up to the spring half term which is half way through the school year. It was found that some pupils are hitting their targets and maths has improved with the introduction of assertive mentoring but there is a dip in writing. Further drilling down of the data is needed and a more in depth look at Y3 and Y5. There was also no time at this meeting to look at EYFS and KS1.

The next meeting will take place after the next LA review (on 28/3/14) when there will be more data to review. The Group has requested the following:-

- GAG to look at anonymous data broken down by class
- GAG to receive data in more useful format – actual pupil numbers rather than just %, information on aspirational targets for good and outstanding progress and more narrative.

WC

SEN Working Party

Peter Bibby reported that the SEN policy has been amended to reflect the new legislation which is expected for September. It will require pupils to have personalised plans (IEPs) that contain a provision map with provision and funding details. Schools will be required under the new legislation to provide provision maps for all SEN pupils for the funding allocated to them. He advised that this is not essentially different from what is in place at the moment. **It was RESOLVED to ratify the policy.**

Head Teacher's Performance Management

It was RESOLVED that Alison Reupke would replace Therese Reinheimer-Jones on this panel.

The minutes of the Reception Class Project Management Committee and Reception Class Project Wildlife and Gardening Group (7/3/14) had been distributed in advance. Governors thanked the group and Peter Bibby in particular and congratulated them on the successful grant bid.

GOVERNING BODY, LA, DfE

11 Governing Body

11.1 Attendance, membership and vacancies

The Clerk advised that Peter Bibby had been reappointed as an Authority Governor with effect from 21/1/14 however, Gillian Reeve's term of office as a Community Governor comes to an end on 27/6/14. Following the resignation of Therese Reinheimer-Jones there is a vacancy for an Authority Governor in addition to the existing Community Governor vacancy.

Governors discussed the Community Governor vacancy as the possibilities discussed at the previous meeting had not come to fruition. It was agreed that Jenny Turner would investigate a parent who could be a potential Community Governor and the Clerk would continue to check the general applications file. Governors were urged to pass the contact details of any potential candidates to the Chair. Governors were mindful that candidates for any vacancy should be aware of the time commitment and also possess skills beneficial to the Governing Body.

**Clerk
JT**

The Clerk advised that there are no other terms of office due to come to an end and there are no attendance issues to report.

1.2 Governor Training and Development

Governors were reminded that the school based training session is booked for 1/4/14 at 6:30pm.

All Govs

11.3 Governor Development Service Bulletin

It was noted that the bulletin had been distributed electronically at the end of the first half of term. Governors were encouraged to read the valuable advice and information it contains.

12 Policies for Adoption

12.1 Appraisal Policy

Jonathan Morris reported that this policy had been circulated in advance; it has been drafted by the Resources Committee and is based on the Southwark model.

It was **RESOLVED to ratify it with an appendix added by the Acting Head regarding the monitoring changes introduced.**

WC

12.2 Pay Policy

Jonathan Morris reminded Governors that the policy which is based on the LA model had been circulated in advance and its adoption is recommended by the Resources Committee.

It was **RESOLVED to ratify the policy as presented and review it in a year.**

12.3 Home School Agreement

Wayne Cooper reported that the HSA has been drafted by pupils; it will be presented to staff before coming to the summer term Governing Body meeting.

Agenda

12.4 Safeguarding Policy

Zahid Malik reported that the CFC Committee has looked at this policy but will review it further at the next committee meeting in the light of Peter Bibby's concerns which had been emailed to the committee. It was noted that the names of the designated Safeguarding people listed in the policy require updating following the departure of Mrs Ewers.

Following discussion, it was **RESOLVED to ratify the policy pending the inclusion of the revised designated people (Eileen Wray, Robyn Harrison and Denise South) and the CFC Committee addressing the points raised by Mr Bibby.**

CFC

13 DfE and LA Items

There were no items to report.

Urgent Business (from item 3)

Isobel Sporidis highlighted the work of the Salisbury Project which works with families and children, especially refugees and immigrants, to raise aspirations. She suggested that the work of the project could benefit the school. Following discussion, it was **RESOLVED that Miss Sporidis would arrange for a member of the project to present their work before the start of the summer term Governing Body meeting (6:00 – 6:30pm).**

Agenda

14 Dates and Times of Future Meetings:

**Summer Term FGB Meeting 16/6/14 at 6:30pm
(6pm Salisbury Project presentation)**

Committee dates to be advised by Committee Chairs.

Chairs Signature

Date.....

APPENDIX A

DOG KENNEL HILL SCHOOL GOVERNING BODY (Ratified 17/3/14)

Children Families & Community

Claire Dubarbier
Martin Finn
Zahid Malik (**Chair / Clerk**)
Gillian Reeve
Michael Situ
Isabelle Sporidis
Eileen Wray

Curriculum and Achievement

Claire Dubarbier
Sue Farrington (**Chair / Clerk**)
Wayne Cooper
Amanda Freshwater
Patrick Pierre-Powell
Michael Situ
Isabelle Sporidis
Jenny Turner

Resources, Personnel & Finance

Marion Cranmer
Yvonne Golds
Zahid Malik
Jonathan Morris
Alison Reupke (**Chair and Clerk**)
Jenny Turner

Head's Performance Mgmt

Sue Farrington (**Chair**)
Jenny Turner
Isobel Sporidis
Review: GB Chair

Children's Centre AdvBd

Gillian Reeve
Patrick Pierre-Powell

SEN Working Party

Peter Bibby(**Chair & Clerk**)
Marion Cranmer
Amanda Freshwater
Yvonne Golds Robyn Harrison
Robyn Harrison Gillian Reeve
Gillian Reeve Eileen Wray
Eileen Wray

Pay Committee

Yvonne Golds
Zahid Malik
Alison Reupke

GAG

Wayne Cooper
Sue Farrington
Yvonne Golds
Zahid Malik
Jenny Turner
Eileen Wray

Head's Recruitment

Sue Farrington
Martin Finn
Zahid Malik
Isabelle Sporidis
Jenny Turner
Lindsay Wales

First Committee and Appeals Committees: Clerk to establish any 3 eligible Governors to be called on a fair and equitable rotation basis. To be Clerked by the Clerk to the Governing Body.

Reserves for all purposes: All other eligible Governors to be called on a fair and equitable rotation basis, with voting rights on committees when acting in the capacity of a reserve.

Link Governors

Safeguarding: Michael Situ
Deputy Safeguarding : Peter Bibby

Governors and their linked classes: List maintained by Jenny Turner

Data: Jenny Turner