

Minutes of a meeting of the Governing Body of **Dog Kennel Hill Primary School**, held on Monday 25th November 2013 at 6:00pm.

Present: Mr Peter Bibby
Ms Claire Dubarbier
Ms Sue Farrington (**Vice Chair**)
Ms Amanda Freshwater
Dr Zahid Malik
Mr Patrick Pierre-Powell
Ms Therese Reinheimer-Jones (items 1-6)
Cllr Michael Situ (Items 1-6)
Ms Jenny Turner

Ms Marion Cranmer
Mrs Linda Ewers (**Head**)
Mr Martin Finn(**Chair**)
Ms Yvonne Golds
Mr Jonathan Morris
Ms Gillian Reeve
Ms Alison Reupke
Miss Isabelle Spordis

Adviser: Mr Wayne Cooper (Deputy Head)
Ms Eileen Wray (Deputy Head)

Clerk: Mrs Nicole Galea

PART 1

BUSINESS

ACTION

Prior to the start of the meeting the Head and Peter Bibby took Governors on a tour of the recent premises work.

The Chair then opened the meeting with a welcome to Claire Dubarbier, the newly elected Staff Governor.

1. Apologies for Absence:

There were no apologies for absence.

Received

2. Arrangements for the election of chair and vice chair

The Clerk advised that following a change in the regulations, Governing Bodies are now asked to state the duration of office for the Chair and Vice Chair and to decide when in the academic year elections will take place. Following discussion, it was **RESOLVED that the election for both positions would take place in the autumn term on an annual basis.**

Furthermore, the Clerk advised that the minutes of the extra-ordinary full Governing Body meeting of 25/3/13 noted the election of the Chair and Vice Chair but not the duration of their appointment.

2.1 Chair

It was **RESOLVED to confirm that Martin Finn had been elected as Chair of the Governing Body of Dog Kennel Hill Primary School until the first meeting of the full Governing Body of the autumn term 2014.**

2.2 Vice Chair

It was **RESOLVED** to confirm that Sue Farrington had been elected as **Vice Chair of the Governing Body of Dog Kennel Hill Primary School until the first meeting of the full Governing Body of the autumn term 2014.**

3. Declaration of Interests

The Chair asked all governors to declare any interests held for items on the agenda. The Chair advised that his own business is making a video for the Fischer Family Trust and the NGA but as the school does not purchase any services from either he did not feel that it impinged on his role. No other declarations were made.

4. Minutes and Matters Arising (of 1/7//13)

4.1 Approval

1/7/13

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

Received

4.2 Matters Arising

Item 5: Head's report - PE profile

Eileen Wray advised that she had included information on the increased PE profile on Fronter and undertook to ensure that it is also uploaded to the school website.

Received

EW

Item 5: Head's report - Information to Parents on Clubs

The Head advised that there is now more information on the website.

Item 5: Head's report - Pupil Premium Funding

It was noted that this item had not been discussed by the Curriculum Committee but that the Head had circulated the information. It was **RESOLVED** that

- The Head would re-circulate the information**
- To delegate the approval of the policy to the Curriculum Committee**

LE
Currictee

Item 5: Head's report -Wellcome Trust

The Chair undertook to send the link to Governors.

MF

Item 10: Use of Data - RAISEonline and Fischer Family Trust passwords

It was noted that the current passwords are incorrect as they provide access to pupil level data. The Head undertook to follow up on the correct passwords and to distribute a copy of the RAISEonline summary.

LE

5 **Delegation of Functions**

5.1 **Committees: Review of Establishment, Terms of Reference, Membership and Clerking**

It was **RESOLVED** to ratify

- the current committee structure as detailed in the appendix at the end of this document
- the appointment of committee Chairs and Clerks as noted
- the terms of reference of the Curriculum and CFC Committees as presented (CFC to be emailed to governors)
- the recommendation of the Resources Committee to adopt the terms of reference of that committee. The Committee Chair undertook to circulate the terms of reference and Governors were encouraged to bring any comments to the next full Governing Body meeting.
- Committee Clerks were reminded to distribute committee agendas seven days in advance
- that the Clerk to the Governing Body would continue unchanged

ZM

AR

5.2 **Scheme of Delegation & Financial Procedures and Governors' Expenses Policy**

Governors discussed the Scheme of Delegation and **RESOLVED** that the **Resources Committee would circulate the current document to all Governors for comment and be ratified in the absence of any negative comments. Any negative comments on the draft would be brought to the spring term full Governing Body.**

Res ctee

In addition, it was RESOLVED that the Resources Committee would make arrangements for a school credit card and establish who will have access and limits

Res ctee

5.3 **Link Governors: Review of Posts and Appointments**

It was noted that Governors had discussed linking to themes and issues such as areas of the SDP rather than simply classes. It was **RESOLVED that committees would identify areas of focus for visits; Governors were encouraged to visit and report back to their committee.**

Ctees / all govs

SCHOOL IMPROVEMENT

6 **Head Teacher's Report**

The Head had distributed her report in advance and it was taken as read. A Governor asked the Head to elaborate on the incident of homophobic bullying reported. The Head stated that it involved the use of the word 'gay'. It was noted that this is a throw away word in everyday use for some children; there are a small number who use it in a targeted fashion.

Received

There were no further question regarding the Head's report and the remainder of this item was devoted to the discussion on the report received following the Local Authority review of the school.

The Chair reminded Governors that the report is confidential to Governors and staff, the Head confirmed that this is also true of the action plan to address the issues raised. The discussion on this item is therefore recorded under the confidential section of these minutes.

Following a lengthy discussion of the report findings it was agreed that a response to parents should be in place prior to publication of the SATs results and league tables in the new year. It was therefore **RESOLVED that the committee Chairs, Martin Finn and Jenny Turner (in her capacity as data link Governor) would meet the SMT on 9/12/13 to draft and discuss the response; this would then be reported back to an extraordinary Governing Body meeting on 15/1/14.**

**WC / LE / SF
/ MF / ZM AR
/ JT / EW**

Therese Reinheimer-Jones and Michael Situ left the meeting at the end of this item.

7 Data Report

Received

Jenny Turner reported that she had looked at as much performance data as she had been able to source. The KS2 results were not good reading; Sue Farrington confirmed that targets had been agreed by the Curriculum Committee.

The following was highlighted:-

- the Fischer Family Trust (FFT) document did not predict a drop but the end of year internal assessment was in fact consistent with the KS2 results.
- In particular, problems with writing were highlighted, which was more than just a blip.
- The VA (value added) figure was not good
- FFT has been a mixed picture for the past few years; groups have been identified as have gaps in attainment, but not enough has been done to close these gaps.
- Her data reflects the findings of the LA review – that there are some major issues, not just blips which need to be addressed.

Ms Turner undertook to email the handout to Governors, to be read alongside the RAISEonline summary tabled.

JT

8 Committees

Received

Resources Committee

Alison Reupke reported that the school is in a good financial position with a carry forward projected to be about £131,000 (approximately 5% of the annual budget). Premises works over the next three years has been planned into the budget but additional costs related to the LA report will now also need to be factored in.

Ms Reupke highlighted the need to review the after school provision as it is anticipated that there will be a loss of £10,000 per annum. Initially parents will be surveyed and other local schools canvassed before a decision is made on future arrangements. The Head undertook to speak to Southwark School's Collaborative.

LE

Children's Centre Advisory Board

Gillian Reeve reported that the CCAB had concerns over the restructure of Children's Services and Early Years that has recently taken place; there has been a lack of communication with the Camberwell Early Years Centre following the restructure. Ms Reeve stated that the bridges between the Camberwell Early Years Centre, the estate and the school have previously been identified as a strength but the CC is now not receiving the previous level of support. The Head undertook to pursue this issue.

SEN Working Party

Peter Bibby highlighted the working party's draft response to the recent consultation on SEN funding change proposal which had been distributed in advance of this meeting. It was **RESOLVED to ratify the response. The working Party was tasked with monitoring the funding attached to statements.**

LE

There were no reports from the CFC or Curriculum Committees.

9 Update on Premises Work

Governors formally thanked Peter Bibby for his enormous amounts of hard work in driving forward this project.

10 Plan for Excellence Update

It was **RESOLVED to suspend the Plan for Excellence at the current time.** Sue Farrington stated that the work carried out so far (there have been four meetings of the 'steering group'), has not been wasted and suggested that those Governors who visited other schools write up a brief report for future use.

Govs

GOVERNING BODY, LA, DfE

11 Governing Body

11.1 Attendance, membership and vacancies

The Clerk advised that Peter Bibby's term of office as an Authority appointed Governor comes to an end on 20/1/14 and undertook to forward him an application form if he wishes to be considered for re-appointment.

The Clerk also informed Governors that Patrick Pierre-Powell had agreed to become a Community Governor but there remains one further vacancy for a Community Governor. As there had been no suggestions for the vacancy, it was **RESOLVED that**

- the Clerk would check the LA's list of applicants
- Jenny Turner would liaise with a contact on the East Dulwich Estate
- Jonathan Morris to contact Health Visitor who works out of the Albrighton Centre

Clerk
JT

JM

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.

- 11.2 Governor Induction training and development**
The Chair encouraged Patrick Pierre-Powell to undertake the Governor induction training.
- 11.3 Register of Business Interests**
Governors were asked to complete and return the annual declaration form which is retained by the school as part of its financial procedures.
- 11.4 Governors' Reports including data report**
It was **RESOLVED to remove this item from the agenda.** Clerk
- 11.5 Parent Governor Election Policy**
The Chair drew Governors' attention to the revised policy which had been distributed in advance. Governors thanked Michael Situ for his work on reviewing the policy and **RESOLVED to ratify it.**
- 11.6 Governors' visits protocol**
The visits protocol had been drafted by the CFC Committee and distributed in advance. Following further discussion, it was **RESOLVED**
- CFC Ctee to amend Governor Visits protocol to refer to Governors not being left alone with 'a child' CFC
 - that **Governors would be asked to have a DBS check within a year of becoming a Governor and that those Governors who already hold a CRB / DBS check should bring it in for the school to record.** All gobs
 - The school office would manage the checks LE
- 11.7 Homework Policy**
Sue Farrington reported that the Curriculum Committee have reviewed and ratified the policy but consider that it needs further work to remove any inconsistencies as viewed by parents. Governors requested that the policy be made available and so Mrs Farrington undertook to circulate it electronically. SF
- 11.8 Safeguarding Policy**
It was **RESOLVED that**
- Peter Bibby would circulate his concerns in respect to the policy,
 - CFC Committee to review the policy and bring their recommendations to the next full Governing Body meeting.
 - The draft policy to be ratified in the interim. PB
CFC
Clerk for agenda
- 11.9 Other Policies**
There were no other policies to consider.
- 11.10 Governors' Letter to Parents**
It was **RESOLVED to defer the termly letter to parents from Governors.** Agenda
- 11.11 Governor Development Service Bulletin**
It was noted that the bulletin had been distributed electronically earlier in the term and contained valuable advice and information.

12 DfE and LA Items

12.1 Arrangements to review the Head teacher’s Performance

It was reported that the Head’s Review Panel had met and with the assistance of an external adviser had reviewed the targets for 2012/13; objectives for 2013/14 should be finalised by the end of this term.

12.2 Complaints Policy – Revised LA Model for schools

The revised policy had been distributed in advance. It was **RESOLVED to adopt it; IsabelleSporidis undertook to include a flow chart to the LA model.**

IS

12.3 Ratification of the Pay and Appraisal Policies

Alison Reupke tabled the Pay Policy which had been drafted by the Resources Committee (based on the LA model). It was **RESOLVED to ratify the policyand that it would be reviewed after the first year.**

Res Ctee

It was noted that the Appraisal Policy would be discussed by the Resources Committee in the first half of the spring term. It was **RESOLVED toratify the committee’s recommendation pending any negative union or Governors’ comment**

Res Ctee

13 Dates and Times of Future Meetings:

Spring Term FGB Meeting 17/3/14
Summer Term FGB Meeting 16/6/14

Committee dates to be advised by Committee Chairs.

Chairs Signature

Date.....

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APPENDIX A

DOG KENNEL HILL SCHOOL GOVERNING BODY (Ratified 25/11/13)

Children Families & Community

Claire Dubarbier
Martin Finn
Zahid Malik (**Chair / Clerk**)

Gillian Reeve
Michael Situ
Isabelle Spolidis
Eileen Wray

Head's Performance Mgmt

Sue Farrington (**Chair**)
Jenny Turner
Therese Reinheimer-Jones
Review: GB Chair

Pay Committee

Yvonne Golds
Zahid Malik
Alison Reupke

Curriculum and Achievement

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

Children's Centre AdvBd

Gillian Reeve
Patrick Pierre-Powell

Resources, Personnel & Finance

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

SEN Working Party

Peter Bibby (**Chair & Clerk**)
Marion Cranmer
Amanda Freshwater

Yvonne Golds
Robyn Harrison
Robyn Harrison
Gillian Reeve
Eileen Wray
Eileen Wray

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