

Minutes of the meeting of the Governing Body of **Dog Kennel Hill Primary School** held on Monday 13th July 2015 at 6:30pm at the school.

Present

Ms Galiema Amien-Cloete (Executive Head)	Ms Sarita Bachelor (Items 1-3)
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
Mr Patrick Pierre-Powell (Items 1-3)	Miss Isabelle Sporadis

Also Present

Mr Lorrain Black (Head of School – Designate)
Ms Madeleine Danaher (School Improvement Adviser Items 1-3)
Ms Merril Haeusler (Director of Education Items 1-3)
Ms Natalie Malehi (Assistant Head)
Mr Ross Orton (Assistant Head)

Clerk:

Mrs Nicole Galea

The Chair began the meeting with a welcome to the guests attending this meeting:- Natalie Malehi who has taken up the post of Assistant Head – Inclusion this term, Lorrain Black the new Head of School from the autumn, Merril Haeusler and Madeleine Danaher from the LA and Trevor Cunningham a potential Co-opted Governor.

Given the important items to be discussed at this meeting it was agreed to consider Item 8.3 at the start of the meeting.

8.3 Appointment of Co-opted Governors

The Chair reminded Governors that Trevor Cunningham had provided a brief summary of his experience as a Governor in advance. There were no questions and Mr Cunningham withdrew from the meeting to allow for a vote. It was unanimously **RESOLVED to appoint Mr Cunningham as a Co-opted Governor with immediate effect.**

Clerk

The Chair then asked Governors to confirm the arrangement made as part of the reconstitution of the Governing Body to maintain a vacancy within the Co-opted Governor category for the future appointment of the Head of School. It was **RESOLVED to appoint Lorrain Black as a Co-opted Governor with effect from 1/9/15 when he takes up post of the Head of School**

Clerk

1. Apologies for Absence

Apologies had been received in advance from Peter Bibby and Lizzie Peters who are both away. Governors **RESOLVED to consent to these apologies.**

Clerk

2. **Declarations of Interest**

The Chair reminded Governors of the requirement to declare any interests for items on the agenda; no declarations were made.

3. **Minutes of the meeting of 16/3/15 and 3/6/15**

3.1 **Approval**

Copies of both sets of minutes had been distributed in advance; it was **RESOLVED to ratify them as an accurate reflection of the meetings.**

Received

3.2 **Matters Arising:**

Minutes of 16/3/15

There were no matters arising.

Minutes of 3/6/15

The Chair confirmed that all actions had been taken; the matters arising were deemed confidential and recorded under Part 2: Confidential items.

4. **LA Progress Review**

This item was included as part of the Head Teacher's Report.

The Chair welcomed two parents – Elena Caton and Anna Randall who had requested to attend the Governing Body meeting; he thanked them for their patience and apologised for the delay to the meeting. He also reminded them that their attendance was on the basis of observers only.

5. **Head's Report**

The Head's report had been distributed in advance and was taken as read.

The Head urged Governors to read her report stating that it contains all that they need to take a view on the progress that has been made at the school this year. She highlighted that

- the school roll is stable; there are only 4 vacancies for Reception in September (but these are expected to be filled as there is a waiting list) and in addition there will be 5 new starters across the school.
- there are a number of vacancies expected in Nursery and it may not be cost effective to run two sessions. Consideration may be given to running one full time class.
- The Head referred Governors to the graph chart on page 25 of her report which demonstrates average progress for the whole school broken down into groups. She stated that the whole school has been working on an aspirational 4 points of progress for the past 15 months and the graph shows an impressive average of 4.5 points of progress for all groups indicating that the gap is closing.
- The current Years 2 and 4 are causing concern because of their historical data but detailed plans are in place to continue to work on

Received

- closing the gap.
- There has been one exclusion this term. Interventions were put in place to support the pupil but it was agreed that a fresh start at a new school was in the pupil's best interests; it has been successful.
 - At the end of the autumn term 2 teachers were considered outstanding, there are now 4; there is a higher percentage of good or better and none were deemed inadequate. 3 were considered as requires improvement. (see confidential)
 - 2 Deputy Heads have been appointed and have settled in well. They have contributed significantly to the positive data.
 - The RAG (red / amber / green) rating of the SDP (p45) shows that no areas are red and others remain at amber as the analysis of that action has yet to be completed. It was **RESOLVED that the new SDP would be drafted and distributed to all Governors at the start of the autumn term; any comments should be forwarded to Sue Farrington for the Curriculum Committee to consider at their meeting early in the term; it will then be presented to the FGB for ratification.**
 - The Head highlighted the change to the Ofsted framework for inspection in September which will place less emphasis on historical data and more on evidence of current progress which will be to the school's advantage. However, she cautioned that the school is still vulnerable and it will be vital to ensure that the quality of teaching and books continues to be high and that an upward trend can be seen. The school was considered good at the last Ofsted in 2011 and overall is graded as a 2 (good) in each area now.
 - The boiler in the Mary Secole building needs replacing at a cost of £9K however, Robert Ashdown has identified the funds available within the budget. Governors **RESOLVED to ratify this expenditure.** In response to queries regarding any contribution from the LA, the Head confirmed that LA funding is linked to the Energy Saving Programme which is a long process and would require the school to agree and fund now actions that are not currently achievable however, when the school is able to sign up to this initiative the boiler replacement costs will be refunded.
 - Works will be carried out over the summer break to the exit security button, staff car park gate and the ICT Suite refurbishment which came in at £7K under budget due to more competitive quotes received
 - Parents have been informed who their child's teacher will be and most will have the opportunity to meet them on 15/7/15; the information has also been reported in the newsletter.

GAC /
Curric
Ctee /
FGB

The Chair thanked the Head for her exemplary report. He echoed the Head's comments that the data contained in her report shows how exceptionally well the school has done in terms of pupil progress and congratulated the school in achieving the best KS2 results ever which is remarkable given the changes in staff. The L5 results achieved surpassed the 2014 national average (the 2015 figure is not yet available), the phonics screening score is higher and the EYFS scores have been maintained. He reminded Governors that the lower KS1 results were expected given that only 48% of this cohort achieved the Good Level of Development (GLD) expected at the end of EYFS but they have made progress and the needs of this cohort will be included in the SDP for the new academic year. He concluded that the positivity of the data cannot be understated; it is consistently good across all groups and staff should be

congratulated.

Governors thanked the Head for her very thorough report.

6. Key Changes and Impact of the New Curriculum

It was **RESOLVED** to defer this item to the autumn term agenda and include the new assessment procedures.

Clerk

7. ICT Proposals

Ross Orton confirmed that the refurbishment would take place over the summer break; it was **RESOLVED** to delegate this item to the Resources Committee.

Res.
Ctee

8. Recommendations of the Reconstitution Working Party

This item was discussed under Confidential Items.

Received

8 Governing Body

8.1 Role of the Chair / Vice Chair in November

It was **RESOLVED** that the current arrangements would remain in place for the duration of the Head's maternity leave.

Clerk

8.2 Membership and attendance

It was **RESOLVED** to defer this item to the autumn term

Clerk

8.3 Appointment of Co-opted Governors

This item was taken at the start of the meeting.

8.4 Governor Training and Development

It was **RESOLVED** to defer this item to the autumn term

Clerk

8.5 Governor Reports

It was **RESOLVED** to defer this item to the autumn term

Clerk

8.6 Confirm Link Governor Appointments

It was **RESOLVED** to defer this item to the autumn term

Clerk

8.7 Alternative means of participation at a full Governing Body

It was **RESOLVED** to ratify this policy as presented.

9 Delegated Functions

9.1 Committee membership

It was **RESOLVED** to defer this item to the autumn term

Clerk

9.2 Committee Minutes to receive

Curriculum / GAG Committee

Minutes of the meeting of 24/6/15 had been emailed in advance. Sue Farrington advised that the committee had discussed the data contained in the Head's Report; there were no questions.

Received

Resources / CFC Committee

Minutes of the meeting of 22/4/15 had been distributed in advance.

Zahid Malik reported that

- The Scheme of Delegation as distributed in advance would need to be redrafted to include the amendments noted by Peter Bibby. It was **RESOLVED to delegate this to the next meeting of the Resources Committee.**
- Governors Expenses Policy. It was **RESOLVED that all reasonable expenses would be paid.**

Res.
Ctee

10 Department for Education (DfE) & Local Authority (LA) Items

There were no items to report.

11 Issues raised by the letter from parents

This item was discussed under Confidential Items.

12 Dates and Times of Future Meetings

16/9/15 – Curriculum Committee (self Clerked)

21/9/15 – Autumn FGB

18/11/15 – Resources Committee

14/12/15 – FGB?

10/2/16 – Resources Committee

9/3/16 – Spring FGB

18/5/16 - Resources Committee

13/7/16 – Summer FGB

13 Urgent Business

There were no items of Urgent Business. The meeting concluded at 9:15pm.

APPENDIX A

DOG KENNEL HILL SCHOOL GOVERNING BODY (Ratified 13/7/15)

Curriculum and Achievement / GAG	Resources / CFC
Sarita Batchelor	Trevor Cunningham
Lorram Black	Martin Finn
Trevor Cunningham	Yvonne Golds
Sue Farrington (Chair)	Darren Lalchan
Yvonne Golds	Zahid Malik (Chair)
Mary Henley	Zoe O'Connor
Ross Orton	Lizzie Peters (?)
Patrick Pierre-Powell	
Isabelle Sporidis	

Head's Performance Mgmt

Sue Farrington **(Chair)**

Isabelle Sporidis

Review: GB Chair

Children's Centre AdvBd

Patrick Pierre-Powell

Pay Committee

Yvonne Golds

Mary Henley

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: xxxxxxxxx

Deputy Safeguarding : Peter Bibby

Literacy : Isabelle Sporadis