

Minutes of the meeting of the Governing Body of **Dog Kennel Hill Primary School** held on Monday December 14th 2015 at 6:30pm at the school.

Present

Mr Lorem Black (Head of School)
 Ms Mary Henley
 Ms Sue Farrington (**Vice Chair**)
 Ms Yvonne Golds
 Mr Darren Lalchan
 Mr Trevor Cunningham
 Mr Terry Segarty

Ms Zoe O'Connor
 Mr Martin Finn (**Chair**)
 Dr Zahid Malik
 Miss Isabelle Sporadis
 Mrs Lizzie Peters
 Mr Ross Orton (**Deputy Head**);

Apologies

Ms Sarita Bachelor

Other (Maternity Leave)

Ms Galiema Amien-Cloete (**Executive Head**)

		Action
1.	<p><u>Apologies for Absence</u></p> <p>Apologies had been received in advance from Sarita Batchelor. Yvonne Golds will be late. RESOLVED to consent to their apologies. MF – confirmed reasonable to ask for reason for absence in future.</p>	ALL
2.	<p><u>Minutes</u></p> <p>Zoe O'Connor & Mary Henley to take minutes of meeting.</p>	ZOC/MH
3.	<p><u>Declarations of Interest</u></p> <p>The Chair reminded Governors of the requirement to declare any interests for items on the agenda; LP – regarding Solar Panel agenda item. ZM – in discussions with school regarding free software trial at school.</p>	
4.	<p><u>Welcome and Introductions:</u></p> <p>The Chair began the meeting with a welcome to all. Confirmed that as minutes from curriculum and resources meeting had yet to circulate, he would circulate for approval by end of week beginning 4 January.</p>	MF
5.	<p><u>Minutes from 21 September</u></p> <p>Circulated reports from Governors visits. LB to circulate IS's_report as missing. YG stated her visit on assessment was excellent.</p> <p>ZOC confirmed she would continue in her role as</p>	

	<p>Governor whilst on Maternity Leave.</p> <p>Other administrative matters – MF confirmed that all emails from Governors should go via the Chair in the first instance, rather than straight to management team, unless otherwise agreed.</p> <p>Minutes approved.</p>	
6.	<p><u>Timetable for meeting</u></p> <ul style="list-style-type: none"> - Solar Panel discussions following Head teacher's report. - Governing body and ZM's role (MF/ZM) - LP to discuss music/use of library and differentiation in Matters Arising. - Policy Updates – all updated. (TS) 	
7.	<p><u>Head Teachers Report</u></p> <p>LB – updated all present on staff structure.</p> <p>Leavers Confirmed that one year 2 teacher is leaving. Currently recruiting for FT (fixed term) replacement as part way through the year. Have a newly trained teacher replacing Year 3 teacher, Kate Walker.</p> <p>Daniel Monte – Music teacher leaving end of Autumn term. Replaced by Margaret O, plus two of her team on a 3 day a week basis. She comes highly recommended.</p> <p>Fatima Duerden – Retiring. May be doing some voluntary work but Barbara Swalik will be replacing (she covered for Fatima previously) on a Fixed Term basis. Recruitment will start in April for permanent role. Spanish Club will restart in Spring 2 term.</p> <p>LP - remind to encourage others to sign her book.</p> <p>LP – asked about the school's music strategy moving forward. It was confirmed that all will continue as before albeit over 3 days and delivered by 3 teachers.</p> <p>It was agreed by all that the long-term strategy would be tabled at the next curriculum meeting once Margaret had time to evaluate and make recommendations.</p> <p>ZM – praised Leadership team on management of change, even with the communication issue that arose.</p> <p>TS – Asked about a resourcing plan for next financial year. Confirmed numbers of vacancies as 5 (including Maternity Leave) SMT covering many of the posts and are very stretched. Not an ideal situation but understood. Also mentioned induction and mentoring support for new staff.</p> <p>SF – raised view on alternative recruitment strategy.</p> <p>LB – TES advertising and also word of mouth,</p> <p>MF – mentioned staff referral scheme.</p> <p>ACTION – to be discussed at Resourcing Meeting on 10 February 2016.</p>	

	<p>ZOC raised possibility of helping support this initiative given background in HR, if felt appropriate.</p> <p><u>Support Staff Restructure</u></p> <p>Appointed Tracey Stewart (teaching assistant) as new Office Administrator Owen Wales appointed as Brass Music Teacher Two Higher Level Teaching Assistant post appointed. Other vacant posts currently in process of recruiting suitable staff.</p>	
7.2	<p><u>Base Line Data</u></p> <p>School had a review meeting with Madeleine Danaher from LA and Head of Standards (Nina Dohel). DKH seen as good practice example and both were very impressed with how STAR system was being implemented.</p> <p>SF – was the team finding the moderation useful? LB /RO confirmed that it was very useful and saw benefit in exercise.</p> <p>MH – how happy was the SLT with the second lot of base line data.</p> <p>RO – confirmed yes and LB stated that RO has been asked to present at a Southwark event. Good PR and champion example.</p> <p><u>Action - Autumn 2 terms baseline data to be sent to MF to circulate to governors.</u></p> <p>TS – Interested in how vulnerable groups are represented – <u>ACTION - agreed this would be discussed in detail at next curriculum meeting.</u></p>	MF
7.3	<p><u>Quality of Teaching</u></p> <p>LB confirmed that 80% of teaching was good or better following latest review, with 20% improving.</p>	
7.4	<p><u>School Development Plan</u></p> <p>Reviewed and all areas on track with two areas advanced (set out in green).</p> <p>LP – asked whether parent friendly version was on website.</p> <p><u>ACTION - RO to review and place on website.</u></p> <p>TS – again noted that SLT are covering many of the gaps to ensure children do not miss out on teaching – Chair noted.</p>	RO

7.5	<p><u>Communication with Parents</u></p> <p>LB – parent evenings well attended. Will be moving class assemblies forward to start at 9.15 to save wasted time at beginning of day.</p> <p>LP – raised concern over another opportunity for parents to meet with SLT, referred to coffee morning type event previously discussed.</p> <p>GB as a whole conversed regarding communication and contact with staff. Agreed that there were already many communication channels and opportunities for parents to meet at beginning and end of day and individually. TC – noted he had rarely seen coffee style event successful. Caution about these events turning into ‘moaning’ sessions as opposed to constructive dialogue opportunities.</p> <p>SF – noted however that it was important for GB to review its annual event after last year</p> <p><u>ACTIONS</u> – <u>GB to review parent/governor meeting in resources meeting 10th February</u> <u>- to ask parents about level of engagement in Spring Parental Survey.</u></p>	<p>ALL</p> <p>RO</p>
7.6	<p><u>General</u></p> <p><u>Premises update – Fire drills and maintenance update.</u> <u>ACTION</u> – <u>that more detailed update held at Resources meeting and only red flags raised at full GB meeting/</u></p> <p>LP - Library usage – how is it currently used at present? Confirmed that Library system is up and running, children have been trained in how to use the system to take out books that they can bring home and use the facility. Teachers use the area for class activity and reading time. Will depend on needs of class.</p> <p>LP – Differentiation – Raised a question on how this is managed across the schools as a whole school approach and whether there was a uniform way that is recognised as best practice.</p> <p>LB/RO – not one set approach recognised as best practice and teachers use a variety of methods. Important to note that language used needs to be clear and not construed and that everyone is valued across the levels of ability within class.</p> <p>TS – agreed and noted that need to look at the desired learning outcomes for each example.</p> <p>School attendance at 90% - doing better and on national threshold.</p>	

7.7		
4	<p>Solar panels RO reported that installation of solar panels has been investigated. Southwark have not been positive about making changes to the building. At a meeting next week, Southwark will discuss whether DKH can have permission to enter a leasing agreement for the panels. Concerns were expressed about the complexity of the project and the amount of staff time it might take up. ACTION: MF proposed, and it was agreed, that the decision should be in the hands of the SLT, including GAC. The GB will support the decision they make.</p>	SLT
4	<p>Values LB reported that we now have a set of values for the school with the acronym CARER, and the next stage is to make them into a child-friendly format. The children will work on this. MF asked how this is being done. The lead is NM. There will be activities such as poster competitions, assembly themes, awards etc. Values will be built into the language used in the school. The governors were impressed and gave their full endorsement. ACTION: RO to invite the school council to attend the FGB meeting on 9th March. He will consider practicalities such as timing and agenda planning.</p>	RO
5.1	<p>Committee membership Membership lists were reviewed and it was established that everyone knows what committees they are on. TS will be on the Curriculum committee and not Resources. Governors will be needed for work on pay reviews. It was resolved to draw on governors for this activity as needed.</p>	
5.2	<p>Committee meeting reports – Curriculum and Resources It was resolved that if no comments have been received by email by a 5th January deadline, it will be assumed that the committee meeting minutes have been approved. Note from Clerk – committee minutes are agreed and signed at the next meeting of the committee.</p>	All
5.3	<p>Committee terms of reference These were agreed by the Governing Body.</p>	
6	<p>Governing body</p>	
6.1	<p>Governors reports and updates MF stated that we have made good progress on the new system, in making four visits this term. ZM – Maths. Reported that he was impressed and the coordinator seemed to be doing a lot and was on top of his maths coordinator role. TS – Inclusion. The visit went well, but TS expressed concern at the amount of work the senior leaders are doing. One person is covering both Early years and</p>	YG, SF, MF

	<p>Inclusion and this is too much. It was accepted that at present there isn't a solution because of maternity leave and capacity issues.</p> <p>TC – Children's centre. The Centre and in particular the manager is doing a tremendous job, but has been neglected by the school. There is a reorganisation underway that may result in job losses and that is moving centre management to Dulwich Wood School. Concern was expressed that the changes may result in poorer provision for pre-school children.</p> <p>TC volunteered to think about how to ensure the services we need are provided in the new set up. He will sit on the advisory board for the redundancies and new structure. He will talk to Charlotte regularly and meet with the consultant for the Centre to see how best to move things forward. He will ensure we get the best out of the situation.</p> <p>It was noted that the GB is responsible for the Centre, budget and staff until April.</p> <p>IS – Literacy. MF had been sent the report but had not circulated it. The visit had been very positive. MF to circulate report immediately after meeting.</p> <p>Visit dates for next term It was agreed that the following visits will be scheduled for the Spring term: YG – assessment SF – Safeguarding. SF also confirmed that she sees and signs the single central register. MF – IT and digital curriculum</p>	
6.2	<p>Governor vacancies MF reported that Southwark have put forward a candidate for the co-opted governor vacancy. They are local, of Syrian origin and have done work with the UN. Meetings will be arranged with LB, GAC and MF. If they are impressed, the GB would interview and decide whether to take them on.</p> <p>ZM proposed that he steps down as a parent governor and would then put himself forward for election to the co-opted governor vacancy, with the intention of staying until the end of his term in 2017.</p> <p>MF expressed concerns that we have too many parents and ex-parents. Our agreed structure is five parents, five staff and five community, and at present we have too much parent voice.</p> <p>MF and SF will be stepping down as Chair and Vice Chair over the next few months.</p> <p>YG expressed concerns that if ZM steps down too this would be three experienced governors leaving in quick succession.</p> <p>TS – we should focus on Ofsted. After that we can give time to embed new governors and consider the proposals.</p>	MF, SF, MH

	<p>TC – it is hard to find good governors. The candidate we've been offered sounds good, so we need to find out more and maybe take him.</p> <p>SF/MF – proposed we pick up the skills audit again and bring it to the next FGB. They asked ZM to stay on until March, when we would be in a better position to make a decision.</p> <p>SF proposed that we take time to do the skills audit and come back to the next FGB. Seconded by TC. Supported by MF and MH. Resolved</p> <p>ACTION: MF / SF / MH to meet before the next FGB meeting to do the skills audit work. The outcome of this will be a job description, on the basis of which CVs can be requested – either to co-opt or as part of a parent election process.</p>	
6.3	<p>Code of conduct</p> <p>Signed by all governors present, excluding ZOC who had apologised and left the meeting early.</p> <p>ACTION: ZOC, SB need to sign.</p>	ZOC, SB
7	Policies	
7.1	<p>Pay policy</p> <p>It was questioned whether the London Living Wage is in the pay policy. Other schools do not have this, but it is a Southwark policy. It was not clear how this would work in practice.</p>	
7.2	<p>Scheme of delegation</p> <p>ACTION: to be circulated one last time by ZM.</p>	ZM
8	<p>AOB</p> <p>None.</p>	