

Minutes of the meeting of the Governing Body of **Dog Kennel Hill Primary School** held on Monday 16th March 2015 at 6:30pm at the school.

Present

Ms Galiema Amien-Cloete (Executive Head)	Ms Sarita Bachelor (Items 1-8)
Mr Peter Bibby	Mr Wayne Cooper (Head of School)
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	Miss Isabelle Sporadis

Also Present

Mr Robert Ashdown (Bursar) Item 1-6

Clerk:

Mrs Nicole Galea

The Chair began the meeting with a welcome to the members of staff who have recently joined the Governing Body.

1. Apologies for Absence

Apologies had been received in advance from Patrick Pierre-Powell. Governors **RESOLVED to consent to his apologies** and also **RESOLVED that in the future Governors should state the reason for their absence.**

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. Ratification of alternative means of participation at a full Governing Body meetings

The Chair reminded Governors that this issue had arisen due to concern that important decisions could be prevented from being taken due to a lack of Governors present at a meeting. Governors discussed the possibility of alternative means of participation at full Governing Body meetings only and **RESOLVED**

- **to allow in principle alternative means of participation at full Governing Body meetings in exceptional circumstances only**
- **that Peter Bibby would draft a proposal which would be reviewed by the Resources / CFC Committee.**

PB / Res.
Ctee

4. **Ratification of Draft Instrument of Government**

Received

- **Confirm selection arrangements for Staff Governor and Co-opted Governors representing staff**
- **Appointment of Co-opted Governors**
Darren Lalchan
Zoe O'Connor
Sarita Batchelor

The Clerk had distributed a draft Instrument of Government in advance.

Following discussion it was **RESOLVED**

- **to ratify the Instrument as presented, to be effective from 16/3/15**
- **all terms of office to be for 4 years**
- **to confirm an agreement made at the Extra Ordinary Governing Body meeting of 25/2/15 but not recorded in the minutes that Darren Lalchan would be noted as the Staff Governor**
- **to ratify the appointments of Sue Farrington, Martin Finn and Patrick Pierre Powell as Co-opted Governors and Sarita Bachelor and Zoe O'Connor as Co-opted Governors representing staff**
- **that one Co-opted vacancy would be retained for the Deputy Head / Head of School upon appointment and one vacancy for a member of the community based on the recommendations of the Reconstitution Working Party following the skills audit.**
- **copy of the Instrument to be attached to these minutes**

Clerk

The Clerk confirmed that the Instrument would be populated as follows :-

- **5 parent Governors** (Yvonne Golds, Mary Henley, Zahid Malik, Isabelle Sporadis, Vacancy)
- **1 Authority Governor** (Peter Bibby)
- **1 Staff Governor** (Darren Lalchan)
- **1 Head Teacher** (Galiema Amien)
- **7 Co-opted Governors** (of which 2 will be reserved for staff representatives:- Sarita Bachelor, Sue Farrington, Martin Finn, Patrick Pierre Powell, Zoe O'Connor, Vacancy for Deputy/ Head of School, Vacancy – community)

TOTAL 15

The Clerk reminded Governors that those Governors appointed to a new category would begin a new term of office. She undertook to contact Patrick Pierre Powell to confirm his agreement to this.

Clerk

5. **Minutes of the meeting of 26/11/14 and 25/2/15**

5.1 **Approval**

Received

Copies of both sets of minutes had been distributed in advance.

Minutes of 25/2/15

Staff Representation on the Governing Body

It was noted that there was an omission from the minutes, which should have stated that it was **RESOLVED that as the member of staff who received the highest number of votes in the Staff Governor election Darren Lalchan was duly elected as Staff Governor; Sarita Batchelor and Zoe O'Connor would be nominated as Co-opted Governors at the full Governing Body meeting on 16/3/15.**

With the inclusion of this resolution it was **RESOLVED that the minutes represented an accurate reflection of both meetings; the Chair signed the minutes.**

5.2 **Matters Arising: Minutes of 26/11/14**

Item 5: Mini bus

The Executive Head confirmed that the school does not hold any paperwork relating to the ownership and legal keeper status of the vehicle. She stated that the documentation had been returned to the responsible individual at some point in the past; he has now been requested to bring it into school. The individual has been absent but has undertaken to remove the vehicle during the Easter break. Governors supported the proposal to financially assist with the removal of the vehicle up to the value of £500.

6. **Budget 2014 / 15 and 2015/16**

Explanation of 2014/15 budget out turn

The Chair reported that the budget and its swing from black to red had been discussed in depth at the Resources Committee meeting this term. He reinforced that the school has faced an exceptional year and given the context of it having been vulnerable to being placed in an Ofsted category, the Governing Body had agreed to spend the necessary amount to get the school where it needed to be. He stated that it was important for Governors to understand why the swing had occurred as this had implications for future planning.

Projection for 2015/16 – confirmation of:-

- 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)

Robert Ashdown referred Governors to his financial report and budget spread sheet both of which had been distributed in advance. He explained that the budget is fluid and changes frequently and some figures (such as Nursery, Pupil Premium, FSM and SEN funding as well as other factors that affect the budget such as the take up of free lunches or how much income the school will

Received

raise) are still not known exactly but a reasonable estimation can be made. In terms of expenditure the largest area is staffing but as the budget runs until March 2016 there can be no surety in who will be in post until then as well as maternity leave, sickness, supply needs and the changes to National Insurance contributions. He stated that schools always face this uncertainty but at DKH the situation is particularly uncertain because of the context of the school and the emergency and one off spending associated with this.

Mr Ashdown reported that he has just produced the 3rd draft of the budget for 2015/16 containing an underlying structural surplus of £123K which can be used for the next stage of school improvement. Following discussion it was **RESOLVED to delegate the ratification of the draft budget 2015/16 and potential areas of spending to the Resources Committee (22/4/15). All Governors were invited to attend the Resources Committee meeting for that item; draft budget to be distributed in advance.**

Res Ctee

In response to questions regarding the proposed support staff restructure, Mr Ashdown confirmed that the figures presented reflected his discussions with the Executive Head regarding the proposals. The Executive Head confirmed that costings for the proposals had been included in her report; the process of consulting staff, unions and the LA can begin straight away or can be delayed until after Ofsted

Governors discussed the draft budget plan; the following areas were highlighted:-

- The Executive Head confirmed that the proposals aimed for all appointments toward the lower end of pay scale
- Staff sickness absence. The Executive Head confirmed that there has been an increase in the rate of absence due largely to stress and sickness. However, Mr Ashdown advised that he had today discovered that the January and February cost of £51K noted in his report actually includes the total VAT cost of the year of £21K. He confirmed that the sickness absence cost is higher than had originally been budgeted for and than has been the case in schools in similar circumstances. The Executive Head confirmed that previously some HR procedures relating to absence, return to work interviews etc were inconsistently applied but are now more rigorous. The Heads confirmed that there are sometime genuine reasons for absence but there is a lot of sporadic absence that is a serious concern and that they are currently working with a small number of staff on their attendance. Southwark HR will be attending the April INSET for input on expectations for staff i.e. that staff absence will match the 95% expected of pupils; they will also reiterate how absence will be managed by the school. The Executive Head stated that Wayne Cooper and Ross Orton have provided much internal cover but where it is not possible to provide internal cover, supply costs are incurred due to the implications for the loss of learning. It was **RESOLVED that in future, the Head would include data on staff absence in her termly report to Governors for monitoring purposes.**
- Mr Ashdown confirmed that no funds have been put aside for additional building improvements.

GAC

Governors thanked Mr Ashdown for his report, he then left the meeting.

7. Head's Report

Received

The Head's report had been distributed in advance and was taken as read; Governors asked a number of questions and the Head provided updates where appropriate.

Recruitment

The Head advised that the school is currently advertising for 2 Deputy Heads – one with responsibility for Inclusion, the other for ICT/data; both have a teaching and learning responsibility. There have been some visits and others are planned. It was **RESOLVED that Mary Henley and Zahid Malik would form part of the recruitment panel for the Deputy Heads.**

MH / ZM

Closing date 19/3/15
Shortlisting 19/3/15
Interviews 26/3/15
Inform Parents 27/3/15

Internal recruitment has been conducted for Phase Leaders; the Year 5/6 Phase Leader post was successfully filled and there will be an external advert for a teacher with Y 3/4 Phase Leader capacity. Following on from this the Head of School position will be advertised.

Advertisement 13/4/15
Closing date 1/5/15
Shortlisting 1/5/15
Interviews 8/5/15

It was **RESOLVED that Martin Finn and Sue Farrington would form part of the recruitment panel for the Head of School.**

MF / SF

Following a query regarding whether the Deputy Head posts could be offered on a part time basis. Governors discussed the need for consistency across all leadership posts; they discussed the impact of a part time post especially in the light that the Executive Head intends to reduce her time spent at DKH. It was **RESOLVED that the absolute preference would be for full time post holders but that in very exceptional circumstances a part time appointment would be considered;** they also considered that there may be an opportunity for a reduction of hours in the future.

Future arrangements for soft federation with Rotherhithe Primary School

The Executive Head reported that the proposal to extend the soft federation for 2 years would be put to the Rotherhithe Governing Body at their meeting on 23/3/15.

Data

Governors thanked the Head for her thorough report. The Head advised that the data had been thoroughly examined by the GAG / Curriculum Committee (minutes distributed). In response to questions regarding the amount of 'red' highlighted data for Year 4 it was noted that this had been discussed at the committee meeting along with discussion on Year 2; both of these groups are a priority. Wayne Cooper stated that he will be working with Nina Birch (Literacy Consultant) and Marian Cranmer (maths lead) focusing on these groups.

The Executive Head advised that Year 4 is a year group of concern; almost 30% of the cohort have an SEN need. Unfortunately one class had a supply teacher who only gave the school two weeks notice and he had not completed the final assessment as expected and so it is considered to be unreliable. A Learning Mentor is now supporting in class so that core learning is not lost and that the data will improve. She added that she plans to reassess the cohort and closely monitor all interventions; it will then be divided into 3 streams for Year 6 enabling more flexibility to teach to the needs.

The Executive Head added that she hope to see improvements in the data by the next GAG meeting and her report will continue to focus on Y2 and Y4.

Draft staffing structure

Governors discussed this item at length; it is recorded under Confidential items. It was **RESOLVED**

- **To ratify the proposed new structure for support staff only**
- **To ratify the appointment of Dame Sylvia Morris to act on behalf of the Governors and Heads to carry out the staff / union consultation process (yet to be costed)**
- **To agree the membership of Governor panels if required by email or at committee meetings as per the standing agreement that panels will be organised by the Clerk (see committee list at end)**
- **To review the entire staffing structure of the school annually in light of the needs of the school**
- **To recruit a full time Premises Officer if a suitable part time applicant cannot be appointed**
- **To take into account the concerns raised regarding music provision and to supplement the structure with additional ad hoc music provision where possible**

Pupil Voice Analysis and Action Plan

The Pupil Voice analysis and Action Plan for improving behaviour and safety had been distributed in advance. The Head confirmed that the letter to parents includes the actions planned. It was noted that the lowest scoring questions related to those questions regarding Governors and bullying.

Catering Contract Update

The Head advised that this item had been discussed at the Resources Committee. She stated that she has met with the providers at three weekly intervals since May 2014 and has been required to micro manage the service. To move the situation forward the following actions have been taken:-

- School Council has now conducted food tasting sessions – the results of which have been posted on the notice board
- a survey (slightly tweaked version of the company's own) has been sent to each family to be answered in collaboration with pupils. .
- Following this there will be a full audit of the service.
- A weekly monitor of the quality and quantity of the provision
- School provides weekly feedback to the provider..

The Head questioned the viability of the amount of time she finds that she needs to spend on this issue. She stated that the original contract is out of date. It was last reviewed in 2007 and now continues on a rolling one year agreement with a 3 month notice period, which has been confirmed by the

company's Director. However, to replace the contract requires the school to follow the full European Tendering process which is in depth and time consuming. The Head suggested that if notice was to be issued by the end of May and a temporary arrangement is entered into with the providers used at Rotherhithe, this would enable DKH to thoroughly review its needs before then properly going out to tender. During this period companies would be invited to visit the school, meet with Governors and this would be the opportunity to secure new equipment as part of the contract. She advised that under the current obligations, the staff would be subject to TUPE arrangements but suggested that with the proper support training and systems in place with the interim company they would be satisfactory. Concern was raised at the potential negative impact on the level of service provided during the three month notice period. The Head stated that the company would still have to meet their contractual obligations. Governors **RESOLVED to support this proposal.**

Governors thanked the Head for her very thorough report.

8 **Governing Body**

The Chair advised that the Reconstitution Working Party had met and he undertook to forward the minutes. He stated that the committee had reviewed the workings of the committees and would bring their recommendations to the summer term full Governing Body for ratification.

**Clerk for
FGB
agenda**

8.1 **Membership, attendance and vacancies**

The Clerk reminded Governors that following the ratification of the new Instrument of Government in Item 4 there are vacancies for 2 Co-opted Governors; one is reserved for the Head of School. The Chair advised that the recommendation of the Working Party is that members of the Governing Body already bring many skills but that it could benefit from the experience of a Governor from another school. Governors **RESOLVED to support this recommendation.** It was agreed that the Clerk would check the LA Governor applications for suitable candidates and if not approach Jim Eshelby, Madeleine Danehar or Dame Sylvia for assistance.

Clerk

8.2 **Attendance**

It was noted that there were no issues with meeting attendance.

8.3 **Governor Training and Development**

The Chair encouraged new Governors to attend training. It was agreed that suggestions for the next school based training session should be emailed to the Chair.

All Govs

8.4 **Governor Reports**

Link Governor reports from Sue Farrington and Martin Finn had been distributed in advance. The Chair stated that they had agreed areas of the SDP to focus the visit on in advance with the Executive Head and had also agreed a reporting format. Governors agreed that the focus and report format would be helpful to use when visiting. Governors discussed the value of the role of Link Governors and **RESOLVED**

Received

- **that the Chair would circulate a list of Link Governor roles associated with the SDP**
- **non school based Governors would nominate themselves for preferred roles**

MF

**Non sch
Govs**

- the school will organise a plan for visiting two areas per visit each half term GAC / WC
- Governors would plan to visit each half term
- Sue Farrington would include a section on the role of Link Governors in her document on the structure of the Governing Body SF

8.5 Governors' half termly update to parents

Governors discussed the proposal to increase Governors' communication with parents via a half termly update, preferably within the first half of term. Zahid Malik stated that he had volunteered to draft the first update and undertook to forward it to the Chair.

ZM

9 Delegated Functions

9.1 Review committee membership and Link Governor roles

It was **RESOLVED** to make the following appointments to the committees

- Sarita Batchelor to join the Curriculum / GAG Committee
- Darren Lalchan to join the Resources / CFC Committee
- Zoe O'Connor to join the Resources / CFC Committee

It was **RESOLVED** to confirm the Link Governor arrangements at the summer term Governing Body meeting.

Clerk for agenda

9.2 Committee Minutes to receive

Children's Centre Advisory Board

The Clerk advised that the Advisory Board had met on 4/2/15 (minutes to follow). The Executive Head stated that the Board had recommended making an 'Expression of Interest' to be considered as the hub Children's Centre for the Camberwell and Dulwich Wood locality under the LAs proposal to restructure provision across the borough. However, this had subsequently been withdrawn as the school did not consider that it could provide the necessary support given the lack of facilities as a satellite CC and due to the context of recruiting for a Head of School. Governors **RESOLVED** to ratify the decision to withdraw the expression of interest.

Curriculum / GAG Committee

Minutes of the meeting of 3/3/15 had been emailed in advance. Sue Farrington stated that much of the committee's discussion had been picked up at this meeting under the Head's Report.

Received

Resources / CFC Committee

Minutes of the meeting of 23/2/15 had been distributed in advance.

Received

Peter Bibby raised a number of concerns regarding the Scheme of Delegation and the Draft 5 Year Maintenance Plan. It was **RESOLVED** that

- that the Resources Committee would review the latest version of the Scheme of Delegation and present their recommendations to the summer term full Governing Body meeting Res Ctee / FGB
- Mr Bibby would forward his comments on the maintenance plan to Wayne Cooper for consideration at the next Resources Committee meeting PB / WC

Zahid Malik reported that he had received no comments regarding the draft Pay Policy and so it was **RESOLVED to ratify the Pay Policy as presented to the Resources Committee**

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

10.1 Policy for Pupils with Medical Needs

The Head advised that comments on the policy had been taken into account and a revised policy had been distributed in advance of the meeting. It was **RESOLVED to ratify the policy as presented.**

11 Dates and Times of Future Meetings

22/4/15 Resources / CFC

10/6/15 Curriculum / GAG

13/7/15 FGB

Peter Bibby gave apologies for his absence for this meeting.

12 Urgent Business

The Chair noted that this was Wayne Cooper's last full Governing Body meeting before his departure to take up the post of Head Teacher in Cambridge. Governors thanked him for his dedication and support of the school and wished him well for the future.

APPENDIX A

DOG KENNEL HILL SCHOOL GOVERNING BODY (Ratified 16/3/15)

Curriculum and Achievement / GAG

Mary Henley

Sue Farrington **(Chair)**

Wayne Cooper

Patrick Pierre-Powell

Isabelle Sporidis

Yvonne Golds

Zahid Malik

Sarita Batchelor

Ross Orton

Resources / CFC

Yvonne Golds

Zahid Malik **(Chair)**

Martin Finn

Isabelle Sporidis

Darren Lalchan

Zoe O'Connor

Head's Performance Mgmt

Sue Farrington **(Chair)**

Isabelle Sporidis

Review: GB Chair

Children's Centre AdvBd

Patrick Pierre-Powell

SEN Working Party

Peter Bibby **(Chair & Clerk)**

Robyn Harrison

Yvonne Golds

Robyn Harrison

Pay Committee

Yvonne Golds

Zahid Malik

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