

Minutes of a meeting of the Governing Body of **Dog Kennel Hill Primary School**, held on Monday 22<sup>nd</sup> September 2014 at 6:30pm.

**Present:** Ms Galiema Amien (**Executive Head**) Mr Peter Bibby  
Mr Wayne Cooper (**Head of School**) Ms Claire Dubarbier  
Ms Sue Farrington (**Vice Chair**) Mr Martin Finn (**Chair**)  
Ms Yvonne Golds Dr Zahid Malik  
Mr Patrick Pierre-Powell Miss Isabelle Spordis  
Ms Jenny Turner

**Advisers:** Robert Ashdown (Bursar) (Items 1-5.3 only)

**Clerk:** Mrs Nicole Galea

**PART 1**

**ACTION**

Prior to the start of the meeting, the Executive Head and Head of School took Governors on a tour of the recent premises developments.

In response to concerns about the distribution of documents for full Governing Body meetings, it was agreed that in addition to the mailed documents, an email with all of the documents for consideration at the meeting would be sent to all Governors before the meeting; the Clerk would also bring an additional copy of all documents.

**Clerk**

Mr Cooper opened the meeting, the comments are recorded in the Confidential Items.

**1. Apologies for Absence:**

The Clerk reported that there were no apologies for absence; Governors noted that there had been a number of Governor resignations since the summer term full Governing Body meeting.

**Received**

**2. Arrangements for the election of Chair and Vice Chair**

**2.1: Chair**

The Clerk asked Governors for nominations for the position of Chair of Governors. Martin Finn stated that he would like to continue as Chair to see through the recruitment of the substantive Head Teacher. There were no further nominations and Governors unanimously supported Mr Finn's re-election. It was **RESOLVED therefore that Martin Finn would be the Chair of Governors of Dog Kennel Hill Primary School until the first meeting of the autumn term 2015.**

**Clerk**

## 2.2: Vice Chair

The Clerk asked Governors for nominations for the position of Vice Chair of Governors. Sue Farrington stated that her term of office as a Community Governor comes to an end in November 2014 but that she would like to continue both as a Governor and Vice Chair and provide continuity and support particularly through the work of the Curriculum Committee to see the school through Ofsted. There were no further nominations and Governors unanimously supported Mrs Farrington's re-appointment as a Community Governor and her re-election as Vice Chair. It was **RESOLVED to re-appoint Mrs Farrington as a Community Governor. It was also RESOLVED that Sue Farrington would be the Vice Chair of Governors of Dog Kennel Hill Primary School until the first meeting of the autumn term 2015.**

Clerk

## 3. Declaration of Interests

The Chair asked all Governors to declare any interests held for items on the agenda. He advised Governors that he had asked the Executive Head and some other teachers to present a seminar at his company but that no money had been exchanged. Governors noted the declaration; no other declarations were made.

## 4. Minutes and Matters Arising (of 16/6/14)

### 4.1 Approval

It was **RESOLVED to ratify the minutes as a true reflection of the meeting.** The Clerk undertook to resend the minutes.

Received

### 4.2 Matters Arising

There were no matters arising.

## 5. Head's Report

Received

### 5.1 SDP Ratification

The Chair thanked the Executive Head and Head of School for the clear thorough document that had been distributed in advance. Governors commended the Heads for clear measurable outcomes and goals.

Received

The Executive Head stated that following Governors' ratification of this document she would bring a RAG (red / amber / green) rated summary of objectives to each full Governing Body meeting plus a full review at the end of the academic year. She advised that the SDP is the basis for all target setting, appraisals (support staff appraisals have begun) and all spending across the school is linked to it.

Governors asked how the aspirational targets had been set. The Head of School advised that the Fischer Family Trust targets for the cohort and national targets data for that year group had been used. The Executive Head stated that the aim is for 4 points of progress but teachers also look to those pupils who can make 6 points of progress; the aspirational targets are linked to what is expected of each child.

In response to questions regarding how well Dog Kennel Hill compares to national, the Heads confirmed that DKH compares well with no targets set

lower than national. The Executive Head stated that the SDP is reviewed termly with herself, Mr Cooper and Ross Orton (Acting Deputy Head) and a RAG assessment of each objective forms part of the Head Teacher's termly report to Governors. She welcomed Governors to bring any comments or questions on the SDP to the Governing Body meetings.

The Vice Chair highlighted that much of this document forms the basis for the business of the Curriculum Committee.

Governors **RESOLVED to ratify the School Development Plan.**

## 5.2 Ofsted Update

Governors were then invited to examine the Head Teacher's Report. The following areas were discussed more fully.

Received

### Attendance

As an update the Executive Head advised that persistent absence (those pupil's with less than 85% attendance) had risen to 7.4% (from 4.6% in the summer term and 4% above the national average). This has been largely due to a number of term time holidays as well as for other reasons, however she advised that this figure will reduce over the term and year. It was noted that the Interventions Officer initially focussed on punctuality at the start of the academic year which has subsequently improved. She has now begun analysing attendance data and talking to parents about their child's attendance and is holding regular meetings with the EWO. The Head advised that it takes a while for parents to change their behaviour and accept responsibility for their child's attendance.

### Staff Training

The Executive Head highlighted the staff training received this term so far. She advised that the Director of the company that provided the less than satisfactory training in More Able Pupils has agreed to provide a follow up session himself, with the school only paying if they are satisfied. In the interim, the Executive Head will lead on a More Able session for staff next week followed by twilight sessions later in the term.

### Data

The Executive Head reported that the attainment data provided in the report will not be validated until the unvalidated Raiseonline data is published in December; final data will then be published in February. The LAs Super School profiles will be available at the end of this week (although this will be subject to change due to dis-applications) and will show an improving picture at DKH. She stated that even though KS2 results are slightly lower than national, they are broadly in line and so will show as neither sig + or – in the summary Raiseonline data, however, when the data is broken into groups, it will show some blue (sig -) because of the gaps in attainment.

The Executive Head highlighted that this year's lower than national phonics results of 71% is linked to this cohort's lower EYFS scores (only 51% reached a Good Level of Development [GLD]) last year at the end of Reception. However, only 64% of these pupils were expected to pass the phonics screening and so the actual result was better than predicted, indicating the progress being made. The Head of School reported that

improved parental involvement also helped to move these children on.

Governors discussed the value of sharing data with parents on a regular basis to show that attainment at the school is an improving picture. The Executive Head suggested that a general data update could be provided for parents but that it is also important to inform them of the less positive information on groups. The results can then be explained, highlighting the trends and where the focus is aimed. Governors supported this suggestion.

**GAC / WC**

#### Staffing Structure

The Executive Head advised that she is using the existing staffing structure but due to the significant number of changes at the end of last term many posts are covered in an acting capacity. The Head confirmed that all of the new staff are on one year fixed term contracts at present. Ross Orton has been appointed as the Acting Deputy Head and has received much positive feedback from parents. An Acting Safeguarding Leader (Sarita Batchelor) has been appointed to address worries that there were gaps in the safeguarding procedures in place at the school resulting in concerns not collated and children slipping through the net. A number of safeguarding issues were recently uncovered which leave pupils and the school vulnerable. Staff have now received additional training and have been advised to voice any concerns to the Safeguarding Lead to collate information and take action. In response to Governors questions, the Executive Head confirmed that one issue has been dealt with but one is ongoing; she is confident that robust systems and processes are now in place.

The Executive Head explained that acting up allows staff to gain valuable CPD and ensures that change can be effected quickly; however the current structure is not effective and needs to be reviewed. A restructure is time consuming to draft and requires staff and union consultation but would better meet the needs of the school and if completed by September 2015, would put the school in a good position moving forward. She further advised that the recruitment for the substantive Head Teacher post will begin in January 2015. Governors were also advised that there is a confidential staff issue which is being dealt with; the member of staff has left the school. Governors discussed the appraisal of support staff with long standing Governors stating that this had been the practice under a previous Head. Mr Cooper confirmed that some support staff had been appraised but not all; they will all now have appraisal and incremental salary progression will be on the basis of that process.

Governors **RESOLVED to support the proposal for a staffing restructure**, which the Executive Head suggested that she and the Head of School would begin to draft in the second half of the spring term.

**GAC / WC**

The Executive Head added that the school had required and obtained additional support to bring the single central register up to date and has also requested an HR audit. Ruth Klingels has retired and Bonnie South will take over the post.

Governors thanked the Head for her report.

### 5.3 **Budget Update**

Received

Robert Ashdown referred Governors to the excel spreadsheet and budget report that had been distributed in advance. He advised that there had been many changes since the original budget setting, most of which has been related to additional expenditure. He highlighted (shown in yellow on the spreadsheet) where costs have yet to be confirmed. However, he confirmed that he was relaxed about the school's financial position stating that if all the one off costs were removed, the school would still retain an underlying structural surplus which it would start to generate again next year.

In response to Governors' questions about the significance impact of any reduction in funding, Mr Ashdown confirmed that there is a tolerance within the budget of approximately £40k. In addition, he stated that most budget headings are comfortably rounded up and therefore provide hidden reserves. The Executive Head confirmed that all interventions, staffing, one off costs and projects have been included in this budget and the SDP is fully costed out. She added that a clearer picture of the projected surplus figure would be possible by January 2015 as this is the third quarter of the budget.

Replying to questions about whether the school should be spending more, Mr Ashdown stated that schools aim to maximise output within a given level of resources; resources need to be allocated to maximise results. The Executive Head welcomed Governors' questions on how funding is spent. She stated that she and the Head of School are very conscious of spending and where possible make use of volunteers or will wait until the new financial year but costs are kept down only where the children are not put at risk.

Governors expressed concern about the costs of Headteacher recruitment. The Chair confirmed that the advertising package which was purchased in the spring term included the opportunity to re-advertise within a year for free. Governors discussed the possibility of using additional funding for recruitment associated costs such as marketing and communications. Mr Ashdown confirmed that the budget could accommodate additional costs up to approximately £10k.

The Chair concluded by saying that this evening's tour of the building demonstrated that the money had been spent on great and sensible things and that the school now has a reliable and efficient IT system. Governors thanked Mr Ashdown for his comprehensive and clear report and for attending the meeting this evening; he then left.

## 6 **Delegation of Functions**

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

Received

Governors briefly discussed this item noting that with the current reduction in the number of Governors in post it was difficult to continue the existing committee structure.

It was **RESOLVED** that as an interim measure **CFC Committee and Resources Committee would combine with Zahid Malik taking the**

ZM

**Chair.** The combined committee will meet on 22/10/14 at 6:00pm; the meeting will be clerked by the Clerk of the Governing Body. Sue Farrington undertook to convene a meeting of the Curriculum Committee.

Clerk

SF

The Clerk raised a concern regarding the terms of reference of the Children's Centre Advisory Board as the existing terms state that a DKH Governor must be Chair of the Advisory Board. Currently Gillian Reeve is the Chair and wishes to continue in this role but she is no longer a Governor. The Clerk asked if Patrick Pierre-Powell wished to take on the Chair or any other Governors wished to join the Advisory Board and become Chair. Following discussion, it was **RESOLVED to remove that section of the terms of reference requiring the Advisory Board Chair to be a Governor but, mindful of the importance of ensuring close links between the bodies, this should be as an interim measure and subject to review.**

Clerk

Given the volume of other business on this agenda, it was **RESOLVED to defer the remainder of this item to an additional full Governing Body meeting on 26/11/14** at which the reconstitution of the Governing Body, the future committee structure and initial thoughts on the staffing restructure will be discussed.

All Govs

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

It was **RESOLVED to defer this item to an additional full Governing Body meeting on 26/11/14.**

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

It was **RESOLVED to defer this item to an additional full Governing Body meeting on 26/11/14.**

**6.4 Committee Minutes**

It was **RESOLVED to defer this item to an additional full Governing Body meeting on 26/11/14.**

**7 Governing Body**

**7.1 Reconstitution of the Governing Body**

The Clerk reported that since the last full Governing Body meeting a number of Governors had resigned or their terms of had come to an end. The vacancies are:- Authority (3), Community (2), Parent (1), Staff (2 +1).

Jonathan Morris (Authority)

Michael Situ (Authority)

Gillian Reeve (Community)

Alison Reupke (Parent)

Amanda Freshwater (Staff)

Marian Cranmer (Staff)

In addition, Claire Dubarbier advised that she intends to resign from the Governing Body at the end of the autumn term. Governors discussed the vacancies in light of the requirement to reconstitute the Governing Body by 1/9/15 as discussed at the summer term meeting. The Chair advised that the LA has offered the support of a National Leader in Education (NLE) to work with the Governing Body on issues of concern and to assist with the

reconstitution.

It was **RESOLVED**

- To hold a Parent Governor election with Peter Bibby as the Returning Officer
- To hold a Staff Governor election for a member of the support staff to join the Governing Body as an interim measure until reconstitution.
- To have a meeting with a NLE (proposed 8/10/14) without the Executive Head and Head of School to discuss the issues facing the Governing Body and draft proposals for the reconstitution.

**PB**  
**GAC / WC**

**Governor Induction, Training and Development**  
It was **RESOLVED** to defer this item.

**Register of Business Interests**  
The Clerk had distributed forms in advance which were collated and handed to the Head of School for retention.

**Governors' reports**  
It was **RESOLVED** to defer this item.

**Governor Development Service Bulletin**  
It was **RESOLVED** to defer this item.

**8 DfE and LA Items**

**8.1 Arrangements to Review Headteacher's Performance**  
It was **RESOLVED** to defer this item.

**Dates and times of future meetings:**

8/10/14	Meeting with NLE
22/10/14	CFC / Resources Committee
26/11/14	Extra FGB
16/3/15	Spring term FGB
13/7/15	Summer term FGB

**Signed.....**

**Date.....**

## APPENDIX A

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

#### **Children Families & Community**

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

#### **Curriculum and Achievement**

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

#### **Resources, Personnel & Finance**

Yvonne Golds  
Zahid Malik  
Jenny Turner

#### **Head's Performance Mgmt**

Sue Farrington **(Chair)**  
Jenny Turner  
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

#### **GAG**

Wayne Cooper  
Sue Farrington  
Yvonne Golds  
Zahid Malik  
Jenny Turner

#### **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: xxxxxxxxx  
Deputy Safeguarding : Peter Bibby

**Governors and their linked classes:** List maintained by Jenny Turner

**Data:** Jenny Turner