

Minutes of an Extra Ordinary meeting of the Governing Body of Dog Kennel Hill Primary School, held on Wednesday 26th November 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	Ms Mary Henley
Dr Zahid Malik	Mr Patrick Pierre-Powell
Miss Isabelle Sporidis	Ms Jenny Turner

Clerk: Mrs Nicole Galea

PART 1

ACTION

The Chair opened the meeting welcoming Mary Henley as the new Parent Governor and Laura McGinlay who is observing the meeting as the National Leader in Governance currently supporting the Governing Body.

1. Apologies for Absence:

The Clerk reported that there were no apologies for absence and that all Governors are present.

Received

2. Declarations of Interest

The Chair asked Governors to declare any interests they had for items listed on the agenda; no declarations were made.

Received

3. Proposal from Peter Bibby

3.1 Recognising that Governors are likely to have to have to start their days early, the Governors resolve that:

Received

- Governing body meetings should not continue after 8:30 pm.
- The time at which any meeting ended should be recorded in the minutes

Governors discussed the proposal briefly and **RESOLVED to defer it to item 8.1**

3.2 Noting that Governing body minutes have been circulated for the first time, three months after the meeting to which they refer, the Governors resolve that:

Minutes of the meetings of the Governing Body and the sub-committees should be circulated to those present at the meeting within seven days and published within fourteen days having been amended or redacted to accommodate comments by those present. It is to be expected that this procedure will remove the need for amending minutes during a meeting and thereby save meeting time.

Governors considered this proposal and **RESOLVED that the Clerk would circulate a list of actions after each meeting to be followed by draft minutes to Chair / Heads within 14 days where possible. The approved versions are then to be circulated electronically for all meetings to all Governors.**

Clerk

Governors also discussed parents' ability to attend committee meetings and or have access to committee minutes. The Clerk advised that if this was to be the case, it would be important to ensure that committees are conducted in a way that maintains confidentiality where appropriate. It was **RESOLVED to allow parents the ability to request to attend non confidential parts of committee meetings (request to be made to the Chair 7 days in advance) and for committee minutes to be made available on the school website.**

4. **Minutes and Matters Arising (of 22/9/14)**

4.1 **Approval**

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

Received

4.2 **Matters Arising**

Item 7.1: Reconstitution of the Governing Body

The Heads confirmed that there has been an expression of interest in the Staff Governor vacancy and so an election will be held.

GA / WC

5 **Head's Report**

Received

The Head's Report had been distributed in advance and was taken as read. The Executive Head stated that she would normally only present one written report per term and as there had been no significant change since her last report she highlighted the following areas:-

SDP RAG summary

The Executive Head tabled the RAG rated SDP summary sheet as discussed by the GAG / Curriculum Committee. Governors were advised that the items in red were yet to be tackled, amber represents those that work has begun on and green is for completed items. She stated that given the shortness of time it was not possible to say that any actions had been completed and are therefore green but most actions are being tackled and are at various stages of progress.

Red areas of the SDP were reported as:-

Further improve attainment at EYFS

Wayne Cooper reminded Governors that he is now leading on this area. He advised that a new consultant (Nita Rogers) is working with both DKH and Rotherhithe; she visited this week and was given copies of the Early Years Action Plan (as seen by the Curriculum Committee) and the Nursery to Reception tracking data. She judged that the foundation stage is very good and employs good practice. She considered that although phenomenal progress is made in Reception, the progress made at the end of Nursery and into Reception is slower. She recommended that the point

at which the Nursery base line analysis is done be reduced from the current 6 weeks. In response to the advice Lindsey Wales has been moved into the Nursery and the base line analysis has been brought forward. The analysis shows that the baseline is lower than average and Ofsted will therefore expect to see the school's response to this is. Mr Cooper stated that he and Lindsey Wales are moderating and working toward the Early Years Action Plan. The SEF has also been expanded to include the EYFS following further changes to the Ofsted framework. It was noted that Ofsted will provide a separate judgement on EYFS in each section of their inspection and although it is not a limiting judgement it will have a bearing on the overall judgement.

The Executive Head added that the school now takes into account the band (emerging /expected / exceeded) a pupil is in at Reception when tracking their progress across the school to see what levels they should attain at the end of KS1 and KS2. She added that the school benefits from the tracking data (up to Year 6) left by Denise South. This action is therefore moving towards amber.

Establish a new staffing structure at DKH
Covered later in this item.

To improve the lunch time provision

The executive Head advised that she would like to move the role of the MMS (mid day meal supervisors) away from purely supervising to more of a play and interaction role but that there are practical implications to this. She stated that this remains a red action as there has not been sufficient action to move it to amber as it is part of the staff restructure.

Wayne Cooper advised that an after school Homework Club has just started for the under achieving groups in Years 3/4/5/6. He stated that the SLT looked at those pupils highlighted as red on the progress data and specifically geared the club to their needs. Pupils can attend one session per week and work through homework, classwork and any targets they have been set with an adult from their year group (TA etc). For some children it provides the additional support missing at home and enables for some pre-teaching to take place where necessary. It is aimed directly at closing the gap. The intention is that pupils will attend until their gap has closed; classwork will be monitored after 6 weeks to gauge the impact. If it works it will continue but if it is found not to have sufficient impact it will be changed.

Governors asked how the Club had been received. The Heads stated that it had been received well by parents, but for some pupils it clashes with other clubs. In these cases pupils are encouraged to attend the Homework Club and the place is kept for them at the other club.

Governors asked if a high percentage of Black African and Caribbean children invited to the club. The Heads responded that it is significantly high however it is not always this group; pupils can be vulnerable for a number of reasons. The Homework Club represents a good opportunity to raise aspirations within this target group whose aspirations have historically been low. The Executive Head then outlined the precise and

targeted approach used to narrow the gaps for this group of children, as discussed at the last Curriculum Committee meeting.

Budget Update

The Executive Head referred Governors to the minutes of the Resources Committee of 22/10/14. She advised that since the Governing Body meeting of 22/9/14, the projected carry forward has been reduced due to a net loss of 18 PP eligible children (Y6 pupils transfers at the end of the summer and the new Reception pupils) and also one SEN pupil. As a result Robert Ashdown has recalculated the budget with an expected in year deficit of £8-12K. These changes could not have been predicted but in order to manage the situation until the end of the financial year a thorough review of the budget with a focus on the priorities has taken place. By tightening up all budget headings and drawing in any unspent balances (many of which had been set generously) it has been possible to revise the situation to an in year surplus of £2K, which is very tight but manageable. The Heads advised that in addition, school budgets are fluid and can change on a daily basis. Robert looked at the figures again yesterday and found them to be already outdated. The Executive Head highlighted the 'big spends' that have taken place this year (PP interventions including the costs of setting up the interventions rooms, the library and the IT work) as well as the supplementary staff especially SEN related; the costs of which were more than anticipated. She stated that staff are making savings wherever possible but not to the detriment of the priorities – such as using internal cover including Wayne and Ross covering lessons rather than supply staff. She concluded that the school will be in a stronger position next year and will not incur many of these costs again.

Place 2Be

Wayne Cooper highlighted the Place 2Be(P2B) as an area of possible cost saving. It provides a play based child led counselling service for about 15 pupils annually, self referred or via parents. This is in addition to the work carried out by the school's own in house Learning Mentors. As the P2B counsellors are not school employees they therefore do not disclose information with the school and their outcomes are not measurable. The school cannot ask P2B to work with a particular child or have input into setting targets. A review of the progress of the pupils involved has shown that it is not having a significant impact. The annual contract is £28K and is on a rolling year's contract with 1 terms notice; there are also additional resources issues including providing a room for P2B sessions. Mr Cooper stated that the school has bought in for the past 3 years but it may be more effective now to redirect the funds elsewhere as part of the general staffing restructure.

Governors noted a lack of clarity between P2B and the Learning Mentor roles and asked if the school would lose anything if the service were to cease.

Mr Cooper responded that there are a number of children who cannot be referred to P2B because the quota is full or they have been seen before and so the school provides what it can instead. The staffing structure review affords the school the opportunity to have a more clearly defined

role of Learning Mentor and direct the resources more effectively to where the need exists, reach more pupils and link the work done to pupil progress. He confirmed that the Learning Mentor is also a qualified councillor.

However, if the provision was to be brought in house, the school would also lose Place 2 Talk which provides a drop in lunch time service from the same organisation. It largely deals with the social and emotional needs of children who are at their most vulnerable at lunch time. Nevertheless, this loss would form part of the overall review of the whole lunch provision.

Governors discussed the proposal to cease the contract with Place 2B and replace it with targeted in house provision and **RESOLVED to support the proposal. The Executive Head stated that she has a meeting planned with thP2B on 8/12/14 and will take this matter forward.**

GA

Kitchen Equipment

The Executive Head highlighted an issue regarding the school kitchen equipment. She advised that the school is responsible for the maintenance of the equipment that was part of the new build and dining room project and that some of it is slowly coming to the end of its useful life. Repairs have been carried out but it would be financially better for the school to have a maintenance contract. It was **RESOLVED to defer the proposal to the Resources Committee to review quotes and make a recommendation.**

Res Ctee /
FGB

IT

Mr Cooper stated that the school now benefits from good IT infrastructure and so it is possible to cut the amount of IT support necessary. He advised that Ross Orton is able to oversee the system and so the teacher providing support can return to the classroom.

Minibus

Ms Amien reported that according to DVLA the registered keeper of the minibus that is currently parked on the premises is the Music teacher. She advised Governors that apparently an agreement was made in the past that the responsibility for the bus would be split between the After School Club / the music teacher and the school but no paperwork has been found regarding this and the maintenance of the bus seems to have fallen to the school. The bus itself has not been used in 2 years, has no MOT, insurance or tax and is no longer emissions compliant. It is not viable for the school to maintain the bus as pupils travel free as do adults if booked in advance. It was **RESOLVED that the Head would request that the music teacher arranges for the removal of the vehicle from the school premises.**

GA

Draft staffing re-structure proposals

Item recorded in Confidential section of the minutes.

Maintenance Plan and timeline

The Executive Head stated that she had begun drafting a plan and timeline but given the financial context there are no funds currently available. It was **RESOLVED**

- **to defer the maintenance plan and timeline until the new financial year.**
- **To replace 2 faulty Reception toilets as essential maintenance.**
- **Costings for essential maintenance to be reviewed by the Resources Committee**

GA

Res Ctee

Policies

The Executive Head then referred Governors to policies in need of ratification. The E Safety Policy and the revised LA model Safeguarding Policy had been included with her report and circulated in advance; it was **RESOLVED**

- **to ratify the E Safety Policy as presented**
- **to ratify the Safeguarding Policy with the amendments highlighted by Peter Bibby to the previous policy and agreed by the Governing Body**

In addition the Executive Head advised that she had drafted an Attendance and Punctuality Policy to reinforce the school's expectations with parents. It was **RESOLVED that the Executive Head would email the draft policy to Governors who would feed any comments back to the Chair; the policy would then be ratified in the absence of any concerns raised.**

GA

6 Head Teacher Recruitment

The Chair advised that it is proposed to advertise the post early in the Spring term with interviews held in February 2015; Jim Eshelby (Head of 0-19 Standards) has volunteered to be part of the panel.

It was **RESOLVED that the Panel would consist of Jim Eshelby, Martin Finn, Zahid Malik, Isabelle Sporadis and a member of staff (to be made an Associate Governor).**

The Chair reported that at least one member of the panel would need to undertake the Safer Recruitment training and that the panel would need to meet before the end of term.

7 Delegation of Functions

7.1 Committees: Review of Establishment, Terms of Reference, Membership and Clerking

It was **RESOLVED**

- **that Mary Henley would join the Curriculum Committee and that the Committee membership would be as shown in Appendix 1**
- **to appoint the Clerk to the Governing Body as the Clerk to the Curriculum and Resources Committees and to the Complaints / Disciplinary / Exclusions / Grievance Panel hearings**
- **to defer the other items to item 8.1**

MH

Clerk

The model terms of reference had been emailed to Governors, it was agreed to discuss this under Item 8.1.

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

It was **RESOLVED** to defer this item.

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

It was **RESOLVED** to defer this item to item 8.1.

7.4 **Committee Minutes**

- Children's Centre Advisory Board
Draft minutes of the meeting of 1/10/14 had been distributed in advance.
- CFC / Resources
Draft minutes of the meeting of 22/10/14 had been distributed in advance.
- GAG / Curriculum
Draft minutes of the meeting of 6/11/14 had been distributed in advance.
- SEN Working Party
Minutes of the meeting of 26/11/14 had been distributed in advance.
- Minutes of the Reception Class Project Management Working Party had been distributed in advance.

Governors noted the minutes; it was **RESOLVED** that any comments should be submitted to the committee Chairs.

8 Governing Body

8.1 **Proposals for Reconstitution of the Governing Body**

Amalgamated minutes of the two meetings of the Reconstitution Working Party had been distributed in advance. In addition the Chair tabled a draft list of Governor's interest and visits. It was noted that some proposals had not received unanimous agreement at the meetings and other areas such as committee remits may be subject to further change.

Following discussion Governors voted on three different options for the future constitution of the Governing Body. It was **RESOLVED by majority agreement that the Governing Body would reconstitute as noted and that the Clerk would draft the new Instrument of Government :-**

Clerk

- 1 Authority Governor
 - 1 Headteacher
 - 1 Staff Governor
 - 5 Parent Governors
 - 7 Co-opted Governors (3 would be eligible to stand as a Staff Governor)
- TOTAL 15**

It was **RESOLVED** to refer the issues related to **SEN Working Party, Link Governors, skills audit, committee responsibilities and terms of reference back to the Reconstitution Working Party, which in turn will feed back to each committee for discussion when they next meet.**

**Wking Pty /
Cttees**

It was **RESOLVED** that policies related to **SEND and Inclusion, Safeguarding and Behaviour and Management would remain the responsibility of the full Governing Body.** The Executive Head stated that she would report on Safeguarding and SEND annually in the summer term to identify trends, variations and budget implications. .

**FGB
GA / WC**

8.2 **Proposals for posting of Governing Body committee meetings and Full Governing Body meeting minutes on the website**

It was **RESOLVED** that **Committee Chairs would review committee minutes from the last two years and where there are no issues of confidentiality, provide the minutes for publication on the school's website.**

Cttee Chairs

8.3 **Governor Induction, Training and Development**

It was **RESOLVED** to defer this item.

8.4 **Register of Business Interests**

The Clerk collated the completed forms and handed them to the Head for retention.

8.5 **Governors' reports**

Sue Farrington tabled the report of her visit on 11/11/14 for information.

8.6 **Governor Development Service Bulletin**

This item was deferred.

9 **Department for Education (DfE) & Local Authority (LA) Items.**

9.1 **Arrangements to Review Headteacher's Performance**

It was **RESOLVED** to defer this item

9.2 **Pay Policy – Revised LA Model for Schools.**

It was **RESOLVED** to defer this item

9.3 **Supporting Pupils at School with Medical Conditions**

It was **RESOLVED** to defer this item

10 **Urgent Business**

Items not covered at this meeting

It was **RESOLVED** that the Chair would email on all other agenda items not discussed this evening for time limited feedback (see Appendix 2).

MF

Travel Plan – Gold Status

The Executive Head reported that the Safeguarding Interventions Officer is working towards attaining the gold status Travel Plan. Governors

applauded the many interesting things going on at school to support this and fully supported the efforts made.

Governors thanked Claire Dubarbier and Jenny Turner for their work and support of the Governing Body and wished them well for the future.

11 **Dates and times of future meetings:**

4/2/15	CCAB
23/2/15	Resources Committee
3/3/15	Curriculum Committee
16/3/15	FGB
11/5/15	Resources Committee
13/5/15	CCAB
1/7/15	Curriculum Committee
13/7/15	FGB

Signed.....

Date.....

APPENDIX A

DOG KENNEL HILL SCHOOL GOVERNING BODY (Ratified 26/11/14)

Curriculum and Achievement

Mary Henley
Sue Farrington **(Chair)**
Wayne Cooper
Patrick Pierre-Powell
Isabelle Sporidis

Resources / CFC

Yvonne Golds
Zahid Malik **(Chair)**
Martin Finn
Isabelle Sporidis

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

GAG

Wayne Cooper
Sue Farrington
Yvonne Golds
Zahid Malik

Head's Recruitment

Jim Eshelby
Martin Finn
Zahid Malik
Isabelle Sporidis
Staff rep

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

Appendix 2

Dear all

Please find below a list of points addressing the issues that we did not manage to cover in the meeting. There are a number of actions for different people, and some have quite tight deadline so please read it all!

7 Delegation of functions

7.1: Committees: Review of Establishment, Terms of Reference, Membership and Clerking (model terms of reference emailed)

All of these issues were either addressed in the reconstitution discussion e.g. membership or will be tackled by the new committees when they are reconstituted. We are delighted that Nicole will be clerking all the committee meetings.

7.2 Scheme of Delegation & Financial Procedures and Governors' Expenses Policy

These documents will need to be updated to reflect any change of personnel. It was previously the FGB that approved it so would need to be the FGB again. However, Resources can look at it in Feb and make recommendations to March FGB. They will need to be signed off by me and retained by the School. Zahid, please add to the agenda for Feb.

7.3 Link Governors: Review of Posts and Appointments

I would like to propose that we start the Link Governor roles from the beginning of next term. I understood from responses in the meeting that people assumed this would/should begin. Please tell me if I am wrong in that assumption. If I am right, can I ask people to respond in the next week with ideas for what areas the governors should cover in the Link roles and visits and in which areas they have a particular interest. The attached list is a starter for 10. Please send me your suggestions for additions, amendments or deletions. Ideally we don't want more than 10 because we wouldn't expect staff governors to have link roles. Documents including feedback from, attached.

7.4 Committee Minutes

- **Children's Centre Advisory Board (draft minutes of 1/10/14)**
- **CFC / Resources (draft minutes of 22/10/14)**
- **GAG / Curriculum (draft minutes of 6/11/14)**
- **SEN Working Party (minutes of 26/11/14)**

All these minutes were sent to governors. If people have specific issues to raise, please do so or if you have questions, direct them at the chairs of the committees (PPP (representing the Children's Centre), ZH, SF, PB respectively).

8 Governing Body

8.2 Governor Induction, Training and Development.

I know that Mary is signing up for the Governor Induction training for next term. I suggest that we will need to address training at the next FGB as part of reconstitution. I hope there will be recommendations coming out of the Working Party based on the Governors' skills audit.

Skills audit: We agreed to conduct this to assess where the GB has areas of skill and expertise and where we need new governors with specific skills or need to undertake training. Can the following governors complete this please – ZM, PPP, YG, IS. It has been asked for twice before and we would really like to finish it. Mary, if you could do it too, that would be helpful. Document attached.

8.3 Register of Business Interests – enclosed - please bring to the meeting

None were registered as far as I was aware.

8.4 Governors' reports

There is one report from Sue who had visited the school recently. I will forward her report.

9 Department for Education (DfE) & Local Authority (LA) Items.

The LA has just revised the model disciplinary policy (emailed to Heads / Chairs last week) – this can go on the March FGB agenda. Zahid, can this be added to the Resources agenda for the next meeting for the committee to review and make recommendations but it's standard and Union approved.

9.1 Arrangements to Review Headteacher's Performance

SF is chairing the Review Panel. Objectives were agreed July 2014. Mid-point review will take place after spring half term (date tbc). Final Review July 2015

9.2 Pay Policy – Revised LA Model for Schools (previously sent to Head/Chair)

This new policy needs approving. The Heads will steer on it but we recommend it goes to Resources for approval and then the FGB to ratify.

9.3 Supporting Pupils at School with Medical Conditions – DfE statutory guidance includes reference to developing a school policy (see Bulletin article)

You should all have received the bulletin and we need to ask GC and WC to develop the policy. The LA doesn't have a model but some others do. It can either be a separate policy or included in the SEN policy. It will have to be ratified by FGB.

10 Dates and times of future meetings:

FGB meetings

16 March 2015

13 July 2015

Resources (incorporating CFC)

23 Feb 2015

11 May 2015

Curriculum

TBC

There are also some points from my last two meetings with the Heads. Apologies for not having sent these earlier. Other issues were covered in the FGB meeting:

1. In the original soft federation agreement with Rotherhithe, the plan was for GC to reduce her time gradually over the course of the term. She is therefore planning to reduce her days to 3 days equivalent per week from four from next term.
2. The catering company is proving to be very unreliable and despite a change of staff, problems persist. Retendering is a long process and GC is planning to replace them temporarily with her Rotherhithe company, who have proved reliable and consistent. The contract will be retendered in due course when there is space for the senior leadership.
3. There is a potential financial claim being lodged against the school by a parent following a screen falling on their child's foot. While there is insurance in place, there is a possible excess that would need to be met by the school. We currently have no further details to share.
4. The parent questionnaires have gone out and will be evaluated independently. Governor will be sent the outcomes, which will also be shared with parents.