

Minutes of the meeting of the Governing Body of **Dog Kennel Hill Primary School** held on Monday 21st September 2015 at 6:30pm at the school.

Present

Ms Galiema Amien-Cloete (Executive Head)	Ms Sarita Bachelor (Items 1-10)
Mr Lorrain Black (Head of School)	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 Lizzie Peters	Mr Terry Segarty

Also Present

Mr Ross Orton (Deputy Head)

Clerk:

Mrs Nicole Galea

The Chair began the meeting with a welcome to Terry Segarty as the LA nomination for the position of LA Governor following the departure of Peter Bibby. It was **RESOLVED to have item 8.2 as the first item of business**. Having sought any items of AOB the Chair noted that where possible they would be addressed within or at the end of the meeting. The Executive Head advised that there were some items of confidential business that would be raised at the end of the meeting.

8.2 Governing Body membership and vacancies

The Chair reminded Governors that following the departure of Peter Bibby there is a vacancy for a Local Authority appointed Governor. The Clerk advised that according to the regulations applicable following reconstitution of the Governing Body, the Local Authority can nominate a person for the LA Governor position but it is now the responsibility of the Governing Body to appoint. The Chair asked Mr Segarty to outline the skills and experience he felt that he could bring to the Governing Body of Dog Kennel Hill. Mr Segarty explained that his he has a good sound background in school improvement which spans 38 years – 20 as a senior leader, 14 as a Headteacher and 4 years as a senior School Improvement Adviser for Southwark. He stated that he has up to date knowledge including the new Ofsted arrangements and has knowledge of the school. Mr Segarty then withdrew from the meeting to allow for a vote. It was unanimously **RESOLVED to appoint Mr Segarty as the Local Authority Governor with immediate effect**. Mr Segarty returned to the meeting and was warmly welcomed onto the Governing Body. The Clerk undertook to confirm the appointment with the Authority.

Received

Clerk

1 Apologies for Absence

Apologies had been received in advance from Zoe O'Connor (maternity leave) and Isabelle Sporadis (illness). Governors **RESOLVED to consent to these apologies**.

Clerk

The absence of Patrick Pierre-Powell was noted.

2 Declarations of Interest in the agenda

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

3 Minutes of the last Governing Body meeting of 13/7/15

3.1 Approval

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

Received

3.2 Matters Arising:

Item 5: Head's Report - Height of security exit button.

The Executive Head reported that this item is part of a wider security issue at the school due to the different components (security buttons, CCTV, alarms and locks) having been fitted by different companies at different times. The aim is to have one company responsible for all call outs, repairs and servicing rather than having multiple contracts and fees. Three quotes have been sought for the work (as the cost will be beyond the delegated level for the Head) but only two have been received; attempts will be made again to secure a third quote. Terry Segarty recommended C and C Securities who provide a similar service to other schools. Following discussion it was **RESOLVED to delegate the responsibility for selecting the successful tender to the Executive Head and Zahid Malik as Chair of the Resources Committee.**

GAC /
ZM

The Executive Head confirmed that a risk assessment has been carried out until the remedial work to the exit button in question is completed; the plan has been shared with parents and specifically with the parents of a pupil for whom there is a particular concern.

4 Headteacher's Report

The Executive Head reminded Governors that she had provided a very comprehensive written report for the Governing Body meeting held at the very end of the summer term and so would provide a verbal update tonight arranged according to the new Ofsted headings.

Received

Teaching learning and assessment

- All teachers are now in place and the classrooms have been set up well as inviting learning environments. Parents were advised and consistent cover arranged for the few incidents where teachers were not able to be in class for the first few days of term
- Lorrain Black provided a power point presentation which was used by all teachers for the 'meet the teacher' evening to ensure consistency of information for all key issues; staff were then able to add in class specific information. The power point will be published on the website. **Governors asked about parental attendance.** In response the Heads confirmed that attendance was better when parents are new to the school or where it is a test year. If parents were unable to attend they could meet the teacher separately. **Governors asked if the time of the session was an issue for some parents.** The Executive Head stated that sometimes a second session is offered but that consideration needs to be given to staff workload.
- Thanks was given to Ross Orton and his hard work in planning and organising the upgrade of the ICT Suite. A saving of £3K was achieved as a

result of the premises team doing the redecoration. Mr Orton is now drafting a timetable for the suite and planning the ICT curriculum, support for teachers and creating ICT displays. ***In response to Governors questions regarding the usage of the Suite*** Mr Orton replied that each class has at least one programmed session per week and use it on an ad hoc basis when available for cross curricular activities.

- Book scrutiny will take place next week with clear expectations set especially for the benefit of new staff. This will allow SLT to review two full weeks of work, checking that the marking policy is being adhered to, that there is regular feedback as well as the pupil response. Ofsted will focus on the progress in books and the dialogue between the teacher and pupil. Staff have been introduced to the new system of post levels assessment and have begun a significant programme of training; DKH has bought into the LA's Stars' package. All schools need to have a baseline assessment in place which at DKH will be completed by October half term; there is a very clear and strategic way that the information collated will be built into the SDP.

Governors asked if there was a risk of losing track of pupils with the change from the close tracking previously used by the school. The Executive Head responded that the leadership and staff have a full knowledge of what they need to do. She stated that as the new curriculum and assessment systems do not easily correlate it will be the accuracy of the initial assessment that will be crucial; it will be rigorous and consistent. Terry Segarty advised that there was pressure in the previous system to move up through the sublevels but this could result in holes in learning. The new system ensures deeper knowledge and fewer holes through the application of knowledge and basic skills in a variety of situations and ways. Leaders will be looking for evidence within books that a child is working at the age appropriate level. However, he warned that the curriculum is now more demanding. The Executive Head advised that the aim is to finish the year with at least 85% of pupils reaching age related expectations (ARE), with consolidated and deep learning.

The Executive Head advised that the changes to the new Ofsted framework work in DKH's favour as the bigger emphasis is on progress and the school has the evidence from the end of the summer term available. It will be a one day inspection; the Inspector will arrive and work upon the assumption that DKH is a 'good' school. If there are 'good' books to show, lessons are going well, leadership can demonstrate that effective assessment arrangements are in place, pupils have a good level of welfare and development and there is a good SDP then the school should be judged as 'good'.

Governors asked if pupils and parents are familiar with the new assessment system?

The Executive Head confirmed that parents and pupils had been informed of the new system as part of the termly progress letter to parents and within the annual meeting with parents both at the end of the summer term; information is on the website and there will be a further briefing included in parents evening. However it is important that staff and Governors are clear on it first. Central training is available for Governors and Madeline Danaher has offered to provide Ofsted or assessment in school. The Head advised that Ross Orton produced a curriculum update presentation pack for Governors for this meeting which had been deferred from the summer term. Given the volume of business it was **RESOLVED that this would be included with Madeleine Danaher's training session on the new Ofsted framework for**

Governors later in the term. Mr Orton undertook to forward the pack electronically in advance.

Governors asked if the staff appraisal reflect the changes.

The Executive Head stated that the all teachers have three targets for performance related pay

- The quality of teaching – differentiated for the different levels of responsibility within school
- Assessment – again differentiated by levels of responsibility
- Link to either leadership responsibility or to a career development goal.

The Head advised that nearly all appraisal interviews had taken place; targets will be judged as met / partially met / not met. Staff may be given an Ofsted style grade as a development guide as part of their feedback.

Effectiveness of leadership

- The full complement of senior leadership is now in place for the first time since December 2013 (Executive Head / Head of School/ 2 Deputy Heads) and are all working well together. The Executive Head stated that she was confident in the arrangements that have been put in place for her maternity leave. She also thanked Ross Orton for his hard work during transition which enabled a smooth start to the new academic year; Governors reaffirmed their thanks to Mr Orton. Lizzie Peters reported that parents feel that the new SLT has started well and have things under control
- The Executive Head highlighted the need for Governors to be aware of the changes to the Ofsted framework and tabled an excerpt. She raised a *concern* at the reduced links between the Governing Body and the Children's Centre following the cessation of the LA's Clerking service for the Centres and Patrick Pierre Powell's uneven attendance of CC and Governing Body meetings. The Chair undertook to contact Mr Pierre Powell regarding his membership.
- The Curriculum Committee met on 16/9/15 to review the SDP which has been reformatted to reflect the new Ofsted framework; copies of the revised document were tabled with the amendments highlighted in yellow. The Head highlighted Year 3 and Year 5 as the most challenging year groups; they are not significantly lower but the SDP contains specific reference to these cohorts. The expectations for Year 6 have been raised as they are a very able cohort but this will be reassessed following the baseline assessment. Following discussion it was **RESOLVED to ratify the SDP.**
- The Executive Head or Head of School will hold termly coffee meetings in order to meet the parents and for parents to meet each other.

MF

Personal development behaviour and welfare

- INSET at the start of term was used to look at values; the feedback was distilled into 12 concepts and then the work was expanded to include pupils and via survey monkey to parents. The response from parents was quite low and so will be repeated with options to complete a paper version as well. Ross Orton undertook to forward the survey to Governors for their input.

RO /
Govs

Governors asked how the data would be used. The Executive Head advised that the Governing Body will make the final decision on how many values to pick and which ones should be included but the aim is to have the three most popular ones adopted as the core values of the school to be embedded in all that the school does giving pupils a sense of 'who we are'.

- A new school council has been elected; suggestions for their involvement

- include presenting to Governing Body meetings, alternated meetings between the SLT of the executive council and the whole school council
- The new After School Club has begun well; expectations have been raised and the feedback has been very popular. The club is managed by Playshelter but with the current school staff continuing in post which avoided TUPE arrangements. This represents a slight cost to the school but two members of staff have subsequently left.

In addition, the Executive Head asked for a Governor to volunteer to sit on the interviews required as part of the support staff restructure on 28/9/15 as four members of staff have applied for two posts. Mary Henley volunteered to assist.

MH

Governors thanked the Executive Head for her thorough update.

5 **Governor Code of Conduct**

The Chair reminded Governors that a Code of Conduct drafted by the Reconstitution Working Party and based on the NGA model had been distributed in advance of the meeting. It was unanimously **RESOLVED to adopt the document in principle with any significant issues to be brought back to a future meeting.**

Received

6 **Committees**

6.1 **Committee Membership**

Governors reviewed the committee structure and membership and **RESOLVED to maintain the current arrangements with the following amendments**

- **Yvonne Golds to leave the Curriculum Committee**
- **Terry Segarty to join the Curriculum Committee**
- **Mary Henley to join the Headteacher's Performance Management Panel**

6.2 **6.2: Link Governor Roles**

The Chair referred Governors to the table of suggested Link Governor roles which had been distributed in advance; Governors discussed the proposals. Sue Farrington advised that for continuity she was willing to continue in the role of Safeguarding Link Governor until after the school had received an Ofsted inspection but would seek to relinquish it thereafter. She reported that she had visited the school in this capacity recently and made some recommendations which had been adopted.

The Chair undertook to discuss the role of Children's Centre link with Patrick Pierre Powell.

MF

It was **RESOLVED to adopt the following positions:-**

Assessment –	Yvonne Golds
Children's Centre	Trevor Cunningham
Curriculum / SMSC / Br Values	Patrick Pierre Powell
Inclusion and Vulnerable Pupils –	Terry Segarty
IT / Digital Curriculum	Martin Finn
Literacy :	Isabelle Sporadis
Maths –	Zahid Malik
Pupil Premium and More Able –	Mary Henley
Personal Dev, Behaviour and Welf	Lizzie Peters
Safeguarding:	Sue Farrington

It was further **RESOLVED that Governors would aim to visit each half term; to be arranged in advance.** Both Yvonne Golds (Assessment) and Terry Segarty (Inclusion and Vulnerable Pupils) undertook to visit on 15/10/15.

YG / TS

6.3 Committee Meeting Report

Sue Farrington advised that the Curriculum Committee had met on 16/9/15 to review the School Development Plan – as discussed under the Headteacher's Report; she undertook to produce a brief record of the meeting.

Received

SF

It was noted that the Resources Committee would meet on 18/11/15.

6.4 Committee Meeting Attendance

The Clerk had distributed the committee meeting attendance information in advance and undertook to check the entries for the Curriculum Committee and represent it at the next meeting.

Clerk

7 TUPE Transfer of Catering Contract

The Chair referred Governors to the letter to UNISON regarding the transfer of the catering contract from ISS to Chartwells. The Head advised that UNISON have asked if the school would be prepared to adopt Southwark Council's position that all staff should be paid the London Living Wage (LLW). The Head confirmed however that the 5 staff in question are not currently employed by the LA and so are not covered by this as part of the TUPE arrangements. She stated that the LLW is £9.15 which would cost the school a further £10K (plus contributions). She stated that when discussing the contract with Chartwells the school had not been aware that the LLW had not been applied.

Received

Governors discussed the practical, moral and financial implications of the request as well as the importance of the quality of provision, performance management and on going monitoring of the service. It was unanimously **RESOLVED to pay LLW after 1/4/16 subject to budgetary constraints and confirmation of the actual figures involved.** The Head undertook to ask the Robert Ashdown, the Bursar to provide accurate figures on the costs to the Chair..

GAC /
RA / MF

8 Governing Body

8.1 Register of Business Interests

The Clerk tabled the annual business declaration form for the Governing Body to complete. It was noted that Natalie Malehi, Patrick Pierre Powell and Isabelle Sporadis would need to come into school to complete the declaration which will be retained by the Head as part of the school's financial documentation..

Received

NM / PPP
/ IS

8.2 Governing Body membership and vacancies

The Clerk advised that with the appointment of Terry Segarty as the Authority Governor the membership is now complete and that there are no terms of office due to expire until 2017. The Executive Head advised that Zoe O'Connor is currently on maternity leave; she undertook to contact her to confirm Ms O'Connor's intentions regarding her membership. Governors discussed the election of a substitute Governor to fill the position during Ms O'Connor's maternity leave if she decides to remain on the board.

GAC

8.3 Governing Body meeting attendance

The Clerk had distributed the meeting attendance information in advance; The Chair undertook to contact Patrick Pierre Powell regarding his membership.

MF

8.4 Governor Training and Development

Governors reviewed the training attendance report which had been distributed in advance. The Clerk was asked to re run the data for a two year period and present it to the next meeting.

Received
Clerk

The Head undertook to organise a suitable time for Madeleine Danaher to present a training session to Governors on the changes to the Ofsted framework.

GAC

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

9.1 Arrangements for Headteacher's Performance Management

Sue Farrington reported that the committee had met at the end of the summer term to review last year's performance, to agree targets for the current year and a mid year review date.

Received

9.2 Publication of Governor's Details and the Register of Interest

The Clerk referred Governors to the excerpt from the 2012 Constitutional Regulations regarding the publication of Governors' details and the register of business interests which came into effect on 1/9/15. Ross Orton undertook to ensure that the necessary information is published on the website.

RO

9.3 Policy Schedule

The Chair referred Governors to the policy schedule that had distributed in advance.

Safeguarding Policy

The Head tabled the draft policy based on the LA's latest model, highlighting the name changes that had been included. It was **RESOLVED to adopt the policy as presented; the Chair signed a copy.**

Governors asked if all staff, especially those new to the school, had been inducted into the safeguarding arrangements. The Executive Head confirmed that existing staff had read and signed section 1 of Keeping Children Safe. It was **RESOLVED that Sarita Batchelor would ensure that all new staff also complied.**

SB

Pay Policy

The Head advised that the LA had distributed its revised draft model policy last week for consideration by Governing Bodies. It was **RESOLVED that the Chair would ask the Bursar to review the policy which would then be delegated to the Resources Committee for ratification.**

MF / RA /
Res Ctee

SEN Policy

The Head advised that the SEN Information Report had been updated and published on the website. Ross Orton undertook to amend it to reflect that Terry Segarty had taken on the responsibility as Link Governor for Inclusion and Vulnerable Pupils

RO

Committee Terms of Reference

It was **RESOLVED that the committees would review their terms of reference at the first available committee meeting and make their recommendations to the full Governing Body.**

Clerk for
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agendas

10 **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 (TBC)
10/2/16 – Resources Committee
9/3/16 – Spring FGB
18/5/16 - Resources Committee
13/7/16 – Summer FGB

11 **Any Other Business**

Penalty Notices

The Head tabled a draft letter to parents regarding the LA's introduction of penalty notices for term time holidays and persistent absence (attendance below 90%). Governors discussed the content of the letter and **RESOLVED to adopt the use of fines in principle as a last resort when all other avenues have been exhausted.** Sue Farrington volunteered to review the wording of the letter before its distribution to parents.

SF

Communication with parents following FGB

The Chair advised that he would produce a brief report to parents on the work of the Governing Body to be included in the school newsletter. The key points of information would be the changes to Ofsted inspections and assessment as well as an acknowledgment of the change in Authority Governor and a thank you to Peter Bibby for his very long service to the school.

MF

Solar Panels

Ross Orton reported that he had been approached by a parent regarding the installation of solar panels on the school's roof as part of a Government project working in association with the LA to help school's fund the cost of installation. By registering for the scheme and making an expression of interest the school would secure a guaranteed tariff at a favourable rate (which is soon to expire) for any future energy generated without the obligation to progress further at this or any other time.

Governors discussed the time limit to secure the favourable tariff and **RESOLVED to agree to register for the scheme and make an expression of interest without the obligation of any further action.** Ross Orton undertook to make further enquiries.

RO

Following the meeting Lizzie Peters advised the Clerk that she needed to declare an interest in this item as her husband, Alex Howard had been the parent to bring the project to Mr Orton's attention. She stated that he is involved in the project on a voluntary basis and would receive no financial gain from any potential involvement of the school but that she would withdraw from any future discussion on this item.

Received

Maternity Leave

The Executive Head confirmed that her maternity leave would commence on 23/10/15. Governors expressed their best wishes.

Staff Governors then withdrew for the confidential items of business.

Signed

Date

APPENDIX A

DOG KENNEL HILL SCHOOL GOVERNING BODY

(Ratified 21/9/15)

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

Head's Performance Mgmt

Sue Farrington **(Chair)**
Isabelle Sporidis
Mary Henley
Review: GB Chair

Children's Centre AdvBd

Patrick Pierre-Powell
Trevor Cunningham

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

Assessment –	Yvonne Golds
Children's Centre	Trevor Cunningham
Curriculum / SMSC / Br Values	Patrick Pierre Powell
Inclusion and Vulnerable Pupils –	Terry Segarty
IT / Digital Curriculum	Martin Finn
Literacy :	Isabelle Sporadis
Maths –	Zahid Malik
Pupil Premium and More Able –	Mary Henley
Personal Devel Beh and Welfare	Lizzie Peters
Safeguarding:	Sue Farrington