

## The Charter School North Dulwich

### Minutes of Local Governing Board Meeting

#### Thurs 14 November 2019, 6.30 pm at Red Post Hill, London, SE24 9JH

Amanda King (AKG)	Chair of Governors	Present
Christian Hicks (CNH)	Governor	Present
Thecla Schreuders (TSS)	Governor	Present
Andrew Somerville (ASE)	Governor	Present
Lucy Hamer (LHR)	Governor	Present
Alton McDonald (AMD)	Vice Chair of Governors	Present
Sue Tibballs (STS)	Governor	Present

#### Apologies

Paul Koloj	Governor
Sam Jaffa	Governor
David Malone	Governor

#### In Attendance:

Simon Williams (SWS)	Deputy Headteacher
Mark Pain (MPN)	Deputy Headteacher
David Plumeridge (DPE)	Assistant Headteacher
Glyn Griffith (GGH)	Business Manager
Shalene Varcoe (SVE)	Clerk

AGENDA ITEM	MINUTES	ACTION NO. AND OWNER
1	<p><b>Chair's Welcome:</b></p> <p>The Chair welcomes all to the meeting</p> <ul style="list-style-type: none"> <li>Apologies were noted from PKI, SJA and DME</li> <li>No declarations of Interest</li> </ul>	
2	<p><b>Minutes and Matters arising</b></p> <p><b>a)</b> The minutes were approved from the meeting on 26/09/19 as a true and accurate record</p> <p><b>b)</b> Matters Arising/Actions</p> <p>Carried over Items:</p> <ul style="list-style-type: none"> <li>Chair to raise subject of Trust policy on advertising and sponsorship – carried over to new year</li> <li>Exclusion data to include information about SEND and distribution of exclusions for January meeting as part of HT Report</li> </ul> <p>1.Clerk to arrange a meeting of the governance working party in the new year to further explore link governor roles</p> <p>10.The Headteacher informed the meeting that he had approached Miranda Perry to see if she could facilitate an 'Ofsted Readiness' training session for the governors. He advised that she had passed this request onto another consultant and that he would be following this up with the Chair.</p> <p><b>ACTION:</b> SJA to be asked to share his notes from the Ofsted training that he attended</p> <p>13. Format of the HT Report will be reviewed for the January meeting.</p>	<p><b>1.SVE</b></p> <p><b>2.SJA</b></p>

	<p>17. SWS to include information about before and after school provision including uptake among key groups as part of the next HT Report in January</p> <p>All other actions were completed or carried over.</p>	<p><b>3.SWS</b></p>
<p>3</p>	<p><b>Finance and Premises</b></p> <p><b>a) <u>Trust reserves</u></b></p> <p>GGH had provided a paper ahead of the meeting detailing the main priorities for the LGB to consider in regards to using the £200K of Trust reserves that had been agreed by the MAT board. The Headteacher highlighted the schools preferred options from the list as:</p> <ol style="list-style-type: none"> <li>1. The IT rooming strategy work – as this will align the schools across the Trust and potentially free up classroom space for extra SEN facilities.</li> <li>2. The Back Ball court – as this is a health and safety consideration as the surface is becoming dangerous</li> </ol> <p>He invited questions, asked the LGB to agree their preferences to take to the MAT Board, and before the projects went out to formal tender.</p> <p>Q: A Governor asked for more detail on the IT strategy.  A: The Headteacher replied that there was not much detail at the moment as the school was still waiting for the report from the recent IT review. The DHT added that it would be making Trust wide recommendations. He added that it was not a review simply about hardware (more of a need at ND) but software too and was looking at aligning systems such as MIS, finance and HR across the Trust. The Headteacher added that a positive additional benefit of the review and potential upgrade could be the release of extra space for SEN facilities.</p> <p>GGH advised that the options that involved the outdoor gym were dependent on the ongoing conversations about ‘Striding man’ and its refurbishment and relocation.</p> <p>Q: A governor asked if there was a time limit of spending the funds from Trust reserves.  A: GGH advised that there was not a time limit.  Q: A governor asked if this was the only source of extra funding for premises.  A: GGH replied that some of the smaller items could be covered by the current school budget possibly with help from the Friends.</p> <p>A Governor commented that they were all high priority but that safety should be the main priority (back ball court) and then the LGB would need greater clarity on the impact that each of the projects would have on pupils.</p> <p>GGH advised that all options had been considered in line with the Premises Improvement Plan, adding that Health &amp; Safety and Future Proofing were both high priority. From the Premises Improvement Plan other major projects such as the water ingress and the Astro turf replacement were being looked at from other potential sources of funding.</p> <p>The Headteacher reminded governors that there was still £100k left from Trust reserves that had been agreed last year to spend on 6<sup>th</sup> Form provision.</p> <p>Q: A governor commented that the water ingress issue had been a problem for some time and asked how serious it was.  A: GGH advised that the buildings leak continuously in places in heavy rain and that within the next 10-15 years this would cause serious damage to the buildings infrastructure. However, he had had several contactors in to look at the problem but none would give any guarantees against the work required.</p> <p>Q: The Chair commented that £80k seemed a lot to spend on refurbishing the food tech rooms.  A: GGH replied that it would be a model classroom (like the recently refurbished science room). ASE added that the appointment of the new Food Tech teacher in September had been linked to the</p>	

	<p>refurbishment as several health and safety issues had been uncovered but it may not cost as much as £80K.</p> <p>Q: A governor asked what the KS3/KS4 communal space project was.  A: The Headteacher replied that this was the currently unused space outside the management office block and the proposal was to cover this and add extra seating. A governor commented that outdoor space at the school was a challenge and that they would support that proposal.</p> <p>The Chair summed up that the LGB were agreeing to approve, with detailed costings, the resurfacing of the back ball court, the ICT upgrade and some of the food-tech classroom work, with the KS3/4 outdoor space in reserve.</p> <p>All agreed</p> <p><b><u>Budget monitoring report</u></b>  GGH had shared the update paper and BMR ahead of the meeting.</p> <p>He drew the meetings attention to the outturn figure for 2018-19 of almost -£40K. He reminded the meeting that it had been agreed that a break even position had been agreed by the B&amp;A committee but that increased costs had pushed the figure into a deficit:</p> <ol style="list-style-type: none"> <li>I. Ill Health Retirement costs of £27k pa for five years. GGH advised that he was still looking into bespoke ill health retirement insurance.</li> <li>II. Agency staff costs – GGH advised that improved recruitment processes would mean that there was less reliance on agency staff going forward.</li> </ol> <p>GGH Invited questions.</p> <p>Q: A governor observed that the forecast outturn for the current year was a deficit of £62k and asked what the implications of this were.  A: GGH advised that the various cost lines would be looked at again to try to claw this back to a breakeven position, including staff costs. He advised that as Trust reserves were healthy it was not a major issue yet.</p> <p>Q: A governor asked if this position had been anticipated.  A: GGH advised that some of the elements adding to the deficit were hard to anticipate, such as the ill health retirement costs but lessons had been learned in order to try to avoid similar situations in the future.</p> <p>Q: A governor asked what the Trust reserves were currently.  A: GGH replied that they stood at £924K but this still included the £200K per school for strategic premises improvements. He advised that the Trust was working on a reserves and top-slice policy.</p> <p>Q: Governors asked if the deficit put the £200k from Trust reserves in jeopardy.  A: The Headteacher replied that this was not the case. He added that the school had not had a structural deficit for the past 5 years adding that this was very positive in the current financial climate. However, he advised that developments in SEN funding were very worrying. He reminded governors that the school had the highest number of EHCP students in Southwark (mainstream) and that the early indications were that the funding that came with each of these was being reduced significantly.</p> <p>Q: The Chair asked what could be done to insure against the impact that this may have.  A: The Deputy Headteacher replied that the school would have to engage more robustly in the EHCP consultation process.</p> <p>Q: A governors asked who sat on the B&amp;A committee.  A: GGH advised that the committee comprised himself, the CEO, the two headteachers and two Trustees - one who works as a partner at PwC and the other in finance at Southwark.</p> <p>The Chair thanked GGH and he left the meeting.</p>	
4	<b>Headteachers Update</b>	

**a. Challenge Partners (CP) Review**

DPE introduced himself as the AHT in charge of professional development at the school. He had shared the CP review with the meeting documents and explained the process. He also explained that the CP review judgement of 'Leading' was the highest that the school could achieve. He invited questions from the governors.

Q: The chair commented that the LGB had requested that the review was more robust than previously and asked if this had been the case.

A: The Headteacher explained that the CEO of CP (and a Trustee of TCSET) had requested a robust and challenging lead reviewer and this had been delivered. He went on to explain that, despite the good review, the school was still vulnerable to losing its 'Outstanding' rating by Ofsted because of the monitoring and tracking of extracurricular activities and the DA results last summer. In respect of the latter point, he added that the current KS4 DA cohorts were looking to be more positive in terms of progress data (although as this is based on internal data Ofsted would not be looking at it if they were to come in).

Q: A governor asked if this was down to particular interventions.

A: The MPN responded that it was partially down to teaching strategies and the embedding of the new curriculum across the school over the past three years.

Q: A governor congratulated the school on the review but added that it would be useful to see more 'student voice' in the review, especially among DA students.

A: DPE advised that the academic leadership team were looking at models for increasing the use of student voice in designing the curriculum and that there had been student interviews as part of the CP process, which had given interesting feedback that school, could now act on.

Q: A governor asked if this was the only time that students' views were sought.

A: The MPN replied that students were surveyed annually but acknowledged that listening to the student voice needed to be embedded and made systematic across the school. The Headteacher added that this was something that student leadership had been trying to develop over the past few years and that the TLR post for student voice was currently still to be filled.

Q: A governor asked if the school had explored ways of using technology to survey students, as this was the medium that they were most used to working with.

A: DPE responded that a variety of survey methods had been used depending on the information needed.

**ACTION:** LHR (governor) offered her help if the school felt it would be useful.

\*\*LHR

Q: The chair asked if there had been more of a focus on enrichment and extra-curricular.

A: DPE advised that the review reflected the new Ofsted framework. MPN added that tracking extra-curricular activities was definitely more important now.

Q: A governor asked if governors could be part of the review process.

A: The Chair replied that she had requested this but it was not possible. SWS advised that there was not a governance involvement in the CP network.

Q: A governor commented that this had been requested a year ago and asked why it was not possible to include governors in the review process, especially as Ofsted would speak to governors.

A: The Headteacher replied that the review does not look at governance, safeguarding or behaviour. The Chair added that training was being investigated for governors to be 'Ofsted' ready.

Another governor added that it would be useful for governors to observe parts of the review process if this was appropriate to see what kinds of questions were raised.

**ACTION:** Chair and STS to discuss how best to prepare and give practice to governors so that they are prepared for a potential Ofsted visit.

4.AKG/  
STS

**ACTION:** DPE to see if governors could be involved in any way for the next review.

5.DPE

Q: A Governor asked how the school felt about the comments around suggested improvements about SEND in the review.

A: SWS replied that the majority of these had already been identified in the SEND review and confirmed which areas required the most attention.

The Chair concluded that it was a very impressive report and that the governors would be monitoring progress against some of the recommendations.

**b. SEF**

MPN had circulated the SEF ahead of the meeting and advised governors that the revised SEF linked to the new Ofsted Framework. He invited questions from governors.

Q: A governor asked if the school was able to track and evidence the impact of enrichment activities.

A: MPN replied that this was not yet fully implemented and that the school had engaged the services of an external consultant to help with this. The preferred solution was to use SIMs. He advised that the school tracked who went on Trips but was still working on tracking the impact pre and post these and other activities.

Q: A governor commented that it would be helpful to understand what the key sources of evidence are that show the impact of extracurricular activities and how it is measured.

A: DPE replied that the impact would be tracked by looking at outcomes, behaviour etc.

Q: The Chair commented that it was positive to see the creative subjects referenced in the SEF but as no arts subjects were included in the EBACC acknowledged that this was a challenge.

A: The Headteacher replied that ED had a policy that all students had to sit a creative subject at GCSE but this was not the case at ND. MPN advised that most pupils at ND took a Creative subject at GCSE with few exceptions such as those taking triple science.

Q: A governor asked how inspectors would be able to see pupil progress in books and folders and also how this was explained to teachers so that they would be able to articulate it if questioned by an inspector. Did teachers have a standard statement to describe what progress looked like?

A: MPN replied that books should show evidence of feedback indicating that pupils were responding to it and that their work was developing as a result. He added that he was not convinced that any set of exercise books would show progress but that the school would continue to work with partner schools and other agencies to develop this. The Headteacher added that the staff appraisal trackers featured book checks and that if any issues in terms of progress shown in books came up these would be flagged up here.

**ACTION:** Governors to be shown an anonymised appraisal tracker to see what information it contains.

6.DPE

A governor added that evidence of progress and how it is tracked should be more explicit in the SEF.

Q: A governor asked if Challenge Partners had given feedback on the SEF.

A: MPN replied that they had not as it had not been written at that point that the review took place. They had given recommendations as to the structure of the SEF. He added that the document was a first version and that it would be shortened eventually as SLT and MLT worked within the new Ofsted framework.

Q: A governor commented that parts of the new SEF were hard to understand fully, including how it linked to the SDP.

A: The Headteacher replied that some of it still required work including extracurricular, DA and links to the SDP

7.MPN

**ACTION:** MPN to add evidence sources to the SEF

**ACTION:** Governors to review in Spring 2020

8.Chair/  
Clerk

**c. Curriculum intent statement**

The draft statement had been circulated ahead of the meeting. MPN advised governors that the statement aimed to define what the school wanted to achieve through its curriculum. He added that it was very important that governors understood the statement and asked for their approval of it.

Q: A governor asked if it was on the school website.

A: MPN confirmed that it was.

Q: A Governor asked how the table on P1 related to the actual curriculum statement.

A: MPN replied that the first page simply reiterated the schools overarching vision. He added that curriculum was not now simply about what was taught in lessons but was increasingly about the 'hidden' curriculum and extra-curricular activities.

Q: The Chair commented that the statement did not specifically talk about disadvantaged pupils and its impact on them and asked if this was as it was not appropriate in the Curriculum intent statement?

	<p>A: MPN replied that the guidance was not very clear on this. The Chair commented that it should at least refer to the PP statement and confirm that the curriculum for DA pupils would not be narrowed. <b>ACTION:</b> MPN to add something in about not narrowing the curriculum for DA pupils.</p> <p>Q: A governor asked if the introductory paragraph could be rewritten to clarify the link between the school's vision and values and the curriculum intent – perhaps highlighting certain areas for parents to understand it more clearly and make it more accessible for parents. They asked if the school would be seeking any feedback from pupils and parents.</p> <p><b>ACTION:</b> All governors to email and further questions and queries on the curriculum statement by the next meeting.</p>	<p>9.MPN</p> <p>10.ALL</p>
5	<p><b>Standing Items</b></p> <ol style="list-style-type: none"> <li>a. No GDPR breaches to report</li> <li>b. Risk Register – the format is being updated and will align with the Trust and ED risk registers. It will include more about SEND, finance and DA outcomes. <b>ACTION:</b> Updated Risk register to be shared with governors at the next meeting.</li> </ol> <p><b>c. Policies</b></p> <p>The SEND policy was shared with governors for approval. Q: A governor asked if it linked with the SEND review. A: SWS advised that the policy was parent facing and described the school provision around SEND. Q: Governors asked if it was on the school website. A: SWS advised that it would be once approved by governors. Q: Governors asked that a glossary of abbreviations should be included. <b>ACTION:</b> SWS to add glossary of abbreviations to the policy.</p> <p>Q: Governors asked if it could be specified how often external service providers such as the school nurse or the EP would visit the school. A: SWS advised that this was difficult, as it would vary depending on need at any specific time. Q: Governors asked if Dyslexia provision should be specified in the policy. <b>ACTION:</b> SWS to review inclusion of more specifics around dyslexia provision.</p> <p><b>ACTION:</b> The Chair to discuss the policy with SEND link governor to check that they have seen the revised policy and had no further comments.</p> <p>All provisionally agreed the policy subject to above checks.</p> <p><b>d. Safeguarding</b></p> <p>The Chair advised that a new safeguarding link governor would need to be appointed as PKI was probably going to be absent for some time due to ill health. LHR was nominated and approved by the meeting as the safeguarding link governor</p>	<p>11.CNH</p> <p>12.SWS</p> <p>13.SWS</p> <p>14.Chair</p>
6	<p><b>Governor Business</b></p> <ol style="list-style-type: none"> <li>a. Link governors. All agreed that the governors would stay with the current links but all were reminded that they should ensure that termly meetings took place and that reports were filed with the clerk <b>ACTION:</b> All to ensure spring meetings are scheduled and any outstanding notes from Autumn meetings are filed with the clerk. <b>ACTION:</b> Clerk to advise dates of Link Governor fortnights</li> <li>b. The Clerk reminded governors to advise her of any training completed</li> <li>c. Governor vacancies. The clerk advised that there were still two vacancies – a support staff governor and an appointed governor. These would be re-advertised in the new year</li> <li>d. Working party updates 6<sup>th</sup> form working party update <b>ACTION:</b> Clerk to circulate ED 6<sup>th</sup> form timetable to governors</li> </ol>	<p>15.All</p> <p>16.Clerk</p>

	<p>The PP working party has met and agreed terms of reference. All governors are invited to attend the next meeting and the date will be shared by the chair</p> <p><b>ACTION:</b> Chair to share meeting date in January with LGB</p> <p>Governors advised that the meeting had identified concerns around Y8 PP students and that strategies would need to be in place to ensure that these concerns did not crystallise into bigger issues. The WP had also identified that there needed to be better monitoring of how many PP students were attending extra-curricular activities and any impact</p> <p><b>Performance related pay progression</b></p> <p>Governors were advised that the governors pay panel met on November 3<sup>rd</sup> and approved the proposed performance related pay progressions for teachers.</p>	<p>17.Clerk</p> <p>18. Chair</p>
7	<p><b>AOB</b></p> <p>The Chair praised the school, especially Ms Gray, on the very enjoyable BHM Showcase in November.</p> <p>Dates:</p> <p>28/11 – Christmas Fair  11/12 – Christmas Concert  10/12 – Trust AGM and Board meeting – please advise clerk if you want to attend as an observer</p> <p>January</p> <p>16/1 – TCSND LGB meeting 6:30pm  23/1 – TCSED LGB meeting - please advise clerk if you want to attend as an observer</p>	

**Minutes approved by:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ACTION POINTS

Action Points arising from LGB meeting Thursday 14 November 2019

	<b>Actions carried over from previous meeting</b>	<b>Owner</b>	<b>Deadline</b>	<b>Status</b>
	Chair to raise the subject of the Trust policy on advertising and sponsorship	Chair	By end of Spring term	Carried over
	Exclusion data to include information about SEND and distribution of exclusions.	SWS	From Jan 2020	Carried over
	HoG to produce updated link governor role descriptions and meeting templates	Clerk	16/01/20	Carried over
	Clerk to organise skills audit for Au2	Clerk	16/01/20	Carried over
	CNH to update LGB on any progress regarding TCSND accessing JAGs PE facilities	CNH	On going	Carried over
	<b>NEW ACTIONS from 14<sup>th</sup> November 2019</b>			
1	Clerk to arrange a meeting of the governance working party in the new year to further explore link governor roles	Clerk	Spring 2020	New
2	SJA to be asked to share his notes from the Ofsted training that he attended	SJA	January 2020	New
3	SWS to include information about before and after school provision including uptake among key groups as part of the next HT Report in January	SWS	January 2020	New
4	Chair and STS to discuss how best to prepare and give practice to governors so that they are prepared for a potential Ofsted visit.	Chair/STS	February half term 2020	New
5	DPE to see if governors could be involved in any way for the next CP review.	DPE	Before next CP review	New
6	Governors to be shown an anonymised teaching staff appraisal tracker to see what information it contains	DPE	January 2020	New
7	MPN to add evidence sources to the SEF	MPN	March 2020	New
8	Governors to review SEF in Spring 2020	MPN	March 2020	New
9	MPN to add statement in Curriculum intent re: not narrowing the curriculum for DA pupils.	MPN	January 2020	New
10	All governors to email and further questions and queries on the curriculum statement by the next meeting.	ALL	January 2020	New
11	Updated Risk register to be shared with governors at the next meeting.	CNH	January 2020	New
12	SWS to add glossary of abbreviations to the SEND policy.	SWS	ASAP	New
13	SWS to review inclusion of more specifics in the SEND policy around dyslexia provision.	SWS	ASAP	New
14	The Chair to discuss the policy with SEND link governor to check that they have seen the revised policy and had no further comments.	Chair/SJA	ASAP	New
15	All to ensure spring, link-governor meetings are scheduled and any outstanding notes from Autumn meetings are filed with the clerk.	ALL	ASAP	New
16	Clerk to advice dates of Link Governor fortnights	Clerk	January 2020	New
17	Clerk to circulate ED 6 <sup>th</sup> form timetable to governors	Clerk	January 2020	New
18	Chair to share PP working party meeting date in January with LGB	Chair	January 2020	New
**	LHR to work with school to explore other methods of surveying/getting feedback from students (turned into an action at the LGB 16/01/20)	LHR	TBC	New