

The Charter School North Dulwich

Minutes of Local Governing Board Meeting

Thurs 12 March 2020, 6.20 pm at Red Post Hill, London, SE24 9JH

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

Apologies

Paul Koloi (PKI)	Governor
Mark Pain (MPN)	Deputy Headteacher
Simon Williams (SWS)	Deputy Headteacher

In Attendance:

Glyn Griffith (GGH)	Business Manager
Shalene Varcoe (SVE)	Clerk

AGENDA ITEM	MINUTES	ACTION NO. AND OWNER
Extraordinary Item	<p>Coronavirus update</p> <p>The Headteacher tabled two documents for the governors' attention regarding school actions in the face of the coronavirus emergency:</p> <ol style="list-style-type: none"> 1. Update for staff 2. Key actions <p>He informed the meeting that as yet, all schools were remaining open unless they had confirmed cases of Covid 19 or staff shortages.</p> <p>He advised that actions already taken by the school included. These included:</p> <ul style="list-style-type: none"> - Updating the Risk register - Including Coronavirus planning on SLT and ALT agendas - Liaising with TCSED, the LEA and other local schools to share information - Keeping all school trips and events under rolling review - Public Health messages on signage around school - All staff were planning for remote teaching and learning - The cleaning contractors had been asked to provide a quote for a deep clean in case of any confirmed cases - Regular parent/carer communications - Extra hand-sanitiser ordered - Key actions identified for all staff <p>All actions had been taken keeping the most vulnerable and disadvantaged students in mind and meant that the school would be prepared for a potential closure any time after the 17th March.</p> <p>The Headteacher went on to explain that the key priorities during the crisis were</p> <ol style="list-style-type: none"> 1. The health and safety of all staff and students and others in the school community – including how to support key groups remotely, such as free school meals and any safeguarding issues. 	

	<p>2. Outcomes for students, especially Y11 and Y13 particularly for DA/SEND/Vulnerable 3. Quality of Teaching & Learning 4. maintaining a calm orderly learning environment 5. Staff wellbeing and workload.</p> <p>He advised that the school were actively supporting some pupils with underlying health issues, or with close family members with medical issues, and that 3-4 families were already in self-isolation because of this.</p> <p>Q: The Chair asked how these absences were being recorded. A: The Headteacher replied that they were marked as authorised absence.</p> <p>Q: A Governor asked how the school proposed to support disadvantaged students if the school closed with access to IT at home. A: The Headteacher replied that the school was investigating which students may need to be loaned laptops to support potential remote learning. He added that paper practice exams were being printed, together with revision guides to ensure that Y11 and Y13 would have these ready to take home should the need arise. The school was planning to contact the most disadvantaged daily during a lockdown, with others on a slightly less frequent basis.</p> <p>Q: A governors asked if this would be direct contact with pupils. A: The Headteacher replied that the contact would be made via the parents.</p> <p>Q: A governor asked if some parents might be able to offer to host other students who did not have access to the Internet at home. A: The Headteacher replied that this was complex as it would mean that safeguarding checks/DBS checks would have to be carried out on volunteers.</p> <p>Q: A governor stated that the latest news indicated that the peak of the outbreak was expected in 10-14 weeks' time coinciding with the external exams and asked what the schools plans were for this. A: The Headteacher replied that no specific guidance had yet been issues by the DfE regarding exams other than they were going ahead as usual.</p> <p>Q: A governor asked if any staff would be in school should there be a closure. A: The Headteacher replied that this was not clear at the current time.</p> <p>Q: A Governor asked if there were any plans to move exams online. A: The Headteacher replied that there had been some consideration around moving exams onto a cloud-based system but that this was still considered too risky.</p> <p>Q: A Governor asked if the school had stopped visitors coming into school. A: The Headteacher replied that this was not yet the case but that the school were considering introducing a self-declaration form at reception.</p> <p>A Governor suggested that it may be useful to set up a Governors WhatsApp group. <u>ACTION 1:</u> Clerk to investigate</p> <p>The Chair thanked all staff for the extra work they were having to do on top of their usual day to day work. She added that some items on the main agenda may not have progressed as far as Governors would have wished but that this was understandable in these exceptional circumstances.</p>	1.SVE
1	<p>Chair's Welcome:</p> <ul style="list-style-type: none"> ● Apologies were received from PKI, SWS and MPN and these apologies were accepted. ● There were no declarations of Interest for the meeting ● The Chair welcomed Glyn Griffith to the meeting. 	
2	<p>Minutes and Matters arising</p> <p>a) The minutes were approved from the meeting on 16/01/20 as a true an accurate record subject to the following changes: Page 3 – delete last sentence of paragraph 4 Page 9 – change date on Action sheet</p> <p>b) Matters Arising/Actions</p>	

	<p>Carried over Items:</p> <ul style="list-style-type: none"> - All SWS actions carried over due to ongoing absence - Skills audit currently being completed by Trustees and will be rolled out to LGBs ahead by the end of the academic year. <p>1 - CNH to ask MPN to send the PP attendance in extracurricular activities</p> <p>2 - revised curriculum intent statement to be sent to all Governors – Carried over</p> <p>7 - All governors reminded to send the clerk proof that they have completed up to date exclusion training (either at Southwark or via learning link)</p> <p>8 - LHR, acting as Safeguarding Link Governor, advised that the meeting with the DSL this week had been cancelled due to SWS’s continued absence and that she was seeking to rearrange as soon as possible.</p> <p>9 – CNH to circulate repeat placement in ACE data to all Governors</p> <p>11 – CNH carried over</p> <p>12 – The Clerk advised that there had been three applications received from Inspiring Governance volunteers for the Governor vacancies and interviews would be arranged.</p> <p>14 – The Headteacher advised that the theme of the next Parent Forum will be the annual survey feedback but that it may not happen due to the ongoing Coronavirus crisis.</p> <p>15 – Parent Governors lunch pencilled in for April 1st.</p>	
3	<p>SEND Review and Working Party Update</p> <p>The Headteacher referred Governors to the previously circulated document which highlighted the key strategic considerations around SEND provision but advised that less progress had been made than was hoped for following the SEND review last year due to the ongoing absence of SWS. He also advised Governors that the area of risk around EHCP students had been raised to red on the Risk Register.</p> <p>The Headteacher advised that the main areas that needed to be progressed by September were: - Leadership & Staffing – To agree a new structure to ensure best provision for increasing numbers of students with EHCPs and - Funding and Accommodation – in view of the ongoing and increasingly serious funding crisis.</p> <p>The Chair added that the discussion document was a route map that Governors could use to explore where SEND issues intersected with other areas such as Finance or their Link Governor areas.</p> <p>Q: A governor commented that it had been some time since the SEND review and asked what were the blocks that had prevented more progress being made.</p> <p>A: GGH replied that some of the delays were around the continuing uncertainty surrounding High Needs Funding (HNF) and what the school will be receiving from the LAs.</p> <p>Q: A governor commented that this was an ongoing issue and asked what plans the school had to mitigate for this.</p> <p>A: The Headteacher replied that the urgency was not around the quality of provision, adding that the school was increasingly the school of choice for SEND pupils. He added that it was very difficult to make progress on the key actions as they all had an element of finance associated with them. The lack of information regarding HNF from the LAs meant that it was impossible to make any critical decisions. For example, the SLT had considered appointing an Assistant Headteacher for SEND, as there was at TCSED, but this was dependent on finances and could not be currently implemented unless cuts were made elsewhere.</p>	

	<p>The Chair asked STS, to feedback to the LGB following the SEND Working Party recent meeting.</p> <p>STS advised that the working party had focussed on leadership/staffing, funding and accommodation and the admissions consultation process for students with EHCPs.</p> <p>The working party (WP) had agreed that the meeting was productive for governors to gain a clearer understanding of a broad and complex area. The WP acknowledged that there were many students in the school with SEND needs but without EHCPs that required support but did not bring any additional funding to pay for this and that there were others outside the specific definition of SEND, perhaps with mental health needs, that also needed extra support, adding to the complexity. All had agreed that the primary focus had to be on the pupils with EHCPs.</p> <p>All had agreed that Governors needed a more strategic view of the demand on SEND provision at the school including the profile of needs, how this may shift over time and therefore where additional resources might be needed.</p> <p>The WP had acknowledged that the administration involved in exam access applications and EHCP admission consultations was costly in terms of time and resource. They had also discussed the relationship across the Trust in terms of SEND provision and recommended an increased joint approach.</p> <p>The Working party had also discussed the focus of the Joint LGB training day, the view being that it would be useful to focus on the issues faced by the Trust in regards to SEND provision at a strategic level, how best to progress this and how to best use limited resources (such as shared SEND admin functions across the two schools).</p> <p>The Chair confirmed that SEND is an area of focus in the Trust Development Plan, especially with the new CEO starting in April.</p> <p>Q: A governor asked if there was a view as to whether all schools in the local area were equally effective in terms of SEND provision as the figures for TCSND were well above the national average.</p> <p>A: The Headteacher replied that TCSND had the highest number of students with EHCPs on roll in the borough and advised that this may be due to other schools not being as popular with parents – adding that parental preference for a school placement was a key decider on an EHCP. The LA can only advise parents. He added that the school lawyers were assisting with templates for the school to use when turning down applications when it was felt that the school could not meet the needs of the child.</p> <p>A governor commented that the Trust should provide resources for more coordinated support, adding that the Trust Development Plan was developmental and would not help the school deliver today. Another governor agreed that it would be helpful if this was reviewed at Trust level.</p> <p>A governor suggested that it may be useful to look at the Y8 cohort and use them to do modelling around what interventions and support strategies work and which don't.</p> <p><u>ACTION 2:</u> STS to speak to SWS when he is back in school <u>ACTION 3:</u> Chair to add SEND review to the agenda for the LGB day in April <u>ACTION 4:</u> The Headteacher to identify 2-3 key things that can be moved forward quite quickly (for September 2020) and feedback to Governors at the next meeting</p>	<p>2.STS 3.AKG 4.CNH</p>
4	<p>Finance & Premises</p> <p><u>BMR</u></p>	

	<p>The BMR report had been circulated ahead of the meeting. GGH advised Governors that staffing costs were now £137K above budget due to extra costs for maternity cover and extra LSAs. Overall, the end of year deficit was currently forecast at -£47K.</p> <p>Q: The Chair asked if there were any cost saving actions being planned and if there would be any impact on Teaching & Learning (T&L). A: GGH replied that there should be no direct impact on T&L of any planned cost savings but that there were areas such as support staff that were under consideration. He added that savings would have to be made by the end of the year and that some cost lines may change - for example if some staff on MAT leave don't return when expected.</p> <p>Q: A governor asked if this level of deficit was usual for the time of year and whether there was a real cause for concern. A: GGH advised that the end of year position can fluctuate quite significantly but that the Trust Budget & Audit committee were scrutinising the figures carefully (next B&A meeting 20/03)</p> <p><u>ACTION 5:</u> Clerk to send Trust SoD to all Governors.</p> <p>Q: A governor asked if the level of staff absence indicated in the IDSR (P4) should be a cause for concern? A: The Headteacher replied that some of the data in that report was inaccurate and that TCSND had a very low level of staff absence. Q: The Governor asked if the teaching staff were feeling under pressure or if there was any increased tension among staff. A: The Headteacher replied that the annual staff survey was due to close at the end of the week and the feedback would be shared with governors at the next meeting. The staff Governor added that the turnover of staff would be much higher if morale was a real issue. Q: A governor asked if there will be additional costs expected due to the Coronavirus emergency. A: GGH advised that there could be some extra costs around catering, agency support staff and school trips for example but that this was very speculative at the moment. Q: A governor asked if the voluntary contributions were as high as expected. A: GGH responded that £30k had been forecast so the voluntary contributions were not as high as hoped for but advised that the schools had not been actively promoting the Voluntary Contribution scheme in recent months. Q: A governor asked if there were any drastic decisions that may need to be made. A: GGH replied that any potential staff cuts would have to be handled sensitively. The Headteacher added that savings could still be made by increasing individual teacher loading – an increase of 3 periods per fortnight would mean that fewer teaching staff were needed.</p> <p><u>Premises Improvement Update</u></p> <p>GGH reminded the Governors that the Trust had approved £200K from central reserves which would be spent on the three priority projects as agreed by the LGB. Work on these was hopefully scheduled for the summer. He invited any questions on the Premises Improvement update paper.</p> <p>Q: The Chair commented that at the last meeting the £80K forecast to be spent on the Food Tech rooms could be lower and asked if this was still the case. A: GGH replied that proposed plans were still coming through and once these were all in various elements that were not critical to the project could be revisited in order to reduce costs if necessary. He reminded Governors of the financial SoD – anything under £30k can be approved by the Headteacher, anything in the £30k - £100K range would be signed off by the LGB after a tender process with three quotes. Q: A Governor asked if there had been any progress with the Striding Man restoration and relocation. A: GGH replied that the new premises manager was aiming to get the planning application in within the next month in order to carry out the work.</p> <p>GGH updated Governors on the current situation regarding sports facilities:</p> <ol style="list-style-type: none"> 1. St Saviours playing fields were secured until the end of the Summer Term. 	5.SVE
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	<p>2. The Trust has registered their interest in accessing facilities with DHFC</p> <p>3. The Trust is also in conversation with Dulwich Village FC who are looking to secure the lease on the Griffin Sports Fields once the Kings College Lease expires.</p> <p>A Governor advised that the DHFC development application would be going to the council in late April for a final decision.</p> <p>Q: A Governor asked if there had been any progress with the conversations with JAGs and accessing their sports fields.</p> <p>A: The Headteacher replied that he had not had much success getting the Head of PE at JAGs to engage and that the Headteacher position at JAGs was in a period of transition.</p> <p>Q: A Parent Governor, DME, asked if the school could push to get a definitive response from JAGs - even if it was a 'no', as they would be happy to assist in any way and then follow up.</p> <p>ACTION 6: Headteacher to write to Headteacher and Head of PE at JAGS one more time for a definitive response on potentially using their Sports fields.</p> <p>The Chair congratulated the school on progressing the letting of the old Caretakers premises to a refugee charity.</p> <p><u>Top-slice proposals</u></p> <p>GGH had shared a revised Top-Slice paper with the Governors which aimed to answer the questions which arose from the January LGB meetings. He advised that the mechanism was the same, but that notional SEN funding was now included in the Top-Slice calculation.</p> <p>The Chair reminded Governors that this was being discussed so that there was a clear mechanism in place for joiner schools.</p> <p>Q: The Chair added that one issue that had come up in January was a concern that in creating a central services team there would be gaps appearing in admin and back office support at TCSND and asked what was being done to mitigate against this.</p> <p>A: GGH advised that the revised proposal had a business manager in each school.</p> <p>Q: A governor asked when that would be in place.</p> <p>A: GGH replied that it would be in effect from September and was included in the 3-year plan.</p> <p>The Chair thanked GGH for a very clear paper and asked Governor's to send through any further questions to her if they thought of any additional queries after the meeting.</p> <p><u>Catering Update</u></p> <p>GGH referred Governors to the paper included in the packs and invited questions.</p> <p>Q: A Governor asked if this was the only data that was collected in regard to catering sales, and asked if there was data showing how many children were eating in-school lunch each day and if the serveries ever ran out of food.</p> <p>A: GGH advised that he had requested that the caterers start to record how much food is wasted each day.</p> <p>ACTION 7: DME/LHR to investigate further when they come in for a Governors lunch on the 1st April.</p> <p>The Chair thanked GGH for his report and GGH left the meeting.</p>	<p>6.CNH</p> <p>7.DME/ LHR</p>
5	<p>Updated risk register</p> <p>The Headteacher had circulated an updated Risk Register and drew the Governors attention to the areas marked a 'red' - high risk and to note where changes had been made.</p> <p>Governors all agreed that it would be useful to know where the areas of risk were and what Governors should be focussing on.</p>	

	<p>Q: A governor asked if parental communication/engagement was a greater risk than currently indicated (Green)</p> <p>Q: Another Governor commented that most areas under Governance were amber and queried this.</p> <p>ACTION 8: The Headteacher to re-visit these areas and the potential level of risk</p>	8.CNH
6	<p>National Performance Data</p> <p>The National Performance data had been shared with Governors to show the school's performance in the national context. Governors were reminded that this was important data as it would be the data that Ofsted referred to.</p> <p>Q: A governor pointed out if the data was questionable (e.g. the staff absence data already referred to) how much regard should be placed on the data.</p> <p>A: The Headteacher replied that the data on P4 was the only data that was questionable (around workforce and finance) and that the rest of the data was robust and valuable for Governors to have knowledge of, especially the figures for disadvantaged pupil performance on page 3 and the reduction in the number of Y11 on roll on P5 as these would be the type of issue that Ofsted would flag up and question.</p>	
7	<p>Governor Business</p> <p>a. <u>Joint Strategy Day – 25th April</u></p> <p>The suggested agenda had been circulated by the Chair and she invited comments.</p> <p>A Governor requested that there should be clear actions from the discussions so that Governors could see what needed to happen next after the joint day with ED, adding that everyone should have an action coming out of the day.</p> <p>Another Governor added that each time the joint strategy day ran there was too little time for the school LGB to work as a team and a specific time should be allocated to that. They added that the objectives for the day should be very clear.</p> <p>These were broadly:</p> <ul style="list-style-type: none"> • Is the Trust inclusive? • Does the Trust have too many exclusions? <p>The Vice-Chair responded that regarding inclusivity, the aim was:</p> <ul style="list-style-type: none"> • In view of the relative under-achievement of the DA cohort last year were the LGBs informed and skilled enough to help deliver a strategy of DA first. • To receive further information and guidance from specialists in these areas <p>The Chair added that the day aimed to look at these areas in greater depth for the LGBs as the themes cross both schools, and the new CEO, who is very keen on increased cross Trust collaboration, would be attending.</p> <p>The Headteacher added that regarding inclusivity, some families do not feel that TCSND is the right school for them and we need to explore why that is. Also, inclusivity relates to staff also and how diverse the staff is or isn't. In regard to exclusions, this feeds into the national debate and how certain groups are more likely to be excluded than others.</p>	9.TSS

	<p>Q: A Governor asked if the speakers would be able to share actual data from both the LA and nationally for comparison.</p> <p>A: The Chair replied that they would discuss the local and national data but added that it would be useful to specify what data the Governors would need to see.</p> <p>ACTION 9: TSS to email AKG with her points regarding content and data.</p> <p>b) <u>Link Governors</u></p> <p>The Chair reminded Governors that it was an important part of their role to be in school, speak to staff and see classes.</p> <p>ACTION 10: All outstanding Link Governor reports to be sent to the Clerk for filing ('Ofsted ready') - including Science, Maths and English plus any other outstanding link meetings</p> <p>Q: The Safeguarding Link Governor asked if there was a need for SLT to ask the Trust for additional support given the DHT's extended absence.</p> <p>A: The Headteacher replied that he could ask but was not certain as to what form the support would take.</p> <p>ACTION 11: The Headteacher to have a conversation with the CEO about extra SLT support around safeguarding and the on-going Covid-19 crisis.</p> <p>c) <u>PP working party update</u></p> <p>The Vice-chair gave a verbal update on the recent PP working part meeting</p> <p>d) <u>Follow up from Ofsted Training</u></p> <p>ACTION 12: The Ofsted group of Governors (DME, AKG, TSS, LHR and AMD) to circulate slides from the Training to the wider group, finalise and share the action point list.</p> <p>ACTION 13: LHR to share the Ofsted template from The Key.</p> <p>All agreed that a follow up session was needed.</p> <p>ACTION 14: Follow up meeting to be arranged by Chair</p> <p>ACTION 15: Clerk to set up central shared documents folder for all key documents to be filed in for Governor's to access.</p> <p>e) <u>Exclusion Review</u></p> <p>Action 16: Clerk to follow up with DHT and HT at ED on progress for the new Exclusions Policy.</p>	<p>10.ALL</p> <p>11.CNH</p> <p>12. Ofsted group 13.LHR</p> <p>14. AKG 15. SVE</p> <p>16. SVE</p>
8	<p>Standing items</p> <p>There were no items of significance to report under Safeguarding and GDPR</p>	
9	<p>AOB</p>	

	Next Trust Board meeting on March 31 st at 6:30pm – TSS to attend as observer Next LGB meeting on Thursday May 7 th at 6:30pm	
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Minutes approved by: _____

Signed: _____

Date: _____

ACTION POINTS

Action Points arising from LGB meeting Thursday 14 November 2019

	Actions carried over from previous meeting	Owner	Deadline	Status
	DPE to see if governors could be involved in any way for the next CP review.	DPE	Before next CP review	Carried Over
	Governors to be shown an anonymised teaching staff appraisal tracker to see what information it contains	DPE	May 2020	Carried Over
	SWS to add glossary of abbreviations to the SEND policy.	SWS	ASAP	Carried Over
	SWS to review inclusion of more specifics in the SEND policy around dyslexia provision.	SWS	ASAP	Carried Over
	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	Carried Over
	School to produce initial report on PP attendance at extracurricular activities using SIMs data	MPN	May meeting	Carried Over
	MPN to republish the curriculum intent including the revised introduction and clarification around not narrowing the curriculum for DA Students	MPN	May meeting	Carried Over
	Safeguarding link governors to meet acting DSL, Mike Snell. (PA: Kathryn Edwards)	LHR	ASAP	Carried Over
	Headteacher to provide repeat offender data for ACE placements.	CNH	May meeting	Carried Over
	Headteacher to explore pulling all development plans into one document – especially regarding PP students.	CNH	ASAP	Carried Over
	NEW ACTIONS			
1	Clerk to set up TCSND WhatsApp group	SVE	ASAP	NEW
2	STS to speak to SWS when he is back in school about modelling SEND support for Y8	STS	When SWS back in school	NEW
3	Chair to add SEND review to the agenda for the LGB day in April	AKG	April	NEW
4	Headteacher to identify 2-3 key things in SEND review that can be moved forward for September 2020 and feedback to Governors at the next meeting	CNH	May meeting	NEW
5	Clerk to send up to date Trust Scheme of Delegation to all Governors.	SVE	ASAP	NEW
6	Headteacher to write to Headteacher and Head of PE at JAGS one more time for a definitive response on potentially using their Sports fields.	CNH	May meeting	NEW
7	DME/LHR to investigate specific catering questions further when they come in for a Governors lunch on the 1 st April and report back to LGB.	DME/LHR	April 1st	NEW
8	The Headteacher to re-visit rating and the potential level of risk on parental engagement and communication and governance	CNH	May meeting	NEW
9	TSS to email AKG with her points regarding content, objectives and data requirements for the LGB joint training day.	TSS	ASAP	NEW
10	All outstanding Link Governor reports to be sent to the Clerk for filing ('Ofsted ready') - including Science, Maths and English plus any other outstanding link meetings	ALL Link Governors	By May meeting	NEW
11	Headteacher to have a conversation with the CEO about extra SLT support around safeguarding support and the on-going Covid-19 crisis.	CNH	ASAP	NEW
12	The Ofsted group of Governors (DME, AKG, TSS, LHR and AMD) to circulate slides from the Training to the wider group, finalise and share the action point list.	'Ofsted' group	ASAP	NEW
13	LHR to share the Ofsted template from The Key.	LHR	ASAP	NEW
14	Follow up to Ofsted training meeting to be arranged by Chair	AKG	By May HT	NEW

15	Clerk to set up central shared documents folder for all key documents to be filed in for Governor's to access.	SVE	By May meeting	NEW
16	Clerk to follow up with DHT and HT at ED on progress for the new Exclusions Policy	SVE	By May meeting	NEW