

The Charter School North Dulwich

Minutes of Local Governing Board Meeting

Thurs 7 May 2020, 6.00 pm via Zoom

Amanda King (AKG)	Chair of Governors	Present
Christian Hicks (CNH)	Governor	Present
David Malone (DME)	Governor	Present (Joined at 6:30pm)
Sam Jaffa (SJA)	Governor	Present
Lucy Hamer (LHR)	Governor	Present
Alton McDonald (AMD)	Vice Chair of Governors	Present
Thecla Schreuders (TSS)	Governor	Present
Paul Koloi (PKI)	Governor	Present
Andrew Somerville (ASE)	Governor	Present

Apologies

Simon Williams (SWS)	Deputy Headteacher
Mark Pain (MPN)	Deputy Headteacher
Sue Tibballs (STS)	Governor

In Attendance:

Glyn Griffith (GGH)	CFO
Shalene Varcoe (SVE)	Clerk

AGENDA ITEM	MINUTES	ACTION NO. AND OWNER
1	<p>Chair's Welcome: The meeting started at 6pm The Chair welcomed all to the meeting</p> <ul style="list-style-type: none"> Apologies were received from SWS, MPN and STS and these apologies were accepted. LHR, PKI and ASE declared an interest under agenda item 3 - all have children at the school in exam years and the strategic update discusses the centre assed grading system. This item is for information only and no decisions are to be made by the governors in relation to it. 	
2	<p>Minutes and Matters arising</p> <p>a) The minutes were approved from the meeting on 12/03/20 as a true an accurate record b) Matters Arising/Actions</p> <p>ACTION: Chair to email approval of sign off the minutes from 12/03/20 to Clerk for filing</p> <p>Matters arising The last meeting was held before lock-down and the Chair noted that many of the actions would need to be carried over as they would not have been acted on since lockdown. All agreed that carried over actions could be carried over again apart from the Safeguarding meeting with LHR as this had now happened.</p> <p>Actions from 12th March meeting</p> <p>All Headteacher actions to be carried over. The Headteacher apologised that the day to day management of the school lock-down had meant that these actions would be delayed.</p>	

	All other Actions are postponed or carried over apart from 1 and 5 which were completed.	
3	<p>Strategic Update</p> <p>The Headteacher had shared several documents ahead of the meeting including:</p> <ul style="list-style-type: none"> - Governors Strategic Update - TCSND Strategic summer plan - The Charter Remote 13 T&L basics - EEF distance learning research - TCSND Distance learning agreement - Parent/Staff survey results (Distance learning/teaching) <p>Centre assessed grades for Y11 and Y13</p> <p>The Headteacher informed governors that the 29th May was the earliest date that grades would be requested from the school – Subject Teachers would set the grade, Subjects leaders would then moderate and all grades then go to SLT for final moderation before being submitted.</p> <p>The Headteacher explained that this was not an easy process and that moderation was key as the tendency could be to award on the positive side. (early estimates indicate a P8 score of +1.1 vs. 2019 +0.6)</p> <p>Ofqual and the exam boards will also moderate down if the grades look over-inflated.</p> <p>Q: A governor asked if the school had seen the modelling that the various exam boards will use to moderate final grade awards. A: The Headteacher replied that he had not but experience indicated that exam board moderation leads to lower grades. He added that the ranking process was crucial and that this was a lengthy process for large departments such as English and Maths but that the school was ensuring that the process was robust.</p> <p>Q: A governor asked that with all the data the school has on its pupils, if the school was confident of the final grades awarded and would there be a strong argument to back these up if challenged. A: The Headteacher replied that he was confident in the professionalism and skill of the teachers and the moderation to mitigate against any unrealistic positivity.</p> <p>Q: The Chair asked if the school was still looking at a positive outcome for PP students which was predicted to be much stronger this year than in previous years. A: The Headteacher replied that there may be a better outcome for PP students than originally predicted as there is no exam factor this year – external exams have led to a decline in performance of some PP pupils as their exam resilience is not as strong as others.</p> <p>Q: A governor asked if it was possible to give the best possible realistic results to PP students to ensure that they were not disadvantaged in any way by this year’s situation. A: ASE replied that teachers must be as subjective as possible when awarding grades and give careful consideration when ranking the students.</p> <p>All agreed that governors needed to be assured that the process was fair, and evidence based.</p> <p>ACTION: Headteacher to produce a centre assessed grading crib sheet outlining process and data used and processes for mitigating against any unconscious bias.</p> <p>The Chair commented that governors also need to look at Y10 in terms of DA pupils too.</p> <p>Q: 25% of Y11 and Y13 not signed up for transition work – are these aligned to the DA group and is there a risk here? A: The Headteacher replied that it was difficult to make sure that these students were kept engaged and motivated once the government announced that no work after the 20th March could be used towards the final grade calculation. He informed governors that some schools were not doing anything with their Y11 and Y13 after lockdown was announced. He advised that the academic enrichment programme and the transition programs put together by staff were very comprehensive and that school had tried to make it semi-compulsory. 130 – 140 students had logged in.</p>	1.CNH

	<p>Q: The chair asked the Headteacher for some feedback on Y10. A: The Headteacher replied there were some key groups causing some concerns - mainly boys and from DA group and various interventions had been put in place including phone calls home. The expected DfE announcement on Sunday will probably look at Y10 and Y12 and their access to in school provision.</p> <p>DME joined the meeting at 6:30 and apologised for not being able to join earlier. The Chair asked if he could speak to the Careers Leader at school about the transition plans that the school had put in place for Y11 and Y12 plus any other activities such as WEX which had been effected by the lock-down.</p> <p>ACTION: DME to arrange a phone call ‘link governor’ meeting with Lucy Linderoth, Careers Leader as soon as possible.</p> <p>Q: A governor asked if there were any pupils that the school had not been able to reach in the vulnerable or disadvantaged groups. A: The Headteacher replied that there were about 400 students falling into these categories and that they were receiving a phone call daily or at least twice a week and that in most cases staff were getting through. If they were unable to make contact after several attempts staff would make a safeguarding referral. However, he was unaware of any student that had not had any contact at all since the start of the lockdown. Any students of concern were being persuaded to come into school next week in line with the overall Trust strategy.</p> <p>Up to now about 15 pupils a day were coming in and the school was looking to increase this gradually over the coming weeks by targeting the most vulnerable and disengaged students.</p> <p>Q: A governor asked if there was a ‘buddy’ scheme with trusted older pupils keeping an eye on younger ones. A: The Headteacher replied that this was not happening as there were questions around safeguarding and he was not aware of this happening in any other organisations, but it would be kept under consideration.</p> <p>Q: A governor asked if any Y11/Y13 were less engaged in the transition programs would this reflect in their final exam grades. A: The Headteacher replied that the school was not allowed to take anything into account after the lockdown was implemented when it came to grades. He added that the groups that the school were most concerned about were Y10 and Y12 – especially Y12 as the work patterns were slipping for some of them and that sleep patterns were disrupted meaning that teachers had to plan carefully when to deliver live lessons, for example.</p> <p><u>Remote learning survey responses</u></p> <p>The Chair asked if anyone had any comments or questions on these.</p> <p>Q: The Chair asked if the survey results had been shared at the parent forum earlier that day. A: The Headteacher replied that he had shared the results and that the presentation was also on the school website now.</p> <p>Staff survey</p> <ul style="list-style-type: none"> - Generally, very positive. - Some staff now have a different situation – such as childcare responsibilities. - Balance between staff welfare and student welfare seemed to be working well. <p>Parents Survey</p> <ul style="list-style-type: none"> - Desire for more live or pre-recorded lessons - A desire to see increased interaction and feedback/recognition for their children – The Headteacher informed governors that in response to this all pupils who had not yet received a phone call home received one from teaching staff yesterday. The aim is do this every fortnight. Also looking at interactive tutor times and House quizzes. 	<p>2. DME</p>
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In respect of 'live' lessons the Headteacher drew Governors attention to the provision that private schools offer to state schools. A Governor replied that the live element was a short 10-minute segment (discussion or teaching) as part of the lesson not always a full 1 hour 'live' lesson.

The Headteacher added that staff were looking at ways to introduce more interactive teaching sessions but that this would depend on individual teacher circumstances at home. Also, consideration must be given to any students who may not be able to attend a live lesson or engage in it. ASE added that he has tried these with Y12 and only 50% engaged.

A Governor suggested that an audit of staff as to who can do live lessons would be needed and then build up the consistency so that students and parents know when to expect them and in which subjects.

Q: The Chair asked the staff governor if staff felt supported

A: ASE replied that staff felt that a lot of work at various levels was offering positive support.

The Chair commended the school on its approach and added that Governors were reassured to see the positive feedback from both staff and parents.

Q: A Parent Governor commented that there was a concern raised among staff about their ability to mark and give feedback which had been echoed in the parents survey, adding that their child in Y8 had not received any Tutor emails due to an IT issue and as they were not in the key groups no phone calls so they had gone six weeks with very little feedback at all. They asked if there was more work to do to up the feedback and check that the students were OK.

A Parent governor also commented on the 30-35% of parents stating that their children struggle with online learning and what could be done to improve this experience.

A: The staff governor advised that live lessons were a good vehicle for offering feedback.

The Headteacher added that one of the difficulties with remote learning was quality assurance and leading any changes and that the surveys would be revisited.

The Headteacher advised that the school remote learning platforms were under review as the VLE provision was due for renewal.

SEND/Safeguarding reports

The Chair thanked the link governors for their report and asked if there was anything specific that governors needed to note.

LHR advised that the Trust safeguarding link, Stephen Potter, was investigating if the Trust could act as a referrer for Foodbanks. All other details are covered in the report.

Plans for Reopening

The Headteacher advised that plans for reopening to more students were still under consideration. Currently it looks like some students will be in school, likely Y10/Y12, from June but there is no certainty at the moment.

Major considerations are Health & Safety especially around social distancing if more students are in school and this may have an impact on timetabling. This will also have to be managed alongside ongoing remote teaching and planning for September.

The Headteacher confirmed that more details were expected from the government on Sunday – giving three weeks' notice for potential reopening from June 1st. He added that it was expected that primary schools would go back in greater numbers first.

Q: A governor asked if the school expected all pupils to be back in as normal before September.

A: The Headteacher replied that it may not even be back to normal by September depending on how the pandemic progresses.

Q: The Chair asked what support the LGB could offer.

	<p>A: The Headteacher replied that most of the decisions that would need to be made would be operational but that there would be major strategic implications that governors would need to be aware of, especially given that the next LGB meeting is not until the end of June.</p> <p>The Chair advised that it was important to keep good communication channels open and asked that any detailed plans are circulated. The LGB could meet remotely if it were necessary to discuss the plans.</p> <p>Q: A governor commented that there will be some year groups who may not be back in school for some time and asked what plans were being made to ensure that they are not disadvantaged by this.</p> <p>A Governor commented that the working group can take this offline and discuss any concerns separately to feedback to SLT. The Headteacher agreed that this was a good way forward.</p> <p>ACTION: All agree that the Ofsted working group would act as the school reopening working group and any documents and RAs would be circulated to them for consideration and to raise any questions/Concerns before a final decision was made.</p>	<p>3. AMD, TSS, LHR, AKG, DME</p>
4	<p>Finance and Premises update</p> <p>GGH had shared the latest budget monitoring reports ahead of the meeting together with a finance update paper.</p> <p>Q: The Chair asked how confident GGH was in the figures in terms of the projected deficit of between -£49K and -£151K (dependent on how long schools are closed during the lockdown)</p> <p>A: GGH replied that the figures were subject to frequent change currently as extra costs were still emerging and the exam costs for Y11 and Y13 were still unclear.</p> <p>GGH advised that the catering company was now using the government furlough scheme to pay its employees (equivalent to 80% of an individual's salary up to a maximum of £2500 pm) and that the Trust had agreed to top this up by 10% but not the full 20% - the remaining 10% difference was under consideration by Harrisons.</p> <p>Q: A Governor asked if any of the planned premises works were likely to proceed and were there any implications because of the lockdown.</p> <p>A: GGH replied that he and the premises team were proceeding as normal with the planned works for the summer but added that there were issues around getting approval etc. Additionally, some cost savings may mean that other works and resources might be able to be included such as the purchase of extra laptops for the school.</p> <p>Q: The Chair asked if the DfE schemes to provide FSM vouchers and laptops had come through?</p> <p>A: GGH advised that the DfE FSM voucher scheme had not been without problems in terms of access and administration but 75% of those eligible were now accessing the vouchers. Finance were targeting the remaining 25% individually to offer help and support and the numbers were increasing.</p> <p>Q: The Chair asked if families were self-referring themselves for assistance if their personal financial circumstances changed.</p> <p>A: GGH advised that forms had been sent out to people and 5-6 families with cash flow problems had been added to the list. The letters home to parents had also advised people to contact finance if their circumstances had changed.</p>	

	<p>In terms of the laptop scheme the Trust had been given 40 in total under the DfE scheme and each school would get 20 each but the school was still waiting to hear when they would be delivered. GGH added that the school was looking to purchase more laptops for use in school.</p> <p>The Clerk also advised that the school could now act as a referrer to foodbanks for families in greater immediate difficulties.</p> <p>There were no further questions and the Chair thanked GGH who left the meeting.</p>	
5	<p>Surveys</p> <p>The year on year comparisons of the Survey results from the annual staff, pupil and parent surveys had been shared with Governors ahead of the meeting and they were invited to ask questions.</p> <p>Q: A Governor commented on the relatively low score of 42% of staff agreeing that Governors did an effective job in the school (down from 49% the previous year)</p> <p>A: The Headteacher replied that this may more often be down to the fact that many staff would not know what the governors do, adding that the more positive response to the question above (Is the school well led and managed) would also be partially down to the work that the governors do.</p> <p>There followed a discussion where governors discussed ideas on how to help improve this figure going forward including:</p> <ul style="list-style-type: none"> - A board for Governors in the school entrance - More governor attendance at events - A governor Blog - Attendance at all staff meetings once a term to give a 5-minute governor update - Description of the role of governors in staff induction packs <p>All agreed that a biography of each of the governors on the website would be useful.</p> <p>ACTION: All to send a brief biography (100 words) and a headshot to the Clerk so that these can be put on the website</p> <p>Q: A Governor asked how much access staff had to the agendas and minutes of the LGB</p> <p>A: The clerk replied that a decision was taken a few years ago not to publish minutes on the school website as this was not a statutory requirement, but they were public documents and anyone could request to see them.</p> <p>Q: A Governor asked how staff would know if the governors were effective or not.</p> <p>A: The staff governor replied that more Learning Walks as a regular part of link governor meetings would help to partially address this.</p> <p>A Governor added that this was an issue in many schools and that a planned series of steps to address it would be useful once the school was back to normal operations.</p> <p>ACTION: All to share any further ideas on quick wins to improve awareness of governors and what they do with TSS</p> <p>Q: A Governor raised a concern that had been a dip in the positive responses year on year on the parents survey – most notably in terms of children being well looked after at school and responding to concerns and asked what action the school would be taking in view of this.</p> <p>A: The Headteacher replied that SLT would have to interrogate the data further.</p> <p>Q: The Chair asked if some of the response data for pupils was taken to the school council for feedback.</p>	<p>4. ALL</p> <p>5. ALL</p>

	<p>A: The Headteacher replied that this was the intention adding that the relationship between student voice and student leadership was being reviewed to ensure equal importance.</p> <p>Q: A governor asked if the school was planning to survey pupils in lockdown to get their feedback on their remote learning experience.</p> <p>A: The Headteacher replied that this was the intent and that a survey was in draft form ready to be sent out early next week once IT had fixed some student email access issues.</p> <p>The governor replied that it would be helpful to ask pupils how school could best support them as and when they come back into school, including anything to keep from remote learning and anything to change.</p> <p>Q: The Chair asked what SLT would be doing with these survey results now.</p> <p>A: The Headteacher replied that they would be shared via the parent forum and students' groups to dig deeper but that this specific work was on hold because of lock-down. They would also be used to help inform the SDP and that SLT would look at how to integrate the survey findings into any forward planning under lock-down.</p>	
6	<p>Governor Business</p> <p>ACTION: Clerk to introduce Link governors at ND and ED to each other</p> <p>The PP and SEND working parties were currently suspended but will be revisited as soon as possible.</p> <p>ACTION: Chair and Vice Chair to speak to Headteacher about when might be best to start these up again at next meeting. Also agreed to reinstate regular meetings with HT.</p> <p>Governors were encouraged to complete governor training online either via NGA Learning Link or Southwark Governor Services which are now running online: https://schools.southwark.gov.uk/governance/governor-training/governor-training</p> <p>Link governor reports were submitted from Safeguarding, SEND and BET/CPA links.</p> <p>ACTION: Other link governors were reminded to try and hold their meetings remotely and to submit their reports as soon as possible.</p>	<p>6. Clerk</p> <p>7.AKG/ AMD</p> <p>8. ALL</p>
7	<p>Standing items</p> <p>There were no updates needed on GDPR or Safeguarding reports</p>	
8	<p>AOB:</p> <p>The Chair thanked the Headteacher and all the school staff for their ongoing work in the current difficult circumstances.</p> <p>Next LGB meeting: Tuesday 30 June at 6:30pm (start time tbc)</p> <p>Next Trust Board meeting: Monday 14 July at 6:30pm – governors are invited to attend as observers - please inform the Chair and the Clerk if you wish to attend.</p>	

Minutes approved by: _____

Signed: _____

Date: _____

NEW ACTION POINTS FROM MEETING THURSDAY 7 MAY 2020

	NEW ACTIONS 7/05/20	Owner	Deadline	Status
1	Headteacher to produce a centre assessed grading crib sheet outlining process and data used and processes for mitigating against any unconscious bias.	CNH	For June meeting	NEW
2	DME to arrange a phone call 'link governor' meeting with Lucy Linderoth, Careers Leader as soon as possible.	DME	Before June meeting	NEW
3	All agree that the Ofsted working group would act as the school reopening working group and any documents and RAs would be circulated to them for consideration and to raise any questions/Concerns before a final decision was made. Meeting to ask questions tba	Chair, Vice Chair, DME, LHR, TSS	BY end of May	NEW
4	All to send a brief biography (100 words) and a headshot to the Clerk so that these can be put on the website	All	Before June meeting	NEW
5	All to share any further ideas on quick wins to raise awareness of governors and what they do with TSS	ALL	Before June meeting	NEW
6	Clerk to introduce Link governors at ND and ED to each other	Clerk	By end of May	NEW
7	Chair and Vice Chair to speak to Headteacher about when might be best to start PP and SEND WP meetings up again at next CoG/HT meeting.	Chair/ Vice Chair	Update at June meeting	NEW
8	Other link governors were reminded to try and hold their meetings remotely and to submit their reports as soon as possible.	All	By June meeting	NEW

	Actions carried from before lockdown and on hold	Owner	Deadline	Status
a.	DPE to see if governors could be involved in any way for the next CP review	DPE	Before next CP review	Carried Over
b.	Governors to be shown an anonymised teaching staff appraisal tracker to see what information it contains	DPE	Before next PRP review	Carried Over
c.	SWS to add glossary of abbreviations to the SEND policy.	SWS	Before next policy review	Carried Over
d.	SWS to review inclusion of more specifics in the SEND policy around dyslexia provision.	SWS	Before next policy review	Carried Over
e.	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	On going	Carried Over
f.	School to produce initial report on PP attendance at extracurricular activities using SIMs data	MPN	When school reopens	Carried Over
g.	MPN to republish the curriculum intent including the revised introduction and clarification around not narrowing the curriculum for DA Students	MPN	By September	Carried Over
h.	Headteacher to provide repeat offender data for ACE placements.	CNH	TBC	Carried Over
i.	Headteacher to explore pulling all development plans into one document – especially regarding PP students.	CNH	TBC	Carried Over
j.	STS to speak to SWS when he is back in school about modelling SEND support for Y8	STS	TBC	Carried Over
k.	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	TBC	Carried Over
l.	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	TBC	Carried Over
m.	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	TBC	Carried Over
n.	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	TBC	Carried Over
o.	LHR to share the Ofsted template from The Key.	LHR	TBC	Carried Over
p.	Follow up to Ofsted training meeting to be arranged by Chair	Chair	TBC	Carried Over