

## The Charter School North Dulwich

### Minutes of Local Governing Board Meeting

#### Thursday 24 September 2020, 6.00 pm via Zoom

Amanda King (AKG)	Chair of Governors	Present
Christian Hicks (CNH)	Governor	Present
David Malone (DME)	Parent Governor	Present
Lucy Hamer (LHR)	Parent Governor	Present
Alton McDonald (AMD)	Vice Chair of Governors	Present
Thecla Schreuders (TSS)	Governor	Present
Celeste Shirvani (CSI)	Governor	Present
Alex Kemp (AKP)	Governor	Present
Laura McBean (LMN)	Governor	Present
Catherine Barrows (CBS)	Governor	Present
Andre Somerville (ASE)	Staff Governor	Present

#### In attendance

Simon Williams (SWS)	Deputy Headteacher
Mark Pain (MPN)	Deputy Headteacher
Cassie Buchanan (CBN)	CEO
Shalene Varcoe (SVE)	Clerk

AGENDA ITEM	MINUTES	ACTION NO. AND OWNER
1	<p><b>Chair's Welcome:</b></p> <p>The meeting started at 6pm</p> <p>The Chair welcomed all to the meeting and introduced the CEO who was attending as an observer.</p> <p>The Chair welcomed new governors to the LGB.</p> <ul style="list-style-type: none"> <li>• There were no apologies</li> <li>• There were no declarations of interest for the meeting</li> </ul> <p>The clerk informed the meeting that one nomination has been received for the position of Vice Chair and that was for Alton McDonald. AMD was duly elected as Vice Chair by unanimous vote.</p>	
2	<p><b>Minutes and Matters arising</b></p> <p><b>a)</b> The minutes were approved from the meeting on 30/06/20 as a true and accurate record subject to the following changes:</p> <p>P8 – Clerk to reword section highlighted</p> <p>P9 – List agreed strategic priorities 1, 2, 5 and 6</p> <p><b>ACTION 1:</b> Clerk to email amended minutes to Chair for final approval</p> <p><b>b) Matters arising</b></p> <p><b>ACTIONS from 30<sup>th</sup> June meeting</b></p> <p><b>ACTION 2:</b> All actions agreed from before lockdown will be revisited by Chair with the Vice-Chair and Headteacher to agree which are still necessary and then feedback to LGB in November</p>	<p><b>1.SVE</b></p> <p><b>2. Chair</b></p>

	<p>LHR requested that the offer of help to develop student voice be carried over. TSS requested that developing ideas to improve governor visibility be carried over.</p> <ul style="list-style-type: none"> <li>- The Headteacher informed governors that the end of year position was now looking more positive and may even show a small surplus.</li> <li>- The Headteacher informed governors that all the planned premises work had been completed in the summer but advised that the promised laptops from the DfE had still to be delivered as they were held up in China. ASE advised that the response from the Herne Hill Forum call for second hand laptops to support the school has been very positive and 40 machines had been received and refurbished and were now being donated to students who needed them most.</li> <li>- The Headteacher also thanked Jo Brand and Off The Kerb for their fundraiser during the summer which raised funds to buy 10 new machines.</li> </ul> <ol style="list-style-type: none"> <li>1. The Chair reminded governors that the latest re-opening risk assessment had been shared at the start of term and governors had been invited to comment at that time</li> <li>2. Carried over</li> <li>3/4/5 – all completed</li> <li>6. CNH to share the ED poverty proofing report with ND governors</li> <li>7. CBN confirmed that governors could be included in the Citizens UK listening project. As this had already started SWS will liaise as to how this can be facilitated.</li> </ol> <p><b>ACTION 3:</b> SWS to liaise with Citizens UK to facilitate governor participation.</p> <ol style="list-style-type: none"> <li>8. SWS confirmed that the contact with the Advocacy Academy was on hold as it replicated some of the work being done by Citizens UK.</li> <li>9. Caried over</li> <li>10/11 – completed</li> </ol> <p>There were no further matters arising.</p>	3.SWS
3	<p><b>Headteacher’s Strategic update</b></p> <p>Two documents (Strategic update and KS4/KS5 performance summary) had been shared with governors before the meeting and governors had submitted questions via GovernorHub.</p> <p><b>a) Academic results summer 2020</b></p> <p>The Chair congratulated the school on its results and managing the uncertainty over the exams and results during the summer.</p> <p>There was a discussion regarding the summer CAGs for GCSE and A Level. MPN cautioned that comparisons between the results this year and in previous years was not realistic and any comparisons should be treated with caution. He reminded governors that the school had submitted CAGs that were positive but realistic, being based broadly on what the school had been expecting if external exams had gone ahead. These were always predicted to be significantly better than the previous year due to the specific cohort characteristics in 2019.</p> <p>A Governor commented on the good results for DA students and the Headteacher advised that this year’s DA cohort had a much better work ethic but that the school would need to ensure that the ‘drop-off’ that was seen among DA students in 2019 as the exams progressed would not happen in 2021.</p> <p>Q: A governor asked how the LGB could support teachers through the uncertainty surrounding next summer’s exams.</p>	

A: MPN replied that although there was still uncertainty around the 2021 summer exams the school planning was continuing as normal but with some significant changes including three sets of practice exams for Y11 as they had not had any formal practice exams during Y10. Teaching staff were also working with the current Y11 to identify any gaps in their knowledge across the curriculum and working on retrieval practice to ensure that they were prepared.

MPN added that Ofqual had changed some of the exam papers which was causing some challenges. There is still discussion at Ofqual around the possibility of exams being pushed later in the summer but this was still to be decided.

If the school were required to produce CAGs again next year the plan would ensure that rigorous data was available from which to produce these grades.

MPN advised that there would be a very early data drop for Y11 and Y13 to focus in on any individual concerns but as yet no decisions had been made to reduce the number of subjects any student was studying as the majority had returned with a very positive attitude and wanting to learn.

Q: A Governor had asked about the Level 3 BTEC grades commenting that results were lowest for Business BTEC (33%) and Sport (20%) and asked if these were low because they are new subjects being taught? They also commented that ICT had particularly good results and asked if there was an explanation for these differences?

A: MPN replied that the 2019 data had not been included. He added that Business BTEC data was effected by a student who was on roll but not in school and the figure was closer to 39%, but that as the BTEC subjects had more evidence going into the grading process these results were broadly in line with the student targets. He advised that IT results had been lifted by the exam board but there was no explanation as to why this had happened for that subject but not others BTEC subjects.

He advised that the confusion around the BTEC results publication from the exam board was well known and not helpful.

The Headteacher advised that the ALPs progress scores were also useful indication of performance as they indicated how much progress a student had made depending on their own starting point, anything 1-3 is very good.

Q: A Governor asked if the school could say something about the cohort who did not pass their GCSEs in English/Maths (grade below 4). Was this expected and what has the school learnt to apply to the current year 11s?

A: MPN replied that schools had to use the full range of grades when producing the CAGs. There are also LPA students who will have targets of 1 or 2 which the school would normally get to a 3 with a great deal of support, including support groups in maths. There will also be pupils who are not able to access the GCSE courses and will be doing foundation courses in maths for example.

SWS added that students have made good progress but this may still mean that they cannot get a grade 4. He added that all SEN students will have a bespoke careers/destination support program to ensure that they move on to the best course/college for them

Q: A Governor asked if there were any comments on the gap between the poorer performance of boys (78% A\*-B) when compared to girls (90% A\*-B) at A level.

A: MPN replied that this was one of the difficulties with CAGs as the school could only use the evidence available to them at the time and this would not have taken into account any late

pick-up in performance as students prepared for actual exams. This is clearly demonstrated for boys at A level in historical data.

Q: Is this a concern if there are CAGs again next year

A: MPN advised it will not necessarily be the same trend with this year's cohort but there will be a greater emphasis on the importance of mock exams this year.

A Governor agreed and advised that communicating this importance to students would be necessary.

Q: A Governor asked if there was any follow up on Y13 students who were taking a GAP year or seeking employment?

A: MPN replied that the sixth form team would continue to support these students and advised that six students were sitting retakes in October to try and get into their first-choice universities.

### **c) Reopening Update**

The Chair informed governors that they had visited the school the previous week to see the Health & Safety measures that had been implemented and was impressed with the work that had been done to ensure student and staff safety. They also drew the governor's attention the school counselling service report which was a very useful summary of mental health support for students.

The safeguarding link governor report had also been into school to speak to the DSL and they had also been impressed with the work that had been implemented. Their report had been shared with the LGB. There was one concern regarding the compliance with mask wearing outside of classrooms.

The Headteacher replied that sanctions for non-compliance from students regarding mask wearing in communal areas will be introduced from the following week.

The Chair invited questions from governors.

Q: A Governor commented that the plans involved students remaining in class while teachers moved between lessons and asked if the brief period where students were being left unsupervised was a risk to behaviour.

A: SWS replied that LSAs were staying in designated 'bubbles' with their 'class' where they were scheduled to support and that the inclusion team were on patrol at lesson change-over time. He added that there was still some work to be done to ensure staff who were not teaching at that time were monitoring corridors during lesson changes. He advised governors that the school ACE room (internal Alternative Centre for Education) provision was not available currently due to staff capacity as this could mean students from different bubbles who were persistently in breach of the school positive discipline policy being roomed together, and that as a consequence there could be an increase in the number of fixed term exclusions (FTEs) as sanctions for more serious behaviour incidents.

Q: A Governor asked when the LGB would see the data on exclusions.

A: The Clerk advised that this would be in the Headteachers update at the next LGB meeting.

Q: A Governor referred to the Exclusions policy, and asked what actions are required of TCSND to ensure that if a child is excluded, that they then do not become NEET?

	<p>A: SWS replied that there had not been a permanent exclusion at the school for over 2 years and in <b>in</b> instances where there was no option the school would do as much as it possibly could to ensure that the child had an alternative placement, the Headteacher adding that the school's ambition was to not permanently exclude anyone.</p> <p>Q: The Chair asked the staff governor how staff morale had been since the school fully reopened.</p> <p>A: The staff governor replied that it had been tough but generally the staff were pleased to be back. The Headteacher added that extra support measures had been put in place to support staff workload and wellbeing and that the two-week half term would help.</p> <p>Q: The Chair asked if there would be an updated staff survey to assess the impact of re-opening on staff.</p> <p>A: The Headteacher replied that this had been carried out very recently and that the results would be available by the end of the month.</p> <p>Q: A Governor asked if students were being given the school test kits or were they reserved for staff.</p> <p>A: The headteacher replied that the school had received 10 kits and that these would be used in exceptional circumstances. Some had been given to students but those left were being reserved for staff as staff absence would have a bigger impact on the school's operation. A further 20 had been ordered. There had not been a positive case in school yet.</p> <p>All agreed that it would be good for the LGB to meet in person but that this would have to be considered in line with the latest government guidance.</p> <p><b>ACTION 4:</b> Clerk to arrange individual visits for new governors</p> <p>The Chair thanked all staff for their hard work</p>	4. Clerk
4	<p><b>School Development Plan</b></p> <p>All had seen the updated SDP before the meeting including the agreed strategic priorities from the last meeting.</p> <p>Q: The Chair asked which Strategic Priorities had been dropped?</p> <p>A: The Headteacher replied that some had been amalgamated to reduce the overall number.</p> <p><b>ACTION 5:</b> Headteacher to let Chair know which of the original strategic priorities have been combined.</p> <p>Q: A new governor asked what underpinned the 'RED' ragging of certain items, and if this is in relation to the review cycle, or to other, deeper concerns?</p> <p>A: The Headteacher advised that the red indicated that the objective required extra input or intervention for it to be achieved OR that it was an urgent priority that needed to be flagged up. The ragging would change as the year progressed.</p> <p>Q: A governor asked what the school was planning to celebrate student successes and achievements, particularly to boost pupils in these early weeks?</p> <p>A: The Headteacher replied that they were trying to build celebration into lessons, encouraging the use of House points to recognise good work and encouraging more recognition from staff, commenting that this was ragged as red as some of the specifics still needed to be developed.</p>	5. HT

	<p>SWS added that currently assemblies were being recorded and played to students in their Tutor time to give specific information and that year leaders were working towards being able to deliver more collective and celebratory assemblies.</p> <p>Q: A governor asked what specific actions are in place for the school to support students' continued learning if they were having to self-isolate?  A: The Headteacher responded that the school was implementing a blended learning offer more effectively using MS Teams. This would be important should Tier 2/Tier 3 school restrictions come into play when an increased 'live' offer was planned.</p> <p>CBN added that it would be useful for governors to see the video that MPN had done which tracked the development of the remote learning offer.</p> <p>Q: A Governor asked that with the move to MS Teams what were the plans to ensure good parental engagement. How would they be able to see what their children were doing now that the VLE was gone?  A: MPN replied that the MyEd app was being developed for the school and should be ready before the end of half term. This would enable parents to see their child's timetable, attendance and reporting. He added that there should be a weekly email to parents detailing homework and with links to the work but that some issues were still being ironed out and that he was due to be discussing parents links into the school Teams in the next few weeks.</p> <p>The Chair commented that the SEND improvement strategy was still important and will be a priority that governors would be closely reviewing this as the year progressed.</p> <p>Q: A Governor asked if the Red ragging on Point 4 Y11/Y12(e) – vulnerable children and their support meant that this had not been finished for each individual or on a broader scale.  A: The Headteacher replied that it was taking some time to get the various support interventions up and running but that this was now happening – for example, the private 1:1 tutoring sessions for Y11 from My Tutor. He added that vulnerable in this situation means academically vulnerable. Delivery of interventions would increase once the individual pupil data came through.</p> <p>The Chair reminded governors that there will be ongoing review of the SDP throughout the year.</p> <p><b>All Governors approved the SDP.</b></p>	
5	<p><b>Policies</b></p> <p>a. School Safeguarding Policy 2020/21 – For approval  The revised policy at both school level and Trust level had been shared before the meeting along with the KCSIE Part 2 which all governors had read. The Safeguarding link governor had seen the policies beforehand and discussed at their link governor meeting.</p> <p>Q: Regarding 20/21 Safeguarding policies we are to approve, are there any major changes (outside of COVID issues) to the 19/20 policies?  A: SWS advised that the main areas of change were the addition of Child Criminal Exploitation, the inclusion of Mental Health at the forefront plus extra guidance around the use of supply staff in school.</p> <p><b>ACTION 6:</b> All governors were reminded to complete governor Safeguarding training either via Southwark governor Services or the NGA learning link.</p>	6. ALL

	<p>LLH suggested that a clear infographic for parents should be included on the website to help parents understand the safeguarding policy. SWS advised that a video guide had been shared with all parents and was also on the website.</p> <p><b>The Safeguarding Policy was approved by Governors.</b></p> <p>b) The Trust Exclusion Policy 2020-21 was shared with Governors for information only and there were no questions on this policy.</p> <p>c) School Special Educational Needs and Disabilities (SEND) Policy 2020-21 and Information Report</p> <p>Governors were informed that there had not been any fundamental changes to the SEND guidance and that the Policy had been updated with minor changes for clarity.</p> <p>The Headteacher updated governors on the situation regarding the absence of the assistant SENCo and all agreed that the impact of this should be kept under review as a potential risk in the SEN department and the wider school staff.</p> <p>Q: The Chair asked if some of the issues that had been raised by the Independent Review Panel during the previous academic year had been addressed in the policy, especially the wording around parental expectations in regard to funding and support for students with EHCPs.</p> <p>A: SWS replied that the gap between the funding provided to schools and the support specified in each EHCP plan was a constant tension and would be kept under close review.</p> <p><b>ACTION 7:</b> Chair to discuss how parental expectations can be managed with DHT at next SEND link governor meeting.</p> <p><b>The SEND Policy was approved by Governors</b></p> <p>d) Positive Discipline Policy was shared with governors for information only. There were no further questions regarding this policy.</p> <p><b>ACTION 8:</b> All governors who have any follow up questions regarding the policies to post them on GovernorHub for the clerk to share with the DHT.</p>	<p>7. Chair</p> <p>8. All</p>
6	<p><b>Governor Business</b></p> <p><b>c)Working group update</b></p> <p>Q: The Chair asked the Headteacher his view on how to progress with the working groups for PP, SEND and Ofsted considering current in school restrictions.</p> <p>A: The Headteacher replied that he did not feel that the Ofsted working group was urgent as Ofsted inspections were still under review due to COVID restrictions. He added that he was happy to pick up again on PP and SEND so long as they did not create extra workload at the current time.</p> <p>All agreed that these would be revisited next term and that Link Governors would maintain scrutiny of these areas through their regular meetings.</p> <p>Governors congratulated the school staff on the excellent return to full school re-opening.</p> <p>School staff left the meeting at 8pm</p>	7

	<p><b>a) Review LGB committee ToR</b>  The Terms of Reference were agreed subject to any changes because of the upcoming governance review.  Q: The Chair asked about the listed link governor roles in the ToR and asked if the specific roles that the TCSND LGB agree on need to be listed in the ToR  A: The Clerk replied that the statutory link roles must be agreed and that all other roles will be down to the individual LGBs to agree in line with their school SDPs.</p> <p><b>b) Link Governor roles</b></p> <p>There was a discussion around which links should be in place or developed for this year.</p> <p>The following Link Governors roles were agreed:  SEND – Chair (AKG)  Safeguarding – LHR  Pupil Premium – Vice Chair (AMD)  Careers – David Malone</p> <p><b>ACTION 9:</b> Other curriculum specific roles will be confirmed by the Chair and circulated before the end of half term</p> <p><b>d) Training update</b> – The clerk reminded governors to check the courses available via Southwark which were now available to book via GovernorHub and the NGA Learning Link.</p> <p><b>e) link governor reports</b></p>	9. Chair
7	<p><b>CONFIDENTIAL ITEM</b>  The Chair updated Governors on the Headteachers performance review.</p>	
8	<p><b>AOB:</b></p> <p>There were not AOB items.</p> <p>The meeting ended at 8:20pm</p> <p>Next meeting Thursday 19<sup>th</sup> November at 6pm</p>	

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

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

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

### **NEW ACTION POINTS FROM MEETING THURSDAY 24 September 2020**

	<b>ACTIONS carried over from 30/06/20</b>	<b>Owner</b>	<b>Deadline</b>	<b>Status</b>
	TSS to produce a paper suggesting ideas about how governors can raise their profiles in school and the wider school community.	TSS	Before end of term	Carried over
	LHR has offered to support the school develop 'student-voice' plans for the school	LHR	TBC	Carried over
	<b>NEW ACTIONS 24/09/2020</b>			
1	Clerk to send revised minutes to chair from 30/06/20 for virtual signature	Clerk	ASAP	NEW
2	All actions agreed from before lockdown will be revisited by Chair with the Vice-Chair and Headteacher to agree which are still necessary and then feedback to LGB in November	Chair/Vice chair/HT	By 19 <sup>th</sup> November	NEW
3	SWS to liaise with Citizens UK to facilitate governor participation in the listening project.	SWS	By 19 <sup>th</sup> November	NEW
4	Clerk to arrange individual visits to school and to meet HT for new governors	Clerk	By end of term	NEW
5	Headteacher to let Chair know which of the original strategic priorities have been combined.	HT	By 19 <sup>th</sup> November	NEW
6	All governors were reminded to complete governor Safeguarding training either via Southwark governor Services or the NGA learning link.	ALL	ASAP	NEW
7	Chair to discuss how parental expectations can be managed with DHT at next SEND link governor meeting.	Chair	November 2020	NEW
8	All governors who have any follow up questions regarding the policies to post them on GovernorHub for the clerk to share with the DHT.	ALL	November 19 <sup>th</sup>	NEW
9	Other link governor curriculum specific roles will be confirmed by the Chair and circulated before the end of half term	Chair	November 19 <sup>th</sup>	NEW