

The Charter School North Dulwich

Minutes of Local Governing Board Meeting

Thursday 21st January 2021, 6.00 pm via Zoom

Amanda King (AKG)	Chair of Governors	Present
Christian Hicks (CNH)	Governor	Present
David Malone (DME) (arrived 6:20pm)	Parent Governor	Present
Lucy Hamer (LHR) (arrived 6:30pm)	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
Jennifer Parker	Staff Governor	Present

In attendance

John Godfrey (item 5 only)	Chair of trust
Cassie Buchanan (item 5 only)	CEO
Simon Williams (SWS)	Deputy Headteacher
Mark Pain (MPN)	Deputy Headteacher

Shalene Varcoe (SVE) Clerk

*It was agreed to take item 5 first.

AGENDA ITEM	MINUTES	ACTION NO. AND OWNER
1	<p>Chair's Welcome:</p> <p>The meeting started at 6pm</p> <p>The Chair welcomed governors to the meeting saying that she regretted that the meeting was once again being held virtually.</p> <p>Jennifer Parker, new staff governor was welcomed to the meeting and introductions were made.</p> <ul style="list-style-type: none"> • There were no apologies. • There were no declarations of interest for the meeting 	
5	<p>Trust update</p> <p>John Godfrey, TCSET Chair, gave an update on the Trust's Governance review, growth plans and plans for a Governance and Communications committee.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • The Trust was in a period of change as soon as CPDS joined as it moved from a secondary trust to a cross phase trust. • The structure MAT needs to be appropriate as new schools joined. • This work had been accelerated as the DfE have applied conditions to future governance and the way in which the Trust can operate in respect to the ongoing conversations with DHET and Lyndhurst Primary School. • The governance review draft had been circulated - this has identified a number of issues. There will be changes to the existing structure and measures will need to be put in place to 	

ensure representation.

A Governance and Communications committee had been set up. This is a task and finish subcommittee of the Trust Board and the members of the committee are the existing chairs of LGBs, the chair of the trust, and the CEO. This would be a temporary committee which would meet every two weeks. The core intent of the committee is to ensure that the Trust enters a period where it has the structures to meet all the needs of Trust governance in line with DfE expectations and statutory regulations. The committee will also look at governance communications and working practices.

The areas to be addressed are:

- The Separation of the various layers of governance as directed by the DfE and the recent Governance Review
- This includes the separation between members and trustees, and the Trust Board and LGBs. The current representation model will need to change so that there is no representation of LGBs on the Board as currently exists.
- Clarity on scheme of delegation and terms of reference for the LGBs and other committees, ensuring that the various roles and responsibilities are clear.
- Changing the articles of association including a commitment to having LGBs as a part of the structure of governance of the Trust. (not a requirement of the DfE but a recommendation of the Governance Review).
- Statutory Committees include Finance, Audit and Risk.
- There are also proposals for a Standards committee and a chairs forum - The aim is for a collaborative, balanced, achievable, and appropriate system where there will be a range of committees on which LGB members can sit. That will give LGBs greater sight of matters at Trust level and the Trust sight of what is happening in schools.
- All decisions will be made with regards to with diversity and inclusion agenda, ensuring that the Trust is representative of the communities it serves.
- Review of communications policy and practice.

The CEO added that the representation model will have to be unpicked and that the practical impact is that the LGB chairs will no longer sit on the Trust board, and Trustees would no longer be members.

It was stressed that the governors' views on the level of engagement they would like to see are being sought and that a meeting is planned on 1st February for all the Trust's LGB's to facilitate discussion and allow everyone to understand some of the dynamics. All governors will be invited to feedback on both formal and informal structures and communications across the Trust.

There were no questions from governors on the review process.

Vision and values

The document on the summary of the workshops with senior leaders on the mission, vision and values of the Trust was shared with Governors. The CEO advised that it was the aim to develop a vision and values statement which represents the scale of ambition of the Trust and gives schools day to day autonomy but with a buy in to mission and values.

Within the framework of the TCSET mission, LGB members were invited to make their contributions. Contributions were made through Jam Board and governors were asked to continue to make contributions after the meeting which will feed into the final proposal for discussion at the Trust Board Strategy Day.

	(The CEO and Chair left the meeting.) (David Malone joined the meeting.)	
2	<p>Minutes and Matters arising</p> <p>a) The minutes of the meeting November 19, 2020 were approved as a true and accurate record of the meeting</p> <p>b) Matters arising</p> <ul style="list-style-type: none"> - LHR has offered to support the school develop 'student-voice' plans for the school and has produced and circulated a paper. There will be a report at the next meeting. - All governors confirmed that they are all doing/done safeguarding training. The Chair advised that they were booked onto a refresher course. - All agreed that it was good practice to have the approved minutes on the governors' section of the school website and this would be done by the next meeting. - Governors were advised that the general enquiry email was office@charternorthdulwich.org.uk and that this inbox was regularly monitored. <p>ACTION 1: Governor were reminded to send their photo and biography to the Clerk for the governors' page on the website.</p>	1.All
3	<p>Updated operational risk assessment.</p> <p>Governors had received the updated operational risk assessment and any changes were highlighted in respect of the national lockdown. Governors were advised that the RA document reflects the changes in circumstances and that it would need to be updated in relation to any further changes in guidance around testing.</p> <p>The Headteacher invited questions from Governors.</p> <p>Q: A governor asked what number of staff were coming into school, are they on a rota system, and how this was working in practice. A: The Headteacher replied that staff were being encouraged to work from home where possible and that this meant approximately 70 staff working at home, and 40 staff in school. Those who are in school and working with pupils in school are on rota, including LSAs, the inclusion team and SLT.</p> <p>Q: A governor asked if governors could receive copies of the letters that were being sent to parents. A: The Headteacher confirmed that his PA would make this happen.</p> <p>ACTION 2: Headteacher to instruct PA to share parent letters with governors.</p> <p>(Lucy Hamer joined the meeting)</p> <p>Q: A governor asked if there were any issues with the school administering lateral flow testing for staff and pupils. A: The Headteacher replied that they were still waiting for clarification on the lateral flow testing as the latest DfE advice has changed and does not align with PHE guidance with regards to daily testing as a possible alternative to self-isolation. He advised that there was a good system in school - pupils who are in school have been tested and staff are offered regular tests. He added that testing all children when they come back after lockdown will be a big logistical challenge.</p> <p>The Chair asked that the governor's thanks and recognition should be passed onto staff</p>	2.CNH

	<p>involved.</p> <p>Q: A governor asked how support staff feel about being in school while many teachers and other staff were working from home. They asked if the school had considered the risks these staff were putting themselves in and if there was a high % of support staff who are BAME. A: The Headteacher replied that there was not a policy of forcing staff to come in in. If there are staff who have vulnerabilities or issues then individual RAs were completed with line managers and HR. He added that there are H&S control measures in place including ventilation, masks etc. He was not sure about the BAME numbers but emphasised that no one was being made to be in school against their will. He was currently not aware of what the staff view will be of coming back to full opening of schools but this would be considered at the time.</p> <p>Q: A governor asked if the RA would have to be updated again. A: The Headteacher advised that the RA will have to be updated as government guidance changed. This could be every two to three weeks, in relation to the changing guidance and increasing numbers of children in school.</p> <p>It was noted that governors recognise the risk involved in the testing regime and the financial risk around the costs around testing. The Headteacher said that the Government will fund testing costs up to £20K. The key issue is the uncertainty of when this will be confirmed/ paid etc.</p>	
4	<p>Headteacher's Report</p> <p>The report had been circulated to governors and covered the key areas of moving to online teaching with limited provision in school for vulnerable and key worker children, who would be accessing remote learning in school.</p> <p>Q: A Governor asked what the long-term plan is for providing live online teaching and learning A: The Headteacher replied that online lessons were now predominantly live. He advised that teachers prefer the interaction and reaction that live lessons offered. Staff training had been done at the last INSET on how to assess and improve the online teaching offer. There were still some questions around the amount of time pupils and staff were spending on screen time and ways of reducing this were being explored by SLT.</p> <p>Q: A governor asked if there had been a recent pupil survey? A: SWS replied that results of a pupil survey had been looked at yesterday and were generally positive. Feedback reiterated that some want a break from the screen during the day so it was being clarified with staff that not all the lesson needed to be live and on screen.</p> <p>Q: A governor asked if the survey feedback would be shared. A: The Headteacher advised that the summaries from the three surveys would be shared.</p> <p>ACTION 3: CNH to share survey summaries with governors.</p> <p>Q: A governor asked if any pupils were struggling to access learning online. A: MPN replied that some year 7s were having issues as they were less experienced in the virtual environment. CPD practice during the previous term has really helped to make the move to online teaching and learning smooth, and further improvements have been made such as including the links to all live lessons in the pupils' online diaries.</p> <p>Q: A Governor asked that when PP students who fail to engage online are invited in, what would happen if they do not then attend school.</p>	3.CNH

A: SWS replied that teachers register who is in the online lessons and if pupils have not been online by 11am staff call home. There are some children who are struggling and there is regular contact with these families to persuade them in or support with IT issues at home. There are currently 270 laptops out on loan top pupils who needed them.

Q: A governor asked how many pupils had been identified as not engaging.

A: SWS replied that there were less than 10 pupils across the whole school that they were really worried about and these were also receiving support from the community support officer and the education welfare officer.

Q: A governor asked how practical based subjects were being provided for.

A: The Headteacher replied that the school had agreed that these lessons do not need to be live but would be kept under review. MPN advised that practical subjects were the most difficult to get right online, adding that Music were transitioning to more live lessons and that other practical subjects would develop following today's CPD.

Q: A governor asked if all pupils with EHCPs were coming into school each day.

A: SWS replied that some were in everyday but some chose not to depending on their individual circumstances and needs. All were being encouraged to come in but some parents felt that their child was well supported at home. Pupils in school were accessing the same online live lessons but were given additional, in-person support from the LSAs.

Q: A governor asked how many pupils were in school each day.

A: The Headteacher advised that this was around 50 pupils but that they expected this figure to go up.

Q: A governor asked if there would need to be extra staff in school if the numbers went up.

A: The Headteacher replied that this would be kept under review.

Q: A governor asked if all the LSAs were supporting teaching and learning in school

A: SWS replied that a rota meant that LSAs would be in school 3 days a week and would be working from home on the other two days supporting students with calls home.

Q: A governor asked if there were any ways that the school could look to introduce some extracurricular activities especially if lockdown went on for a long time.

A: MPN replied that PE had developed some extracurricular activities and that other subject leaders had been asked to come up with their ideas to add to this.

Assessment and Exams

Q: A governor asked what the school was doing to track pupil progress currently.

A: MPN replied that there would be a new data drop for Y11 and Y13 next week and that this would be shared with parents. This was before the end of the Ofqual consultation regarding the summer grading process.

Q: A governor asked when the results of the consultation were expected.

A: MPN replied that this was due in mid-February. He added that the Y11 assembly this week talking about assessment had been recorded and shared with parents and that this would be updated once the outcomes of the consultation were known.

Q: A governor asked what current expectations were for Y11 and Y13 given the school's outcomes in 2020.

A: MPN replied that this year's cohorts were very strong and that in normal circumstances the predicted outcomes would be among the best the school had seen – but these were not normal circumstances so the results could drop from last year. It was dependent on Ofqual producing a robust and fair system for awarding the grades.

	<p>Q: A governor asked if the system could be played by unscrupulous schools – how could fairness be assured across the country.</p> <p>A: The Headteacher replied that it was hoped that the consultation would provide clarity around this.</p> <p>Q: A governor asked what was happening in terms of assessing the progress of other year groups.</p> <p>A: MPN replied that assessments would be carried out for all year groups in the coming weeks. The Headteacher added that the current Year 10 and Year 12 were a concern – the latter had missed much of Y11 and had not had external exams</p>	
6	<p>Safeguarding</p> <p>The safeguarding report and revised safeguarding addendum (Covid-19) had been shared with governors before the meeting. SWS and the safeguarding link governor were due to meet before the next LGB meeting.</p> <p>SWS informed governors that there would be an email to parents about wellbeing and safeguarding updates during lockdown. He advised that slips and calls continue to come in and are being followed up in line with school policy and procedures.</p> <p>Q: A governor asked why calls go out to ‘missing’ students at 11am rather than earlier in the day?</p> <p>A: SWS advised that the delay was because it takes time to collate all the registers from Tutor time, P1 and P2 – anyone identified as missing at that stage will be called. He added that incomplete work slips were also a trigger for a phone call home.</p> <p>Q: A governor asked if there had been a change in the number of safeguarding referrals?</p> <p>A: SWS replied that there had been some fluctuations between Au1 and the Au2 half terms but were now at a normal level when compared to previous years.</p> <p>RSE Policy and curriculum consultation</p> <p>Q: A governor asked for an update on the RSE consultation process.</p> <p>A: SWS replied that there had been good engagement with parents through the consultation process and that the school was planning to start delivering the RSE curriculum in the summer term when the pupils were back in school, as the online teaching and learning environment was difficult for this subject.</p> <p>Q: A Governor asked if the final policy would come back to the governors.</p> <p>A: SSW replied that this would happen in the March meeting.</p> <p>ACTION 4: Safeguarding Link Governor to speak to RSE lead after half term.</p> <p>Mental Health and Wellbeing</p> <p>The Headteacher advised that the school was carefully considering mental health and emotional wellbeing for pupils. He advised that the school had paused the national tutoring programme, and the focus was on the core curriculum. This would be reintroduced in the summer.</p> <p>Q: A governor asked if there was still a waiting list for the school counselling service and if it was available for staff if they needed support.</p> <p>A: SWS advised that there was an external support package on offer to staff. He added that the counselling service was running at around 50% capacity and that school would be reminding parents that pupils can access it.</p>	4.LHR

	<p>The Chair advised governors that they had spoken to CEO about SEND review. This was still in progress after a slight delay and was a cross Trust review which aimed to pull together expertise to improve SEND provision across the Trust.</p> <p>It was noted that there is a continued delay in the SEND review process at ND and that this point had been emphasised to the CEO.</p> <p>SWS and MPN left the meeting</p>	
7	<p>Governor Business</p> <p>Governance Review The Chair commented that the review and update from JGY provided useful clarity on the process and that there was a desire for clear lines of communication across all levels of governance, including the LGBs who were a useful resource for the Trust at a local level.</p> <p>Q: A governor expressed a concern that the Trust might not require schools to have LGBs. A: The Chair replied that the Trust Board was clear that it wanted to keep LGBs and this will be written into articles of association.</p> <p>The Chair added that further consideration was required in terms of communications now that LGB Chairs would no longer be on the Board and this would be looked at by the Governance and Communications committee.</p> <p>A Governor commented that the Chair role was important as an advocate for the school, adding that governance working and collaborating across the Trust will help develop governor skills and contribution.</p> <p>ACTION 5: All to continue to feedback on vision and values on Jamboard ACTION 6: All to note trust/LGB governance review meeting on the 1st of Feb and attend if possible. If unable to attend please send any feedback on the review to the Chair and Vice-Chair.</p> <p>Link Governors It was noted that there have been some link governor meetings and the clerk asked that governors send their report of any meetings to the clerk for recording as evidence of governor scrutiny.</p> <p>Training Governors were reminded of the School Finance Training for governors on the 2nd of February.</p> <p>SVE advised that this was her last meeting as clerk for the LGB. The Chair thanked SVE for her hard work and quality of minutes.</p>	
8	<p>AOB:</p> <p>Next meeting Thursday 11 March 6:00pm in person unless otherwise informed.</p>	

Minutes approved by: _____

Signed: _____

Date: _____

ACTION POINTS FROM MEETING THURSDAY 21 January 2021

	ACTIONS Carried over	Owner	Deadline	Status
8	MPN to update parents on progress regarding parental access to their child's information (timetable, homework, attendance etc) at the earliest opportunity. In progress, carry forward	MPN	ASAP	NEW
14	Governor visibility paper suggestions to be worked through by the clerk and TSS and then actions delegated where appropriate.	Clerk/TSS	ASAP	NEW
	NEW ACTIONS	Owner	Deadline	Status
1	Governor were reminded to send their photo and biography to the Clerk for the governors' page on the website.	ALL	March	ongoing
2	Headteacher to instruct PA to share parent letters with governors.	CNH	immediate	New
3	Headteacher to share survey summaries with governors.	CNH	immediate	New
4	Link Governor to speak to RSE lead after HT	LHR	March	New
5	All to continue to feedback on vision and values on Jamboard.	ALL	Immediate	New
6	All to note trust/LGB governance review meeting on the 1 st of Feb and attend if possible. If unable to attend please send any feedback on the review to the Chair and Vice-Chair.	ALL	Immediate	New