

The Charter School North Dulwich
Minutes of Local Governing Board Meeting
Thursday 13th March 2021, 6.00 pm via Zoom

Governors	Role	Present/apologies
Amanda King (AKG)	Chair of Governors	Present
Catherine Barrows (CBS)	Governor	present
Lucy Hamer (LHR)	Governor	present
Christian Hicks (CNH)	Headteacher	Present
Alex Kemp (AKP)	Governor	Present
David Malone (DME)	Governor	Present
Laura McBean (LMN)	Governor	Present
Alton McDonald (AMD)	Governor	Present
Jennifer Parker	Governor	Present
Thecla Schreuders (TSS)	Governor	Present
Celeste Shirvani (CSI)	Governor	Apologies Accepted
In attendance		
Mark Pain	Deputy Headteacher	
Wendy Andrews	School Business manager	
Carrie Fentum	Clerk	

	Agenda Item
1	<p>Welcome</p> <p>Governors were welcomed to the meeting.</p> <p>Apologies were received and accepted from Celeste Shirvani.</p> <p>Governors were invited to declare any interest in items on the agenda. Amanda King said that her son had undertaken some work TCSND.</p> <p>The Chair explained how agendas are planned; through meetings with the Chair, Headteacher and clerk. During those meetings, account is taken of any issues that have been raised by individual governors and where appropriate these are included in the agenda. However, we need to prioritise our responsibilities in monitoring performance against strategic documents such as the SDP.</p> <p>A governor said that The LGB needed to be disciplined about the issues that are raised and ensure that they do not raise issues that are operational and outside their scope. Where such issues are raised by individuals, it was suggested that the chair should take a role in ensuring that governors understand the boundaries of their role.</p> <p>The Clerk said that an agenda plan and strategic calendar for next year was being developed and that it would soon be shared with governors. Governors agreed that an annual agenda plan would be helpful.</p>

<p>2</p>	<p>Minutes and Matters arising</p> <p>The minutes of the meeting held on 24th March 2021 were agreed as an accurate record of the meeting.</p> <p>Matters Arising /Actions from meeting</p> <p>Item 4 London Community Energy Fund. The meeting had taken place however there had been insufficient information and support to proceed. The Chair thanked those governors who had attended that meeting for their time.</p> <p>Item 4 Sports pitches. A governor said that there was an issue around use of JAGS sports facilities it was agreed that a meeting would be take place between TSS and the CFO and report back to the next LGB</p> <p>Item 6 A governor asked whether the SEND offer is now on the website. The Headteacher undertook to check that it was.</p> <p>Governors considered the action log</p> <ul style="list-style-type: none"> • Link Governor meetings with English and Maths were scheduled for the following week – during which YR 11 progress would be raised • The RSE Link governor meeting has taken place • Actions to add agenda items had taken place • Other items remain ongoing <p>There were no further matters arising.</p>
<p>3</p>	<p>Impact and Progress Report on School Development Plan</p> <p>The report had been shared prior to the meeting</p> <p>The Headteacher reported that all items related to Covid have been a success.</p> <p>Other than managing the challenges of Covid, the core function of educating students in unprecedented times has been the priority. Because of the exceptional challenges there may have been other elements of the SDP which have been less successful.</p> <p>The results of the staff wellbeing survey had been shared. It was noted that there are some free writing comments which are not shared (in line with protocol).</p> <p>The survey had identified a small number of teachers who said they did not feel supported. The Headteacher highlighted that there are 150 staff, and that there was a high level of response to the survey. It had not been as positive as previous surveys. There have been additional issues for staff, the SAGs are putting an enormous pressure on teachers, they are working extremely hard. Options had been considered to help with this but solutions, such as an additional inset day during the SAGs process would add more stress (although one towards the end would help).</p> <p>Support staff made more negative responses and that needs to be looked at in greater detail. There may be more effort required to support these staff.</p> <p>The DHT said that It has been made clear to staff that if they are struggling they can ask for support, for example with cover or marking.</p> <p>It was noted that the survey was done before the Inset day scheduled for Monday 7th June was announced. See above</p>

A governor asked if there is a correlation between support staff responses and pupil behaviour.
The headteacher said that following the lockdown, behaviour had initially been good and there had been a lower number of safeguarding slips. There have been more incidents recently. Not all students are meeting the high expectations TCSND has for behaviour for learning. Examples of this are students with their heads on desks, keeping their coats on in class and a few incidents of lesson truancy. Behaviour, culture and ethos is a focus; ensuring that there is quality teaching and learning and that students are engaging in positive learning behaviours. Behaviour across the school is generally good.

Governors considered each section of the report.

Section 1

It was noted that some important work has been done, a film has been made and progress is being made on the citizens UK project although not as much as had been hoped.

Section 2

The Headteacher said that despite the latest advice it has been decided that the school will continue to ask students to keep wearing masks in corridors. The risk assessment will be updated. Residential trips and sports fixtures will now be possible.

It was noted that a member of staff member recently contracted Covid. This is a reminder of the need to remain aware of the risks.

Section 3

The management of the information system remains a work in progress. There have been some issues in the transition from SIMS to Bromcom. Some of the information did not transition properly. The new system is building in behaviour, assessment and safeguarding reporting.

A governor asked if these issues were linked to the IT Problems that TCSND experienced.

The Headteacher said that they were not connected and that the remote education systems are very effective.

A governor asked how well protected TCSND is against hacks, especially in light of the attack on Harris systems.

The headteacher said that Harris had been significantly affected by a ransomware attack. TCSND is protected but it cannot be 100%. Protection is dependent partly on the school infrastructure and partly on the behaviours of staff within the organisation. Ways of training staff and pupils to ensure that we stay safe are being looked at. Back-ups of data are being carried out routinely and regularly.

A governor asked if there is information for parents about what they can and cannot expect from the system.

The Headteacher said that conversations have been held with Bromcom and the protection of data is being looked at. It may not be possible to offer a system for parents until September when everything will be in place. Every parent should have a login to their child's account,

Section 4

It was noted that the Catch-up funding and national tutoring programme in place.

A governor asked when the catch-up programme will be made available for years 10 and 12.
The Headteacher said that it is now in place for year 10, both in terms of the national tutoring programme and the school's internal programme. For year 12 it is happening but in a different way. There will be an extra data drop for this group.

Section 5

A governor asked if a document could be circulated to help governors understand more about metacognition.

Mark Pain undertook to do this and circulated an EEF link

Section 6

A governor asked what are the problems with the culture around coming back to school.

The Headteacher said that it is a key focus and something school leaders talk about a lot. There are the deep routines, rituals and daily practices that are part of the make-up of the school. At TCSND there is a culture of high expectations, hard work and excellence. Students have become out of the habit of them. There has recently been a large increase in safeguarding slips, the counselling service is full again and there are additional pressures on the safeguarding team.

A governor asked if safeguarding training should be reviewed mid-year due to the additional pressures.

The Headteacher said that there is a strong deputy safeguarding team but everyone is stretched as a result of the safeguarding lead's absence. There is so much training needed but it is difficult to find capacity to do that at the moment.

Section 7

A governor said that they had noted there are a higher percentage of exclusion rates among SEND pupil.

The Headteacher said this was an area where the school needs to continue to be vigilant, but also demonstrated that the rates were not as high as the governor had previously thought.

Section 8

The main impact across trust is TCSED opening a 6th form. TCSND will be supporting them in that and there will be some expertise across both schools, it is expected that working collaboratively will be positive for the school.

A governor asked if a brief explanation on what the impact of the TCSED sixth form could be shared.

The Headteacher said that Alexa Davis would be able to provide that information which will also be in the sixth form prospectus.

4 Leadership Team Report (Updated SEF)

The Headteacher explained that the report, which had been shared prior to the meeting, was a shorter version than the one normally provided and that there will be a longer version at the next meeting.

Leadership (including transition plans for 21/22 leadership structure)

Work is underway to fill the gaps left by the leadership changes. The advert for assistant head role is out. There will be no loss of capacity. There are the same numbers of SLT. Wendy Andrews is now fully on SLT and will be entirely based at TCSND which will be a great benefit to the school. This is a period of transition and there are some uncertainties.

A governor asked for a clear chart of who is doing what across the SLT to allow Governors to understand and monitor proposed changes

The SBM said that this is currently being tweaked to ensure that the best is being made of the skills across the team.

A governor asked if there are any risks related to advertising externally.

The Headteacher explained that the reason for advertising externally is that TCSND is seeking to improve diversity in the leadership team.

Outcomes

The key group requiring scrutiny is the Year 10 disadvantaged students. It is not certain how accurate this data is as it was taken during lockdown. There will be another data drop for this year.

A governor asked what would be done to help this group catch up.

The Headteacher said that once SAGs are complete there will be more capacity and year 10 intervention meetings will begin. The key groups are 'BAME' students, male and disadvantaged students. This will be overseen by the KS4 intervention coordinator. Support will be available through the national tutoring programme; there are a number of students being supported.

A governor asked how the effectiveness of the catch up programme is measured.

The headteacher said that some work is being done on assessing how impactful the interventions have been.

A governor asked if a new reward system is being put in place.

The Headteacher said that there is a trial being run with year 9 to develop a slightly different approach; looking at what success looks like and building in intrinsic rewards. There is some positivity and there are high levels of students involvement .

Pastoral Care (including exclusions)

Governors noted the exclusions as detailed in the report

Safeguarding

Governors noted the safeguarding update as detailed in the written report

Governors discussed the Female experience survey, which had resulted in some difficult findings.

Governors said that they were pleased that it had been done and asked what the impetus had been and what the next steps are.

The Headteacher said that it had been in response to 'Everyone's invited' and the murder of Sarah Everard. Governors noted the strong work of a number of members of staff including Ms Gray in highlighting these important issues.

The Headteacher said the next step would be to look at who can pick up some of these big issues. He also highlighted the work on race that is being done by Ms Ibrahim. Deciding who will lead on these is the next step.

It was noted that governors have seen the numerical responses but not the free writing and the Headteacher said that they were equally troubling. There is work to do. Initial actions have been a school screensaver to reinforce messaging, posters up around the school, a suggestion box set up and operated by women and somewhere to go if reports would rather be made to a woman. There have been conversations about messaging in assemblies, around uniform and the positive discipline policy and ensuring that the message is clear. The RSE curriculum is now also being implemented and extra lessons are planned for students in June and July.

A governor said that this is an area that Ofsted will be looking at this and that it is good that this is being done.

The Headteacher said that it will be important to ensure that training is in place to deliver effective responses to these issues.

5 School Assessed Grade Policy

The policy had been shared with governors prior to the meeting and it was explained that this is being shared with JCQ.

Governors said that the webinar from the ASCL had been incredibly helpful in developing their understanding of the issues around this. They offered congratulations to school saying that the quality and amount of the work cannot be underestimated.

It was noted that the English teachers have been hardest hit by the workload.

A staff governor said that staff are tired, it is a lot of work but they are managing and feel supported.

A governor asked what the biggest risks are.

The Headteacher outlined the risks

- Consistency, the need for standardisation and moderation to ensure teachers marking in same way. Every subject meeting is dedicated to this. The Guidance from JCQ for differentials between grades is vague and often down to semantics. Exam boards had been going to supply exemplars but this has only happened to an extent.
- Bias; conscious and unconscious. Although the marking is blind, the teachers know the grade profile of the groups. Training has been done on this
- Workload. JCQ are sense-checking grades against 2017 grades. The grades for this year will be higher and there is justification for that. This will result in questions, which will generate more work and will go on into July.
- Appeals, there will be no charge for appeals. When and if appeals happen, grades can go up or down. This could have implications across the board. It will be important to be very clear with parents about this. Staff workload around appeals could be substantial. .
- The issues from last summer around historical data could become an issue again, For

TCSND this could work in our favour as our attainment has been rising for the last few years and is expected to continue to go up.

A governor asked how adjustments had been made for SEND pupils.

The headteacher said that details are on page 10 of the policy. Access arrangements are being met as they would normally be. Where there has been discrepancy or there are issues, a special consideration process kicks in. Any issues are being tracked. Where there are special considerations the teachers can't be told these prior to marking. After marking, those special considerations will be taken into account

A governor asked why parents would appeal?

The headteacher said that there would always be appeals due to issues like students not getting the grades they need for a university. It is a normal process but normally there is a charge of £60 to £100. It is not expected that there will be high numbers of appeals, but there probably will be some. It will be important to ensure that staff have followed the standardisation and moderation process.

It was felt that this is a robust policy.

Governors expressed thanks to all staff and particularly to MP for their hard work and acknowledged the enormous additional workload this is creating.

It was agreed that the policy was thorough and robust.

6 SEND Review

The Headteacher gave a verbal update on progress of the review.

Governors were reminded that the school's outcomes for pupils with SEND are excellent.

While Governors see sharp end of SEND, there have been no complaints to governors about SEND from parents.

It was noted that there are 57 students with EHCPs which is more than any other Southwark school.

Managing Covid has been important and during lockdown the provision for SEND students was good.

Christian had met with Will Cannock looking at clarifying the SENCO role. Structures are being developed to guarantee success

Governors expressed that

- There needs to be a sense of momentum about getting to grips with structural and implementation issues.
- Having a large number of SEND students should mean that this is higher on the priority list.
- There should be a clear plan and clear timetable for addressing the issues.

The Headteacher said that

- Some of the priorities are in place.
- A timetable can be put onto the priorities.
- There has been extensive CPD. For example, the work on metacognition that has been taking place over the last few years

	<ul style="list-style-type: none"> • Progress 8 students for our SEND students is good. • There is success and work happening with Will Cannock working across the schools in the trust • In relation to Covid, SEND provision has been strong. • While strategic planning is an area for development, there exists good provision for SEND pupils <p>Governors said that they know that there is strong evidence and strong practice, this needs to be articulated and governors need to understand how it is managed. They need to be confident that the strong provision during the lockdowns is continuing once all children are back at school.</p>
7	<p>Governance Update</p> <p>Trust update</p> <p>It was noted that the Head of Governance has circulated a range of information; The Trust mission and values, the trust scheme of delegation, roles and responsibilities and decision matrix, and the terms of reference for the committees of the trust including the LGBs. The principle that there will be LGBs has been agreed and that there will be a dynamic relationship between LGBs and the trust.</p> <p>It was explained that these are technical but critical documents and that it is important that governors read and understand them and feedback any comments.</p> <p>Governors undertook to look and feedback their thoughts to the chair within the next week</p> <p>Link Governor Reports</p> <p>Governors thanked Alex Kemp for his report and the update on finance and all governors for their reports.</p> <p>There was discussion about the purpose of and reaction to visits.</p> <p>It was felt that in meetings governors should not be challenging middle leaders but should be identifying questions that show that governors are meeting the requirements of their role.</p> <p>Governor Visibility</p> <p>It was noted that there is currently a good relationship between the school and The Friends. The SBM said that The Friends are essential part of the school and have been very successful in fundraising.</p> <p>A governor says that she is involved in The Friends and that they have set up year group WhatsApp groups. It is useful to hear what they are saying and to feed those issues back.</p> <p>Succession Planning</p> <p>The Chair said that she would be contacting individually about their interest in taking the role of chair and to answer any questions.</p>
5	<p>Date of next meeting</p> <p>24th June 2021</p>
6	<p>AOB</p> <p><i>A governor asked about the proposal to change the school day.</i></p>

	<p>The Head teacher said the TCSND would need to coordinate with TCSED to talk about whether to continue with some of the things already in place .</p> <p>The Headteacher said that he would like the next LGB to take place in person. The CoG said that it would be a good idea to meet in a less formal way as soon as that is possible.</p>
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Minutes approved by: _____

Signed: _____

Date: _____

	ACTIONS	Owner	Date	Status
1	Governor visibility, to consider producing a governor newsletter	Clerk/TSS	19/11/21	ongoing
2	Governor to send their photo and biography to the Clerk for the governors' page on the website. Carrie to check	ALL/ Clerk	21/1/21	ongoing
3	Link Governor to speak to RSE lead	LHR	21/1/21	Closed
4	Monitor progress of year 11 re obtaining passes in English and Maths	Eng and maths link governors	24/3/21	ongoing
5	add an item to the next agenda on the leadership structure at TCSND	Clerk	24/3/21	Closed
6	add an item to the next agenda on SEND	Clerk	24/3/21	Closed
7	add an item to the next agenda on the relationship between LGB and the Friends.	Clerk	24/3/21	Closed
8	Headteacher undertook to check that SEND Offer is on the website	HT	13/5/21	New
9	document to be circulated to help governors to understand new SLT roles and responsibilities	DHT	13/5/21	New

10	To provided a brief explanation on what the impact of the sixth form will be.	HT	13/5/21	New
11	Develop a timetable for implementation of SEND priorities		13/5/21	New
12	To feedback thoughts on the trust documents to the chair within the next week	All Governors	13/5/21	New

