

**THE CHARTER SCHOOL EAST DULWICH
LOCAL GOVERNING BODY
MINUTES OF MEETING
TUESDAY 25th January 2018 AT 6.30PM**

PRESENT:

S Tucker (ST)	Chair of Governors
A Crossman (AC)	Head Teacher
R Jones (RJ)	
T Naik (TN)	
S Potter (SP)	
J Godfrey (JG)	
C Rose (CR)	
S Daly (SD)	

IN ATTENDANCE: B Jones Clerk

Item	Agenda Item	Action
1	<p>APOLOGIES FOR ABSENCE AND DISCLOSURE OF INTEREST</p> <p>Apologies were received and approved from Celia Johnson</p> <p>The following declarations were made: None recorded</p> <p>The Chair welcomed Catherine Rose to the Local Governing Body member</p>	
2	<p>MINUTES AND MATTERS ARISING</p> <p>Matters Arising</p> <p>Corporate sponsorship. The Chair confirmed that this had not been completed.</p> <p>LGB dates have been published. The Chair requested that the F&GP committee dates be emailed to Governors. Action</p> <p>Minutes</p> <p>The minutes of the previous meeting were approved.</p>	Clerk
3	<p>CHAIRS UPDATE</p> <p>The Chairman thanked everyone that provided input into his 360 feedback.</p> <p>The Chair provided Governors with feedback from the last trust meeting.</p> <p>Admissions: both LGB's supported the change but with serious concerns related to parental response and communication. The recommendation was subsequently withdrawn by the Headteacher of TCSND following further discussions with Southwark Council.</p> <p>A small task and finish group has been established to consider how the schools could be more inclusive including within sixth form. This group is consisting of Alex Crossman, Christian Hicks, Helen Jeffrey and Tao Koloi</p> <p>The Chairman provided governors with feedback on the proposal to merge The Charter School Education Trust with that of The Dulwich Hamlet Education Trust. The Chair informed governors that the trust had decided not to go ahead.</p>	

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4	<p>HEADTEACHER REPORT</p> <p>This item was introduced by the Headteacher</p> <p>The governors were informed this paper was written prior to the release of any national performance data.</p> <p>Attainment</p> <p>The head informed governors that, with two year groups, there are more “high” and “very high” in year 8 whereas much of year 7 was congregated in the middle.</p> <p>It was noted that the rates of progress overall up across the board.</p> <p>The governors participated in a discussion concerning the assessment system and ensuring that it is robust. The head felt that the teachers were too conservative, which was identified as part of the moderation process.</p> <p>Question: Is that moderation, part of the system? Head: The moderation is with The Charter School North Dulwich but we do have support from others such as the School Improvement Partner.</p> <p>Question: Is the calibration with The Charter School North Dulwich set within all subjects? Head: We have gone through the process of calibration with those subjects where we believe there was conservative marking.</p> <p>Question: Does the two Charter schools have a third control beyond each other? Head: At the moment our third control is that we have to benchmark with comparable schools outside of the trust.</p> <p>Question: Outcomes at key stage 4 and progress of maths. What is the current progress with maths, particularly looking at year 7? Head: Progress is good but attainment is lower. The school is operating the maths mastery level which is having a positive effect and we are seeing tangible evidence that this is working.</p> <p>Question: In terms of performance at GCSE and basic numeracy, how is this being achieved? Head: We are using a wide range of pedagogical techniques.</p> <p>Question: How confident are you about these numbers because The Charter School North Dulwich for instance, doesn’t use maths mastery. Does that cause difficulty with calibration? Head: our model is very much about early intervention.</p> <p>The Head informed the governors that the school was making significant effort to ensure that the children can undertake basic maths and there are a large group of students that we are focusing upon emerging maths.</p> <p>Question: What is Lexia? Head: This is an online learning platform.</p> <p>Question: What is the lego therapy aimed at? Head: Student comprehension and communication through play and instruction.</p> <p>The governor informed the Head that the way in which the data is presented is really helpful.</p>	

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	<p>because of the comments from staff? Head: There is still a job to be completed on “what does excellent feedback look like”.</p> <p>Question: Please can you explain the process by which this has improved? Head: The whole school strategies include CPD and guidance which is brought up by SLT reviewing the children’s books.</p> <p>Question: Has assessment for learning deteriorated? Head: As we grow, we have people that don’t necessarily understand our school processes. We would expect that to be back where it was by the end of the year.</p> <p>The Head confirmed that, in terms of cohering around one set of strategies, there is almost no pushback from teachers.</p> <p>Question: Overall summary scores’ how exactly are they calculated? Leadership and management in the summary, doesn’t reflect the combined individual leadership elements. Head: The overall figure does not reflect each of the areas.</p> <p>Question: Should we revisit differentiation for the highest achievers at a future meeting? Head: Yes. Action</p> <p>Question: Do we plan for sufficient numbers of students with EHCP in the next year? Head: We had to turn 12 away of the 18 submitted to the school. I would expect that 7 – 10 children with an ECHP would be normal in realm of the geography.</p> <p>Question: Do we need to consider scaling up staff within SEN to support increased numbers. Head: Yes</p> <p>The Head informed governors that there are some circumstances where the school just isn’t the appropriate provision for some children with particular needs.</p> <p>The Head informed the governors that the school had received an approach from the local council to consider building a specialist provision approx. 1 year ago which could lead to become a center of excellence.</p> <p>Due to the evidence, there is an increasing need and may be needed beyond year 7.</p> <p>The Head will continue to advise the Local Governing Body on any further conversations with the Local Authority regarding this matter. Action</p>	<p>Head</p> <p>Head</p>
5	<p>REVIEW PERFORMANCE OF PRIORITY GROUPS</p> <p>This item was discussed as part of the Headteacher report</p>	
6	<p>RECOMMENDED ROLLING 5 YEAR STRATEGY TO THE TRUST</p> <p>This report was introduced by the Chair and Headteacher.</p> <p>The Chair informed the governors that this is one of three strategic documents that the LGB must approve each year. This will typically be approved by the Local Governing Body prior to being sent to the trust for approval.</p> <p>The Chair recommended that this is discussed at a future date to enable wider consideration and input into within the document.</p>	

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	<p>There was a discussion amongst the governors and the following points were noted:</p> <p>“There has been significant movement in the past year and the document would provide an opportunity to include further educational offering”.</p> <p>“There is a need to include parental voice within the strategy and the opportunity for future dialogue with parents”.</p> <p>“Anything that is included within the document must be supportive of the schools core purpose”.</p> <p>“I agree that the document shouldn’t dilute the ambition to become a high achieving school, but it’s important to offer that document out to the community to provide value”.</p> <p>Question: It is unclear within the document how the sixth form will operate or be managed, as a joint enterprise within the strategy. Head: We can’t do this on a standalone basis.</p> <p>It was agreed that the Head and Chair will consider a process to developing this further. Action</p>	<p>Action</p>
7	<p>F&GP COMMITTEE REPORT</p> <p>The Acting Chair of the committee advised governors that:</p> <p>As a result of the structure in which pupil premium monies are received retrospectively in 7/12^{ths} , which causes a delay in funding which may affect cash-flow. The Head has produced a paper requesting that additional financial support be provided from the trust in the interim to support any cash-flow difficulties. Approved</p> <p>The Acting Chair provided an update on premises matters. It was confirmed that phase 1 is on track for November 21st 2018 completion.</p> <p>The NHS in the final due diligence stages with a financial close of the project expected on 31st March 2018. However, there remains a risk that it may not be signed off.</p> <p>It was confirmed that Simon and John will be meeting with Helen Hayes in the near future.</p> <p>Helen Hayes continues to raise concerns regarding the PAN.</p> <p>Question: Has the link path been finalized at the new site? Acting Chair: This is continuing to be discussed.</p>	
8	<p>GOVERNOR BUSINESS</p> <p>The Chair introduced the ‘governor visit’ reports:</p> <p>The Chair informed the governors that he had not been able to discuss, in advance, the item related to “engagement with parents”.</p>	

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	<p>The Chair noted that the report contained feedback from a number of parents but it is not known how many. The Head confirmed that the school will be conducting a parent survey in two weeks.</p> <p>Question: A lot of the suggestion from parents of possible improvements seem to be focused upon the website? Head: A lot of the information is already there but may not be easily accessible.</p> <p>The Chair suggested that the "Parental statement" could be used to disseminate information to parents. It was noted that the Chair will ask Celia to enquire with parents on an updated version of the statement. Action</p> <p>Question: What is the policy to access a teacher by a parent? Head: There is a standard process for parents. The first point of contact is the form teacher.</p> <p>Where there are issues that can be perceived as a mistake, maybe these can be addressed within the policy statement.</p> <p>There is a point about focusing upon those parents that don't or can't engage. The Head confirmed that the school has a process to engage with those parents that are very hard to reach.</p> <p>It was suggested that an RSS feed can be added to the website? Action</p> <p>It was agreed that the "Parental statement" should be updated and reflective of existing processes. Action</p> <p>JG agreed that; should the school need a role to provide more feedback from parents to the school, he would agree to take on this role.</p>	<p>Chair</p> <p>Head</p> <p>Head</p>
9	<p>AOB</p> <p>The Head requested feedback from governors on the use of Google classroom to disseminate papers. It was noted that governors are still, in some cases, still learning how to use it but that it would be useful if the agenda could be linked to the papers. Action</p> <p>As a result of the implementation of GDPR, all governor communication should be made via school based email addresses. Agreed</p> <p>Catherine Rose informed governors that she had been approached by Spire Academy, which works with pupils at risk of disengagement. They will need a new home from Sept. Looking for two rooms to deliver seminars. Action</p>	<p>Head Clerk /</p> <p>Head</p>

The meeting closed at 20.54

Signed:..... Date:.....

**THE CHARTER SCHOOL EAST DULWICH
GOVERNING BODY
ACTION POINTS OF MEETING
THURSDAY 25th January 2018 AT 6.30PM**

Agenda item	Action	Who and when
2	MINUTES AND MATTERS ARISING The Chair to make arrangements to sign the approved copies of the minutes. The Chair to ensure that 'Governor Visits' was added to future agendas. The Chair would liaise with JG regarding Corporate Sponsorship. The Chair to circulate to governors the schedule of Governing Body and the Finance Committee meeting dates for 2017/18.	Chair ASAP Chair. Next GB agenda Chair ASAP Chair ASAP
8	LGB SKILLS AUDIT AND EFFECTIVENESS REVIEW The Chair to ensure the LGB had the opportunity to hold quality discussion during the LGB Training Day. The Chair to recirculate the Governor Visits protocol to LGB.	Chair by the Training day Chair ASAP
9	GOVERNOR BUSINESS The Chair to discuss with Deputy Head Teacher the format of the annual report provided to the LGB on Safeguarding and Child Protection. The Chair to liaise with CJ and TN regarding governor portfolios. All governors to attend at least one of the Finance meetings during the academic year. Governors to provide any comments to the Chair about the draft constitution for the Friends.	Chair ASAP Chair ASAP All. During 2017/18 All ASAP