

**THE CHARTER SCHOOL EAST DULWICH
GOVERNING BODY
MINUTES OF MEETING
THURSDAY 28 SEPTEMBER 2017 AT 6.30PM**

PRESENT:

S Tucker (ST)	Chair
A Crossman (AC)	Head Teacher
S Daly (SD)	
C Johnson (CJ)	
R Jones (RJ)	
T Naik (TN)	
S Potter (SP)	

IN ATTENDANCE:

N Marchant	Clerk
R Hardy (RH)	Deputy Head Teacher

Item	Agenda Item	Action
1	<p>APOLOGIES FOR ABSENCE AND DISCLOSURE OF INTEREST</p> <p>Apologies were received and approved from J Godfrey and J Tomlinson.</p> <p>The following declarations were made:</p> <p>SD and RH - Item 10. ST - Item 11.</p>	
2	<p>MINUTES AND MATTERS ARISING</p> <p>Minutes</p> <p>The minutes of 20 June 2017 were agreed.</p> <p>Matters Arising</p> <p>Action 1- RJ reported that she had attended the LGB meeting on 13 July 2017 at North Dulwich.</p> <p>Action 2 and 3- The Chair reported that the previous minutes had been amended and that he would make arrangements to sign the approved copies.</p> <p>Action 4- The Chair would ensure that 'Governor Visits' was added to future agendas. It was confirmed that no visits had taken place since the last meeting.</p> <p>Action 5- The Chair would liaise with JG regarding Corporate Sponsorship.</p> <p>Action 6- The matter regarding East Dulwich Academy for Music and Performing Arts was closed.</p> <p>Action 7- The School Development Plan would be discussed under item 5.</p> <p>Action 8 - SD reported that the school had registered with Peabody Housing Association for their key workers affordable housing scheme.</p> <p>Action 9 - The Chair would circulate to governors the schedule of Governing Body and the Finance Committee meeting dates for 2017/18.</p>	<p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p>

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	Action 10- The LGB meeting date had been changed to 28 September 2017.	
3	<p>CHAIR'S UPDATE</p> <p>The Chair reported on the following:</p> <ul style="list-style-type: none"> • The Charter School North Dulwich had achieved their best ever GCSE results and excellent 'A' level results. • The Trust Board had approved the Budget. • Professor Derek Hill and Emmanuel Amadi had been reappointed as Chair and Vice Chair of the Trust Board and Kieran Osbourne had been reappointed as Trust Education Adviser . • The School Website continued to be improved and updated to meet all the statutory requirements and a number of parent volunteers were supporting this process. • The School's DfE Education Adviser (Sue Phillips) would visit on 5 December 2017. 	
4	<p>HEAD TEACHER'S REPORT</p> <p>A copy of the report was received and the following points discussed:</p> <ul style="list-style-type: none"> • Both Year groups were full. • The number of Pupil Premium Students in Year 7 had fallen to around 30%. It was noted that this figure remained higher than North Dulwich. • There had been a significant jump in the number of EAL students. • There were 4 students in Year 7 with an EHCP and 2 students in Year 8. • A Year 8 student who had refused to attend school since November 2016 now received 5 hours tuition per week. • The receipt of Year 7 student information from the Primary Schools had improved. • All students would undertake Cognitive Ability Tests (CATS) during September 2017. • The Behaviour had improved during 2016/17 with fewer sanctions issued to students. It was acknowledged by the Head Teacher that a small number of students had been responsible for the majority of negative behavioural incidents during last year. He was pleased to report that the behaviour of most of these students had improved since their return in September 2017. <p>Governors asked the following questions:</p> <p>Question: What action had been taken to support the School Refuser? The Deputy Head Teacher said that the school had worked closely with the family and external agencies to provide a range of support and that she remained hopeful the student would return to school in the future.</p> <p>Question: Was the number of SEND students recorded in Year 7 accurate? The Head Teacher believed this number would increase during the autumn term once the staff had undertaken a true assessment of individual students needs.</p> <p>Question: What was the benefit of the Cognitive Ability Tests? The Head Teacher explained that they would provide both baseline and target GCSE grades and help underpin the Trust wide assessment system with a national reference test.</p>	
5	SCHOOL DEVELOPMENT PLAN	

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	<p>A copy of the revised SDP was received and approved.</p> <p>Question: Should Governors be concerned about the amber rating against some of the objectives? The Head Teacher commented that the amber rating accurately reflected the school's current position against the strategic objectives but he was confident the ratings would improve over time.</p>	
6	<p>SCHOOL HOUSE NAMES</p> <p>Governors received the list of possible 'House Names' named after individuals related to the local area.</p> <p>Following a brief discussion it was agreed to remove one of the names from the list (EB) and to ask governors to complete an online poll to vote for their preferred choices. The results of the poll would then be shared with the Student Council for further discussion.</p>	
7	<p>GROWTH OF TRUST</p> <p>The Chair referred to the announcement published on the school website and circulated with the agenda, which detailed the talks between Dulwich Hamlet Educational Trust and The Charter Schools Educational Trust about a possible merger into one Multi Academy Trust.</p> <p>A joint steering committee had been established with Trustees from both schools to which would report the Head Teacher of The Charter School East Dulwich, as lead for TCSET and the Executive Head Teacher of Dulwich Hamlet.</p> <p>The Head Teacher reported that a meeting had been held with the Regional Schools Commissioner and it was expected that the proposal would be submitted for approval at the School Board meeting in December 2017. If approved the new Trust could be established by April 2018.</p> <p>The Chair confirmed that no name had been decided for the merged Trust and that it was expected that the governance arrangements would see a new Board of Trustees appointed with the LGB continuing unchanged.</p> <p>Governors expressed their concern about the poor quality of the English used within the documents to publicise the merger. The Chair acknowledged their concerns and explained that the content additional communications support was being explored.</p> <p>Question: You mentioned the Head Teacher was leading the merger from TCSET side. How much time would this involve? The Head Teacher envisaged that the role would not take too much of his time.</p> <p>Question: Would the Head Teacher continue to be involved in integrating the Trust's schools once the Trust had been created? The Head Teacher confirmed that once the Trust had been created the responsibility for integration would become someone else's responsibility.</p>	
8	<p>LGB SKILLS AUDIT AND EFFECTIVENESS REVIEW</p> <p>The Chair had reviewed the results of the skills audit and had been encouraged by the high scores achieved against most of the categories. The five areas identified for further improvement were reported as:</p>	

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	<ol style="list-style-type: none"> 1. Risk Management 2. Performance Data comparison 3. Finance 4. Staff Pay & Performance 5. Legal Obligations <p>Question: Had the LGB at North Dulwich completed the same skills audit? The Chair confirmed that both the LGB and Trust Board had completed the same skills audit.</p> <p>Question: How had the LGB scored against the Safeguarding category? The Chair reported that the LGB had scored strongly against this category and that based on the responses was not an area for concern.</p> <p>Question: Did the LGB require training on any of the five areas? Following discussion governors felt they would benefit from specific training on Finance, Risk Management and Legal Obligations and at some point in the future Performance Data.</p> <p>Question: I believe as an LGB we would benefit from the opportunity to meet and hold quality discussions about a number of key areas as we move forward as a Trust. The Chair agreed and suggested this could take place during the LGB Training Day.</p> <p>Question: How effective was the LGB in the Head Teacher's opinion? The Head Teacher spoke positively about the effectiveness of the LGB in striking the right balance between strategic and operational matters.</p> <p>Question: I would welcome clarity about the governor's role when making a formal visit to the school. The Chair would ensure that the Governor Visits protocol was resent to all members.</p> <p>Question: Do we need a further parent governor in Year 7? Governors acknowledged the point that the four governors who had children at the school had children in Year 8 but felt that at the moment there was no need to increase the size of the LGB. It was pointed out that the Year 7 parents would be able to make representation through other channels.</p>	<p>Chair</p> <p>Chair</p>
9	<p>GOVERNOR BUSINESS</p> <p>Safeguarding and Child Protection Policy</p> <p>The Deputy Head Teacher confirmed that a small number of changes had been made to the policy to ensure it reflected the current guidance/best practice.</p> <p>Question: Was the policy working well in practice? The Deputy Head Teacher confirmed that it was.</p> <p>The Chair spoke of the requirement for the LGB to receive information on Safeguarding and Child Protection at least annually and proposed to discuss how this would be best achieved with the Deputy Head Teacher.</p> <p>The LGB unanimously agreed the Safeguarding and Child Protection Policy.</p> <p>Confirmation of Governor Portfolios</p> <p>The Chair proposed to liaise with CJ and TN. All other governor portfolios remained unchanged.</p>	<p>Chair</p> <p>Chair</p>

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	<p>Confirmation of Committee Structure</p> <p>The LGB agreed to continue with just a Finance Committee.</p> <p>Following discussion it was agreed that:</p> <ul style="list-style-type: none"> • The membership of the committee would be AC, ST, JG and JT. • That all governors would attend at least one of the Finance meetings during the academic year. <p>Draft Constitution for the Friends</p> <p>A copy of the document was received. Governors were asked to send any comments to the Chair.</p>	<p>Govs</p> <p>Govs</p>
10	<p>STAFFING</p> <p>Both members of staff withdrew (SD and RH).</p> <p>This item was deemed confidential.</p>	
11	<p>ELECTION OF CHAIR AND VICE CHAIR OF GOVERNORS 2017/2018</p> <p>ST withdrew from the meeting.</p> <p>The Acting Chair (TN) asked if there were further nominations to those received from Simon Tucker as Chair and John Godfrey as Vice Chair. No nominations were received.</p> <p>Governors unanimously agreed to appoint Simon Tucker as Chair and John Godfrey as Vice Chair.</p>	

**THE CHARTER SCHOOL EAST DULWICH
GOVERNING BODY
ACTION POINTS OF MEETING
THURSDAY 28 SEPTEMBER 2017 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