

The Charter School East Dulwich
Minutes of Local Governing Board Meeting
Thursday 27th September 2018 at 6.30 pm at 11 Southampton Way, London,
SE5 7EW

Alex Crossman (ACN)	Headteacher	Present
Simon Tucker (STR)	Chair of Governors	Present
Tim Naik (TNK)	Parent Governor	Present
Catherine Rose (CRE)	Governor	Present
John Godfey (JGY)	Vice Chair of Governors	Present
Stephen Potter (SPR)	Governor	Present
Celia Johnson (CJN)	Parent Governor	Present
Rosamund Jones (RJS)	Governor	Present

In attendance:

Rebecca Hardy (RHY) Deputy Headteacher
Helen Jeffrey (HJY) Trustee until 7.45 pm
Victoria Faint (VFT) Clerk, Octavo Governor Services

AGENDA ITEM	MINUTES	ACTION NO:
1	<p>Apologies and Declaration of Interest:</p> <ul style="list-style-type: none"> The meeting commenced at 6.30 pm and the Chair welcomed governors to the meeting. Sarah Daly (SD) sent her apologies but also her resignation, as she felt it was not appropriate to have all staff governors from the SLT, now there is a larger staff. Helen Jeffrey, Trustee, was welcomed to observe the meeting and speak on Item 4 “Admissions Policy”. There were no declarations of interest. The meeting was quorate. 	
2	<p>Minutes of Meeting of 28th June 2018:</p> <ul style="list-style-type: none"> The Governors sent their appreciation to the clerk, Steve Cleary, and the minutes were agreed as a proper record, but it was requested the following changes be made: <ul style="list-style-type: none"> Premises Update: Remove the figures as these are commercially confidential. For future minutes, name abbreviations to comprise first initial of Christian name, followed by first initial and last initial of surname. <p>Action: ACN to organise for the minutes to be changed by Steve Cleary.</p>	1
3	<p>Action Log:</p> <ol style="list-style-type: none"> The Governors confirmed they have the school email addresses and were able to sign into Google Classroom. 	

	<p>2. For discussion later in meeting.</p> <p>3. STR had raised the sixth form at a Trust meeting. More detail can be found in the Trust Development Plan. A working party has been arranged and the working party will present a report to the January Trust Meeting. A copy of this report will also be sent to the LGB in January.</p>	
4	<p>Proposed Revision of Admission Policies</p> <p>The Admissions Working Group presented their report to the Trust Board Meeting in July. The Trust has been concerned about the noticeable shift in the social demographic at the North Dulwich school which reflects changes in the local population. The Board did not accept the recommendations from the working group and asked them to do more work. The working group are now considering three options and want input from the two LGBs. The three options are: (a) Tightening up the policing of the current admissions policy criteria, particularly to stop parents temporarily renting an address solely to get a child into the school. (b) Moving the nodal point so as to allow for overlap between the two schools' effective 'catchment' only in an area of social housing. (c) The school last year temporarily increased its admission by twelve pupils (two pupils per class). Consideration to be given to making this increase in PAN permanent and reserving the additional twelve pupil places to children covered by some index of deprivation (Pupil Premium or Free School Meals).</p> <ul style="list-style-type: none"> • Lawyers and Southwark Admissions Team have been consulted as to the legality of earmarking these twelve additional places, but HJY has so far not received a response. • HJY stated that it was felt that moving the nodal point would only have a marginal impact but increase the existing overlap between the two schools. Q: Does that overlap matter? A: ACN responded that at the moment the parents can choose. However, he did think that we may want to change the TCSED policy at some point so that if a place at TCSND was offered to a child, they should not be allowed to remain on the waiting list for TCSED. Consideration could also be given for one admissions policy for both schools, but that is not being considered at present. • The general view of the Working Party was that the sibling policy is an important part of the school's ethos and should not be changed. • After a lengthy discussion it was decided that there was no enthusiasm for option (c) because it was complicated, would be hard for parents to understand and would only make a marginal difference but there is a desire to do more around inclusion. <p>Action: HJY to discuss with the Working Group at their next meeting on Monday 1st October and incorporate governors' feedback into their final recommendations to the Trust.</p>	2
5	<p>Headteacher's Report:</p> <p>End of Year Outcomes: ACN stated that his report was in a different format as standard items had been addressed in meetings last year. Student achievement had been very good. There was an achievement gap between PP and other students; this gap is narrower than the national average but still taken very seriously.</p> <p>Q: What is your thinking on maths?</p>	

	<p>A: ACN: I think that maths has become harder, with students having to do more now than before so we would expect slightly lower achievement than in other subjects and this reflects the national picture. Some of the strongest teaching across the school is in maths. Our aim is to ensure the overlap between achievement in maths and English is 100%.</p> <p>STR stated the importance of the Governing Body understanding the context as to why ACN identified maths as a limiting factor for student overall achievement.</p> <p>Action: Discussion about outcomes in Maths for Agenda of next LGB meeting.</p> <p>Pastoral Update: RHY reported that staff have been given the idea of developing a culture of care throughout the school, to make sure the school's visions and values are at the fore. A working party is being organised with the first meeting the following week to see what kind of programmes could be set up to create this caring culture. This will be finalised by the end of the Spring term.</p> <p>The school now has a dedicated Pastoral Inclusion Team with the inclusion of Mr. A. Brett who has extensive experience in pastoral care and emotional support, and Mr. D. Francis who is a behaviour co-ordinator. He will be helping improve pupils' attendance and will be visiting their homes if necessary. A Clinical Psychologist is also working at the school one day a week. She is training staff as well as working with parents and students. There are two in-house counsellors working one day a week, shared between the two sites.</p> <p>The rewards system is now based on the house system introduced last year, with house competitions and assemblies focussed on community projects. It is hoped that this will impact on the students' behaviour.</p> <p>Staggered lunches are having an impact, with children playing with other year groups in the playground to a greater extent than in previous years.</p> <p>ACN reported that in terms of safeguarding the policy has been updated and circulated to all staff. All staff have had full safeguarding training, with additional Prevent training to be given in November. The school is now in line with guidance from the DfE.</p> <p>The Knowledge Organiser for Safeguarding is being given to staff and RHY will share this with Governors.</p> <p>Action: RHY to send the Knowledge Organiser for Safeguarding to Governors.</p> <p>Q: Are there plans in place for levels of anxiety when the school moves to the new building:</p> <p>A: RHY replied that they do anticipate levels of anxiety for certain students. They will be working with all students in preparation for the move through the house system and vertical tutoring. They will also give additional support if required to ensure all children are supported.</p> <p>Demographics: The SLT has increased to eight full-time and two half-time staff.</p>	<p>3</p> <p>4</p>
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	<p>Options Process: ACN reported that Assistant Headteacher, KS4 will attend the next meeting to talk about the GCSE options process.</p> <p>Action: Assistant Headteacher, KS4 to be invited to next LGB meeting to discuss GCSE option process.</p>	5
5	<p>School Development Plan 2018/19:</p> <p>The plan was discussed in draft at the previous LGB meeting and is now back for its final approval.</p> <p>ACN pointed out that the Plan is now more aligned with the five-year strategy. All members of the SLT have drafted their section of the Plan.</p> <p>Q: What about the Trust's Development Plan?</p> <p>A: STR reported that this year has been the first time there has been a Chief Executive. The Trust Development Plan, the two schools' Development Plans and both headteacher's yearly objectives are closely aligned. The key in the Plan indicates where the school is in terms of delivery. There are no plans to move students across the two sites, but specialist teachers may work across the two sites in the future.</p>	
6	<p>Staff Pay and Progression:</p> <ul style="list-style-type: none"> • ACN reported that very few staff members are only just meeting expectations, with by far the majority clearly meeting or exceeding expectations. • Q: What proportion of staff are now drawn from the rest of the MAT or have prior working experience within the MAT and have now returned? • About a third of staff have experience of working at North Dulwich, these tending to be the more senior staff. Almost all staff have been recruited from local schools, who are attracted by the school's reputation and their familiarity with the area. 	
7	<p>Risk Register:</p> <p>Clarity was requested as it was noted there was no key to the Register: 10 or above: red 5-9: amber Below 5: green.</p> <p>Q: Is it worth trying again to develop a closer relationship Kings Health Partners? A: Support is given in terms of the Reach Project from Kings, but in most areas the in-house support is very good and more suitable to our demographics. Staff at the institutions within Kings Health Partners do not have capacity to provide more practical support.</p>	
8	<p>Premises Update:</p> <ul style="list-style-type: none"> • Phase 1: JGY stated that Phase 1 is going well. Justine has worked very hard on the decant. Everything is under control, with detailed plans for the removal of every single room and piece of equipment. 	

	<ul style="list-style-type: none"> The main risk is with ICT as Virgin has decided to install broadband on 28th November, despite being informed months ago that the moving date is the 23rd November. Discussions are ongoing, but we have very little control over this. Phase 2. There is now no need to compromise on our original design as previously anticipated. It looks likely we will be able to negotiate early access to the hospital buildings so that we can see what we are dealing with, including checking for asbestos. Completion likely to be as the original timescale plus three months. Kier, the constructor may want to appoint their own architect, but it would be advantageous to use the present architect if a suitable price can be negotiated. 	
9	<p>Trust Development Plan:</p> <ul style="list-style-type: none"> This is the first Trust Development Plan, which very much focusses on aligning the two schools much more closely. There is a lot of work to be done to define what the Trust has done and whether it adds value to the schools. It was agreed there is a really big task ahead for the Trust, and work needs to be carried out on the vision and values of the Trust in practice. Growth will take a while longer. <p>Q: CJN asked as a matter of clarity whether the “point of growth” relates to the Trust or schools? A: It is the number of schools, not relating to individual schools’ growth.</p> <p>Action: ACN to invite the Trust’s Chief Executive to a future LGB meeting.</p>	6
10	<p>Proposed Policy on Communication between Trust and LGBs:</p> <ul style="list-style-type: none"> Working Party has produced an overall framework, which it was hoped was self-evident, showing who shares what with whom. It was agreed it is very important to know who the people are and come to each other’s meetings. The last joint Governors’ meeting had been dominated by the lack of a framework. This will be important as the Trust develops its capacity. Now the headteachers are off the Board of Trustees this is very important. The Chair of the North Dulwich LGB is conducting a final interview for a clerk who will cover both the LGBs and the Trust Board, who will make a massive practical difference. <p>Action: STR to pass on governors’ feedback on the Framework to the Trust Board.</p>	7
11	<p>Review of Selected School Policies (Safeguarding and Behaviour Policies for approval).</p> <p>Safeguarding Policy: RHY has taken everyone through the changes to the Safeguarding Policy, all of which are in line with the DfE Guidance.</p> <p>Behaviour Policy: The changes are mainly around the terminology in the policy itself, for instance “Isolation” has been changed to “Behaviour Support Unit”. The differences are mainly to do with the systems around how to report.</p> <p>Safeguarding Policy – Approved. Behaviour Policy – Approved.</p>	

12	<p>Governor Visit: Safeguarding/Inclusion/SEND: It was confirmed that the Single Central Record is now complete and up-to-date.</p>	
13	<p>Recruitment of New Governors: Two governors have recently resigned so it is necessary to replace them. It was agreed to wait for a resolution at Trust level regarding the scheme of delegation.</p>	
14	<p>Election of Chair and Vice Chair: It was unanimously agreed to extend the present Chair and Vice Chair until the next LGB meeting.</p>	
15	<p>Annual Declarations: Pecuniary Interests and Governors' Code of Conduct: The Governors have been sent the forms which they will sign to be held for safety in the school office.</p> <p>Action: STR to send out the forms. All governors to sign and return.</p>	8
16	<p>AOB:</p> <ul style="list-style-type: none"> • CRE informed that Southwark is twinned with Clichy, a town just outside Paris in France. A school in Clichy would like to be linked to a school in Southwark, with a group of their children and teachers coming over to Southwark and learning about Shakespeare at the Globe Theatre. <p>Action: CRE to inform the school in Clichy that The Charter School East Dulwich would like to be considered to be twinned with them. ACN to follow up on the opportunity.</p> <ul style="list-style-type: none"> • CJN reported that the Friends are trying to organise an opening party for the new school and asked for ideas. Consideration to be given to inviting VIPs and allowing alcohol provided the school does not provide it and it is "sold" by the use of a pre-paid raffle ticket. A school production in its honour is also being considered. 	9
17	<p>Date of Next Meeting: STR to send round by email the year's meeting dates.</p> <p>The meeting closed at 8.30. No confidential business was recorded.</p>	10

Action Points [To be amended to reflect amendments to the minutes]

Action points arising from the LGB meeting of The Charter School East Dulwich on Thursday 27th September 2018

No:	Action	By	When	Status
1	ACN to organise for the minutes of the LGB of the 28th June to be changed by Steve Cleary.	ACN	Asap	
2	HJY to discuss with the Working Group at their next meeting on Monday 1st October and incorporate governors' feedback into their final recommendations to the Trust.	HJY	After meeting of Working Group on 1 st October	
3	Discussion about outcomes in Maths for Agenda of next LGB meeting	STR	For next meeting	
4	RHY to send the Knowledge Organiser for Safeguarding to Governors.	RHY	Asap	
5	Assistant Headteacher, KS4 to be invited to next LGB meeting to discuss GCSE option process.	STR	For next meeting	
6	ACN to invite the Trust's Chief Executive to a future LGB meeting.	ACN	For next meeting	
7	STR to pass on governors' feedback on the Framework to the Trust Board	ACN	Asap	
8	STR to send out the pecuniary interest forms. All governors to sign and return	STR	Asap	
9	CRE to inform the school in Clichy that The Charter School East Dulwich would like to be considered to be twinned with them. ACN to follow up on the opportunity.	CRE	Asap	
10	ACN to send round by email the year's meeting dates.	ACN	Asap	

