

**The Charter School East Dulwich**  
**Minutes of Local Governing Board Meeting**  
**Thursday 8<sup>th</sup> November 2018 at 6.30 pm at 11 Southampton Way,**  
**London, SE5 7EW**

Alex Crossman (AC)	Headteacher	Present
Simon Tucker (ST)	Chair of Governors	Present
Tim Naik (TN)	Parent Governor	Present
Catherine Rose (CR)	Governor	Present
John Godfrey (JG)	Vice Chair of Governors	Present
Stephen Potter (SP)	Governor	Present
Celia Johnson (CJ)	Parent Governor	Present
Rosamund Jones (RJ)	Governor	Present
Pip Jupp (PJ)	Staff Governor	Present

**In attendance:**

Rebecca Hardy (RH) Deputy Headteacher  
Manny Amadi (MA) Trustee  
Jo Ellis (JE) Clerk

AGEND A ITEM	MINUTES	ACTION NO:
1	<p><b>Apologies and Declaration of Interest:</b></p> <ul style="list-style-type: none"> <li>The meeting commenced at 6.30 pm and the Chair welcomed governors to the meeting.</li> <li>Manny Amadi, Trustee, was welcomed to observe the meeting and speak on Item 3 "Ofsted Report".</li> <li>There were no declarations of interest.</li> <li>The meeting was quorate.</li> </ul>	
2	<p><b>Minutes of Meeting of 27<sup>th</sup> September 2018</b></p> <ul style="list-style-type: none"> <li>The minutes were agreed as a true and accurate record of the meeting, with no amendments</li> </ul> <p><b><u>Matters Arising from the Minutes</u></b></p> <p><b>Proposed Revision of Admissions Policy</b>  ST explained that the Trust Board considered the views of both LGBs and has decided to consult on <u>all</u> of the options proposed by the Working Party, with a view to starting the consultation process imminently.</p> <p>Q: This will be a formal consultation process?  A: (ST) Yes – the timetable for the process will be shared as soon as it has been agreed.</p>	

	<p>Q: Will the LGB's concerns be added to the consultation feedback?  A: (ST) Not formally as it would not be appropriate. LGB views will be fed back internally, and a representation from each LGB will be invited to the next Trust meeting on 11.12.18.</p> <p>Q: Did ND LGB also oppose the changes put forward?  A (ST) Yes – there was opposition from both LGBs but the Trustees have decided to consult anyway.</p> <p><b>Action Log</b></p> <ol style="list-style-type: none"> <li>1. Action point 3 – carried over to next meeting</li> <li>2. Action point 4 - RH to resend the Knowledge Organiser for Safeguarding to Governors</li> <li>3. Action point 5 - AHT to be invited to next LGB meeting</li> <li>4. Action point 6 - CEO to be invited to future LGB meetings</li> <li>5. Action point 7 - Governors welcome at the next Trust meeting (11.12.18) to discuss the feedback on the Framework to the Trust Board</li> <li>6. Action point 8 – Pecuniary Interest Forms and Governors Code of Conduct distributed – to be signed and returned to the Clerk</li> <li>7. Action point 9 – CR to agree 'train' with school in Clichy</li> <li>8. Action point 10 – Clerk to distribute all future LGB meeting dates</li> </ol>	<p>1 2 3 4 5 6 7</p>
3	<p><b><u>Ofsted Report</u></b></p> <p>Governors received copies of the Ofsted Report from AC</p> <p>While excepting that, as a new school with only KS3 students, it was highly unlikely that the school would achieve higher than a 'GOOD' rating, AC noted that the following factors were not taken into account by the Ofsted inspection team:</p> <ul style="list-style-type: none"> <li>• ED had undergone a seismic degree of change immediately prior to the inspection, due to the student body increasing by 75%.</li> <li>• 40% of the teaching staff observed had only been teaching at the school for 6 weeks</li> <li>• Of the 35 lessons observed, 29 were made up of either new teaching staff, or new students who had not been taught by those teachers before</li> </ul> <p>AC also noted his concern that during the inspection, the Lead Inspector did not question the applied assessment framework; request any student achievement data, or speak to the students about the assessments they undergo during lessons.</p> <p>It was also noted that, on whole, the rest of the report, and the recommendations made, were fair if somewhat lacking.</p> <p>Q: The student data was not tested, questioned or scrutinised at all?</p>	

A: (AC) No. We could have told the inspector anything, and he would have accepted it as no proof was requested.

Recommendation relating to student data:

- There is no way the inspectors could have known this as they did not ask any questions regarding data.

Recommendation relating to Pupil Premium/Disadvantaged (DA) students/EHCP funding:

- Inspectors did not discuss this topic at all
- Inspectors did not request a list of EHCP students or any funding information – if they did, they would have seen that 7 out of 11 EHCP students are in Y7, therefore we would not have not received their funding yet

#### Comments from Governors

RJ:

- Surprise at lack of data scrutiny
- Fairly tough comments/recommendations received from Ofsted, but lessons to be learnt and built upon going forward
- A grade of 'GOOD' is a fair grade for a new school – very few ever receive an 'OUTSTANDING' grade, especially without exam results and student data not being taken into account

SP:

- Very proud of the school, staff and students
- Staff responded magnificently
- Safeguarding explanation was very good – especially given ED has some of the most vulnerable pupils from the local community
- Some of the 'phrases' in the report i.e. regarding Pupil Premium funding, seem very generic, and could relate to any school not just ED
- Disappointment at not being given a '1' for Leadership and Management, feel ED has a very high level of strong leadership that was disregarded
- Agreement with RJ that lessons can be learnt from the recommendations, and positives can be drawn from the report on whole

JG:

- Agreement with comments from other Governors
- ED has a lot of ambition which is why the negatives of the report 'smart'
- Fundamentally there is no material risk, and the recommendations/comments can be taken under advisement and the school moves forward

MA:

- It would be helpful to know the benchmark for new schools that have been graded 'OUTSTANDING' at their first inspection (AC confirms the benchmark is 6)

- This factor should be taken into account when considering the report
- Agree disappointment at not scoring '1' for Leadership and Management, as there was confidence the score would be '1'
- It cannot be overlooked that there were areas where ED was not compliant, and this was recorded in the report
- Felt it was useful that ED had retained the services of Challenge Partners last year, as having an external 3<sup>rd</sup> party shine a light on the schools' practices and advise on change can only make ED stronger
- On the whole there are lessons to be learnt

**Ofsted Action Plan:**

Preliminary action plan to be produced using output from SLT meeting, on how to respond to recommendations from Ofsted report.

**Action Points raised:**

**Careers:**

- Guidance provided on careers only applies to Y8
- Providers do not want Y8 students
- Post holder appointed for careers guidance

**Pupil Premium Strategy Document:**

- Not referenced in the report at all
- CNH (HT TCSND) and AC had discussed putting together a joint report, but ultimately did not

**Literacy Marking:**

- The comment is fair
- It is accepted that the last half of last year was far better than the first half with regard to marking
- RH to put together a report on how to tighten this up
- Quality Assurance process to be put in place to identify areas of improvement

**Governor Questions/Comments on the Ofsted Action Plan:**

JG:

Q: Action plan focusses on pupils with a specialist need or Low Prior Attainers (LPA) – only one comment regarding stretching High Prior Attainers (HPA) in the report – is this because there is more confidence in stretching HPA students rather meeting the needs of LPA students?

A: (AC) Yes, and the School Development Plan (SDP) recognises the need to focus more meeting the needs of LPA students

	<p>SP commented on questioning by teaching staff in the classroom, and stated that some teachers are simply not used to questioning. The quality of questioning is easy to see in practise if more observations were undertaken.</p> <p>CR added that in addition to the Action Plan, the audience reading the report must also be considered. In particular, parents who have children at different schools who will make comparisons between the schools. There is a need to convey the Action Plan in a clear, transparent way.</p> <ul style="list-style-type: none"> <li>- All Governors agreed with point.</li> </ul> <p>ST proposed a Governor Action Plan to ensure some of the references/recommendations are reviewed over time to safeguard progress. It was also suggested that it would be beneficial for the Governors to make regular visits to the school to undertake Learning Walks, as visits from the LGB are neither regular nor consistent enough at present.</p> <p>Q: Could the LGB receive more training in this area? A: (ST) It could be arranged</p> <p>Q: Can the LGB put in more time between meetings to get together for this sort of thing? A: (CJ) If dates and timings can be put forward in advance, it would enable Governors to put their name down to come in.</p> <p>SP stated that all Governors have access to The Key (educational and compliance website) for guidance purposes. LGBs have a responsibility to ensure compliance within the school, and utilising tools such as this will help with that.</p> <p>The report also raises questions regarding whether the LGB questioned and/or challenged the HT rigorously enough. The view of the LGB was that they did, but that perhaps with the lack of consistent clerking, the minutes did not reflect this. Now that a new Clerk has been appointed, it is anticipated that future minutes will show sufficient questioning and challenge, as well as capturing Learning Walks and other frameworks put in place to meet the parameters of a proficient LGB.</p> <p>The next Ofsted inspection will review these Action Points and the LGB will have to be able to demonstrate that they have met or exceeded them. Therefore, a more rigorous way of tracking the Action Points is required. It was suggested that Governors are given defined roles that they are responsible for i.e. for monitoring inclusion. This was agreed as a point of discussion for the next meeting. <b>ACTION Clerk to add to next agenda</b></p> <p>The process surrounding how the school responds to the Ofsted Report publically was discussed, and it was agreed that:</p> <ol style="list-style-type: none"> <li>1. A letter would be sent to parents from the HT</li> <li>2. A letter would also be sent to parents from the LGB</li> </ol>	<p style="text-align: center;">8</p> <p style="text-align: center;">9</p>
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	<p>3. The letters would praise students on their hard work, and parents would be made aware of the context of the grading system used by Ofsted and that a grade of 'OUTSTANDING' is extremely hard to achieve for a new school.</p> <p>A survey was also proposed, to help alleviate parental concerns surrounding the report, and to hopefully provide answers to those parents.</p> <p>Overall, the public output must be that the 'GOOD' grade is positively received by the school and LGB, and that the questions and challenges presented have been accepted, and will be used to inspire progression.</p> <p>With the upcoming Parent Forum on the 6<sup>th</sup> December, it would be beneficial for the letters to be distributed in plenty of time so that parents can process the report and enclosed information before attending the Forum. There should be good representation from the LGB at the Parent Forum to field any questions that parents may have, particularly around the comments regarding HA students that are usually raised at Open Days.</p> <p>The Chair agreed that a draft letter can be prepared ready to be sent out, with all Governors given the opportunity to have input beforehand. The letter can also announce the changeover of the Chair and Vice-Chair positions. <b>ACTION Chair</b></p>	<b>10</b>
	<p><b>Election of Chair and Vice Chair</b></p> <p>There was one nomination each for Chair and Vice-Chair. John Godfrey put himself forward for the position of Chair, and Rosamund Jones for Vice-Chair.</p> <p>The LGB were in unanimous agreement for these candidates to be appointed into the roles.</p> <p>Simon Tucker resigned from the LGB with immediate effect to enable him to focus on his new role as Chair of the Trust.</p>	
	<p><b>Recruitment of New Governors:</b></p> <p>With the resignation of two governors, there are two vacancies to be filled.</p> <p>A question was raised on whether more than two Governors should be appointed due to the ongoing expansion of the school. It was noted that TCSND has a much larger LGB.</p> <p>It was decided that as the current Y9s approach 6<sup>th</sup> Form new Governor positions can be recruited, and those appointed should have specific knowledge and skills.</p> <p>The LGB decided that it would be beneficial if one of the two Governor vacancies were to be filled by someone with a background in finance. The Governors also agreed that the LGB should reflect the diversity of the student body, and not just by means of race or religion. A background in/or experience with DA students and/or</p>	

	<p>Pupil Premium students would be preferential, as would the ability to analyse and translate data.</p> <p>It was proposed that a Recruitment Working Group be organised to make recommendations of suitable candidates to the LGB. This committee will consist of Rosamund Jones, Stephen Potter, Celia Johnson and Pip Jupp to work with the Clerk. <b>ACTION RJ, SP, CJ, PJ and Clerk</b></p> <p>Due to having an open recruitment process, anyone can apply for the position of Governor. It was therefore suggested that a good way to address concerns over the Ofsted Report at the Parent Forum, would be to suggest to parents that they apply for the role of Governor and thereby have a direct role in helping to install change.</p> <p>The recruitment process for the appointment of the new Governors was established:</p> <ol style="list-style-type: none"> <li>1. Application Form and vacancy advertisement to be published on the school website</li> <li>2. Applications to be shortlisted and interviews arranged with the LGB acting as the interview panel</li> <li>3. Recommendations to be made to the Trust for approval</li> </ol>	<b>11</b>
16	<p><b>AOB:</b></p> <ol style="list-style-type: none"> <li>1. All documents are to be uploaded to Google classroom</li> <li>2. Clerk to investigate other ways of document sharing. <b>ACTION Clerk</b></li> </ol>	<b>12</b>
17	<p><b>Date of Next Meeting: 17<sup>th</sup> January 2019 6.30pm at new school site</b></p> <p><b>Meetings thereafter:</b></p> <p><b>14<sup>th</sup> March 2019</b>  <b>9<sup>th</sup> May 2019</b>  <b>13<sup>th</sup> June</b></p> <p>The meeting closed at 8.05pm.  No confidential business was recorded.</p>	

## **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 27<sup>th</sup> September 2018

<b>No:</b>	<b>Action</b>	<b>By</b>	<b>When</b>	<b>Status</b>
1	<b>Discussion about outcomes in Maths for Agenda of next LGB meeting</b>	STR	For next meeting	Carried over
2	<b>RHY to send the Knowledge Organiser for Safeguarding to Governors.</b>	RHY	ASAP	Carried over
3	<b>Assistant Headteacher-KS4 to be invited to next LGB meeting to discuss GCSE option process.</b>	STR	For next meeting	Carried over
4	<b>ACN to invite the Trust's Chief Executive to a future LGB meeting.</b>	ACN	For next meeting	Carried over
5	<b>Clerk to send out the pecuniary interest forms. All governors to sign and return</b>	Clerk	ASAP	Carried over
6	<b>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.</b>	CRE	ASAP	Carried over
7	<b>Clerk to send round by email the year's meeting dates.</b>	Clerk	ASAP	Carried over
8	<b>JD to produce a Governor Action Plan to ensure points raised from Ofsted Report are reviewed over time</b>	Chair	ASAP	New
9	<b>Defined Governor roles and responsibilities to be agreed at next meeting. Clerk to add to agenda for discussion</b>	Clerk	For next meeting	New
10	<b>Draft letter for parents to be drafted</b>	Chair/Clerk	ASAP	New
11	<b>Recruitment Working Group to seek out and propose suitable candidates for the Governor vacancies</b>	RJ, SP, CJ, PJ + Clerk	ASAP	New
12	<b>Clerk to investigate new ways of document sharing</b>	Clerk	ASAP	New