

The Charter School East Dulwich

Minutes of Local Governing Board Meeting

Thursday 02 July 2020 at 6.00 pm Via Zoom

Alex Crossman (ACN)	Headteacher	Present
Stephen Potter	Chair of Governors	Present
Rosamund Jones (RJS)	Vice Chair of Governors	Present
Tim Naik (TNK)	Parent Governor	Present
Laura Duffell (LDL)	Governor	Present
Gwen Sinnott (GST)	Governor	Present
Celia Johnson (CJN)	Parent Governor	Present
Philippa Jupp (PJP)	Staff Governor	Present
Fathey Mikail (FML)	Governor	Present
Nadya Morgenstern (NMN)	Governor	Present
Catherine Rose (CRE)	Governor	Apologies

In attendance:

Shalene Varcoe (SVE)	Clerk
Glyn Griffith (GGH)	CFO
Alexa Davies (ADS)	DHT 6th Form
Rebecca Hardy (RHY)	DHT

AGENDA ITEM	MINUTES	ACTION NO. AND OWNER
1	<p>Welcome:</p> <p>The Chair welcomed all to the meeting which was held via Zoom due to the continuing Covid-19 crisis.</p> <p>No apologies were received but LDL and CRE were not present at the start</p> <p>Declarations of interest – it was noted that PJP would need to leave the meeting for the SLT Structure item on the agenda.</p>	
2	<p>Minutes and Matters Arising</p> <p>The minutes of the meeting from the 14 May 2020 were approved as a true and accurate record.</p> <p>ACTION 1: Chair to email virtual sign off of the minutes</p> <p>Matters Arising from the minutes:</p> <p>Action 2: RHY confirmed that information regarding pastoral activities had been shared in the school bulletin</p> <p>Action 4: Link governors were reminded to submit their reports. They were also reminded to make contact with their staff counterpart via email to check in before the end of term</p> <p>ACTION 2: The Chair asked NMN who will be acting as school business link governor to make contact with Justine Brennan who will now be the School business manager</p>	<p>1.SPR</p> <p>2. NMN</p>

3	<p>Finance Update</p> <p>Governors had received the finance update documents before the meeting – the budget comparison was tabled for the meeting. GGH highlighted to governors that the end of year financial position was only looking at one scenario rather than the two which had been included previously. Costs of COVID related items were better known but still liable to changes the impact on the EOY balance was that the surplus was now forecast as +£132K.</p> <p>GGH informed that this may still change as certain items such as insurance cover on some cancelled school trips, funding for school meal vouchers etc were finalised.</p> <p>The balance of £27K related to the money owed from the DfE following the novation of the IT contract to a new company – GGH advised that this money was now coming through and would help to ease the cashflow as IT work was completed over the summer.</p> <p>Q: The Chair asked GGH to summarise the situation regarding any extra funding that might come from the government and how this might impact this year's budget. A: GGH advised that the DfE had announce two potential extra revenue streams - A £1bn catch up fund for every pupil but that there was no detail as how this would be allocated – it was unlikely that this would be clarified before September and would effect next years budget. The second fund allows schools to claim back funds for COVID related expenditure – currently £50k at TCSED and that the finance team would be working hard to ensure that as much of that was claimed back as possible.</p> <p>There were no further questions on the current year's budget.</p> <p>Budget 2020-21 Approval process</p> <p>GGH advised that the final Budget 2020-21 was now due to be submitted to the ESFA on September 29 and this is likely down to the extra funding which will not be clarified until September – this would only be for one year not the usual 3 year plan.</p> <p>GGH took the governors through the income streams for 2020-21, showing the comparison between the draft budget and the final funding, highlighting where the revenue lines had changed significantly from the draft, including:</p> <ul style="list-style-type: none"> • AWPU down -£83K • minimum funding guarantee up +£264K • Start-up grant down -£31K • Per pupil funding is down -£77 – GGH advised that this would be an indicator that governors should monitor. <p>The overall change from the original forecast is that revenue is up +£139K.</p> <p>There were no questions on this section.</p> <p>GGH took governors through the 5-year plan, advising that Y4 still had some uncertainty around it because of the new 6th form. He advised that overall the financial forecast was positive still for TCSED but that there would be changes in specific lines as there was increased clarity around COVID costs, 6th Form planning etc.</p> <p>Q: The Chair asked if GGH had any significant worries about this forecast going forward. A: GGH advised that the impact of the 6th Form opening in September 2021 and the Phase 2 build were the key items which could affect the forecasts.</p>	
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	<p>Trust Top-Slice Policy</p> <p>GGH had shared the final policy with governors for information as this would now be ratified by the Trust Board. He advised that it was not changed dramatically from previous versions and that the aim was value for money and school-based resource supported by a central services team in areas such as Finance and HR.</p> <p>Q: The Chair asked GGH to briefly go through the Top-Slice mechanism for newer governors. A: GGH explained that this was a % of revenue that each school paid to the Trust to pay for central services and strategic school improvement.</p> <p>The Chair added that the percentage proposed was in-line with what the governors at TCSED had wanted.</p> <p>Strategic Premises Improvement Grant</p> <p>The plan had been shared before the meeting. £200K from the Trust to support with the Phase 2 build - GGH advised that £15K of this has been spent on water softeners which were needed urgently in the main teaching block.</p> <p>Development of central services team</p> <p>GGH advised that each school in the Trust would now be aligned with respect to staff for Finance, HR and Facilities – with each one having a school business manager responsible for these areas. He informed governors that this would be Justine Brennan at TCSED - adding finance and HR to her premises and IT oversight. GGH advised that he would be supporting her in the finance role for the next year and that there were now dedicated HR and Finance staff at ED to support her in her role.</p> <p>Q: A Governor asked for clarification as to what JBN would now be doing in her role. A: CAN advised that he would respond to this later in the agenda.</p> <p>The Chair reminded governors that CDPS had joined the Trust from the 1st July and this was now enabling greater clarity around the business structures at both Trust level and school level.</p> <p>Support Staff pay award</p> <p>GGH advised that support staff unions had originally rejected a 2.75% pay award offer but that they had now agreed to take this to ballot and it was likely to pass. The budgets had originally forecast an award of 3% so there could be a small saving in respect of this.</p> <p>GGH advised that internal audit and external audit were continuing – although remotely – and that governors should be assured that good financial management was still important to ensure financial probity even in these difficult times.</p> <p>The Chair thanked GGH for his report.</p>	
4	<p>TCSED 6th Form update</p> <p>The Vice chair updated governors on the 6th Form working party meeting which had happened the previous week, advising that there was still some debate around specifics such as how the effect of COVID on Y11 results next year might have to be taken into account, and the potential for resits.</p>	

	<p>ADS had shared an update paper on progress so far before the meeting and invited questions. She highlighted that her focus had been on developing an inclusive curriculum for 6th form and working across both schools to ensure close collaboration.</p> <p>Q: A Governor asked if the option to retake maths and English GCSE would be the same at both ED and ND.</p> <p>A: ADS advised that the policy to retake for existing would be the same at both schools. She added that the 6th form offers qualifications as a stepping stone to higher education and advised that it would not be in the school nor students best interests to give them access to A level courses if a different pathway would be more beneficial to them. The careers advice at both schools provides impartial guidance for the individual students at transition to discuss the best destination for the individual.</p> <p>ADS advised that both schools would have coordinated assessment policies and procedures and a common curriculum. A minority of subjects would be offered at either ED or ND and students may access both sites if they chose these.</p> <p>ADS advised that if we were going to change the number of DA/PP students in 6th form it was important to start this process earlier – in Primary school – and the addition of CDPS would be useful in understanding this process.</p> <p>Q: A governor asked if Y12 students would have work experience as part of their programme</p> <p>A: ADS confirmed that this was the case at the end of Y12 in the summer.</p> <p>Q: A governor asked if any consideration had been given to broadening the entry requirements in line with the 'inclusive' ethos.</p> <p>A: ADS replied that the ED 6th Form entry requirements would be the same as ND which were relatively low when compared to many other local school 6th Forms (minimum 5 GCSEs at grades 9-4 inc E & M). She added that each subject would have its own course entry requirements. For example, Science is considering the addition of an Applied Science BTEC for those students who do not get the high grades required for Science A levels. (giving access to careers where there is significant demand in the local area e.g. Health and Social Care)</p> <p>ADS advised that for September 2021 entry everything was subject to change, including grade boundaries for GCSEs in summer 2021, due to COVID-19. There would hopefully clearer guidance about this after the Ofqual consultation on GCSE and A Levels.</p> <p>The Chair added that given the ongoing uncertainty it would be important for the school to keep robust ongoing assessments/coursework for Y11 just in case there was major disruption again next year due to COVID-19</p> <p>The Chair thanked ADS for her update.</p>	
5	<p>Headteachers Report</p> <p>September Reopening Plans</p> <p>The Headteacher advised governors that the updated DfE guidance for reopening in September had only been released that day, but that it would not result in any radical changes to the plan which had already been drawn up.</p> <p>The main elements were:</p> <ol style="list-style-type: none"> 1. KS3 year groups remain in one classroom for the majority of their lessons and the teachers move between them. 2. KS4 classes will move classrooms due to subject specialism requirements. 	

3. Different entrances for each 'bubble' but no staggered start times.
4. Amended school day structure including staggered breaks and lunches for each 'bubble'.

The Headteacher advised that the school now had a week to ensure that the plans were compliant against the latest guidance before the summer holidays started.

Q: A governor asked if there was any sense as to how staff, parents and pupils will react to the plans.

A: RHY replied that there was ongoing communication with students and families and the school was aware of those that might be most anxious about going back to school in September. She added that there were plans to contact specific students in each year group in KS3 who might be anxious to try and get them into school before the end of term for a meeting and to reassure them of the safety measures the school was taking.

She advised that staff would be briefed carefully on any changes following the latest guidance and that all had already seen the existing plans and the school reopening risk assessment.

The Headteacher advised that the Y10 attendance at ED was much higher than other schools in Southwark – 90% versus 50-70% in other schools, and it was therefore easy for the school to target the 10% who were not coming in. He added that all staff had been surveyed and that there were a very small number who had a legitimate reason as to why they could not return to school but that apart from these the expectation was that all staff would be required to be back in September.

The governors discussed other concerns that they felt may need to be considered.

A Parent governor confirmed that most parents were confident in the re-opening plans and most would be happy for their children to return in September.

Q: A Governor commented that they assumed school trips would not be allowed and this would be a gap in the school experience, especially for some subjects such as geography. A governor commented that many organisations now offered virtual tours and visits and that the school would have to adapt and take advantage of these resources.

A: The Headteacher replied that there would not be external school trips or guest speakers coming into school for at least the Autumn term

A governor commented that in school behaviour expectations were very clear but it was children's behaviour outside school was a worry (lack of social distancing).

A governor advised that there were still concerns in the healthcare sector about the lack of immunity in the community and that with the 'bubble' approach there would need to be very strict measures in place in case someone tests positive in any of the in-school bubbles.

The Staff governor commented that staff were ready to come back into school and that the plans had been communicated clearly through whole staff briefings – the more information that was shared the more this increased staff confidence.

All agreed that it was more harmful to pupils if school remained closed and that everyone would have to adjust to the new 'normal' but that it would be important to learn the lessons from remote teaching and learning in case partial/local or national lockdowns happened again.

Q: A governor asked if there would be any allowances made for students who were anxious about returning to school because they had been shielding.

	<p>A: The Headteacher replied that the school were not aware of any students who would come into this category but that any students who had pre-existing anxiety issues would have personalised support put in place for the – for example a reduced timetable.</p> <p>RHY advise that the DfE guidance was very clear that pupils return to school was mandatory. There would be a very small number who may have some element of remote learning in place.</p> <p>All agreed that continued open and clear communication with all stakeholders was key as school returned in September.</p> <p>The Chair thanked the Headteacher and his staff for the ongoing hard work involved in the COVID-19 response.</p>	
6	<p>BLM</p> <p>The Headteacher reminded the governors that the staffing body, especially leadership, was not reflective of the local community and took governors through the report on the school's initial response to this and other issues raised by the BLM movement. These included:</p> <ul style="list-style-type: none"> - A listening project among staff (both in person with a specific group and virtual with a wider group) - A range of other initiatives <p>Q: The Chair asked the Headteacher to give some more information on the curriculum review in respect of the school's response</p> <p>A: The Headteacher replied that some very strong work had already happened around the curriculum in school, advising that Hannah Cusworth was working hard with the Runnymede Trust and had already been interviewed by the BBC on the changes already made to the History Curriculum. English had already made positive moves. Other subjects would take longer to implement changes and the wider review would be starting as of today.</p> <p>The Chair advised that this was an important and ongoing discussion and invited questions from the governors.</p> <p>Q: A governor asked if there was a need for a review of the Trust recruitment policies with respect to the issues raised by BLM.</p> <p>A: The Headteacher replied that it was not necessarily a policy issue and was more about getting more Black candidates to apply for the vacancies as they came up. It was more an issue of perception of the school/Trust and the 'Brand'. Not enough Black candidates apply.</p> <p>Q: A governor asked if this issue was being discussed across the Trust</p> <p>A: The Chair confirmed that this was the case.</p> <p>Q: A governor asked what the data was in terms of ethnicity among the staff at TCSED.</p> <p>A: The Headteacher replied that 30% of staff were identified as non-white, whereas 50% of students did – adding that a target of 50% representation among staff was a reasonable target to aim for.</p> <p>A Governor commented that in order to develop Black leaders in school that SLT would need to act as an ally and offer mentoring and coaching - possibly in other schools/with other staff across the Trust as it was often hard for Black colleagues to make their voice and ambitions heard.</p> <p>The Headteacher agreed.</p>	

	<p>The Chair advised that this was an important issue for the Trust and its Development plan and that both he and the Headteacher would continue to push for positive change.</p>	
7	<p>School Development Plan</p> <p>The governors had the SDP shared ahead of the meeting and advised that the overall 5-year objectives had not changed but some of the elements feeding into the main objective will have changed because of recent events, with more emphasis in some areas and less ambition in others.</p> <p>The Headteacher advised that this was very much a draft document. He highlighted that some targets that had been carried over from 2019-20 - such as the behaviour targets and others– which had not been completed due to the ongoing COVID-19 crisis and school closures.</p> <p>He advised that the school was not in a position to change the academic targets at the moment and that this would be done once students returned in September and baseline assessments were completed.</p> <p>Governors all agreed that the main 5-year objectives should remain.</p> <p>ACTION 3: to be revisited in Autumn once baseline assessments have been carried out.</p> <p>Q: A governor asked if there would be further detail regarding the curriculum recovery and asked if link governors need to discuss these in their link areas?</p> <p>A: The Chair advised that this would probably a few weeks into the new term once the baseline assessments were completed. The Headteacher advised that it vary considerably by subject area to see how much learning loss there had been and how much in-fill would be required.</p>	3. HT
8	<p>CONFIDENTIAL ITEM - Staffing</p> <p>(CONFIDENTIAL MINUTES SHARED WITH Chair and Headteacher)</p>	
9	<p>Governor Business</p> <p>Succession planning</p> <p>The clerk advised that the parent governor Terms of Os will end in Au2 and that a parent governor election will need to take place – the clerk advised that the current parent governors could nominate themselves to stand for election again.</p> <p>The clerk advised that there was still a vacancy for a support staff governor and that this would be readvertised in school in September.</p>	

	<p>ACTION 4: All link governors were advised to make contact with their staff opposite number before the end of term by email to see if there were any areas that needed discussion.</p> <p>Training</p> <p>The Clerk and two parent governors had attended Ofsted Inspection training the day before and the clerk recommended this to other Governors if this course was repeated in the Autumn.</p> <p>The Clerk reminded all governors to share any training certificates/proof of attendance with the clerk for records.</p> <p>The Chair advised all governors to register with the Key for School Governors</p>	4. ALL
10	<p>Standing Items</p> <ol style="list-style-type: none"> 1. Annual GDPR report was shared with governors and there was nothing concerning to report 2. Working with TCSND 3. Trust Board meeting on the 14 July when the Top-Slice Policy will be ratified and CDPS will be formally welcomed into the Trust 4. Joint Strategy Day – will hopefully be rescheduled but is COVID dependent 5. Safeguarding update from the DfE this week - The Chair will be discussing this with the safeguarding link in the coming week. The Headteacher advised that there had not been any safeguarding reports. <p>The Clerk reminded the governors that once a term there should be a safeguarding report and behaviour report including exclusions.</p>	
11	<p>AOB</p> <p>Dates for 2020-21 will be circulated by the clerk before the end of term</p> <p>There was no other business</p> <p>The Chair thanked Staff for their work over the year and wished everyone a pleasant summer</p>	

Minutes approved by: _____

Signature: _____

Position: _____ Date: _____

ACTIONS FROM LGB MEETING July 2 2020

no.	Action	Who?	By When
1	Chair to virtually approve minutes from the 14 May by emailing the clerk	Chair	Immediate
2	NMN to contact JBN to introduce herself as the link governor for business and finance	NMN	September
3	SDP to be updated with academic targets once baseline assessments have been carried out in September	HT	Next meeting
4	ALL link governors to email contact their staff links before the end of term to check in.	ALL	By end of term