

The Charter School East Dulwich

Minutes of Local Governing Board Meeting

Thursday 3rd October 2019 at 6.30 pm at Jarvis Road, London, SE22 8RB

Alex Crossman (ACN)	Headteacher	Present
John Godfrey (JGY)	Chair of Governors	Present
Rosamund Jones (RJS)	Vice Chair of Governors	Present
Tim Naik (TNK)	Governor	Present
Catherine Rose (CRE)	Governor	Present
Laura Duffell (LDL)	Governor	Present
Gwen Sinnott (GST)	Governor	Present
Stephen Potter (SPR)	Governor	Present
Celia Johnson (CJN)	Governor	Apologies
Philippa Jupp (PJP)	Governor	Present

In attendance:

Rebecca Hardy (RHY) Deputy Headteacher
 Shalene Varcoe (SVE) Clerk

AGENDA ITEM	MINUTES	ACTION NO. AND OWNER
1	Apologies and Declaration of Interest: <ul style="list-style-type: none"> The meeting commenced at 6.30 pm and the Chair welcomed governors to the meeting. There were no apologies There were no declarations of interest. The meeting was quorate. All governors signed and returned the Pecuniary Interest Form, The Code of Conduct and The Keeping Children Safe in education acknowledgement. 	
2	Climate emergency declaration Ms Daly and a group of Y8 students from the climate emergency working party presented the school's climate emergency declaration to the Governors. This had been developed following a day of activities at DHFC involving students, parents and local politicians from the area. Q: The chair asked how the climate emergency declaration would be reflected in the curriculum A: Ms Daly replied that a member of teaching staff, Jack Reynolds, was Sustainability Lead Teacher and that he would be mapping how the declaration would be reflected in the curriculum.	
3	Minutes of Meeting of 14th March 2019 <ul style="list-style-type: none"> The minutes were agreed as a true and accurate record of the meeting. <u>Matters Arising from the Minutes</u> Q: In relation to Trust reserves, Governors asked if there was any clarification around the top-slice mechanism. A: The Chair replied that this had not yet been agreed and the Headteacher added that the Trust would need a clearer view of what the reserves needed to cover before finally agreeing the mechanism.	

	<p>Q: The vice chair asked who had been appointed VC at TCSND. A: The clerk advised that this was Alton McDonald and that she would e-introduce them. ACTION: Clerk to e-introduce LGB vice-chairs</p> <p>ACTIONS:</p> <p>Action 2. Survey results comparison between ED and ND - Carried over RHY. Q: A governor asked if the annual surveys were standardised across both schools? A: The Headteacher replied that both schools asked the same questions that related to the Ofsted framework with additional individual school-centred questions.</p> <p>Action 5. The Chair advised that progress was ongoing with regards to ensuring that the Trust communications policy was implemented across all Trust/LGB communications. He reminded Governors that they were invited to attend Trust meetings and that Trustees are invited to attend LGB meetings. ACTION: Clerk to remind Trustees and share dates of LGB meetings</p> <p>Action 7. GST advised that, in relation to the achievement data, she had found that the principle around benchmarking at KS3 was for most schools to be securing the KS3 curriculum with a view ensuring preparation for GCSEs. She would be working with more schools going forward and would keep this as an ongoing action. Q: The Chair asked if KS3 assessment was broadly aligning? A: GST replied that most had stopped trying to make the GCSE grading system of 1-9 work at KS3 and were focussing on pupils securing the curriculum knowledge.</p> <p>Action 9. The Headteacher advised the Governors that the school was in the process of adding to its literacy programme. He advised that they were participating in the Action Research Project related to literacy and had introduced the accelerated reader programme. New Y7 students were currently being tested and the school would report back in Au2</p> <p>Action 10. Carried over – Governors would like to look at data ahead of meetings but the practicalities around this need to be decided.</p> <p>All remaining actions were completed or in-progress. No other matters arose from the minutes.</p>	<p>1.Clerk</p> <p>2.Clerk</p>
4	<p><u>Education Update</u></p> <p><u>a. TCSED Aut1 SEF and outcomes for 2018-19</u> The Headteacher reminded governors that the SEF data for last year needed to be considered against the fact that this year the number of teachers had grown by 34% and an additional 180 pupils had joined the school.</p> <p>Behaviour and Attendance RHY took the Governors through the behaviour data on P2 of the report. The data indicated a significant fall in the number of behaviour incidents reported between Autumn and Summer terms.</p> <ul style="list-style-type: none"> - Red Cards (out of classroom behaviour) were down 30% - 3rd Warnings (in class behaviour) were down 30% - Serious Breaches (Gross misconducts) were down 50% <p>Q: Governors queried the data they had against the data being reported. A: RHY advised that if they had printed the sheet from Docs the data would be inaccurate as the data came from a live feed from Arbour.</p>	

	<p>Q: A governor observed that the data online showed an increase in RJ detentions and BSU placements between Autumn and Summer ACTION: HT and DHT to re-visit the behaviour data and recirculate actual figures to Governors</p> <p>RHY advised Governors that the improvements had largely been due to the impact of the pastoral team and that a range of interventions across the year including one-to-one mentoring, counselling, workshops etc. had had a positive impact especially among some 'repeat offenders'.</p> <p>Q: A Governor asked what measures were being taken this year to support this group? A: RHY replied that the Pastoral Leader had arranged meetings with families and students over the summer to re-establish behaviour expectations and that so far this had produced a positive reaction this term.</p> <p>The Headteacher advised that there had been two permanent exclusions last year, both of which had been upheld.</p> <p>Attendance last year was 95.7% overall which is slightly above the national target. 11% absences were from persistent absentees (overall attendance less than 90%) and the Inclusion manager and EWO were working together to get this below 10% by the end of this academic year.</p> <p>RHY advised that there had been some staff changes in the behaviour team with some new appointees with slightly less experience but that the figures so far for this academic year were positive with most reports being for lower level sanctions.</p> <p>Governors were advised that one student was currently at SILS for a two-week placement to support their behaviour and that the student was at risk of permanent exclusion if no improvements were made. However, the school were also exploring the possibility of a managed move.</p> <p>SPR advised that as part of his role as safeguarding link governor it had been discussed that it was important for the LGB to have oversight of the process in school when students are at risk of permanent exclusion and that any students at risk should be flagged up with the link governor together with a summary of the support they have been given before it became a permanent exclusion.</p> <p>Q: He asked if it was too early to see if there was a pattern or shared characteristics among those pupils who had been permanently, or were at risk of permanent exclusion. A: The Headteacher replied that it was very difficult to identify any common pattern or characteristics. RHY added that the current case was due to persistent non-compliance whereas the last permanent exclusion had resulted from a one-off incident. There was no pattern in terms of ethnicity or gender. The Headteacher added that although permanent exclusion was very regrettable the school had only had two in three full school years.</p> <p>Q: A Governor asked how this compared to TCSND A: The Headteacher advised that TCSND had experienced at least two serious incidents in the past year involving more than one student which had led to multiple exclusions and that as yet TCSED had not had this type of incident.</p> <p>Q: A Governor asked how successful managed moves are in turning around a pupil's behaviour.</p>	<p>3.HT/ DHT</p>
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	<p>A: RHY replied that managed moves are always done between schools on a trial basis and that if they fail then the pupil returns to the original school and that as yet TCSED had not experience a failed managed move.</p> <p>A governor added that the school should be congratulated for not simply 'off-rolling' difficult pupils as was the case in some schools in the local area.</p> <p>The Chair advised that the school was considering becoming a provider of alternative provision in the local area as current provision was limited but that this would be in Phase 2, ie. after September 2021, if at all.</p> <p>Curriculum and Outcomes: The data had been shared with Governors and Headteacher invited questions.</p> <p>Q: A Governor asked that if the school was attracting more HPA students would this raise an issue for MPA/LPA pupils in class in terms of teaching.</p> <p>A: The Headteacher confirmed that students were taught in mixed ability classes and added that the most significant teaching challenge was ensuring appropriate levels of support were consistently provided to LPA pupils. In terms of engagement in learning the difference in prior attainment was not an issue.</p> <p>Q: A Governor asked how lessons were planned to meet the needs of all groups and so as to maintain EIL for LPA pupils.</p> <p>A: The Staff governor responded that teachers plan lessons with differentiated activities to start and that include extra challenges for HPA at the end of the lesson and that teachers are all aware of which pupils require extra support.</p> <p>The Headteacher added that this is a challenge for teachers, especially new staff, but all lesson plans, curriculum resources etc. are set up to support mixed ability classes. This is then checked on learning walks and as part of the QAR process. Staff are also supported with a coaching programme.</p> <p>Q: A governor asked how the school aimed to address the gap in achievement in maths for boys.</p> <p>A: The staff governor replied that support was being put in place to address this and that staff were very aware.</p> <p>A: The headteacher reminded governors that the gap in achievement was partly a function of the decision to target achievement at grade 5 and above; the gap was far less evident at grade 4. He also reiterated that the gap in achievement between En and Ma was most evident in the school's founding cohort. In this case, it reflected a material (ie. 11%) difference in attainment in those two subjects on entry to the school.</p> <p>Q: Governors asked how confident school leaders were that Maths achievement would improve and catch up with that for English.</p> <p>A: The Headteacher replied that the gap between the two subjects would narrow but it would be unlikely to completely disappear and that the school data reflected the national picture.</p> <p>Q: A governor asked about the gap in attainment between boys and girls and what school was doing to address this</p> <p>A: RHY replied that the gender gap was often a result of contentiousness – girls were often harder-working than their male counterparts and that this was reflected nationally too. The school is not accepting of this and has put in place several measures to combat this gender stereotype. RHY highlighted the range of mentoring support provided to boys who lack positive male role models.</p>	
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	<p><u>c. TCSED SDP 2019-20</u></p> <p>The Headteacher advised that the new SDP tried to align with the new Ofsted framework without completely tearing up the old format and structure.</p> <p>Governors were advised that TCSED was a Challenge Partners lead school and that TCSED, TCSND and Charles Dickens PS were all part of the same hub which acted as a centre for professional development. Both the Headteacher and Deputy Headteacher had reviewed other schools as part of Challenge Partners and the school was scheduled for its next QAR at the end of January.</p> <p>Q: A governor asked if there was a joint strategy with TCSND to invest in resources that will help to raise attainment. A: The Headteacher replied that TCSED had more PP and LPA pupils and therefore it was a greater area of focus for TCSED currently.</p> <p>The Headteacher advised governors that the school were no longer pursuing the aim of developing an East Dulwich music academy as the external organisations and individuals involved had not been able to engage reliably in the process and planning.</p> <p>RHY added that the school was looking to develop the school as a safe community hub at weekends and holidays as a safe space for students to 'hang-out' CRE advised that the school should explore the 'Positive Futures' funding through Southwark. ACTION: CRE to share the link to Positive Futures</p> <p>Q: CJN asked if this was something that the Friends could help with in terms of funding and/or volunteers. A: RHY said she would take this into consideration.</p> <p>The SDP was approved by the Governors for 2019-20</p>	4.CRE
5	<p>Safeguarding</p> <p>RHY drew Governors attention to the important changes to the Safeguarding policy including:</p> <ol style="list-style-type: none"> 1. The inter-agency safeguarding service is now called 'Southwark Safeguarding Children Partnership' 2. Additional information was included more precisely to describe abuse related to 'sexting' and 'up skirting'. 3. New descriptors were provided for both 'Serious Violence' which outlined indicators for children who may be at risk from, or are involved with serious crime; and for 'County Lines' which relates to drug networks or gangs grooming and exploiting children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. 4. New descriptor and indicators were also provided for Violence against Women and Girls: VAWG is the umbrella term which brings together multiple forms of serious violence against females and has now become a standalone area of safeguarding. 5. Some additional information, and link to a Southwark fact sheet for FGM, was also provided. 6. Additional clarity on the new regulations regarding sex and relationship education - which will make the subjects of Relationships and Sex Education (for all secondary pupils) and Health Education (for all pupils in state-funded schools) mandatory from September 2020. 	

	<p>Governors were advised that they should all be aware that the three main agencies involved in safeguarding were the police, the local authority and the local clinical care commissioners and schools as minor partners.</p> <p>Governors were also advised that the policy aligns with TCSND's.</p> <p>Trust Safeguarding link Governors were advised of the changes around governance and safeguarding, with the appointment of Helen Jeffrey as Trust Safeguarding link.</p> <p>Training: All governors should ensure that they are up to date with safeguarding training each year (this will be audited) ACTION: All Governors to ensure they have completed up to date safeguarding training</p>	5.ALL
5	<p>Governors Business</p> <p>Updates - 6th form WP RJS advised that the 6th form working party had met that week and an update had been circulated. Q: A governor asked what was happening regarding the implementation of a centrally coordinated admissions process and how it may work in practice. A: RJS advised that in reality this will depend on what subjects are offered at which site and that in reality most existing pupils would be attached to the 6th form in their current site – only a few would swap depending on their subject choice.</p> <p>Q: The Chair asked if the curriculum would be different at the two 6th forms. A: The Headteacher replied that once ED was fully operational they would be substantially the same with the same exam boards, with potentially slightly different units offered at each school. The courses would be of equivalent value.</p> <p>Q: A governor asked if there would be any flexibility for pupils who change their minds and want to swap courses/sites? A: The Headteacher replied that currently TCSND was one of the few schools anywhere that allowed students to select subjects on enrolment day and that this was currently under review.</p> <p>Q: A Governor asked if teachers would be moving between the two sites? A: The Headteacher replied that it would be pupils who moved between sites, not teaching staff.</p> <p>Q: A Governor asked if all current staff could teach to A level. A: The Headteacher advised that this would be part of the developmental plans for those staff who needed it.</p> <p>Q: A Governor asked if higher achieving external students would take priority over internal students with lower grades. A: The Headteacher replied that this was not the case and that existing TCSED pupils would be prioritised.</p>	

	<p>ACTION: 6th Form plans to be added as separate agenda item at future meeting to ensure agreement in terms of direction of travel and communication to school community.</p> <p>Link governors Stephen Potter will continue as Safeguarding link Laura Duffell will continue as SEND link Tim Naik will continue as Careers link</p> <p>ACTION: All should ensure that they have had their link meetings before the end of this term</p> <p>Other roles TBC as discussion around alignment of link governor roles continues via the governance working party.</p> <p>Training - Southwark courses reminder The Clerk reminded all Governors of the Southwark training dates and booking details and encouraged all to participate as the schools paid for this service. ACTION: All to advise the Clerk when they have attended a training session.</p> <p>Trust update Governors were advised that Simon Tucker was stepping down as Chair of the Trust but that he would be staying on as a Trustee. JGY advised that he would be standing for the Chair of Trust vacancy and that if he was to be successful that would mean that a new Chair of the TCSED LGB would need to be appointed.</p> <p>He also advised that, if appointed, he would be stepping back from the Development Steering Group and advised that this would be a good opportunity for another governor who may want to be involved in the Phase 2 development of TCSED buildings.</p> <p>The election of the new Trust Chair will happen on the 15th October at the next Trust Board meeting.</p> <p>Election of Vice Chair RJS was the only nomination and was duly elected as Vice Chair.</p>	<p>6.Chair/ Clerk</p> <p>7. SPR/LDL/ TNK</p> <p>8. ALL</p>
8	<p>AOB The Headteacher advised governors that the school had received over 2500 visitors across the three open days. The school would review this and may move to only two open day events next year.</p> <p>Members of school staff left the meeting for a confidential item</p> <p>Q: A Governor advised that at recent training with local primary schools she had heard that the Phase 2 building was delayed and that this would delay any increase in the school PAN and they asked for clarification on this.</p>	

	<p>A: The Chair replied that any increase in PAN was subject to the successful delivery of Phase 2 which in turn was dependent on the NHS moving into its new site. This development was now back on track but Governors would be kept updated as to progress towards the target of moving to 240 PAN from September 2021.</p> <p>Next LGB Meeting: Thursday 21 November 6:30pm</p> <p><u>Trust meetings:</u></p> <p>Tuesday 15 October Tuesday 10 December</p> <p>The meeting closed at 8:40pm</p>	
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Minutes approved by: _____

Signature: _____

Position: _____

Date: _____

Action points arising from the LGB meeting of The Charter School East Dulwich on Thursday 3 October 2019

No	Actions Carried Over	By	When	Status
	A comparison of survey responses with those to the TCSND surveys to be prepared for governors.	DHT	June meeting	Carried Over
	School to run analysis for level 4 and above data for attainment and share with governors.	HT/ DHT	June meeting	Carried Over
	Report on school literacy catch up programmes and impact to be produced for governors	HT	June meeting	Carried Over
	Dates to be circulated for data analysis meeting for governors ahead of the next data set	Clerk/C hair	Ahead of next data	Carried Over
	Confirm date and attendees meeting with MLT	VC	ASAP	Carried Over
	NEW ACTIONS			
1	Clerk to e-introduce vice chairs from ED and ND	Clerk	ASAP	NEW
2	Clerk to remind Trustees and share dates of LGB meetings	Clerk	ASAP	NEW
3	HT and DHT to re-visit the behaviour data and recirculate actual figures to Governors	HT/ DHT	November meeting	NEW
4	CRE to share the link to Positive Futures	CRE	ASAP	NEW
5	All Governors to ensure they have completed up to date safeguarding training	ALL	By end of Spring term	NEW
6	6 th Form plans to be added as a separate agenda item at a future meeting to ensure agreement in terms of direction of travel and communication to school community.	Chair/ Clerk	TBC	NEW
7	All should ensure that they have had their link meetings before the end of this term	All	By Dec 20	NEW
8	All to advise the Clerk when they have attended a training session.	All	On-going	NEW