

**The Charter School East Dulwich**  
**Minutes of Local Governing Board Meeting**  
**Thursday 14 May 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	Apologies
Tim Naik (TNK)	Governor	Present
Laura Duffell (LDL)	Governor	Present
Gwen Sinnott (GST)	Governor	Present
Celia Johnson (CJN)	Governor	Present
Philippa Jupp (PJP)	Governor	Present
Fathey Mikail (FML)	Governor	Apologies
Nadya Morgenstern (NMN)	Governor	Apologies
Catherine Rose (CRE)	Governor	Present

**In attendance:**

Shalene Varcoe (SVE) Clerk  
Amy Barlow (ABW) AHT SEN  
Rebecca Hardy (RHY) DHT

AGENDA ITEM	MINUTES	ACTION NO. AND OWNER
1	<p><b>Welcome:</b></p> <p>The Chair welcomed all to the meeting which was held via Zoom due to the continuing Covid-19 crisis.</p> <p>Apologies had been received from NMN, FML and RJS and were accepted.</p> <p>There were no declarations of interest for the meeting.</p>	
2	<p><b>Minutes and Matters Arising</b></p> <p>The minutes of the meetings on 24 March and 2 April were approved as a true and accurate record subject to one spelling correction.</p> <p><b>ACTION:</b> Chair to email virtual sign off of the minutes</p> <p>There were no matters arising from the minutes not covered elsewhere in the agenda.</p>	1.SPR
3	<p><b>Headteachers Update</b></p> <p><u><b>Wider opening plans</b></u></p> <p>The Headteacher had shared the updated wider reopening plans with governors before the meeting following updated guidance from the DfE. This detailed a phased expansion of onsite provision in line with government guidance. The Headteacher emphasised that the majority of T&amp;L would continue to be delivered virtually and that limited numbers of students would be allowed on site.</p>	

Governors were invited to ask questions.

Q: A Governor asked what catering provision the school would have on site.

A: The Headteacher replied that it had been agreed across the Trust that as catering staff had been furloughed and the government had introduced a voucher scheme for FSM that no food would be provided on site.

Q: A Governor asked how vulnerable children were identified to their families?

A: The Headteacher replied that they would not be labelled vulnerable to their families or themselves. They were identified either because they had a social worker/EHCP OR in the wider group because they had very poor engagement in the online learning provision (An identified group of 30 students had done little or no work at home).

Q: The governor also asked if the school will insist on masks being worn in school.

A: The Headteacher replied that this currently would be down to personal choice unless the government guidance changed.

Q: A governor asked what were the plans for any pre-September planning and preparation - especially in relation to Y6..

A: The Headteacher replied that there had not yet been clear guidance from the DfE on school provision from September onwards. He added that it was not going to be possible to welcome Y6 into school before the summer and that instead the school was planning a virtual transition programme with video walking tours, taster lessons and summer homework. He added that the school would be looking at a variety of scenarios for September onwards and that Governors would be kept informed as the situation changed via email.

Q: A Governor asked how staff will balance the requirements of teaching online against teaching in school.

A: The Headteacher replied that staff were working in subject teams and that in bigger teams the department head will deliver the catch up sessions onsite passing their online teaching to other staff in the department. This was slightly trickier to manage in smaller option subjects but would apply to Y10 only in the main.

Q: A Governor asked if in school take up in Phase 1 was low would the school consider offering in school provision to the next group (beyond the 30 identifies with low EIL- Engagement in Learning).

A: The Headteacher replied that this was not likely as that cohort had been identified based on a needs analysis and that any in school provision was specifically tailored to them.

Q: The Chair asked what progress had been made towards getting those students into school.

A: The Headteacher replied that they were currently up to 20 with more due in next week.

The Headteacher added that colleagues returning to work would be classified as Key Workers and could technically be required to work unless they were in the highest risk category. However, the school was currently relying on a volunteer system for in school provision but that would be kept under review and in line with the RA.

Q: The Chair asked how staff had responded to the reopening plans.

A: The Headteacher replied that the revised plan had only been circulated to staff that day but that the previous version had been generally well received.

#### **SEND Provision**

The Chair welcomed ABW to the meeting.

ABW described the current provision for SEND students as a two pronged approach: Firstly, building and supporting parental capacity for those who can support their child from home.

Secondly, specific support for those high needs students - 18 with an EHCP ( Education Health and Care Plan) and 5 others identified as high need. Each of these had a RA ( Risk Assessment) carried out and sent to the LA to assess whether their educational needs could be met remotely or if the school would recommend that they attend the in school provision. Governors were reminded that even in cases where the recommendation was to attend school parents could still choose to keep their child at home.

ABW added that all in the group had a link adult phoning them at least once a week to check how they were getting on and that some were receiving 2-3 phone calls a week. Additionally, where students were finding the computer based learning hard they had paper copies of work to be completed.

Governors were informed that:

- There was a Dyslexia support section on the website to provide parents and students with extra support.
- The Speech and Language Therapist (SaLT) was continuing to work by developing a forum and videos to build parental capacity and based on the social communication curriculum.
- There was a digital wellbeing hub supported by the clinical psychologist and offering resources specific to Covid-19 together with other wellbeing ideas and activities to support mental health.
- Staff had received remote training to ensure accessibility of online lessons including the use of more screen casting.
- Annual Reviews for the EHCPs were still going ahead via Zoom.

Governors were invited to ask questions.

Q: A Governor asked if those 5 students identified as high need but without an EHCP were applying for an EHCP and/or if their problems had been exacerbated by the lock-down.

A: ABW replied that data on these students had been collected before the lock-down identifying them as high need.

Q: A governor asked if there was any specific extra support for dyspraxic students.

A: ABW replied that the school had bought in a touch typing app to support dyspraxic and other students access online work more easily.

### **Pastoral and safeguarding**

The Deputy Head Teacher (DHT) took the governors through the pastoral/safeguarding procedures for students during lock-down. This included:

- All students receiving a phone call
- A distance learning agreement to spell out expectations.
- Student and parent surveys to monitor how they felt about current online provision - feedback from parents was being used to inform any modifications to the pastoral support.
- Police liaison officer calling at the homes of any students who had been difficult to contact

	<ul style="list-style-type: none"> <li>- Counselling and mentoring was still happening but in a different format and providing parents with strategies to support their children.</li> <li>- Assemblies each week and a Tutor Time programme to maintain personal engagement</li> </ul> <p>The DHT added that any concerns being escalated using the safeguarding policy and addendum and that the school's priority remained the safeguarding of students even if they were at home and that the procedures in place were robust.</p> <p>She advised that there had been five student assessments via social services but that they had not been placed on plans as yet, and that there had been a further 7 safeguarding referrals - none serious.</p> <p>Q: A Governor asked if staff had received specific training for teaching lessons online. A: The Headteacher replied that all teaching staff and LSAs were taking the level 1 Google Classroom certification by the end of half-term.</p> <p>Q: The Chair asked if there were any specific concerns around internet safety. A: The DHT replied that most students were supported in their online lessons by parents and that only a couple of minor inappropriate interactions online had been reported. She also advised that the loaned out school Chromebooks sent automatic alerts to the DHT if there was any misuse and that so far there had not been anything of major concern.</p> <p>Q: A Governor asked if there was an FAQ/Crib sheet that could be sent out to parents to help them encourage reluctant students to get involved with the pastoral activities. A: The DHT replied that all activities were promoted to students via the Tutor slides and that all were encouraged to join in.</p> <p>Q: The governor asked what happened if a child was not engaging in these activities and if this would be flagged up. A: The DHT replied that tutors would flag up where students appeared not to be engaging but that the school could look at adding in some information to the school bulletin for parents.</p> <p><b>ACTION:</b> DHT to include information about pastoral activities and resources in the school bulletin.</p> <p>Q: The Chair asked what would happen if any of the staff or students in school presented with coronavirus symptoms. A: The Headteacher replied that they would have to be tested and quarantined until they had the results. If they test positive they have to quarantine for 14 days and anyone who had been in contact with them would also have to quarantine for 14 days. He added that the possibility for disruption should this happen were high.</p> <p>Q: The Chair asked where the 14 days came from. A: The Headteacher replied that this was the government guidance.</p> <p>The Chair thanked ABW and RHY who left the meeting.</p>	2. RHY
4	<p><b>Premises Update</b></p> <p>CRE is the chair of the Phase 2 Build steering committee and updated the governors on the Phase 2 build progress.</p>	

	<p>She advised that the effect of the virus had been substantial and that plans had been adapted accordingly so as to hit the September 2021 deadline.</p> <ul style="list-style-type: none"> <li>- She confirmed that a demolition contractor had been appointed to start once the NHS had finally vacated the premises.</li> <li>- She advised that the appointment of the main build contractors was close and that the project manager was working well with the architectural team.</li> </ul> <p><b>ACTION:</b> CRE to update governors should any of the associated risks surrounding the project become more acute</p> <p>The Headteacher confirmed that the school was proceeding with the most preferential of three possible solutions for Phase 2 .</p> <p>CRE advised that the team were working with the Physic Garden and the NHS to ensure that the space was kept as a community space at the front (including the War Memorial)</p> <p>The Chair advised that the LGB would revisit this as a regular item on the agenda.</p>	3. CRE
5	<p><b>Surveys</b></p> <p>The Chair advised that it had been agreed to come back to the annual surveys at a later date (carried out in late Feb/Early March) due to the new priorities under lock-down. These will be discussed at the next meeting when the School Development Plan (SDP) was discussed.</p>	
6	<p><b>Governor Business</b></p> <ol style="list-style-type: none"> <li>1. The Clerk reminded governors that online training was available via the National Governors Association ( NGA) learning link and all were encouraged to complete training and then submit proof of participation to the clerk as this formed part of the evidence of good governance for Ofsted and the Annual report.</li> <li>2. The Clerk informed governors that there would be a general review of Trust governance in the Autumn once CDPS had joined.</li> <li>3. Link Governor reports</li> </ol> <p><b>Careers:</b></p> <p>TNK had submitted a report for governors. He reported that he had met the career team before lockdown and was very impressed with the programme they had developed at that stage. He added that progress would now be stalled due to Covid-19 - leading to the cancellation of Y10 WEX and all other events.</p> <p>Y10 had been encouraged to contact their WEX placements to ask questions about the specific sector and the skills and experience needed to find a career in that sector.</p> <p>The Careers Leader had informed TNK that the careers programme had now moved online and included resources from sectors and FE/HE providers.</p> <p>He advised that the careers teams across both schools were working closely together to share resources and ideas.</p> <p><b>Safeguarding:</b></p> <p>CJN reported that she had attended a meeting just before lockdown and had since been updated. She reminded governors that the Safeguarding policy had been updated with a coronavirus addendum. She advised that early Help referrals were still going ahead.</p>	

	<p><b>Curriculum:</b> GST advised that she had had a meeting with PFP and the head of maths before lockdown and that it had been agreed that she would get in touch again once Mr Jeffries had longer in the role in order to catch up on virtual learning.</p> <p><b>SEND:</b> LDL advised that the ABW report covered most points and that she would be in contact again after half-term to get an update on progress.</p> <p><b>ACTION:</b> ALL link governors to type up their reports and submit to the clerk as these will form evidence of governor scrutiny should Ofsted visit.</p>	<b>4.ALL</b>
7	<p><b>AOB</b></p> <p>CRE advised governors that some of the proposals discussed in the Southwark Our Healthy Streets consultation would be fast tracked as a result of the coronavirus pandemic to aid social distancing and non-vehicular travel.</p> <p>Q:The Chair asked if the school had benefited from the DfE laptop scheme. A: The Headteacher replied that ED had received 20 laptops from the scheme and ND 20.</p> <p><b>Next meeting Thursday 2 July - start time TBC - Via ZOOM</b></p>	

Minutes approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

#### ACTIONS FROM LGB MEETING MAY 14 2020

no.	Action	Who?	By When
1	Chair to virtually approve minutes from the 24 March and 2 April by emailing the clerk	Chair	Immediate
2	DHT to include information about pastoral activities and resources in the school bulletin.	RHY	Next school bulletin
3	CRE to update governors should any of the associated risks surrounding the Phase 2 project become more acute.	CRE	as need arises/next

			meeting
<b>4</b>	ALL link governors to type up their reports and submit to the clerk as these will form evidence of governor scrutiny should Ofsted visit.	ALL	By end of June