

The Charter School East Dulwich

Minutes of Local Governing Board Meeting

Thursday 21st November 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	Apologies
Gwen Sinnott (GST)	Governor	Present
Stephen Potter (SPR)	Governor	Present
Celia Johnson (CJN)	Governor	Present
Philippa Jupp (PJP)	Governor	Apologies

In attendance:

Jen Kempster (JKR) AHT KS4
Glyn Griffith (GGH) Trust Business Manager
Shalene Varcoe (SVE) Clerk

AGENDA ITEM	MINUTES	ACTION NO. AND OWNER
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. There were apologies from Laura Duffell and Pip Jupp. There were no declarations of interest. The meeting was quorate. The Chair agreed to move the GCSE item up the agenda to allow JKR to leave early 	
4	<p>4b. GCSE Targeting</p> <p>JKR had circulated an update paper on GCSE targets and how GCSE target grades are set for each individual pupil in Y10. The target grades are based on a combination of data sources.</p> <ol style="list-style-type: none"> The pupil's KS2 grade (SATs Maths and reading) helps to provide a target progress figure and a target for the end of KS4 This is then calibrated against the pupils actual achievement (end of Y9 and start of Y10) <p>Governors were informed that personal circumstances for individuals can result in a small number falling below the target set from KS2 and some may exceed these targets so targets are adjusted accordingly.</p> <p>No-one is given a target of Grade 9 so the target of some of the highest performers could be underestimated but the school believes that this is fair given the very high standards required to get a Grade 9.</p>	

	<p>The overall P8 figure is constrained by the inclusion of a handful of students who may not be at the school at the end of Y11 for a variety of reasons (at risk of PEX or MM, on dual roll or for medical reasons)</p> <p>The main risks in terms of targeted grades are among the MPA group where there are some vulnerabilities in broader learning and social capital.</p> <p>Q: A governor asked what was being put in place to ensure that the gap between English and Maths was narrowed by the end of Y11. A: The headteacher responded that a number of measures were used including smaller groups in maths especially for students targeted with a Grade 4, more teachers. He advised that English was already meeting its targets and that maths was expected to hit theirs.</p> <p>Q: A governor asked if this meant that there would be accelerated progress in maths? A: The headteacher replied that an 11% gap on entry between E and M would be reduced to 3% at the end of KS4 based on current targets.</p> <p>Q: A governor commented that maths may improve but English may accelerate and pull away and this could be perceived negatively and asked if this would be monitored closely. A: The headteacher replied that staff were very robust in their predictions so this was a small likelihood.</p> <p>Q: A governor referred to table 1 on the document and asked if ED targets would be compared to ND or other local schools achievements as well as national averages. A: The headteacher explained that comparison with local schools was problematic as there was such a range of results and diverse pupil profiles - hence the comparison to the national average.</p> <p>Governors commented that non the less the way the two Charter Schools compared may have to be managed carefully.</p> <p>The Headteacher replied that ED had a significantly different ability profile, adding that the A8 and P8 targets were higher than those at ND and that if the school achieved these it would be an incredible achievement.</p> <p>Q: A governor asked how the progress towards these targets would be monitored through KS4. A: JKR responded that the latest data had been analysed by MLT using results from a variety of sources - coursework, units, exams. They will be coming back at the next meeting with methodology on what will be used in each SA to assess progress as it will be different for different subjects.</p> <p>Q: A governor asked if the effort and resource that had been put into the founding cohort would be or could be continued for subsequent cohorts. A: The Headteacher replied that these results would be sustainable for subsequent cohorts and that despite the fact that the current Y10 had received a great deal of attention and resource they had also had some significant disadvantages such as</p>	
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	<p>premises, moving buildings, being the first in a new school with new staff. He advised that it was a rising tide from Y10 to Y7 but acknowledged that the P8 figure may be more difficult to maintain year on year.</p> <p>Q: A governor asked what the main risks to these predictions were. A: The Headteacher replied that there were two main risks:</p> <ol style="list-style-type: none"> 1. The profile of some specific students (often PP and/or SEN and possibly with external social issues) means that may lack resilience over KS4. Staff were working with these identified students to support them. 2. There were several maternity leaves coming up among staff - some senior - which could be a small risk in terms of continuity. <p>JKR advised that this information was internal and that the next stage was to review what was to be communicated to parents as it would be mainly the same but would have some minor adjustments.</p> <p>Q; A governor asked if internal assessments had any kind of external moderation. A: JKR replied that all staff received GCSE training for their subjects with a chief examiner after the actual summer results. She added that they will also work closely with their ND counterparts after Christmas.</p> <p>The Headteacher added that the school had several staff who were either already examiners or were training to be examiners.</p> <p>The governors thanked JKR and JKR left the meeting at 7pm.</p>	
2	<p>Minutes of Meeting of 3rd October 2019 The minutes were agreed as a true and accurate record of the meeting.</p> <p><u>Matters Arising from the Minutes</u> There were no matters arising from the minutes that were not to be covered in the agenda.</p>	
3	<p>Appointment of new Chair of Governors</p> <p>JGY informed governors that Stephen Potter had been appointed as Chair of the Local governing body following the recent application and interview process and that this appointment had been ratified by the Trustees. JGY officially handed over the chair to SPR.</p> <p>The new Chair thanked JGY for his work as a governor and Chair at ED and his continuing support of the school, especially around the buildings and premises, and wished him well for his new position as Chair of the Trust</p> <p>The new Chair advised the LGB that his first priority was succession planning on the LGB to ensure that the right skill set was on the LGB. He advised that new governors would be needed - especially one with a finance/project management background - and that he would also be looking at ways to increase the diversity of the LGB/ and supporting the school in the same aim so that it more closely reflected that of the school community.</p> <p>The governors congratulated SPR on his appointment.</p>	
3	<p>Finance and Premises</p> <p>a. Recommendations for use of £200K Trust reserves for agreement</p>	

	<p>GGH had circulated the TCSED Premises SIP and a paper detailing what projects ED had earmarked for the £200K from Trust reserves.</p> <p>He advised governors that their recommendations would be taken to the Budget & Audit committee the following week for approval by the Trust.</p> <p>The three items identified would be part of the Phase 2 build but were not included in the original Phase 2 build plans. All had been identified as very high priority:</p> <ol style="list-style-type: none"> 1. Bleacher seating for main school hall 2. All terrain surface for MUGA 3. Development of the hospital gatehouse as a pupil inclusion unit. <p>These three projects were expected to cost £170k and the headteacher advised that the additional £30k was likely required as a matter of urgency for a water filtration system as the new build was not coping well with the local hard water and the cost of regular industrial descaling was unsustainable and the loss of water supply due to blockages was a critical health and safety issue.</p> <p>Q: A governor asked if the £50k request to redevelop the gatehouse was enough. A: The headteacher replied that this was a very rough estimate as the school did not yet have access to the hospital site - the figure assumed no major structural issues.</p> <p>Q: A governor asked if they could add in a request from Student Voice for increased indoor seating. A: The Headteacher replied that this should be taken as an offline conversation as this was not a capital item.</p> <p>All approved the items detailed for approval by the Trust for the £200K.</p> <p>ACTION: HT/GGH to present to B&A Committee on 28th November.</p> <p>Q: JGY asked if there was an update on the Mac Suite installation as approved by the LGB last year. A: The Headteacher replied that this was linked to the issues surrounding the insolvency of the IT provider. He advised the LGB that the remaining parts of the company had been bought by Nexus who were known to the school and that they would now be responsible for the installation of the Mac Suite. ACTION: HT to update at next LGB as to progress.</p> <p>b. Budget monitoring report</p> <p>GGH had circulated a finance update before the meeting.</p> <p>2018-19 GGH drew governors' attention to the fact that the outturn for 2018-19 was a slight underspend of £23k despite an aim to break even and advised that this was partially due to IT work not being completed. He advised that this balance would be added to Trust reserves.</p> <p>The Headteacher advised that he was discussing this with the Trust as there were exceptional circumstances that prevented the £23k being spent in-year.</p>	<p>1.HT/ GGH</p> <p>2.HT</p>
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	<p>GGH also drew the governors' attention to the fact that there was a sum of £45K sitting in the accounts that was due to the ESFA from utility costs at the Southampton way site but that the ESFA had not yet invoiced for these. GGH would be getting advice on how long these should be ring-fenced.</p> <p>There were no further questions from governors regarding the 2018-19 BMR.</p> <p>2019-20</p> <p>GGH advised governors that the figures were from September and that this was early in the year and that the figures would change as the year progressed. He added that one of the changes would be around Maternity leave and cover and the costs involved.</p> <p>Q: A governor asked if the school could take out insurance against maternity costs. A: GGH replied that such policies exist but that they had mixed reviews. He added that he would be exploring them further due to the profile of the workforce.</p> <p>Q: A governor asked if cover supervisors could be shared between the two schools to reduce costs? A: The Headteacher replied that cover for maternity leave required very specific subject specialists so this was not possible in this situation.</p> <p>Q: Governors asked how many staff would be leaving for maternity leave in the current year. A: ACN replied that three staff were due to take maternity leave, adding that they were all senior staff which added extra pressure in terms of cover and continuity.</p> <p>GGH advised that the BMR currently indicated a £100K surplus at the end of the year.</p> <p>Q: A governor asked if the income generation line of £50K was from sports lettings. A: GGH replied that this was the case and that these were managed by a third party provider.</p> <p>Q: Governors asked what the levels of booking were currently. A: GGH replied that they currently stood at around £1800 per month but that the provider had bigger plans for the Easter and Summer holidays where there was more scope to maximise revenues. He added that lettings took time to build and that this had been the case at ND when they built their new sports hall.</p> <p>All approved the BMR and thanked GGH.</p> <p>GGH left the meeting at 7:30pm</p>	
4	<p>Headteacher's update</p> <p>a. Updated Curriculum Intent statement</p> <p>The Headteacher had circulated the draft Curriculum Intent statement before the meeting and advised governors that this was for comment and approval before the Trust board meeting in December.</p> <p>Q: A governor asked what the purpose of the statement was - was it simply academic? A: The Headteacher replied that it should address the four Ofsted criteria at the start of the document and that it was not a curriculum map but could be wider.</p>	

	<p>The Chair thanked TNK for the careers link report which was included in the paperwork.</p> <p>ACTION: Clerk/Headteacher to agree set link governor fortnights each term in the school strategic calendar and to share these with governors</p> <p>b. Training</p> <p>All were reminded by the clerk that they should complete up to date safeguarding training.</p> <p>ACTION: Clerk to re-circulate NGA learning link training details for governors to see online courses available.</p> <p>c. Governor vacancies</p> <p>The clerk advised that there was a vacancy for an appointed governor now that JGY had left the LGB.</p> <p>ACTION: Chair to write advert for governor vacancy</p> <p>ACTION: All to promote to possible candidates in their networks</p> <p>ACTION: The Headteacher agreed to think about any obvious candidates for the support staff governor vacancy and to talk to them to gauge interest</p> <p>All to note the proper process will require a call for nominations from support staff and potential vote if more than one</p> <p>d. Trust and working party updates</p> <p>Trust:</p> <p>JGY advised that there were several major initiatives in play as the Trust matured including the appointment of a new CEO and the pursuit of a growth agenda. The Trust were very keen to expand and develop their mission to be cross phase.</p> <p>Q: A governor asked how long the recent growth conversations with other specific schools had been in play.</p> <p>A: JGY replied that they were fairly recent but were on hold while the CEO appointment was finalised.</p> <p>Q: A governor asked what the process was for the CEO appointment.</p> <p>A: JGY replied that applications would be shortlisted to 4-6 candidates for an assessment day on the 29 November.</p> <p>Q: A governor asked if a decision had been made about whether it would be part time or full time.</p> <p>A: JGY explained that this would depend on the candidate.</p> <p>6th Form WP:</p> <p>The Vice Chair explained that not much had progressed since the last meeting but reminded the governors that at the next meeting she would be clarifying that under the admissions policy priority would be given to existing Charter students and that this should be made explicit as it was not under the current policy at ND.</p> <p>The next meeting was on the 3 December and after this it was expected that the process would move into a more operational phase.</p> <p>ACTION: RJS to update at the next LGB meeting in January.</p>	<p>7.Clerk/ HT</p> <p>8.Clerk</p> <p>9.Chair 10. ALL</p> <p>11.HT</p> <p>12.RJS</p>
7	AOB	

	<p>Behaviour/Safeguarding</p> <p>The Headteacher advised that one student had assaulted a member of staff but that a PEX had been avoided as the pupil had been managed moved to CoLA.</p> <p>He added that one student who had been of increasing concern in Y9 and who was now in Y10 was likely to be subject to a permanent exclusion as there had been no improvement in their behaviour. A Governors Discipline Committee panel would need to be convened.</p> <p>Phase 2 Build steering committee</p> <p>JGY advised that he would be stepping down as the governor representative on the steering committee and advised that anyone interested in getting involved and providing a line of site on progress to the LGB and Trust should speak to the Chair.</p> <p>Dates for the diary:</p> <p>Trust AGM and Board meeting - Tuesday 10 December - Governors who would like to attend to contact the clerk</p> <p>Christmas Concert Thursday 12 December</p> <p>Next LGB meeting: Thursday 23 January 6:30pm</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
	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/Chair	Ahead of next data	Carried Over
	Confirm date and attendees meeting with MLT	VC	ASAP	Carried Over
	HT and DHT to re-visit the behaviour data and recirculate actual figures to Governors	HT/DHT	November meeting	NEW
	CRE to share the link to Positive Futures	CRE	ASAP	NEW
	NEW ACTIONS			
1	ED agreed priorities for £200K trust reserves release to be presented to B&A Committee on 28th November.	HT/GGH	28.11.19	New
2	Mac suite update for LGB at next meeting	HT	Jan 2020	New
3	Governors comments on the Curriculum intent statement to be included before presenting the final document to Trust	HT	03.12.19	New
4	Chateau survey update and likely consequences update for governors in the Spring term.	HT	Spring term	New
5	SEND link governor to discuss SEND policy compliance with SENCo at the next link governor meeting.	LDL	Spring term	New
6	Individual meetings/phone calls with new Chair to be arranged	Chair/All	By end of term	New
7	Set dates for link governor fortnights each term in the school strategic calendar to be agreed and then shared with governors	HT/Clerk	by end of term	New
8	Clerk to re-circulate NGA learning link training details for governors to access online courses available.	Clerk	ASAP	New
9	Advert for appointed governor vacancy to be written	Chair	ASAP	New
10	All governors to promote to potentially interested volunteers in their personal/business networks	ALL	ASAP	New
11	Support staff who may be potentially a candidate for the support staff governor vacancy to be spoken to	HT	By end of term	New
12	6th Form progress update at the next LGB meeting.	RJS	January	New