

The Charter School North Dulwich
Minutes of Local Governing Board Meeting
Tuesday 23rd November at 6pm

Governors	Role	Present/apologies
Thecla Schreuders (TSS)	Chair of Governors	Present
Catherine Barrows (CBS)	Governor	Present
Lucy Hamer (LHR)	Governor	Present
Christian Hicks (CNH)	Executive Headteacher	Present
Alex Kemp (AKP)	Governor	Present
Amanda King (AKG)	Governor	Present
David Malone (DME)	Governor	Present
Laura McBean (LMN)	Governor	Present
Alton McDonald (AMD)	Governor	Apologies
Mark Pain (MPN)	Head of School	Present
Jennifer Parker (JPR)	Governor	Apologies
Celeste Shirvani (CSI)	Governor	Present
In attendance		
Wendy Andrews	TCSND Director of Operations	Present
John Godfrey	TCSET Co- Chair	Present
Glynn Griffith	TCSET CFO	Present
Carrie Fentum (CFM)	Clerk	Present

	Agenda item	Action
1	<p>Welcome</p> <p>The Chair welcomed all to the meeting.</p> <p>It was noted that there is a requirement for documents to be shared with governors a week in advance of the meeting. The Head of School apologised that they had not been circulated in time. He explained that he had not shared them until after the KIT meeting with the CEO. Next term the KIT meetings will be scheduled further in advance of the LGB meetings and the papers would be sent out on time.</p> <p>a Apologies for absence were received and accepted from Alton McDonald who has an urgent work issue and Jennifer Parker who is unwell.</p> <p>b There were no declarations of interest in items on the agenda.</p>	
2	<p>Minutes and Matters arising</p> <p>a The Minutes of the meeting held on 23rd September 2021 were agreed as an accurate record of the meeting to be marked signed on GovernorHub.</p> <p>b Matters Arising /Actions from meeting</p>	

	<p>Item 4e Staff Survey <i>A governor asked if another staff survey is planned.</i> It was explained that there have been surveys on Covid and Behaviour. The annual staff survey takes place in January.</p> <p>Item 6 Bromcom Since the last meeting there has been extensive work to resolve the issue with Bromcom which is now working. The Safeguarding issues were resolved.</p> <p>Item 6i Staff briefing It was noted that since the last meeting, two governors have attended staff briefings. It was felt that governors should continue to try and raise their profile with staff and the chair asked that governors to attend the briefings where they could. It was agreed that governors would give at least one weeks' notice of their intention to attend.</p> <p>There were no further matters arising that were not covered elsewhere on the agenda.</p>	
c	<p>The minutes of Pay committee meeting held on 15th October 2021 were agreed as an accurate record of the meeting and approved</p>	
3	<p>Finance and Premises</p> <p>a Budget monitoring report The CFO was welcomed to the meeting. The BMR and accompanying commentary had been circulated in advance of the meeting and were taken as read. The finance link governor report had also been shared in advance of the meeting. Two clarifications/ corrections were made to this report; Since it had been circulated there had been additional income of £20K; The top slice which is paid to the Trust is for day to day running and is not to increase trust reserves. AKP undertook to update the report and re-circulate.</p> <p>The CFO explained that since the meeting with the finance link governor the Trust has been told that it is eligible for School Capital Allocations (SCA) which will replace the competitive CIF bidding system. The Trust will be allocated funds which can be used for capital projects. These will mainly be for condition improvement but will also be for capital works which add educational value. Strategy and policy to guide decisions around SCA allocation are being developed and will be circulated early next year. Consultants will support and guide the trust board who will make the final decisions on allocations. Criteria will be condition improvement and adding educational value, There will be an overarching trust priority list.</p> <p><i>A governor said that the broken lift should be a priority and asked if having an out of action lift has caused difficulties and whether the school was at risk of being exposed to complaints related to the Equalities Act.</i> The Director of Operations said that there have been some issues; there are 8 to 10 students who need to use the lift. The lift works sometimes. For the times when it is not working the school has clear mitigation processes in place. Measures have been put in place on occasion. Training has been done on lifting and where necessary classes can be moved.</p> <p><i>A governor asked if the school could share an update on premises priorities which show what has been on previous priority lists.</i> It was explained that the school is working on prioritising the lists of required premises work.</p>	Action 6

	<p>Governors thanked the CFO, Director of operations and the CFO for the snapshot which they had found useful</p> <p>b Finance, Premises and H&S Link Governor report Governors thanked the CFO, Director of operations and the link governor for the useful 2-page snapshot of issues related to Finance, Premises and health and safety. This paper had been considered in item 3b.</p> <p>c Risk register A governor asked what the risk to the budget was from having high staff retention and large numbers of experienced, and therefore expensive staff It was explained that while there are many benefits to having senior teachers who want to stay at the school, there need to be measures to ensure that staffing is affordable.</p> <ul style="list-style-type: none"> • There have been increases to class sizes, it is not expected that this will have an impact on outcomes. • No new staff are employed at points 7 to 9 on the pay scale. • The performance management process is rigorous. <p>There has been less staff turnover recently which may be in part related to insecurity related to Covid. It is very possible that there will be more staff turnover this year.</p> <p>d Premises update <i>A governor asked for an update on sports facilities.</i> It was explained that there have been no developments since the last meeting but that the PE department are using the available facilities efficiently. Alterations have been made to the timetable and the curriculum to ensure that there are enough facilities for timetabled lessons. There are links with The Griffin through the collaborations with Dulwich Hamlet Junior School. Negotiations are continuing with the builders regarding the development of the Carla Pappon court</p> <p>It was noted that there is a good premises team and that all Health and Safety inspections have taken place. Independent conditions surveys have been carried out at all schools in the trust</p> <p>e Benchmarking The Benchmarking report was shared. It was explained that the benchmarking tool makes comparisons to schools of a similar size with similar numbers of Pupil Premium pupils. The comparison will not necessarily be to schools with similar numbers of SEND pupils. This would explain the high costs of educational support staff. This has been the same picture in schools across the trust.</p> <p>Governors thanked GGH for the reports. GGH left the meeting.</p>	
4	School Development	
a	<p>The RAG rated School Development Plan had been shared prior to the meeting. The Head of School explained that Green indicates that there item is well on track, amber indicates that work has started and is ongoing. Red indicates that the work has not significantly begun. It was noted that there are many areas currently amber.</p>	

	<p>There was a question about maintaining a zero tolerance approach to misogyny and racism. It was explained that this should now be amber as measures are in place to address this but that it is difficult to move to green as maintaining the approach will always be ongoing.</p> <p>It was explained that item 4H remains red despite the Careers staff appointments. This is a strong team but the appointees are new to the roles. Systems, processes and plans are being put back in place, it will be necessary to see how this is rolled out. All of the new roles are temporary. The structure and appointments across both secondary schools will be kept under review. It is expected that this will be amber by next term.</p> <p>The Link governor for careers undertook to arrange with the DOO a time to meet with the team and the link governor from TCSED</p> <p><i>A governor asked if the work on embedding the SEND restructure has started.</i></p> <p>This has begun in the last 2 weeks, more is being put place to support the SENCO. There has been significant SEN support staff turnover.</p> <p>It was explained that TCSND has volunteered to be involved in a Local Authority Ofsted pilot. SEND Link governors from TCSND and TCSED met with TCSND SENDCo last week. It had been a positive meeting ,A report has been shared on GovernorHub.</p> <p><i>A governor asked when the monitoring of extra-curricular activities would begin.</i></p> <p>The school is aware of gaps but does not have this documented or an analysis of the situation. Work had begun on this prior to Covid but had been halted as it had not been possible to provide a full range of extra-curricular provision last year. Tracking and monitoring is a priority and Bromcom will be used to track club take up and attendance.</p> <p><i>A governor asked if there are targets for this and if the views of students are sought on the provision and the gaps.</i></p> <p>Student opinions are sought through student council and focus groups. The tracking will be shared with governors at the spring term meeting.</p> <p>It was noted that the school supports a range of activities and opportunities. All year 10s have been able to take part in the Duke of Edinburgh scheme and there is a careers fair. There have been some variations in the take up of activities and opportunities. While there is some sports participation there is less than before. Some clubs are really well attended while others have lower take up than previously. It is felt that this is a consequence of lockdown.</p> <p>There was discussion about the impact of the pandemic on arts in general. It was explained that the take up of some arts subjects have declined but there is work going on to reenergise subjects. Governors said that they felt that the wider Covid fall out was an area which would need to continue to be considered.</p> <p><i>A governor asked if the school could provide art and drama activities in half terms and holidays.</i></p> <p>The Chair of TCSET said that the trust has considered the use of facilities but that the issue is around staffing. The Executive Head said that there are events and activities taking place and planned which will raise the profile of arts and re-energise the students.</p>	<p>Action 7</p>
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- b The Curriculum Intent document had been shared prior to the meeting. It was explained that this provides governors with the means to understand the intent and implementation of the whole curriculum.

Governors said that the document had clarity of focus and intellectual quality.

A governor asked if it was deliverable.

The Head of school said that this is a work in progress. Areas which need to be clearer are pastoral and extra-curricular. The Challenge partners report and the SEF show that there is clarity on implementation. Teaching and learning are being scrutinised to ensure that the intent is consistent throughout the school. The next step will be looking at mapping this to the SDP in order to join up the conceptual thinking.

A governor asked if schools are expected to have this joined up curriculum.

The work already happens. The aim of this work is to make the curriculum more powerful to support the students. The Curriculum link governors could look for those links during visits.

A governor said that sharing a simplified version of the document would be helpful for parents.

It was noted that TCSND website is being updated and developed. It will include information on curriculum intent website being developed.

A governor asked if subject teachers have awareness of the intent.

Subject leaders will co-create the curriculum intent. Joining it up in this document shows how it is carried out and enables awareness of it.

Governors said that they would find it helpful for some support in interpreting the document helping them to identify some clear principles.

It was explained that the key thing is the emphasis on knowledge and how students are helped to improve and develop their knowledge, not just facts but also procedural knowledge.

It was agreed that the school would arrange a short presentation for governors on the curriculum intent and content and how the development of meta cognitive skills is supported. The Head of school and Chair of Governors undertook to liaise to arrange a suitable time in the first half of the spring term.

Action 8

- c The Pupil Premium Strategy Plan for 2021-22 and Review of spending for the year 2020-21 had been shared with governors prior to the meeting.

A governor asked if the version that had been circulated was the final document

This document was shared with the senior leadership team who had made comments. It has now been reviewed and adjusted. There will be no further changes to the content which will be published on the website.

A governor asked if there were too many activities; if students were offered too many interventions they would be overwhelmed.

It was explained that Quality first teaching, developing metacognition strategies is for everyone. Some of the activities are targeted. While there will be some students doing 2 or 3 activities, others are doing only 1. There are some students who have missed out on learning, the school has to plug the gaps

	<p><i>A governor asked how the levels of support will be evaluated.</i></p> <p>There are lots of elements which sit together. Some can be more easily evaluated, for example the reading scheme. For some activities like extra teaching time in year 11, it is hard to evaluate the actual impact as there are many other factors involved. Anecdotally it is found that extra time is impactful. The activities are supported by evidence and time will be given to evaluating these programmes. There are some limits to the ability to evaluate. It is not possible to do randomised controls or to make comparisons with last year. A growing body of educational evidence is considered and this is referenced in the document.</p> <p><i>A governor asked how the school avoids disadvantaged students feeling stigmatised.</i></p> <p>It can be avoided by the way that support is targeted and delivered. For example, trips may be deliberately targeted at some groups who would benefit and may not otherwise have these experiences, However the trip will be open to all .</p> <p>Governors praised the Pupil Premium strategy and plan which they found rigorous, detailed and clear.</p>	
5	<p>Reports From School</p> <p>a SEF</p> <p>The SEF and the feedback from Challenge Partners had been circulated</p> <p><i>A governor asked if Challenge Partners had given the school a rating</i></p> <p>It was explained that they do not give ratings. They look at how the school is presenting and help to ensure that that is being done properly. It was explained vulnerabilities had been identified in terms of the new inspection framework and as a result of not having had recent external school improvement support while energies have been directed towards Covid management.</p> <p>It was noted that Ofsted is intending to reduce the number of schools that are rated as outstanding</p> <p><i>A governor asked whether the school should consider managing parental expectations regarding a potential Ofsted grading.</i></p> <p>It was felt that the most helpful communications with parents would be those which presented information about the work that the school is doing, for example the work on the curriculum mapping.</p> <p>It was noted that the SEF is an important document which governors should be familiar with. The document shows the strengths from last year, what was done and what is being done now. It is the narrative of the other documents. Governors were reminded that they should be familiar with SEF which is updated and shared with governors each term. Attention was drawn to a number of areas.</p> <p>The professional development opportunities available to staff make a significant contribution to staff retention and development. There have been a number of opportunities from the collaborations within the trust with the research school, the teaching school and the other secondary school. There have also been some income generating opportunities.</p> <p>The progress of SEND pupils is consistently exceptional.</p>	

A governor asked if the KS3 nurture groups for SEN are continuing. They are.

A governor asked if attendance rates are broken down and considered by Key stage. They are.

A governor asked about the grid on page 25 which referenced safety and where the detail on safety was held in the report.

It was explained that this had been addressed in the KIT meeting and that a slide on safeguarding is to be added to the SEF template.

Behaviour and attitudes is listed as outstanding in the SEF, the Head of school said that he feels that there is work which needs to be done in this area. Changes to school day has changed the dynamics and there are some students in year 7 who need support. There are also issues with staff resilience and absence. It is expected that this area will remain rated as outstanding but there is some work to do to ensure that it is consistently outstanding. He explained that learning behaviour is exceptionally strong but that there are some issues where work is being done to improve. The DOO said that supply teachers frequently comment that behaviour at the school is really good.

A governor asked if internal exclusion was in operation. The Provision was reinstated in April 2021.

Governors said that they found SEF rigorous and that the integration and explicit connection to the SDP had been helpful.

b Pupil Destinations years 11 and 13

The pupil destinations for year 13 had been circulated and governors noted that Covid may have had an impact on the career choices.

A governor asked if the destinations were in line with expectations and if there were any areas where it was felt that more could be done.

It had been pleasing that 100% of PP pupils who had applied to university had been successful. More work is needed to identify and support potential Oxbridge candidates at an earlier stage, in KS3 and 4.

Governors asked if future reports could show a breakdown of PP applying to Oxbridge and medicine.

Governors congratulated the school on the strong outcomes for the students.

c Careers Update

The year by year learning plans for all year groups had been shared prior to the meeting

A governor asked why learning programmes are in place for years 7 and 8.

The school is required to provide careers education to all year groups. At this stage this enables students to start thinking about career options, to think about the wide range of jobs that are available and to be aware that subject choices at KS4 will have an impact on the opportunities that are open to them.

d Challenge Partners Feedback

	<p>This had been shared and discussed in item 5a.</p> <p>e KIT Meeting minutes It was noted that the KIT meeting minutes were not yet available but would be shared with governors when they were.</p>	
6	<p>Governor Business</p> <p>a Link Governor Roles and Visit Reports No changes were made to link governor roles. The safeguarding link governor reported that they had met with the DSL and produced a report which has been shared with eh DSL to check for accuracy. This will be shared with governors when it has been checked. The visit had included discussion about Sexual abuse and harassment and the extensive work being done in the school to tackle that. The SEND link governor undertook a visit to the school on 17th November and has shared a report on GovernorHub The RSE link governor visit has not yet taken place. A meeting took place between the Chair, co-chairs and Heads. A report has been shared with governors.</p> <p>b Governing body membership & vacancies, It was noted that the term of office of Amanda King and Alton MacDonald are coming to an end. AKG indicated that she would not be seeking reappointment. The Chair undertook to meet with AMD to discuss his term. The Chair and clerk undertook to meet to discuss filling vacancies.</p> <p>It was noted that support staff have been informed of the vacancy for a support staff governor but that there have not been any expressions of interest. The Head of school undertook to increase efforts to promote the role and the opportunities it presented for development.</p> <p>c Meeting attendance It was noted that there are no issues with meeting attendance which is good.</p> <p>d Training update All governors were urged to attend Safeguarding training, It was noted that many had recently done so or were about to . Four governors attended Ofsted-readiness training Governors were urged to update their Exclusions training. Governors were reminded to keep training records on GovernorHub up to date and particularly to ensure that safeguarding training is recorded.</p> <p>e Trust Business It was noted that there is an IT review taking place across the Trust The first meeting of the Chairs Forum will be taking place next week which will be looking at the trust development plan.</p>	<p>Action 9</p> <p>Action 10</p> <p>Action 11</p>
7	<p>Statutory Duties</p> <p>a The Careers Provider access policy statement had been shared with governors prior to the meeting and was approved</p> <p>b Accessibility plan,</p>	

C	<p>It was noted that the accessibility plan is due for review in January 2022. A governor said that accessibility compliance at risk, if the A block lift breaks down again and is not replaced soon.</p> <p>Admissions Policy</p> <p>It was noted that there are currently two admissions policies. One for admissions for next year and one for in year admissions. There are points in the year when the school will operate three admissions policies.</p> <p>A governor said that they were pleased to see that the policy had clarity about parents renting properties to secure places the school. They said that the policy does not completely close the loophole; there will still be families who will move, temporarily, to get places at the school. They said that they would email any ideas about how this could be tightened. The Executive head said that a number of options had been considered to make admissions fairer including lotteries. Banding had also been considered as a way to keep the school comprehensive</p> <p><i>A governor asked if there were likely to be changes to the pupil premium criteria for places and how they are selected.</i> This is something that will be kept under review. This element of the policy is a way in which the school has tried to ensure that places at the school are available to a wider range of pupils. The 12 PP children would not have been admitted under the normal distance criteria, they come from further afield.</p> <p><i>A governor asked if the policy applies to sixth form admissions.</i> It was explained that sixth form admissions are separate. The admission policies are different and there are qualifying criteria for admissions. The concept of a campus style 6th form, across the two schools is something that could be considered.</p>	
8	<p>AOB</p> <p>It was noted that the Christmas fair would be taking place later in the week.</p> <p>A governor said that the Black history month showcase had been fantastic. It was agreed that DME would write to the organiser, on behalf of the governors , to thank her.</p> <p>There was no further business</p>	Action 12
9	<p>Date of Next meeting</p> <p>The date of the next meeting was noted as 17th March 2022. Additional meeting on curriculum TBA</p>	

	ACTIONS	Owner	Date	Status
1	Complete confirmations and declarations on GovernorHub	All governors	23/9/21	ongoing

2	Promote the role of support staff governor	MPN/JPR	23/9/21	Closed
3	Complete the skills audit and return to Chair	All Governors	23/9/21	Closed
4	Ensure that ratified minutes are posted on the school website. Summer ones not posted	CFM	23/9/21	ongoing
5	Scrutinise the SEND report at link visit and report back	AKG/ CBS	23/9/21	ongoing
6	To update the finance , premises and HSE report and re-circulate.	AKP	23/11/21	new
7	To arrange with the DOO a time to meet with the careers team and the link governor from TCSED	DME	23/11/21	new
8	To arrange a short presentation for governors on the curriculum and to find a suitable time in the first half of the spring term.	MPN and TSS	23/11/21	new
9	The Chair and clerk undertook to meet to discuss filling vacancies.	TSS and CFM	23/11/21	new
10	To promote the role and the opportunities of support staff governor to fill the vacancy	MPN	23/11/21	new
11	To attend Safeguarding training, update their Exclusions training and keep training records on GovernorHub up to date	All governors	23/11/21	new
12	To write, on behalf of the governors , to thank the organiser for the Black history month showcase	DME	23/11/21	new

Minutes approved by: LGB members & chair_____

Signed: _____

Date: ___30/3/22_____