



Dulwich Hamlet Junior School

**Meeting of the Local Governing Body
on Wednesday, 16 October 2019 at 18:30
Dulwich Hamlet Junior School, Dulwich Village, SE21 7AL**

Present:	Karen Robinson	Chair / KR
	Sara Azzopardi	SA
	Catriona de Jongh	CdJ
	Tom Esslemont	TE
	Bridget Jackson	BJ
	Karen Larcombe-Tee	KLT
	Eleanor Parker	EP
	Claire Purcell (Head of School)	HoS / CP
	Lynsey Rowe	LR
	Tom Salomonson	TS
In attendance:	Simon Rowe	SR
	Rebecca Tee	RT
Clerk:	Kathleen Formosa	Clerk

MINUTES

1. Welcome, Apologies & Quorum

- 1.1 The Chair opened the business of the meeting at 18:31, welcoming members of the LGB and others in attendance at the meeting.
 - 1.1.1 The Chair welcomed RT to the meeting and introductions were made around the table. The Chair stated that RT would introduce the new Pay & Personnel Committee (“PPC”) of the Board of Trustees and take any questions governors may have about the new committee.
 - 1.1.2 The Chair also welcomed SR to the meeting, noting that his term as a governor had officially come to an end, but that he was welcomed to this one to provide final input and to say goodbye to colleagues.
- 1.2 Apologies were **received** and **accepted** from Tom Forster (TF).
 - 1.2.1 BJ requested to leave the meeting before 20:00 and this was **agreed**. BJ was excused from the meeting at 19:49.
- 1.3 A quorum was **confirmed**, and the meeting proceeded to business accordingly.

2. Declarations of Interest

- 2.1 KR and KLT declared their interests regarding item 3 on the agenda, noting that they had been nominated for the roles of Chair and Vice Chair of Governors, respectively, and would recuse themselves from voting on this matter.
 - 2.1.1 There were no other interests declared in relation to business on the agenda.

3. Election of Chair and Vice Chair

3.1 The Clerk reported that a nomination had been received for KR as Chair of Governors for the 2019/20 academic year. The nomination was seconded and motion made to put the matter to a vote.

3.1.1 KR was unanimously **agreed** as Chair of Governors for the 2019/20 academic year.

3.2 The Clerk reported that a nomination had been received for KLT as Vice Chair of Governors for the 2019/20 academic year. The nomination was seconded and a motion made to put the matter to a vote.

3.2.1 KLT was unanimously **agreed** as Vice Chair of Governors for the 2019/20 academic year.

4. Minutes of the Previous Meeting held on 8 July 2019

4.1 The minutes of the 8 July 2019 meeting of the local governing body (**Paper 1**) were **reviewed** and **approved** subject to corrections at 9.3, 10.2.2, and upcoming meeting dates.

ACTION: Clerk to amend the minutes.

5. Matters Arising

5.1 Matters arising from the minutes of the previous meeting (**Paper 2**) were **reviewed**, and the following matters were **discussed**:

- Regarding item 2.5, it was **noted** that the Get Information About Schools (“GIAS”) database was now up to date. HoS reported that the website had been updated to ensure that dates shown on governor profiles were consistent with GIAS. It was **discussed** that some inaccuracies around appointment dates and dates of reappointment remained and required further work.

ACTION: HoS to make further updates to GIAS and the website.

- Regarding item 5.1.1, HoS reported that there had been a delay in purchasing the NGA membership for governors, but that membership was now in hand. A password to access NGA resources would be circulated after the half-term break.

ACTION: HoS to circulate the password to access NGA resources to all governors.

- Regarding item 6.2.4, it was reported that safeguarding training would take place jointly with Belham Primary School (“BPS”) governors in January/February. A date once confirmed would be circulated to governors on both LGBs.
- Regarding item 7.6, it was **noted** that a note on the most recent Trust Strategy Day had not circulated following the meeting.

ACTION: Chair to follow-up with the Chair of Trustees to see when a note on the Trust Strategy Day may be available for circulation.

5.1.2 It was **confirmed** that all other matters arising were complete, substantially in hand or on the agenda for the meeting.

5.1.3 As a further matter arising, the Chair stated that a skills audit of the governing body would be undertaken in the autumn term rather than in the summer term.

6. Chair’s Report

6.1 The Chair reported the following actions undertaken since the last governing body meeting:

- Met with HoS regarding planning for the year;
- Visited HoS and the school business manager to inspect the single central record; and
- Met with HoS, KLT and EP regarding preparations for Ofsted readiness.

6.2 An updated annual meeting planner (**Paper 3**) was **reviewed**, and updates since the previous iteration of the document were **noted**.

- 6.2.1 The high-level objectives included in the meeting planner were **discussed**. The Chair stated her view that the LGB’s progress against the high-level objectives set last year had been good, and that this year’s work would continue to build upon these.
- 6.2.2 The two new high-level objectives added this year were **reviewed** as follows:
- Measuring the impact of curriculum – This objective ties in with the curriculum health checks and provisions in the new Ofsted inspection framework; and
 - Building knowledge and understanding of SEND and mental health matters – This objective ties in with the school development plan (“SDP”).
- 6.2.3 **A governor asked whether there should also be a high-level objective on safeguarding.**
- 6.2.4 The Chair stated that there had been a high-level objective on safeguarding previously, and that this had focused on ensuring the right level of scrutiny and questioning for governors. It was **discussed** and **agreed** that a safeguarding objective would be included in the yearly planner, and that it would focus on maintaining and monitoring governors’ understanding of safeguarding.
- ACTION: Chair to draft a high-level objective on safeguarding for the yearly planner and seek governor input on this by circulation.**

- 6.3 The governor terms of service (**Paper 4**) were **noted**. An updated schedule, reflecting changes that had been made in GIAS, was circulated at the table. It was **noted** that this item had been discussed earlier in the meeting under matters arising.
- 6.3.1 It was **noted** that SR’s term as a governor had expired after 12 years of service as a Dulwich Hamlet governor. SR was thanked for his service and support to the governing body and to the school, as a parent, as a governor, and as Chair of the Education Committee.
- 6.3.2 SR expressed his thanks to the school. He stated that he was proud of the work the school had done during his time as governor to ensure a robust music curriculum for all pupils, and hoped that the school would appreciate that the offer was unique. He challenged governors to ensure that pupils continued to be offered the opportunity to study music.
- 6.3.3 SR stated his view that an important part of the music curriculum was that equality of opportunity in accessing high-quality music instruction was offered to all pupils. He stated that parents who were less “in the know” should be guided and given the same opportunities as more privileged pupils.
- 6.3.4 Governors **confirmed** their commitment to maintaining excellence in the school’s music programme and providing high quality instruction to all pupils.
- 6.3.5 It was **noted** that Victoria Begley (VB) had decided to step down as joint-governor with TS. TS would continue as the school’s staff governor on his own through the end of what was previously a joint-term of office.
- 6.3.6 The Chair stated that the search for new governors would commence in the near term.

7. MAT Update

- 7.1 The approved minutes of the 27 June 2019 meeting of the DHET Board of Trustees (**Paper 5**) were **taken as read**.
- 7.2 **A governor asked about the decrease in EYFS enrolments and whether BPS and DHJS were having similar issues with enrolment drops.**
- 7.2.1 HoS stated that DHJS has historically had some pupil mobility as parents move their children into the independent sector, typically at Year 4 or 5. There also appears to be some increase in mobility with families moving outside of London.
- 7.2.2 The Chair stated that the pattern was less pronounced at BPS, but **noted** that it is only this year that BPS has had a Year 5 class.
- 7.3 The new Trust bank account was **discussed**.

- 7.3.1 HoS stated that the school is paying into the Trust bank account, but that this should not be seen to be an extra cost on the school; rather, it facilitates the payment of central costs that had been previously met through a system of cross-charging between the schools.
- 7.4 RT reported on the constitution of the PPC. As the Trust is the employer for staff in both schools, it was felt that having a Trust-level committee dealing with pay and personnel issues would relieve some burden from LGBs regarding discussion of these issues.
- 7.4.1 RT reported that PPC's purpose is to consider and make recommendations to the Board of Trustees on pay and personnel matters. Members of PPC are the Chair of Trustees, the Chairs of the two LGBs, EHT and RT. Heads of School may be asked to attend from time to time. The committee meets termly, or as needed.
- 7.4.2 RT reported that PPC deals with four key areas relating to pay and personnel – i.e.:
- Pay and conditions – PPC will regularly review the Trust's Pay Policy for teaching and non-teaching staff. It was noted that individual decisions about staff pay are not made by PPC, as this responsibility remains with LGBs. Only contentious matters or requests outside the Pay Policy would be brought to PPC.
 - Strategic planning of HR issues across the Trust – PPC will have oversight of the recruitment for senior leadership posts, and manage issues around succession planning. Recommendations for new trustees and local governors, revisions to staff handbook, and similar issues will also be dealt with by PPC.
 - Grievance and disciplinary procedures – PPC will serve as the body that normally hears appeals against dismissals or other disciplinary matters.
 - Talent development – PPC will have oversight of professional development opportunities as these apply to staff and be responsible for taking assurances from the schools that equality of opportunity is supported.
- 7.4.3 RT reported that PPC was separate to the EHT appraisal subcommittee that meets twice per year, although there is some overlap in membership.
- 7.4.4 RT stated that minutes of PPC would be confidential to Trustees, due to the nature of the business discussed, and would therefore not be shared outside of the Board of Trustees.
- 7.4.5 **A governor asked how PPC would be kept informed of school operations and any impact its decisions might have at local level.**
- 7.4.6 RT stated that the Heads of School would provide information about school operational matters to EHT who is part of PPC. The committee would also have input from Sue Roberts (business manager at DHJS), who is responsible for HR matters across the Trust, and Suresh Shan (business manager at BPS), who is responsible for financial matters across the Trust.
- 7.4.7 **A governor asked whether there were many decisions needing to be made about staff pay as these were largely dictated by national pay scales.**
- 7.4.8 RT stated that as a multi-academy trust, the adoption of national or local authority pay scales was an active choice. She stated that the Trust had made a choice to adopt Southwark pay scales, but that the pay ranges within those scales for teaching staff, middle leaders, senior leaders, and others were determined by PPC with input from the schools.

8. Head of School's Report

- 8.1 HoS reported that the new school year had had a successful start. The school's enrolments are full, with 360 children on the school's roll this year.
- 8.1.1 Attendance is currently running at just over 97%. HoS stated that this is lower than she would like at this point in the term. She stated that there have been several children leaving school for medical appointments during school time, and several Year 6 children who were missing school because of secondary school visits.

- 8.1.2 HoS stated that a message would be circulated to the parent body in the near term to encourage scheduling medical appointments outside of school hours, and to generally emphasise the importance of regular attendance at school.
- 8.2 HoS reported that there were two members of support staff on long-term sick leave, one of whom is expected to return after half term.
- 8.2.1 HoS reported that staff in the school had pulled together to cover the duties of those support staff on long-term sick leave. As a result, supply days and the costs associated with these have been kept to a minimum. However, there has been a slight uptick in the use of high-level TAs (HLTAs) which has resulted in some extra costs.
- 8.3 School development and professional development priorities were **discussed**.
- 8.3.1 HoS reported that the school was making good progress with its professional development priorities already.
- 8.3.2 TS reported that a meeting of the Maths Hub had been organised for today, which involved seven schools (16 adults) across Southwark and Greenwich coming into the school to watch him teach. TS explained that the Maths Hub was a whole-year programme that would involve TS visiting other schools as well as those schools visiting DHJS to share best practices in approaches to teaching and curriculum design.
- 8.3.3 HoS reported that teachers have had training in new Ofsted inspection framework as part of school's efforts toward Ofsted inspection readiness.
- 8.3.4 HoS reported that the consultant engaged to lead the Ofsted training talked about priorities during Ofsted inspection and facilitated discussion about approaches to articulating the school's strengths, particularly curriculum strengths. The consultant also met with subject leaders in small groups to discuss approaches to deeper engagement across the curriculum. HoS stated that staff would be asked to do deep dives into all subjects across the curriculum over the course of the year.
- 8.3.5 **A governor asked whether the difference between a deep dive into the curriculum and a curriculum health check could be explained.**
- 8.3.6 HoS stated that the two were very much the same in terms of how each involved triangulating information about the curriculum gathered from senior leaders, staff and pupils. She stated that a deep dive also examined threads through the curriculum to examine how a curriculum translates from one year to the next.
- 8.3.7 TS stated his view that Ofsted preparations have helped the school to develop its curriculum and to improve its coherence, ensuring that all aspects are joined up.
- 8.4 HoS reported that some minor safeguarding issues had arisen in the early weeks of school, but that none had resulted in a referral. It was **noted** that two children in the school had multi-agency involvement, which was being managed.
- 8.4.1 **A governor asked how well the new SENCO had settled into the school.**
- 8.4.2 HoS stated that the school had been challenged in filling this appointment. She stated that the new SENCO had settled in well and had secured the confidence and respect of her colleagues. She stated that the SENCO is learning quickly and building good relationships with the parents of SEND children.
- 8.5 This year's SDP priorities were **discussed**.
- 8.5.1 It was **noted** that teaching, learning and outcomes had been consolidated in the new Ofsted inspection framework under the heading of "quality of education," and this is now reflected in the SDP. HoS reported that regarding this area, DHJS is taking a careful look at sequencing in the curriculum and building on prior learning. She stated that she and the school's staff were also thinking more about mastery approaches in the curriculum.

- 8.5.2 HoS reported that the school has been very pleased with its attainment scores. Progress scores also have exceeded the school's expectations. She stated that the rate of progress shown by the school is uncommon among junior schools.
- 8.5.3 It was **noted** that SEND had been added to the leadership and management section of the SDP. HoS reported that she is working with the senior leadership team and the new SENCO to ensure that consideration of SEND is embedded in all leadership and management decisions and functions across the school.
- 8.6 HoS reported that the new SRE curriculum would be introduced by the school, as required, by 2020. She stated that governors would be kept updated on any issues arising out of consultations with parents.
- 8.7 HoS reported that the new behaviour policy implemented last year was now being embedded in the school. She stated that this involved taking assurances from teachers that procedures corresponding to the policy were being followed.
- 8.7.1 TS reported that the behaviour policy and procedures were being linked with the school's overall emphasis on mental health this year. Linkages and cross references with other school policies – e.g., anti-bullying, safeguarding – are also being built.
- 8.7.2 HoS reported that this week's Hamlet Herald would feature information on the new policies being implemented and embedded this year – i.e., the Homework, Anti-bullying, Behaviour and Safeguarding Policies.
- 8.7.3 It was **noted** that the school's anti-bullying week would take place after half term.
- 8.8 The curriculum health-check schedule (**Paper 9**) was **noted**.
- 8.8.1 HoS stated that the Art, Design Technology and Modern Foreign Language curricula would be the focus of this term. Link governors and subject leaders in these areas have arranged to meet after the half term break.
- 8.9 The school's budget monitoring reports ("BMR") (**Paper 10**) were **reviewed**. It was **noted** that the August BMR had circulated with the meeting pack, and the September BMR circulated separately.
- 8.9.1 HoS reported that the leadership budget appeared to be at risk of a significant overspend according to the BMR. She stated that she had been assured that this was due to some incorrect postings in the Trust's finance system and that corrections would be reflected in the school's October BMR.
- 8.9.2 HoS reported that the expenditure against the supply budget was higher than usual for this point in the term and was likely to increase because HLTAs who would normally cover supply are being used to back-fill for TAs on long-term sickness, with another TA who will be on jury service for two weeks after the half term break.
- 8.9.3 It was **noted** that there had been significant expenditure already on staff training. However, this is due to up-front payments for training to be delivered over the rest of the term. It was **noted** that there was a similar issue with SEND therapy costs.
- 8.9.4 HoS reported that the school had planned to spend a significant amount on IT this year. A new server and photocopier are needed, and it is expected that there would also be higher consultancy costs. It was **noted** that PTA would be fundraising for technology this year to help support the school's budget in this area.
- 8.9.5 HoS reported that premises costs were likely to be high during the year. She stated that there were several small jobs that had been delayed and that were now becoming urgent. She stated her hope that the capital investment fund ("CIF") bids would be successful to support some of these costs.
- 8.9.6 **A governor asked how the school's premises budget was determined.**

- 8.9.7 HoS stated that the premises budget was based on historic expenditure, although there had been some reduction in the amount budgeted over the last few years. HoS stated that premises expenditure is planned to the extent that it is possible to do so, but that maintenance issues often arise unexpectedly and not all can be put off until specific funds are available. HoS stated that for this reason, the school tends to hold back on premises expenditure at the start of the year, as any major issues that arise often arise over the winter months.
- 8.9.8 **A governor asked about the new caterers and whether the school was happy with the change.**
- 8.9.9 HoS stated that everyone has been very happy with the new caterers and the high quality of the food offered. There has been some feedback that portions are quite small and this has been passed along to the caterers.
- 8.9.10 HoS stated that the school's existing catering staff had been TUPE'd over to the new catering company, and that this was felt to be very positive as these staff are already familiar with the children's likes, dislikes, and allergies.

9. Committee Reports

- 9.1 It was **noted** that the minutes of last term's Business Committee had circulated to governors this morning. These were **taken as read**.
- 9.1.1 It was **noted** that the Business Committee had not yet met this term.
- 9.2 The minutes of the 25 June (**Paper 11**) and 7 October 2019 (**Paper 12**) meetings of the Education Committee were **taken as read**. It was **noted** that most issues arising from the minutes had been covered in the HoS's report.
- 9.3 It was **noted** that the terms of reference for the Education Committee (**Paper 13**) had been rolled over from the previous year. References to the old Discipline Policy had been replaced with references to the new Behaviour Policy.
- 9.3.1 The Education Committee terms of reference were **approved** by the governors.

10. Link Governors & Governor Development

- 10.1 The list of link governors (**Paper 14**) was **noted**. It was also **noted** that the list now included email addresses for link governors, as requested.
- 10.1.1 The Chair stated that she would like to try to maintain a record of when link governor visits have occurred. It was therefore **requested** that link governors notify KLT following a visit to ensure the list is kept up to date.
- 10.1.2 TS stated that the school has moved to separate humanities and geography as subjects within the curriculum, and thus these should be treated separately by the link governor.
- 10.2 The Trust's Governor Visits Policy (**Paper 15**) was **noted**.
- 10.2.1 The Chair stated that the Trust would be updating the policy during the year to reflect the new Ofsted inspection framework, but that the focus and intention of the policy would remain the same.
- 10.3 The link governor reports from TF (**Paper 16**) and KR (**Paper 17**) were **taken as read**.
- 10.3.1 It was **noted** that TF's link governor report was for a visit undertaken last term, and KR's report followed her recent visit to the school to inspect the single central record.
- 10.4 KLT reported that a governor skills audit would be undertaken in the near term, and that all governors should return their audits by mid-November to enable her to collate results and present these at the next meeting of the LGB.

ACTION: KLT to circulate the skills audit framework by email after the meeting.

ACTION: All governors to return their skills audit to KLT by mid-November.

ACTION: Chair to include the governor skills audit on the agenda for the next meeting.

- 10.4.1 KLT reminded governors that the skills audit was not about auditing individual governors, but to ensure that the LGB had the right mix of skills around the table. A completed skills audit will enable the LGB to identify and agree priorities for governor training and development this year.
- 10.4.2 A governor asked whether training would be offered to governors on the new Ofsted inspection framework.
- 10.4.3 It was **discussed** and **agreed** that the consultant who has offered training to staff should also be asked to offer training to governors. It was **agreed** that such training would also be offered in the first half of the spring term.
- ACTION: HoS to enquire whether the consultant training staff in the new Ofsted inspection framework could offer training to governors in the first half of the spring term.**
- 10.4.4 It was **noted** that governors were also able to attend training courses offered through Southwark local authority. The next course offered by the local authority on the new inspection framework would take place on 30 January 2020.
- 10.4.5 It was suggested and **agreed** that a briefing from the Chair of BPS LGB about BPS's recent Ofsted inspection could also be useful, although the school was inspected under the old framework. It was **noted** that it may be useful to hear about the school's experience of inspection, and who is expected to answer what questions. It was **noted** that the Chair of BPS LGB has planned to attend the December DHJS LGB meeting.

11. Policy Review

- 11.1 The Safeguarding Policy (**Paper 18**) was **reviewed**.
- 11.1.1 HoS reported that the policy had been updated and followed the local authority policy. The staff, governors, and trustees named in the policy were **acknowledged**.
- 11.1.2 HoS reported that there had been some changes in terminology throughout the policy, as well as information added about child criminal exploitation, violence against women and girls, knife crime, mental health, and new classifications of abuse (e.g., county lines, upskirting, etc.).
- 11.1.3 The Safeguarding Policy was **approved**.
- 11.2 It was **noted** that the LGBs of BPS and DHJS would have a joint safeguarding training session next term. It was **noted** that a date for the training was still to be confirmed, but that it would take place at BPS.
- 11.2.1 HoS reported that a yearly update on safeguarding for all members of staff, including peripatetic staff, and staff contracted through caterers had been completed. HoS stated that the update made clear to all how to communicate information, who the designated safeguarding leads are in the school, and the signs and indicators of abuse.
- 11.2.2 Slides from the yearly update session were **noted**.
- ACTION: HoS to circulate slides to governors.**
- ACTION: Governors to come to the next meeting with any questions on the safeguarding update provided to staff.**
- 11.3 It was **confirmed** that the following policies had been approved by the Education Committee at its last meeting:
- Anti-Bullying Policy;
 - Values & Behaviour Policy; and

- Homework Policy.

11.3.1 HoS reported that she would communicate to parents that these new and updated policies were now in effect through the next issue of the Hamlet Herald.

12. Safeguarding

12.1 It was **confirmed** that there were no safeguarding incidents to be brought to governors' attention.

12.1.1 It was **noted** that some safeguarding matters had been addressed during business dealt with earlier in the meeting.

12.2 The Chair reminded governors of their responsibility to read the Keeping Children Safe in Education ("KCSIE") guidance, and to demonstrate that they had read the guidance by returning the read receipt to the school business manager.

ACTION: All governors to return their KCSIE read receipts to the school business manager (Sue Roberts).

13. Health & Safety

13.1 It was **confirmed** that there were no health and safety matters to be brought to governors' attention.

14. Any Other Business

14.1 There was no other business discussed.

The business of the meeting closed at 20:51.

Upcoming meeting dates for the Local Governing Body:

Monday, 16 December 2019 at 18:30

Wednesday, 1 April 2020 at 18:30

Monday, 6 July 2020 at 18:30

Other upcoming meeting dates:

Business Committee – Monday, 11 November 2019

Education Committee – Monday, 10 February 2020

Governor Visit Morning – Tuesday, 3 March 2020 from 8:30 a.m.

Trust away day – Spring Term TBC

Ofsted prep date – TBC

Safeguarding training – TBC

Signed _____
Chair

Date _____

KF/kf: 26/10/2019