



**Dulwich Hamlet Junior School**

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

<b>Present:</b>	Karen Robinson	Chair / KR
	Sara Azzopardi	SA
	Catriona de Jongh	CdJ
	Tom Esslemont	TE
	Tom Forster	TF
	Bridget Jackson	BJ
	Karen Larcombe-Tee	KLT
	Eleanor Parker	EP
	Claire Purcell (Head of School)	HoS / CP
	Tom Salomonson	TS
<b>In attendance:</b>	Rachel Evans (Assistant HoS, Teaching & Learning) (items 1 – 3)	RE
<b>Clerk:</b>	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.
- 1.2 Apologies were **received** and **accepted** from Lynsey Rowe (LR).
  - 1.2.1 The Chair stated that Karen Larcombe-Tee (KLT) had advised she would arrive late to the meeting and this was **accepted**. KLT arrived at 19:47.
  - 1.2.2 TE requested to leave the meeting by 19:45 and this was **agreed**. TE was excused from the meeting at 19:42.
  - 1.2.3 The Chair reported that Simon Latham, Chair of the LGB at Belham Primary School, had agreed some time ago to attend this meeting, but was now not available. He will attend a future meeting.
- 1.3 A quorum was **confirmed**, and the meeting proceeded to business accordingly.

**2. Declarations of Interest**

- 2.1 There were no interests declared.

**3. KS2 SATs Presentation**

- 3.1 RE was introduced to the meeting.
  - 3.1.1 The 2019 SATs results were **circulated at the table**. RE reported that school league tables had just been released.

- 3.1.2 RE reported that the school consistently has a disproportionately large number of children in the high attainment group which made it challenging for the school to show positive progress. However, progress scores this year were very positive – i.e., in all areas, progress scores were above +1, against a national average score of +.03.
- 3.1.3 RE reported that greater depth scores had improved in all subjects, and especially in maths.
- 3.2 The school’s three-year SATs results were **reviewed**.
- 3.2.1 It was **noted** that the combined score in 2019 showed a small decline from the previous year, but that all three years were within reasonable range of 85% of pupils meeting expectations. The combined scores for pupils working at greater depth had increased significantly from the previous year – i.e., 31% up from 26%.
- 3.2.2 It was **noted** that reading scores had dipped from previous years, in line with reading scores nationally. Writing and maths progress showed a positive increase from the previous year.
- 3.2.3 Average points scores were **reviewed**. It was **noted** that the points score for greater depth was 110, and that the school’s average points score in reading and maths was very close to the points score for greater depth in both cases – i.e., 108.8 and 109.6 respectively. It was **noted** that the average points score for reading had dipped slightly from 2018, and that maths had increased slightly.
- 3.3 SATs results for pupils in receipt of the pupil premium grant (“PPG”) were **reviewed**.
- 3.3.1 It was **noted** that attainment scores for PPG pupils were in line with the rest of the school. RE reported that 12% of the school’s Year 6 cohort (i.e., 11 of 90 pupils) in 2019 were eligible for PPG.
- 3.3.2 RE reported that the school’s goal was to have PPG pupils scoring at the national average for non-disadvantaged pupils. However, as the school’s results were exceptional, the results have been compared with school non-disadvantaged which are significantly above the national average. RE reported that attainment scores were 3% below the non-disadvantaged school average in reading, in line with the non-disadvantaged school average in writing, and 6% above the non-disadvantaged school average in maths.
- 3.3.3 RE reported that progress scores for PPG pupils were still lagging the school average of non-disadvantaged pupils in writing and maths. Reading progress was 2.94 above the school average for non-disadvantaged pupils.
- 3.3.4 **A governor asked whether it was felt that the number of non-disadvantaged pupils in the school who were attaining at a high level had supported the high attainment of disadvantaged pupils.**
- 3.3.5 RE stated that this was possible, although it was a point that would be difficult to substantiate. She stated that a rationale for moving to mixed attainment in maths was to enable peer-to-peer learning. It was felt that this had had the effect of accelerating progress for those pupils who may have been lagging.
- 3.3.6 **A governor asked whether, and if so how, the progress gap changed as pupils moved through the school.**
- 3.3.7 RE stated that the gap was normally consistent, although the gap in Years 5 and 6 maths this year had narrowed significantly.
- 3.4 Pupil progress data for pupils with special educational needs (“SEN”) was **reviewed**.
- 3.4.1 RE reported that the school had not been as successful in narrowing the progress gap between the SEN average and the whole school average in writing, but that all areas showed some narrowing of the progress gap.
- 3.4.2 It was **noted** that there were 55 pupils identified as having SEN in 2019. Within this group, there were pupils with education health and care plans (“EHCP”) having speech and language difficulties or needing one-to-one support. There are currently 11 pupils in the

- school having EHCPs, which is 2% higher than the Southwark average.
- 3.4.3 A governor asked how the school's SEN pupils were tracking against national averages.
- 3.4.4 The methodology of tracking pupil's progress and attainment was **reviewed**. RE stated that the data was reviewed termly and that the outcomes from the review assisted in determining any interventions to be put in place.
- 3.4.5 A governor asked how information about progress and attainment or any interventions to be put in place was communicated to parents.
- 3.4.6 RE stated that communication with parents about interventions was not usual unless it was an external intervention. Otherwise, progress and personal goal setting were discussed with parents as a matter of routine at termly parent/teacher conferences.
- 3.5 Funding challenges for SEN pupils were **discussed**. HoS reported that schools were expected to fund the first £6K of costs associated with supporting SEN pupils out of their core budgets. She stated that many pupils on EHCPs had come into the school with no extra funding.
- 3.5.1 It was **noted** that funding issues for SEN pupils and the impact these were having on the school would be considered in greater detail as part of the HoS Report.
- 3.6 Governors thanked RE for her report. She was excused from the meeting at 19:06.

#### **4. Minutes of the Previous Meeting held on 16 October 2019**

- 4.1 The minutes of the 16 October 2019 meeting of the local governing body (**Paper 1**) were **reviewed** and **approved**.

#### **5. Matters Arising**

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

- Regarding item 5.1, the Chair reported that she had spoken to the Chair of Trustees about the circulation of a note on the strategy day. She stated that as no action plan arose from the strategy day, it was unlikely that a note would be circulated. She stated that the next strategy session would be held in the new year with the aim of discussing Trust growth. The Chair reported that a new strategy paper was currently in development and would be issued to local governors in advance of the next strategy meeting.
- Regarding item 10.4.3, HoS reported that the consultant who had been training staff in the new Ofsted inspection framework was not yet been approached regarding delivering training to the LGB. She recommended that governors take up the training offered through the local authority. It was **noted** that the next local authority training session was scheduled to take place on 30 January 2020.
- Regarding item 10.4.3, HoS also reported that she attended the recent MAT meeting and delivered a presentation on the new Ofsted framework and the school's preparations for inspection to date.
- Regarding item 12.2, it was **noted** that governors had returned their read receipts for the new KCSIE guidance, but that HoS had not confirmed with the school business manager that all had been returned.

**ACTION: HoS to confirm that read receipts for the KCSIE guidance have been returned from all governors.**

- 5.1.1 It was **confirmed** that all other actions arising from the minutes of the previous meeting were complete, substantially in hand or on the agenda for the meeting.
- 5.1.2 There were no other matters arising.

## 6. Chair's Report

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

- Met KLT and EP regarding Ofsted inspection preparations on multiple occasions;
- Met together with KLT, EP and HoS to review questions that may be asked of leadership and local governors in any Ofsted inspection, with an emphasis on having current examples of activities and initiatives in the school to illustrate good practice and positive leadership.

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 Chair reported that the five high level objectives set out in the meeting planner had been refreshed. The previous fifth priority had been replaced with the priority of maintaining focus on safeguarding.

6.2.2 As further amendments to the meeting planner, the following were suggested and **agreed**:

- As the objective to monitor progress and attainment targets was no longer new, the wording should be amended accordingly; and
- Dates for committee meetings and other school events should be updated.

**ACTION: Chair to update the annual meeting planner.**

6.3 It was noted that the Governor Skills Audit (**Paper 4**) had not yet circulated. KLT reported that she had now received skills audits from all governors, the last return having been submitted earlier in the day. Results would now be compiled and an aggregate assessment of the collective skill set circulated for review.

**ACTION: KLT to circulate the aggregate assessment of the governor skills audit.**

6.3.1 KLT stated that the governor skills audit was not about assessing individual governor skills, but about assessing the collective skill set and identifying where there may be gaps. She stated that identifying such gaps would assist with the recruitment of new governors.

6.3.2 KLT reported that at first glance, charity law and governance appeared to be a weakness in the LGB's collective skill set. Risk management, and property and estates management scores were lower than other areas, which could indicate that these were areas where greater depth of skill should be built.

6.4 The governor terms of service (**Paper 5**) were **noted**.

6.4.1 It was **noted** that there was currently a vacancy for a co-opted governor. The Chair stated that the search for a new co-opted governor would launch in the new year, and that the skills audit would be used to identify appropriate candidates.

## 7. MAT Update

7.1 The approved minutes of the 10 October 2019 meeting of the DHET Board of Trustees (**Paper 6**) were **taken as read**.

7.1.1 **A governor asked whether premises-related risks had been incorporated into the Trust's risk register as a general category, following feedback from DHJS governors.**

7.1.2 EP reported that this feedback had been reported to the Audit Committee, with agreement that it would be incorporated as part of the annual review of the risk register.

7.1.3 Trustees' discussions of keeping school websites up-to-date were **noted**. HoS stated that improvements had been made to DHJS's website and that work on the website would continue. Structural issues between the two schools' websites were also being addressed to ensure uniformity of the structure, and to ensure that information about the MAT was clear and accessible on each.

## 8. Head of School's Report

- 8.1 The Head of School's Report (**Paper 7**) was **taken as read**.
- 8.1.1 The following were **commended** by governors:
- New lunchtime provision
  - Embedding of the behaviour policy and enhancements deriving from this.
- 8.2 HoS reported that the school's emphasis since the beginning of term had been on continuing professional development ("CPD") for staff. Upskilling of curriculum leaders had been prioritised to ensure that each was confident in all aspects of the subject topics included in their respective areas.
- 8.3 HoS reported that the school had been struggling with finances relating to inclusion, and specifically with funding available to support SEN and EHCP pupil needs.
- 8.3.1 HoS reported that the school was in the process of submitting a written appeal to the local authority regarding increased support for inclusion. She stated that the school was now at the point where if any additional pupils with an EHCP were to request a school place, the school would most likely appeal the application as this would stretch limited funds further.
- 8.3.2 Details of the funding formula for SEN and pupils having EHCPs were discussed. HoS reported that funding was based on deprivation indices, amongst other factors, and given the location of DHJS, the school misses out on significant funding as a result.
- 8.3.3 HoS reported that the notional funding DHJS receives for SEN support is £46K, which would appear to represent funding for eight pupils, rather than the 11 pupils in the school. However, the mathematical calculation to determine the funding provided is not a straightforward calculation as there is sometimes crossover with PPG. HoS stated that the school's approach to applying PPG funding provided support and resources to SEN pupils that was cost neutral.
- 8.3.4 It was **discussed** that the school believed that extra funding may be available through the local authority, and that the school was pursuing this keenly.
- 8.3.5 **A governor asked whether the school's case for extra funding was weakened by the fact that it had significant reserves.**
- 8.3.6 HoS stated that the reserves should not be used to meet statutory obligations, as this should derive from core funding. She stated that a case was being made that insufficient funding for SEN and EHCP pupils was contrary to the ethos of the school, which is to be fully inclusive of the local community.
- 8.4 HoS reported that two Condition Improvement Fund ("CIF") bids had been submitted recently – i.e., one to support improvements for fire safety, and another for repairs to the Griffin roof. The school is currently awaiting a response.
- 8.4.1 It was **acknowledged** that if CIF bid funding is not received, funds would need to be drawn down from reserves to fund these essential works.
- 8.5 HoS reported that the budget monitoring report (**Paper 8**) had not circulated, as the report remains in draft. She assured governors that balancing the school's budget for the year continued to be difficult, but that the budget overall remained balanced.
- 8.5.1 It was **noted** that £40K is still owed to the school from the local authority for school meals.
- 8.5.2 HoS stated that governors had made the right decision regarding voluntary contributions – i.e., to keep these at the same level as previous years, but to add the option of an additional contribution. HoS reported that voluntary contributions for the first term of the year were £19K, in comparison with total contributions of £20K for the full year last year.

- 8.5.3 HoS reported that a budget meeting with the two HoSs, the Chair of Trustees, EHT and the MAT Finance Lead had recently been held. Several cost centres had been revised in the new budget. HoS reported that moving shared MAT costs onto a separate budget had been helpful in terms of clarifying the school's actual expenditure and setting budget priorities.
- 8.5.4 HoS reported that the contribution of DHJS to the central MAT budget to support shared costs was c. £160K. She stated that it was important to note that the school's contribution to the central budget was not a top slice, but was based on a calculation of the actual costs associated with supporting the people and services working across the MAT.
- 8.5.5 The need for an additional meeting of the Business Committee to focus on the school budget and finances was **discussed**. It was **agreed** that a meeting would be considered.

**ACTION: EP and HoS to arrange an additional meeting of the Business Committee and report back.**

## 9. Committee Reports

- 9.1 It was **noted** that the Education Committee had not met since the last meeting of the LGB.
- 9.2 EP reported that the Business Committee had met earlier in the term, with a primary focus on premises issues. She stated that the wish list relating to premises expenditure had been considered, and that several small improvements had been agreed.
- 9.2.1 EP reported that the committee had also agreed to keep the application of voluntary contributions under review.
- 9.2.2 EP reported that the committee had agreed that costs associated with the before- and after-school clubs also should be reviewed and committed to considering these in the near term.

## 10. Link Governors

- 10.1 TE's link governor report regarding the Modern Foreign Languages ("MFL") curriculum was **circulated at the table**.
- 10.1.1 TE reported that French was the only language taught in the school. The MFL budget is small – around £300/year – and spent primarily on textbooks and materials from the *Institut Français*. Staff work closely with Charles Dickens Primary School on CPD and sharing quality resources.
- 10.1.2 TE suggested that more enrichment in the MFL curriculum would be useful – e.g., a French club, or encouraging parent engagement.
- 10.1.3 The development of a French exchange programme or class travel to France was **discussed**. It was stated that the Year 6 class trip had previously been organised as a visit to a French city, but that a significant number of pupils were not able to join because of costs. The Year 6 class trip was recently changed in favour of a retreat to Kent or Dorset that would be affordable for most.
- 10.2 The Chair reported that LR had submitted link governor reports on the Design Technology ("DT") and Art curricula. HoS has been asked to report on LR's behalf.
- 10.2.1 HoS reported that LR had met the DT coordinator who took LR through all key aspects of the DT national curriculum. DT teaching has been consolidated into blocks so that every year group has a consolidated unit of DT each term. Projects for each year group were reviewed during the visit and two key challenges were **noted**:
- Truly embedding IT into the DT curriculum and maximising the use of the school's Mac Suite; and
  - Balancing taking risks with encouraging learning and keeping children safe.
- 10.2.2 HoS reported that LR had met the Art teacher and reviewed the provision. She reported that the Art teacher's approach is to combine the teaching of art with teaching about

artists, architects and designers. LR has reported that she was pleased with the quality of Art teaching and the local partnerships the Art teacher has developed to support this area of the curriculum.

10.2.3 The diversity of the Arts curriculum and its links with other subject areas was **discussed**.

10.3 HoS suggested, and it was **agreed**, that governors should also report on their informal visits to the school. The following visits were reported:

- EP and TE reported that they attended the school's holiday celebration at St. Barnabas and were impressed by the quality of the singing and level of engagement;
- CdJ reported that she attended the Christmas Concert at St. Stephens and was impressed by the quality of the performance;
- CdJ reported that she attended the Year 3 lunch and was pleased to see the enthusiasm for the new caterers and the quality of the food provided; and
- The Chair reported her intention to attend the school concert at JAGS tomorrow evening.

10.4 The Chair reported that the spring curriculum health check cycle included PE, Music, and Computing. Link governors in these areas were reminded that they would be expected to report at the next meeting.

**ACTION: Chair to recirculate the schedule of curriculum health check reviews to all governors.**

## 11. Policy Review

11.1 It was **noted** that there were no policies to come forward for review at this meeting.

11.1.1 **A governor asked whether the governor visit policy should be reviewed.**

11.1.2 It was **discussed** that given the number of new governors, it may be useful to review the policy. It was **agreed** that the Chair and HoS would discuss appropriate timings for the review of the link governor policy.

**ACTION: Chair and HoS to discuss the next review of the link governor policy outside of the meeting and report back.**

11.2 HoS reported that a new support staff policy was in development and may come forward to governors for review in the near term.

## 12. Safeguarding

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

12.1 HoS reported that she had circulated the PowerPoint safeguarding presentation delivered at the last meeting to all governors. Governors were asked to reflect on the information provided and to contact HoS with any questions.

12.1.1 **A governor asked how the school keeps current on happenings in the local area that may have a bearing on how safeguarding is handled.**

12.1.2 HoS reported that the school has a point of contact at the local authority who keeps the school up to date on any matters of concern in the local area – e.g., petty street crime, online safety matters, FGM, county lines activity, etc. While the school has not had direct experience of all matters flagged to them, HoS stated that staff need to be mindful of these issues and how they could be identified and dealt with.

12.1.3 HoS reported that she and the safeguarding leads in the school receive regular safeguarding alerts from the local authority, as does KR in her capacity as the safeguarding link governor.

**13. Health & Safety**

13.1 It was **confirmed** that there were no accidents or other health and safety incidents to be brought to governors' attention.

13.2 BJ reported that she had recently undertaken a site visit with the Head of Facilities to review health and safety matters relating to premises. First- and second-tier wish lists have been developed, and these will be used to prioritise the use of capital funds and to set other budget priorities going forward.

**14. Any Other Business**

14.1 There was no other business discussed.

The business of the meeting closed at 20:45.

**Upcoming meeting dates for the Local Governing Body:**

**Wednesday, 1 April 2020 at 18:30**

**Monday, 6 July 2020 at 18:30**

**Other upcoming meeting dates:**

**Local Authority Ofsted Training – Thursday, 30 January 2020 (at Southwark Council)**

**Education Committee – Monday, 24 February 2020**

**Safeguarding training – Tuesday, 11 February 2020 (at Belham Primary School)**

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

**Trust away day – Spring Term TBC**

**Ofsted prep date – TBC**

Signed \_\_\_\_\_  
Chair

Date \_\_\_\_\_

*KF/kf: 05/01/2020*