



DULWICH HAMLET JUNIOR SCHOOL

DRAFT

MINUTES

BOARD: Dulwich Hamlet Junior School – Local Governing Body

DATE: 20th October 2020

TIME: 18:30 to 20:25

VENUE: Google Meet

PRESENT:

CJ	Catriona De Jongh	
TE	Tom Esslemont	
TF	Tom Forster	
KLT	Karen Larcombe Tee	Vice Chair
EP	Eleanor Parker	
KR	Karen Robinson	Chair
LR	Lynsey Rowe	
TS	Thomas Salomonson	

IN ATTENDANCE:

CP	Claire Purcell	Head of School (DHJS)
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CLERK:

MG	Marc Green
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The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	Welcome and Introductions
2	Procedural items
	2.1 Apologies for absence – apologies received from Bridget Jackson
	2.2 Confirmation of Quorum – quorum confirmed
	2.3 Declarations of interest – no declarations of interest were noted for this meeting
3	Any other business: To consider any urgent items of business that need to be added as AOB for the end of the meeting – none noted prior to the meeting.
4	Minutes: To approve the minutes of the last DHJS LGB meeting held on 6 th July 2020 Note: changes to Part 2 – re Child Missing Education process Note: new staff governor will be joining in December
5	Matters Arising from the Minutes: Update on actions agreed at the meeting held on 6 th July 2020 New staff governor will be introduced at next meeting 4.1 KCSIE remains on the agenda 4.1.2 EP will report on this at the meeting 6.7.7 Increasing the diversity of the governing body remains on the agenda 8 Sub-committee reports were circulated 8.3.3 Communication to the parent body had been made as part of the end-of-term messaging 9.1.1 was a replication 9.2 LGB and most sub-committee meeting dates for 2020/21 are now in the diary 10.2 Financial procedures referring to Trustee/governor expenses policy had been circulated to all LGB members and will now be added to the website.



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	11.1.1 KLT asked about governor link visits with reference to curriculum reviews. CP would like to hold this back for a term and will email a schedule to all governors when the visits can start again after January.
6	Correspondence: none noted
7	Head of School Report
	<p>COVID update – Attendance levels have been high with only one pupil requiring support from the Southwark Back To School team. There were still a lot of unknowns but attendance had levelled out to 98%. Staff attendance had also remained high and the core leadership team continued to work hard to cover all additional Covid related duties.</p> <p>Risk assessment re Covid was very detailed and although the plans are constantly changing, the plans were in place so that changes could be implemented swiftly.</p> <p>To date, 33 children had self-isolated but this was family rather than school related.</p> <p>The Continuous Learning Plan has worked well for the self-isolators and although it is not live teaching, the option is available. Parents have also been compliant to ensure their children continue to learn.</p> <p>Alongside Covid, the school remains working as normally as possible with SEND funding and support from Southwark continuing to be an issue with ongoing dialogue between school and the LA.</p>
	<p>School Development Plan is still to be completed but some new areas have been added:</p> <p>Covid Recovery Plan has given the school an additional £28k of funding for catch up lesson planning and CP, Rachel Evans and SENCO (Lilian) will plan how to spend the money.</p> <p>BLM – a reflective piece for staff and will include areas such as unconscious bias</p>
	<p>Safeguarding update and policy – this has been formally approved and will be uploaded to the website. Because of Covid, some of the presenting issues have changed such as “domestic discord” but numbers at risk have not risen in the way they were expected to.</p> <p>There will be a TAS and Southwark Early Help Team joint meeting to look at attendance, mental health of staff, pupils and parents – this will help the school understand how all these elements fit together.</p> <p>CP sent the KCSIE to all governors with a note (return receipt) as to how new areas have been integrated such as mental health, child criminal exploitation, child sexual exploitation and Covid. This has been presented to all staff and the KCSIE is reflected in the DHJS Safeguarding Policy. Governors have been asked to return a read receipt.</p>
	<p>Pupil Premium – there are 38 children on the roll this academic year which is the same number as last year. Uniform packs have been offered to all those eligible.</p> <p>Pupil behaviour has been good compared to this time last year although it is difficult to make accurate comparisons so these are anecdotal given Covid.</p> <p>BAME pupils are now being tracked and the proportion of BAME pupils on PP is high which needs to be addressed and integrated into the BLM programming.</p>



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	<p>CP noted that the full curriculum had been on offer throughout and that the staff had adopted a “yes you can” attitude especially in areas such as music, drama, PE and dance. Some trips had also been possible – Year 3 had visited Horton Kirby and the planned trip into the Village to see WWII damages was going ahead (20/10/2020). Virtual visits to the Houses of Parliament and the Buddhist Temple were also planned and Twitter was being effectively used to communicate across the school.</p> <p>Parents appeared more relaxed than usual and the staff were maintaining good lines of communication. The PTA were looking into creative ways to fundraise and bring the school together as a community (thanks to Cat for being Quiz Master).</p> <p>TS noted that the school council were being trained as schoolyard buddies to help and support children against bullying and eco-councillors were helping to make the school a plastic free environment. Plans were also in place to train mental health first aiders in the support staff for each year group.</p>
	<p>School Finances (BMR) – the bottom line is “tight”. This is in part due to additional unexpected Covid related costs (although there are additional Covid monies coming from the DfE) – CP is working on some innovational solutions that will be reported on at next meeting. EP asked if the Covid money was ring-fenced – CP said it is but within certain parameters, it can be and should be used creatively.</p> <p>Both ovens in the kitchen had to be replaced at the start of term which had been unexpected.</p> <p>CP noted tht the BMR does not include the pay rises so it will need to be presented at the next Finance Committee Meeting for approval.</p>
8	Trust Update – Note: These will be in Part B Minutes
	Strategy update - AA
	Approved minutes of previous MAT meetings; MBG to circulate after consulting with Kathleen Formosa
9	LGB matters
	Skills audit – this has been recirculated and now reflects the current membership
	Terms of office – KLT term of office is due to expire on 01/11/2020. KLT was happy to remain on the Board and was approved for a further term as of 03/11/2020 until 02/11/2024. MBG to change on GH.
	Governor recruitment – KR circulated a paper created with LR and CDJ re how to recruit a further co-opted governor. New governors must reflect the diversity of the school as well as fit in with the skills needs of the Board. It is recommended that the Board widens its sources of candidates as well as looking on ‘Inspiring Governance’. It is suggested that this includes publicising the vacancy to the school community, the local community as part of the next recruitment drive. This is a work in progress and will be presented again at the next FGB.
10	Committee Reports
	<p>Education Committee 12 October 2020</p> <ul style="list-style-type: none"> Relationships and Sex Education Policy was approved



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	<ul style="list-style-type: none">• Admissions Policy was approved• Teaching and Learning Policy was approved• SEND Policy will be circulated, reviewed and approved by the committee via email.
11	Health and Safety update – the H&S Audit was only done on 16/10/2020 and is not ready for presentation so will be sent out once completed
12	Any Other Urgent Business (AOB): EP announced that she is relocating back to the North East and so has regrettably tendered her resignation from the Board effective after Christmas
13	Meeting Dates: next LGB meetings will be 14/12/20 and 30/03/2021. It is expected that these will still be delivered remotely
14	To identify any matters to be recorded in the Confidential PART B minutes #8 will be recorded as Part B separately.



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ACTION & MATTERS ARISING

REF	Action	Actionee	Status
RE ACTIONS AND MATTERS ARISING STILL OUTSTANDING FROM 06/07/2020			
	4.1 KCSIE remains on the agenda	MBG	MBG to add to the agenda
	6.7.7 Increasing the diversity of the governing body remains on the agenda	All	
	10.2 Financial procedures referring to Trustee / governor expenses policy had been circulated to all LGB members and will be added to the website.		
	11.1.1 KLT asked about governor link visits with reference to curriculum reviews. CP would like to hold this back for a term and will email a schedule to all governors when visits can start again in January.	CP	
MATTERS ARISING FROM 20/10/2020			
7	Safeguarding update and policy to be uploaded to the website		
7	Governors have been asked to return a read receipt re KCSIE.	All	All Governors
9	Terms of office – KLT term of office (expires on 01/11/2020) and was approved for a further term as of 03/11/2020 until 02/11/2024.	MBG	MBG to change on GH.
9	Governor recruitment / vacancies to be presented again at the next FGB.	MBG	MBG to add to agenda
10	SEND Policy to be circulated, reviewed and approved by the committee via email.	All	All Governors
11	Health and Safety update – the H&S Audit was only done on 16/10/2020 and is not ready for presentation so will be sent out once completed	MBG	MBG to add to agenda

SIGNED BY:	
DATED:	