



DULWICH HAMLET JUNIOR SCHOOL

MINUTES OF DULWICH HAMLET JUNIOR SCHOOL LOCAL GOVERNING BODY

DATE: 29th March 2021

TIME: Start: 18:35 Finish: 20:17

VENUE: Google Meet:

ATTENDED:

KR	Karen Robinson	Chair
KLT	Karen Larcombe Tee	Vice Chair
CJ	Catriona De Jongh	Parent Governor
TE	Tom Esslemont	Parent Governor
TF	Tom Forster	Co-Opted Governor
BJ	Bridget Jackson	Co-Opted Governor
RM	Ronald Mulema	Staff Governor
LR	Lynsey Rowe	Co-Opted Governor
TS	Thomas Salomonson	Staff Governor

IN ATTENDANCE:

CP	Claire Purcell	Head of School (DHJS)
CLERK:	DM	Debbie Seymour

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: Those present were welcomed by the Chair.
2	Procedural items: 2.1 Apologies for absence No apologies were received. 2.2 Confirmation of Quorum The meeting was confirmed as quorate. 2.3 Declarations of interest



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	No pecuniary or personal interests were advised for any agenda item for this meeting.
3	Any other business: No items were brought forward.
4	Minutes: The minutes of the previous meeting on 14.12.20 were approved with the note item 12 needs an amendment; SIF should be CIF and will be signed in due course. Minutes approved
5	Matters Arising from the Minutes: Matters arising from the minutes of the meeting dated 14.12.20 are noted at the end of the minutes.
6	Correspondence: No correspondence was received.
7	Head of School Report – <i>The report was distributed before the meeting and taken as read.</i> Covid Update: CP Advised the SDP focus had been on Covid Recovery and reported that DHJS were on track with all actions and that they had received positive feedback from parents/carers and staff regarding the switch to remote learning and becoming a keyworker school with over 100 pupils in attendance per day. Staffing: Due to the additional challenges of Covid, staff attendance has been low and the school's resources have been stretched. They have recruited a temporary TA. CP commended all staff on their commitment, flexibility and resilience and noted that they had a significant increase in their workload during the process of transferring MAT's. Q:BJ: Do we know why 9 staff members have refused to test? A:CP: We have provided comprehensive training and are promoting staff testing but it is a personal choice. Attendance: Whilst parents have been more cautious returning their children to school after lockdown, CP was pleased to advise the school's attendance is higher than the national average. Admissions: CP Advised that the LA are seeing a dramatic fall in school admissions, for various reasons including; people moving out of London, birth rate, and that Southwark had more places available than required and in recent years have reduced PAN's for some schools. Although not many primary schools in SW are full, DHJS is oversubscribed and has received 134 applications.



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Data:

Although there are no statutory data drops DHJS have adopted the No More Marking scheme for the Summer Term. This offers a benchmark for writing with comparative judgements across over a thousand schools.

SEND:

The school have been able to provide all EHCP children with 1-1 Teaching Assistant Support. Due to staff issues, this has not always been their usual allocated staff member. As they are unable to cross bubbles, they have been unable to offer all intervention groups.

Q:KR: Do we have enough laptops to support all SEND and PP children?

A:TS: Yes, DfE and Southwark have provided Chromebooks for PP and Yoga Windows books which are ideal for SEND children. The PTA have also supplied 2 class sets of CB's which are being used.

Early Help Model:

TS advised there are many children at risk or receiving support from outside agencies, the school are trying to be proactive and teachers are equipped with techniques to support them.

Catch Up Premium:

CP advised DHJS have funds of £28,800 to account for. They have used this to invest in NTP, Learning Coach Support, No More Marking, Technology, Talking and Drawing therapy and TA work

Q:KR: The guidance indicates those most vulnerable have been affected the most, have you been able to do a comparison?

A:TS: No, the children have not been assessed.

A:CP: As a school, we have been proactive. Except for one child, all vulnerable children attended and benefitted from being at school during the lockdown. Our plan ensures that any child we notice has a gap either academically, socially or mentally will be provided for.

Mental Health and Well-Being:

TS advised that DHJS have applied for £2000 funding available to improve mental health and well-being.

BJ noted a concern regarding recruitment for the PTA. CP advised that it has been more challenging without the usual social gatherings in the playground and that the school will arrange a virtual meet to try and encourage parents to join the PTA.

ACTION:CP: Arrange a virtual meet for PTA recruitment.

Q:BJ: We have a large number of children on the SEND register including 11 children with an EHCP, will joining TCSET help with SEND support?

A:CP: By joining TCSET we will be making cost savings across the board leaving more money to target SEND needs. We can also share expertise and resources and already have a close relationship with the SENCO staff at TCSET schools.

BMR: *The report was distributed before the meeting and taken as read.*

CP advised the deficit had significantly reduced from January to February. As part of the TCSET transfer, the DHJS funds will be closed and a new budget set for the Summer Term. They will look at the school's



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	<p>priorities and hope to be able to keep the extra TA recruited. Depending on the outcome of the CIF bid they may have to look at the premise's costs. It was noted once they are part of a larger trust, they will be unable to apply for CIF. The aim is to finish the academic year on zero.</p> <p>Q:BJ: Have we had any news regarding the catering refund?</p> <p>A:CP: Yes, this was resolved and we received some money back.</p>
8	<p>Transfer to The Charter School Educational Trust:</p> <p>KR advised that following a board meeting on 4th March 2021 it was formally confirmed the DHET would be dissolved and join TCSET. A parents event was organised, although it was only attended by approximately 25 parents the video has since been viewed over 100 times.</p> <p>CP was congratulated by the board on her promotion to HT and it was noted SC was retiring.</p> <p>The staff consultation has been concluded.</p> <p>Q:KLT: Have we received any feedback or concerns from parents or staff?</p> <p>A:CP: We have had no concerns from parents. There were staff concerns regarding the pay policy, all staff have been spoken to individually and made aware they will not be receiving lower pay. Any new staff recruited will join on the TSCET pay scale which is set at a different amount to current DHJS staff.</p>
9	<p>LGB matters:</p> <p>Election of Chair: After a vote, KLT was duly elected as Chair from 30th March 2021.</p> <p>Election of Vice-Chair: After a vote, LR was duly elected as Vice-Chair from 30th March 2021.</p> <p>Appointment of Safeguard Link Governor. Tom Forster nominated himself, all board members agreed.</p> <p>Governor Recruitment Update:</p> <p>LR advised that through the Inspiring Governors Website they have identified two individuals with whom there will be a virtual meeting arranged for April. LR will do another search and was open to ideas of other recruitment avenues. CJ advised she will communicate with parents through the Hamlet Herald.</p> <p style="text-align: right;">ACTION:CJ: Communicate with parents via HH for a Co-opted Governor.</p> <p>Diversity and Inclusion:</p> <p>There was a discussion regarding diversifying the LGB and including diversity as part of their recruitment campaign. The Governors discussed the NGA Webinars and concluded they were a simple way to help educate themselves. The school would like to create a sense of belonging for all individuals and to break down what they mean by diversity and inclusion in terms of staff, governance, curriculum and include this within the HT report. It was agreed that this would be an ongoing agenda item to ensure the conversation continues to evolve. TS noted a suggestion from the webinar he viewed – to look at the National Black Governors Network website and on LinkedIn to find black candidates with the correct skills when recruiting.</p> <p>LR suggested the school look at TCSET's diversity and inclusion policy and speak with the Head of Governance regarding diverse recruitment initiatives.</p>



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	<p>ACTION:CP: Include Diversity and Inclusion in HT report.</p> <p>ACTION:CLERK: Include Diversity and Inclusion on future agendas.</p> <p>ACTION:KR: Have a conversation with CT Head of Governance and report back to LGB.</p>
10	<p>Committee Reports: Education</p> <p>KR advised the minutes had not yet been distributed and provided a verbal update from the meeting. The school have applied for a Gold healthy school award and have a 2-year plan to ensure that there is an ongoing strong mental health awareness and culture.</p> <p>Committee Reports: Business Committee</p> <p>LR advised that the minutes had been circulated to governors. There were no further questions.</p>
11	<p>Safeguarding – the Safeguarding section of the Head of School report was taken as read and no comments were made. It was noted that Training is up to date and that the single central record had been inspected in the Spring term.</p>
12	<p>Health and Safety update:</p> <p>CP advised the Covid Risk Assessment is a live document that continues to be followed and updated. Since the children have returned to the school, they have conducted a successful fire evacuation drill.</p> <p>As part of the TCSET transfer, a conditioning survey of DHJS has been completed. A RAG report was produced indicating some red items.</p> <p>Q:LR: Are the cost of these items addressed using the TCSET budget or the schools budget?</p> <p>A:CP: There will be a central pot of money whereby each HT will bid for projects they need to complete within their school.</p>
13	<p>Any Other Business (AOB):</p> <p>CP noted it is the end of an era for DHJB LGB and on behalf of the board thanked KR for her hard work and dedication.</p>
14	<p>Meeting Dates: The Clerk advised the DHET still have outstanding meetings in their Judicium contract that need to be used before the end of the contract and suggested speaking with the Head of Governance at TCSET regarding clerking for the future LGB meetings. Governors suggested that if any changes to the current LGB meeting schedule are required, there should be a transition period over the Summer term.</p> <p>The following meeting dates were confirmed:</p> <p>Business Committee: 25th May 18:00</p> <p>Education Committee: 15th June 18:00</p> <p>LGB Meeting: 13th July 18:30</p>



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ACTION & MATTERS ARISING

REF	Action	Actionee	Status
RE ACTIONS AND MATTERS ARISING STILL OUTSTANDING FROM 14/12/2020			
	MAT Minutes to be sent to CP	KR/MBG	Completed.
	Code of Conduct	KR	Completed.
MATTERS ARISING FROM 29/03/2021			
7	Arrange a virtual meet for PTA recruitment.	CP	
9	Communicate with parents via HH for a Co-opted Governor.	CP	
9	Include Diversity and Inclusion in the HT report.	CP	
9	Include Diversity and Inclusion on future agendas.	Clerk	Ongoing
9	Have a conversation with CT Head of Governance and report back to LGB.	KR	

SIGNED BY:	
DATED:	