

Churchbury Lane
 Enfield Middlesex
 EN1 3HQ
 Headteacher: T Douglas BA (Hons) MA NPQH



☎ 0208 363 7321
 ✉ chace@chace.enfield.sch.uk
 🌐 www.chace.enfield.sch.uk

📍 @chacecommunity
 📷 chace_community
 📺 chace_community

18 September 2024

MEMBERS

Position	Name	Date of Appointment	End of Term of Office
LA Governor	Mr Chris Hyland (Vice-Chair)	24 March 2021	23 March 2025
Parent Governors (4)	Ms Kirstie Barrett	8 December 2022	7 December 2026
	Mr David Behling	4 December 2023	3 December 2027
	Vacancy x 2		
Staff Governor	Ms Melanie Nathan	30 June 2021	29 June 2025
Co-opted Governors (8)	Ms Anna Constantinou	08 September 2019	07 September
	Mrs Tracey Jenkins (Chair)	2 January 2021	1 January 2025
	Ms Mandy Hurst	5 December 2022	4 December 2026
	<i>Ms Karen Khwaja</i>	8 December 2022	7 December 2026
	Vacancy x 4		
Headteacher	Ms Tanya Douglas	1 April 2021	-

Also Attending:

Natalie Slade (DHT)
 Krysia Sosin (DHT)
 Simone Fernandez (SBM)
 Mandy Newell (Clerk)

Italics Denotes absence

MINUTES – PART 1

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Karen Khwaja.

RESOLVED to consent to this absence

2. DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

3. ELECTION OF CHAIR AND VICE-CHAIR

(a) Term of Office

RESOLVED that the Chair and Vice-Chair have a term of office of two years.

(b) Election of Chair

RESOLVED that Tracey Jenkins be Chair of the Governing Body.

(c) Election of Vice-Chair

RESOLVED that Chris Hyland be Vice-Chair of the Governing Body.

4. MEMBERSHIP AND CONSTITUTION

(a) Parent Governor

NOTED the vacancies and that there had been some interest.

RESOLVED that a Parent Governor election be arranged.

ACTION: HEADTEACHER

(b) Co-opted Governors

REPORTED that the Chair was awaiting confirmation that there would be no conflict of interest if the two GP's she knew who were interested in becoming Governors were appointed to the roles.

NOTED the vacancies.

RESOLVED the clarification be sought about the possible conflict of interest

ACTION : CLERK

Clerks Note : following the meeting it was clarified that there would be no conflict of interest.

5. GOVERNANCE ARRANGEMENTS

(a) Code of Conduct

RECEIVED the Governing Body’s Code of Conduct which is included in the Minute Book.

RESOLVED to agree the Code of Conduct.

(b) Register of Business Interests

Governors were reminded that the register of business interests must be confirmed on a yearly basis and stored at the School. Additionally, it should be updated as and when changes in circumstances occur.

RESOLVED that all Governors complete to complete the declarations page on their Governor Hub profile page and confirm they are correct.

ACTION: ALL GOVERNORS

(c) Keeping Children Safe in Education (KCSIE)

REPORTED that the Keeping Children Safe in Education Guidance (KCSIE) 2024 came into force on 1 September 2024.

RESOLVED that all Governors complete to complete the declarations page on their Governor Hub profile page to confirm they have read the guidance.

ACTION: ALL GOVERNORS

(d) GovernorHub

REPORTED that Governors were reminded to keep their profile page updated, including training details, DBS checks, declarations and contact details.

NOTED that David Behling had applied for his DBS earlier this year but had not received the certificate. Following discussions about renewal of DBS’s the Headteacher said that the School had a cycle of renewal in place and if necessary the Governors would be contacted about renewing their DBS certificates.

RESOLVED

(i) to ensure that all information on Governor Hub was complete and current.

ACTION: GOVERNORS

- (ii) that a follow up be made about David Behling's DBS. The Headteacher or SBM to contact Andrea Harewood to follow this up.

ACTION: HEADTEACHER OR SBM

- (e) Minutes Protocol

RECEIVED the minutes protocol a copy of which is in the minute book and on GovernorHub.

RESOLVED to ratify the protocol.

6. COMMITTEE COMPOSITION AND ORGANISATION

- (a) Committee Membership

The Governing Body reviewed the organisation and membership of its Committees and Panels.

NOTED that the individual Governor roles were being reviewed by the Chair and Headteacher and would be discussed at the next meeting. The Chair also explained that they were reviewing the roles of Governors in the recruitment process for the less senior staff. It was being proposed that some appointments would be managed by the School without Governor involvement and this would be clarified in due course.

RESOLVED

- (i) to amend the membership of the Governing Body's various Committees and Panels with delegated responsibilities as detailed in the Appendix to these Minutes but this would be reviewed at the next meeting.
- (ii) to appoint Governors with specific responsibilities as detailed in the Appendix to these Minutes but this would be reviewed at the next meeting.

ACTION: CLERK

- (b) Annual Review of Delegated Responsibilities

RECEIVED the Governing Body's Organisational Arrangements Document, a copy of which is included in the Minute Book. The Document included recommended amendments to reflect recent changes in education policy and/or legislation. Governors reviewed the Document, focusing particularly on the recommended amendments.

RESOLVED to agree the Organisational Arrangement Document subject to the following amendment;

- (i) The removal of the section on the violence survey on page 15. The Headteacher explained the reasoning behind this had been made following a discussion at Secondary Heads.

7. MINUTES AND MATTERS ARISING

The Minutes of the meeting held on 5 July 2024 were confirmed as a correct record.

RESOLVED the minutes be marked as signed on Governor Hub.

ACTION: CHAIR

NOTED that there were no matters arising.

8. AIMS, VISION AND VALUES

The Governing Body reviewed the School's Aims, Vision and Values to ensure they continued to reflect the ethos of the School.

REPORTED that the Headteacher guided Governors through the Aims, Vision and Values and the following was highlighted;

- (a) the Headteacher reminded Governors that the School aimed to provide young people with an education of excellence that will change their lives and inspire them to be the leaders of tomorrow. She highlighted the following;

Belonging - we invite everyone to bring their 'whole self' to school. Diversity in people and perspectives is welcome here.

Responsibility - we do the right thing, make good choices and take full ownership of our actions and education.

Excellence - our high expectations and resilience mean we never limit our potential

- (b) the Headteacher said how proud she was of the values and thanked the Governing Body for the work they had done on these. She added how much they wanted the children to be able to articulate these and they could now see what these looked like for the young people and see them in action around the School. She added the start of term had been good. **Governors were delighted to hear this and commented on how fantastic the new uniform looked**, They also considered the new PE staff uniform looked very good. The Headteacher said she was delighted how many of the Student were now proudly wearing the uniform and commented that the PE team were embracing their uniform too;

- (c) **a Governor said that she could tell from the conversations being held at home with her children how assemblies** were empowering the Students and how much they understood the aims, visions and values and the wording used around these. Another Governor agreed that his children also understood them well. He also commented that a Year 7 parent had said how much they had loved the fact that a

teacher walked with the new Students to the bus stop and their child was being looked after so well

RESOLVED to agree the Aims, Vision and Values.

9. **SCHOOL IMPROVEMENT PLAN 2024-2025**

RECEIVED the SIP Chace Priorities for 2024/25 a copy of which is included in the Minute Book and available to view on GovernorHub.

REPORTED that

- (a) Governors reviewed the areas under the headings of Excellence, Responsibility and Belonging;
- (b) The Headteacher explained that new ideas were in place to improve outcomes and new stronger routines had been implemented for Teaching and Learning. Staffing levels were good. Staff were taking responsibility and doing an enormous amount of work to unpick issues around behaviour. There was a strong system in place and the Headteacher said she felt very positive after two and half weeks of term about the management of behaviour. This would be discussed further at the Curriculum committee;
- (c) there was a strong focus on improving attendance and in particular areas of concern around last year's Year 9's (now Year 10);
- (d) wellbeing for both Staff and Students was recognised as being very important. The Headteacher was leading on this with key staff and this would be discussed in more detail at the Resources Committee;
- (e) the importance of Parental Engagement was considered and the Headteacher said they were keen to hold on line forums led by the SLT with parents. They were also looking at initiatives for drop in sessions and were working with the Parent Support Advisor on this;
- (f) the Headteacher assured Governors the SLT SIP would come to them in due course and this would be RAG rated termly and updated in blue for ease of reference;
- (g) work was continuing on building the School brand.

RESOLVED to agree the SIP

10. **GCSE, A LEVEL AND BTEC RESULTS OVERVIEW**

RECEIVED an overview of results, a copy of which is included in the Minute Book and available to view on GovernorHub.

REPORTED that

- (a) the Headteacher stated she was not happy with the results and they did not reflect the enormous amount of work that the School had put in place but the journey some of the Students had been on had made it harder to get the results they deserved. She highlighted the number of in year admissions, mobility, reduced timetables and Alternative Provision in this Year 11 cohort. She assured Governors that these results were a blip and the amount of issues faced by this year group were not the same for the current Year 11's. She added that the School had a strong narrative to explain the results. Progress 8 and Attainment 8 scores were lower than would have been liked and unfortunately the results were worse than had been expected;
- (b) **a Governor asked about how much support around how to revise the Students were given and pointed out some schools invested in this.** The Headteacher assured her that recall and retrieval work had been researched and it was an Ofsted priority, Recall activities had been embedded in every lesson and across the curriculum. Krysia Sosin added that there was a focus for personal development about active participation for Students. **The Governor considered that more strong retrieval practice in every lesson and completing homework did not guarantee the ability to be able to revise for GSCSEs.** The Headteacher said it was a good starting point and she did focus on KS4 and KS5 around revision techniques and there was excellent in house provision for this. However, she recognised that there was a need to do more at KS3 and embed these skills earlier. **A Governor stated he had noticed the difference in the level of support in Year 10 to earlier years.** Krysia Sosin recognised there was a need to instil routines earlier than was currently happening;
- (c) It was pointed out that there were some very successful candidates despite the overall results. The most successful Subjects by value added (VA) were GSCE Art +0.53, GSCE French +0.27 and GSCE Spanish + 0.14. There was a need to understand why these subjects did better than others;
- (d) The A Level results were better than the GSCSEs but the cohort was much smaller with 60 Students taking exams. A* grades had increased to 3.6% and the average grade was a C. A*-B = 39.1% but the Headteacher recognised that there were too many U grades this year;
- (e) the School was proud of the BTEC offer they provided and the average grade was Merit = for the double award and Merit – for the single award. Results for key subjects dipped but there was a narrative around this and the Headteacher said they were confident the results would improve again. The Curriculum Committee would delve into the detail of these results as well as those for GSCS;
- (f) **The Chair pointed out the effect the GSCSE results had on the 6th form offer but she recognised this cohort had been a difficult one.** Staff were upset at the results and wanted to get back to the upward trend this year.

- (g) **A Governor asked about the intake for Year 7 and 12.** He was informed that there were 165 in Year 7 and 93 in Year 12 but the sixth form were getting bounce backs from other Schools. In response to a query, it was clarified that there had been 97 in Year 12 last year but Level 2 Students this year were much higher than last year and 26 Students were on a one year course. There was a need to work hard on the English and Maths resits in order to be able to allow these Students to remain at the School. Some A Level courses were not able to run and BTECS were full which would mean having to refuse some bounce backs. The importance of having a varied sixth form offer was discussed but the School clearly needed to have a strong A Level offer in place as well as the BTEC courses. Following discussion, Governors were assured that the Science Department were working hard and it was not ideal that Biology A Level was not available this year;
- (h) **a Governor asked about results across the Borough.** The Headteacher said that she knew that a couple of other Schools were disappointed, others had said their results were stable but no one was saying it was their best year ever. She considered it would be interesting to see the performance tables when they were published and Governors agreed.

NOTED that the Curriculum Committee would be discussing the results in depth.

11. CHACE STRATEGIC DIRECTION

REPORTED that

- (a) the Headteacher, Krysia Sosin and Natalie Slade had attended the recent LA transition event at Cine World. This had been set up in response to falling rolls in Enfield Schools and been well attended;
- (b) the Headteacher informed Governors that a paper had been circulated last week about the situation facing schools due to the falling rolls and some primary and secondary schools who were facing challenging situations had been named. It had been discussed how to maintain schools and keep them viable, The Headteacher recognised that this School could have been at risk a few years ago but the direction of travel for Chace Community was only getting better now;
- (c) Governors were assured that work would continue on the brand for Chace and hard work would continue to make this a school of choice which was seen as excellent with excellent teaching. The new building would help to improve the brand still further and the Headteacher was delighted to be able to inform Governors that planning permission had now been granted and the building work would start in January 25. The Headteacher planned to talk about this in her speech at the Open Evening. **Following questions,** Governors were assured that the Project Team would work hard to ensure the School remained a happy place to learn and work during the building works;

- (d) Governors were informed about what was new for 2024. The Expressive Arts building had been refreshed and the sixth form toilets had been refurbished. The new uniform was in place for both the Students and the PE team;
- (e) Governors were shown photos of the roof works on the Expressive Arts building that were ongoing and the new sixth form toilets. They were told that the Students liked them and there had been no antisocial issues since their installation. They also saw photos of the diner refresh and the new uniform for Students and the PE team.
- (f) Governors felt everything happening at the School was very positive and thanked the Headteacher and SLT for all their continuing hard work.

12. KEY DATES 2024-25

NOTED that

- (a) the Open Evening was due to take place on 23 September with talks from the Headteacher at 5pm and 6pm. Governors were invited to be present to offer their support;
- (b) dates were tabled for exam review meetings and Governors were invited to attend where possible.

13. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

- (a) **NOTED** that Training could be booked through the link below and then the School based booker, Simone Fernandez, would get an email to approve the booking and then send out the necessary emails with further information.

<https://traded.enfield.gov.uk/thehub/professional-learning-portal/governors>

- (b) Member Governor Forum

NOTED the dates as Tues 19 November 2024 7pm and Tuesday 11 February 2024 at 7pm.

14. DATES OF FUTURE MEETINGS

NOTED the following meeting dates for the academic year 2024-25

AUTUMN TERM

2 October 2024 Curriculum Committee 6pm

9 October 2024 Discipline Committee 6pm

16 October 2024 Resources Committee 6pm

6 November 2024 Pay Panel/Governors Planning Group/Behaviour Steering Group 6pm

4 December 2024 Full Governing Body 6pm

SPRING TERM

29 January 2025 Curriculum Committee 6pm

5 February 2025 Resources Committee 6pm

26 February 2025 Discipline Committee 6pm

5 March 2025 Governors Planning Group/Behaviour Steering Group 6pm

19 March 2025 Full Governing Body 6pm

SUMMER TERM

7 May 2025 Curriculum Committee 6pm

14 May 2025 Resources Committee 6pm

21 May 2025 Governors Planning Group/Behaviour Steering Group 6pm

11 June 2025 Discipline Committee 6pm

25 June 2025 Full Governing Body

15. ITEMS TO REMAIN CONFIDENTIAL

RESOLVED that none of the above be considered confidential.

16. ANY OTHER BUSINESS

NOTED Information Sharing – There is a weekly Round Up of news items on the Hub. A lot of offers and useful information from LBE is placed on there. To sign up to The Hub newsletter, please email sts@enfield.gov.uk

Annual School Internal Audit Report 2023-24

RECEIVED the Annual School Internal Audit Report, a copy of which is included in the Minute Book and available to view on GovernorHub.

NOTED the contents.

The Chair thanked Governors for their continued support and wished everyone a good academic year. She said Governors were free to call her anytime if they wished to do so.

GOVERNING BODY OF CHACE COMMUNITY SCHOOL
COMMITTEE MEMBERSHIP 2024-25

The Governing Body is required to review its constitution, membership, and any delegated powers and the committees procedures annually. Listed below are details of the current Committees and Panels previously adopted by your Governing Body.

RESOLVED that

- in the event of a casual vacancy or the unavailability of a specific member of a Committee/Panel the Governing Body authorise the Chair to appoint any Governor to join that Committee;
- the membership of the Governors' various Committees and Panels with delegated responsibilities be as follows:

(a) Curriculum

Anna Constantinou
Mandy Hurst
Tracey Jenkins
Kirsty Barrett
Tanya Douglas (Headteacher)

Also Attending:

Krysia Sosin
Natalie Slade

(b) Resources Committee (Staffing, Finance and Premises)

Chris Hyland
Tracey Jenkins
Karen Khwaja
Mel Nathan
David Behling
Tanya Douglas (Headteacher)

Also Attending:

Simone Fernandez-SBM

(i) Appointment of Headteacher and Deputy Headteacher

Chair, Vice Chair
Headteacher (for Deputy Appointment)

Plus three other Governors and a representative from the LEA. (The Headteacher is excluded from the Panel when appointment of a Headteacher is under consideration)

(ii) Appointment of Posts with 4 or more Responsibility Points

Chair, Vice Chair
Headteacher

Plus one other Governors and Deputy Headteacher.

(iii) Other Teaching and Non-Teaching Posts

PO1 and above - Chair, Vice Chair, Headteacher, Deputy Headteacher plus one Governor.

All other posts – delegated to the Headteacher.

(iv) Staff Capability and Staff Dismissal Appeal Committee

Up to and including dismissal delegated to the Headteacher. Appeal Panel to comprise 2 or 3 Governors drawn from the Resources Committee.

(v) Staff Grievance

2 or 3 Governors drawn from the Resources Committee.

*initial and appeals panels required with a minimum of 3 Governors, ensuring that there is no overlap of membership.

(vi) Redundancy and Re-deployment of Teaching and Support Staff

Initial and appeals panels to be drawn from 2 Governors from the Resources Committee.

(vii) Staff Salary Assessment (or Pay) Committee

Chair and Vice Chairs

(c) Student Discipline Committee

Mandy Hurst
Chris Hyland
Tracey Jenkins
(Clerk)
Other Governors by invitation

(d) Governors Planning Group

Chairs of Committees and the School Leadership Team

(e) Complaints against the School

The Chair of Governors plus 2 other Governors as available.

(f) Complaints against the Curriculum

A Panel of 3 Governors drawn from the Governing Body to be convened as required.

(g) Governor Recruitment Panel

A Panel of 3 or 5 drawn from the Governing Body to be convened as required.

The Governing Body is asked to consider the appointment of a Governor Recruitment Panel who will take on responsibility of identifying the current skill set of the Governing Body, any gaps in the skill set, and to then seek to identify suitable candidates for the Governing Body to appoint, to fill vacancies on the Governing Body.

(h) Governors with Individual Responsibilities

- Mandy Hurst English and Humanities – SLT Link Krysia Sosin/Natalie Slade
- Vacancy Maths – SLT Link – Carly Lynch
- Chris Hyland More Able and Governor Training and Development
- Chris Hyland Health and Safety – SLT Link – Simone Fernandez
- Tracey Jenkins LAC, Safeguarding & Child Protection and Equalities
SLT Link – Gamze Sahin/Natalie Slade
- Vacancy KS3 incl transition and admissions – SLT Link – Gamze Sahin/Natalie Slade
- Karen Khwaja KS5 and careers – SLT link – Amanda Roper
- Kirstie Barrett SEND – SLT Link – Gamze Sahin
- Tracey Jenkins/Anna Constantinou Pupil Premium – staff vacancy
- Tracey Jenkins Science – SLT Link - Krysia Sosin
- Chris Hyland Finance – SLT Link Simone Fernandez/staff vacancy
- Chris Hyland GDPR – SLT Link – Simone Fernandez/staff vacancy
- Tracey Jenkins Community/Staff Wellbeing and Engagement
- SLT Link – Tanya Douglas/staff vacancy