

## CHACE COMMUNITY SCHOOL

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

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### 20 SEPTEMBER 2023

#### 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
	Vacancy x 3		
Staff Governor	Ms Melanie Nathan	30 June 2021	29 June 2025
Co-opted Governors (8)	Mrs Anna Constantinou	08 September 2019	07 September 2023
	Mrs Tracey Jenkins (Chair)	2 January 2021	1 January 2025
	Ms Mandy Hurst	5 December 2022	4 December 2026
	Mr Jamie Smyth *	27 January 2022	26 January 2026
	Ms Vicki Morgan	23 March 2022	22 March 2026
	Ms Karen Khwaja	8 December 2022	7 December 2026
	Vacancy x 2		
Headteacher	Ms Tanya Douglas	1 April 2021	-

\*denotes absence.

#### Also Attending:

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

#### MINUTES PART 1

1. **APOLOGIES FOR ABSENCE**

An apology for absence from this meeting was received from Jamie Smyth.

**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) Co-opted Governor

**NOTED**

- (i) the term of office for Anna Constantinou ended on 8<sup>th</sup> September;
- (ii) the vacancies. The Chair had a possible potential candidate to fill one of the vacancies and she also planned to contact the new Salvation Army contact to see if they might be interested in joining the Governing Body, replacing Sharen Furlong.

**RESOLVED**

- (A) to reappoint Anna Constantinou with effect from 20 September 2023;
- (B) that the Chair follow up with the potential Co-opted Governors.

**ACTION: CHAIR**

(b) Parent Governor

**NOTED** the vacancies and that a Parent Governor election be held. The Headteacher said that a letter had been sent to parents and the deadline for applications was 6 October.

**RESOLVED** a Parent Governor election be held.

**ACTION: HEADTEACHER**

(c) DBS Checks

**NOTED** that the Governing Body must apply for a DBS certificate within 21 days of a Governor's appointment or election. Karen Khwaja and Kirstie Barrett needed to speak to the SBM about their DBS.

**RESOLVED** that Karen Khwaja and Kirstie Barrett contact the SBM to arrange completion of their DBS.

**ACTION: KAREN KHWAJA/KIRSTIE BARRETT**

5. GOVERNANCE ARRANGEMENTS

(a) Code of Conduct

**RECEIVED** the Governing Body's Code of Conduct and the 2022 NGA model Code of Conduct, copies of which are included in the Minute Book.

**RESOLVED** to agree the Code of Conduct.

(b) Governance Annual Statement

**REPORTED** that the Chair was working on the Annual Statement and would be liaising with the Headteacher. Once completed the Statement would be circulated to Governors.

**RESOLVED** to bring the Annual Statement to the next meeting for agreement and to then publish it on the School website.

**ACTION: CHAIR/HEADTEACHER/CLERK**

(c) 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**

(d) Keeping Children Safe in Education (KCSIE)

**REPORTED** that the Keeping Children Safe in Education Guidance (KCSIE) 2022 came into force on 1 September 2022.

**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**

(e) GovernorHub

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

**RESOLVED** to ensure that all information on Governor Hub was complete and current.

**ACTION: GOVERNORS**

(f) Virtual Meetings

**RESOLVED** that meetings would be held in person but Governors could join virtually in exceptional circumstances.

6. COMMITTEE COMPOSITION AND ORGANISATION

(a) Committee Membership

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

**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;

(ii) to appoint Governors with specific responsibilities as detailed in the Appendix to these Minutes;

(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 removal of the Headteacher’s Performance Management taking place in the Summer term.

- (c) Annual School Audit Report

**NOTED** this had not yet been received.

**7. MINUTES AND MATTERS ARISING**

The Minutes of the meeting held on 5 July 2023 were confirmed and marked as signed on Governor Hub by the Chair as a correct record subject to the correction of the word fond to read found.

**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

- (a) the Headteacher guided Governors through the Aims, Vision and Values. She reminded them that the vision was to provide young people with an education of excellence that will change their lives and inspire them to be the leaders of tomorrow. The motto was that Excellence has no limits and the values were of belonging, responsibility and excellence. The Headteacher highlighted the fact that a great deal of work was happening in the School on the Aims, Vision and Values;
- (b) at this point in the meeting Governors were shown slides of the Students in their new uniforms. In response to Governors’ questions, Mel Nathan said that the Year 7’s looked very smart and other year groups had bought into the new uniform sooner than had been expected. The roll out of the new uniform was continuing;
- (c) Kirstie Barrett asked if the boys had to wear the Chace trousers. The Headteacher said they did but pointed out they were cheaper than others that were available as was the PE Kit. She explained that they did not expect the Students to have branded bags, as was the case in some other local schools. Removing the blazer from the uniform had helped with managing the costs for parents but there was a hardship fund available for anyone who needed financial help. Governors were reminded that the decision to change the uniform had involved them as well as the School. The Headteacher re-iterated that they understood the financial pressures that some parents faced;

- (d) the Chair highlighted a few issues that had arisen with the new sixth form uniform policy. Mel Nathan informed Governors that the Students had started to be introduced to this during the Summer term and the Year 11's had received an assembly on it and letters had been sent home. This had also happened for Years' 12 and 13. On the whole, Mel Nathan determined that most Students were happy with the policy but some of them had been confused around some aspects of it and work was underway to clarify the situation. Governors discussed the fact that smart could be interpreted in various ways. The Headteacher said that Students definitely looked smarter than they had previously but there had been a couple of complaints from parents who did not feel that the policy was clear about trousers and who had bought some only to find they did not match the criteria expected by the School. Vicki Morgan said some parents had approached her about this. The Headteacher thanked her for speaking to the parents and explaining the situation. She said she recognised they had not made the information as clear as it could have been around what smart trousers actually meant and she had been thanked by some parents for now clarifying this. She was keen to reach out to parents who had concerns and all complaints were now being addressed and parents signposted to the hardship fund if appropriate.

**RESOLVED** to agree the Aims, Vision and Values.

## 9. **SCHOOL IMPROVEMEN PLAN 2023-2024**

**RECEIVED** the Chace Priorities for 2023/24.

**REPORTED** that the Headteacher guided Governors through the priorities and explained that a large document sat behind this information. There was an SLT School Improvement Plan (SIP) and single faculty SIPS would also be in place. The Ofsted findings had been used to help inform the SIP as well as the values of the School.

- (a) CP1 was excellence - to provide an excellent quality of education for all by improving outcomes for all and narrowing gaps for boys, most able and disadvantaged Students, ensuring consistency in the implementation of the curriculum across all subjects, including DIMGIC (do now, instruction, modelling, guided practice, independent practice, checking for understanding) and promoting high standards of literacy, oracy, reading and numeracy. They would also use assessment to ensure that pupils remembered knowledge in depth and in the long term and review the curriculum to provide excellent learning and progression for all. They would continue to improve the school brand and facilities;
- (b) CP2 was responsibility – to promote a culture of excellence by improving attendance to exceed the national average and to reduce persistent absence and by having high expectations of behaviour and routines;
- (c) CP3 was belonging – to develop the Chace Guarantee by ensuring all Students took full advantage of enrichment opportunities in the School and championing wellbeing for all members of the Chace Community;

- (d) following Governors' questions, the Headteacher explained that they had not had 95% attendance since she joined the School and ideally she would want to achieve around 93-94% this year. Nationally attendance was around 92.5%. Natalie Slade would be working on improving attendance as much as possible;
- (e) the Headteacher said she was proud of the enrichment activities and they would continue the work linked to the Wellbeing Charter moving forward;
- (f) a detailed SLT version of the SIP would be completed by the end of September;
- (g) Mandy Hurst asked about the SIPS linked to Governor's faculty responsibilities. The Headteacher said she would be able to send the associated SIPS to Governors once they were completed.

**RESOLVED** to agree the School Development Plan.

10. **START OF TERM UPDATE INCLUDING SUMMER PROJECTS**

**REPORTED** that

- (a) the School had a new catering company called The Pantry in place and the Expressive Arts building had new toilets. Governors were shown photos of these and were impressed, The Headteacher said they were a great improvement and was very pleased that the Students were using them responsibly. There had been upgrades to the sixth form area and Governors were shown photos of these. In response to Governors' questions, the Headteacher assured them that they would ensure that the rest of the School kept up with the upgrades completed so far;
- (b) Mandy Hurst asked how new staff were settling in. Krysia Sosin said there had been positive feedback about the professional learning days. The SLT were running weekly drop in sessions and a survey would be undertaken at half term. The Chair said she had noticed how happy staff seemed on day two of the learning days. The atmosphere had felt really good. Governors were pleased that the feedback had been good and the Headteacher said she was very happy with the new staff to date.

11. **EXAM HEADLINES 2023**

**RECEIVED** the Exam Profile 2023, a copy of which is included in the Minute Book and was available to view on GovernorHub

**REPORTED** that the Headteacher guided Governors through the document and the following was highlighted

- (a) the grade boundaries had gone back to those in place between 2019-22 but the Headteacher felt that they were more like 2019. She recognised this was difficult for Students nationally;

- (b) English and maths had met the FFT50 target. Boys did better than girls in both maths and English and whilst this was normal in maths, it was unusual for English. The Headteacher said that overall they were happy with the results. 59% achieved 4+ in English and maths and 37% achieved 5+, once the final data was received she considered this should rise to 38%.
- (c) the most successful subjects for value added were reviewed. Art = +1.81 which was an exceptional result. Food Tech = +0.46, BTEC Care = +0.18, GCSE maths = 0.09 and double science/sociology 0.07. In response to a query from Kirstie Barrett, the Headteacher said that Phil Jones would explain value added in more depth at the next Curriculum Committee;
- (d) Governors congratulated Students and Staff on the excellent results. The Headteacher thanked them and reminded them that the School still had 40% disadvantaged children which was challenging.;
- (e) there had been a small dip in the A level results. The average grade this year was a C compared to a B last year. A\* to E grades had also reduced slightly and work had begun to look at why this was and why expectations had not quite been met;
- (f) BTEC Students had done well and the average grade was Merit+. The Headteacher congratulated the staff and Students. A Level art had value added of +0.68., BTEC level 3 was +0.31, BTEC performing arts = +0.28, BTEC Science = 0.11;
- (g) Mandy Hurst asked about the success rate for Students obtaining their chosen university. She was informed that overall Students had managed to get their first or second choices but four had not received a place. One had now got a place and the others were thinking about alternatives to university. The Headteacher said that universities had been more lenient this year overall and Mel Nathan stated that there had been more places available in the clearing process than usual. There had also been a rise in apprenticeship opportunities. It was clarified that most Students who wanted a place had received one.

## 12. POLICIES

**RESOLVED** to **ratify** the following policy

- Disciplinary Procedure for Maintained Schools, PRU's, Academies and Others - September 2023

## 13. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

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

<https://www.enfieldpdonline.org.uk/cpd/portal.asp>

(b) Member Governor Forum

22 November 2022 7pm and 20 February 2023 at 7pm – tbc;

(c) The Chair would be attending online safeguarding on Saturday 23<sup>rd</sup> September and would also be undertaking the Prevent Training on 6<sup>th</sup> October.

14. **DATES OF FUTURE MEETINGS**

**NOTED** the following meeting dates for the academic year 2023-24:

<b>DATE</b>	<b>MEETING</b>	<b>TIME</b>
<b>AUTUMN TERM</b>		
4 October 2023	Curriculum Committee	6pm
11 October 2023	Discipline Committee	6pm
18 October 2023	Resources Committee	6pm
8 November 2023	Pay Panel/GPG	6pm
6 December 2023	Full Governing Body	6pm
<b>SPRING TERM</b>		
31 January 2024	Curriculum Committee	6pm
7 February 2024	Resources Committee	6pm
28 February 2024	Discipline Committee	6pm
6 March 2024	Governors Planning Group	6pm
20 March 2024	Full Governing Body	6pm
<b>SUMMER TERM</b>		
8 May 2024	Curriculum Committee	6pm
15 May 2024	Resources Committee	6pm
22 May 2024	Governors Planning Group	6pm
12 June 2024	Discipline Committee	6pm
3 July 2024	Full Governing Body	6pm

Dates for the Governors’ diaries had been circulated and Governors were asked to let the Headteacher/Gina Panayi know if they wished to attend any events.

15. **ANY OTHER BUSINESS**

- (a) Cyber Security Audit

**NOTED** the issues and recommendations

- (b) **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](mailto:sts@enfield.gov.uk)

- (c) Governors were asked to use their Chace email addresses in future for GDPR reasons and to contact the SBM/Gina Panayi if they had any problems with their accounts.

16. **ITEMS TO REMAIN CONFIDENTIAL**

**RESOLVED** that none of the above be considered confidential.

meeting of the Governing  
Body held on the      day  
of                              2023

**GOVERNING BODY OF CHACE COMMUNITY SCHOOL**  
**COMMITTEE MEMBERSHIP 2023-24**

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  
Melanie Nathan  
Jamie Smyth

Also Attending:

Krycia Sosin  
Natalie Slade

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

Chris Hyland  
Tracey Jenkins  
Vikki Morgan  
Karen Khwaja  
Vicky Morgan  
Kirstie Barrett

(Chair, Vice Chair and Headteacher ex officio)

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  
Jamie Smyth  
Vicky Morgan  
(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                                |
| ➤ Vicki Morgan                     | 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<br>SLT Link – Gamze Sahin/Natalie Slade |
| ➤ James Smyth                      | 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 – Phil Jones  |
| ➤ Tracey Jenkins                   | Science – SLT Link - Krysia Sosin   |

- Chris Hyland Finance – SLT Link Simone Fernandez/Phil Jones
- Chris Hyland GDPR – SLT Link – Simone Fernandez/Phil Jones
- Tracey Jenkins Community/Staff Wellbeing and Engagement  
- SLT Link – Tanya Douglas/Phil Jones