

CHACE COMMUNITY SCHOOL

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

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6 DECEMBER 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
	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)	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
	Ms Vicki Morgan *	23 March 2022	22 March 2026
	Ms Karen Khwaja*	8 December 2022	7 December 2026
	Vacancy x 3		
Headteacher	Ms Tanya Douglas	1 April 2021	-

*denotes absence.

Also Attending:

Natalie Slade (DHT)
Krysia Sosin (DHT)
Phil Jones (AHT)
Simone Ferndandez (SBM)
Mandy Newell (Clerk)

Clerk Note: in the absence of Tracey Jenkins, the meeting was chaired by Chris Hyland.

MINUTES PART 1

1. **APOLOGIES FOR ABSENCE**

Apologies for absence from this meeting was received from Tracey Jenkins, Karen Khwaja, Vikki Morgan and Anna Constantinou.

RESOLVED to consent to these absences.

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. **MEMBERSHIP AND CONSTITUTION**

(a) Co-opted Governor

REPORTED that Jamie Smyth has resigned with immediate effect due to work commitments.

NOTED

- (i) that Governors thanked Jamie for the work he had done during his time on the Governing Body;
- (ii) the vacancies and that the School was working with the LA to try to fill these.

(b) Parent Governor

REPORTED the election of David Behling with effect from 4th December 2023. David was welcomed to the meeting and introductions were made.

(c) DBS Checks

NOTED that the Governing Body must apply for a DBS certificate within 21 days of a Governor's appointment or election.

4. **GOVERNANCE ARRANGEMENTS**

(a) Governance Annual Statement

RESOLVED to defer this item to the next meeting due to the absence of the Chair.

(b) Register of Business Interests

NOTED that any Governors who had not completed the declarations page on their Governor Hub profile page must do so as soon as possible.

(c) Keeping Children Safe in Education

NOTED that Governors who had not completed the declarations page on their Governor Hub profile page should confirm they have read the guidance as soon as possible.

(d) GovernorHub

NOTED that GovernorHub needed to be updated by individuals this included Training details, DBS checks and contact details.

5. **GOVERNOR TRAINING**

Rm Unify

RECEIVED a presentation on RM Unify from Phil Jones.

REPORTED that

- (a) RM Unify was the communication platform used by the School and this included email correspondence. Phil Jones explained that from January 1 Governors would be using a Chace Community email address to receive any information from the School and that the School would be deleting all personal account details. In response to a query from Kirstie Barrett, Phil Jones said he would check that only having a school email would not affect her receiving information sent out to parents. Governors were shown their email addresses and passwords on screen but it was determined that these should be sent to them directly;
- (b) Governors were shown how to log in to RM Unify and they reviewed the login page. Phil Jones explained they would be required to put in their user name and showed them a video that was available to view on the School website about how to use the system. He added that Governors would be able to view Apps on the launch pad that were relevant to them. They would have access to Google Calendar, Gmail, Google Drive and unlimited one drive storage. They could also obtain a free copy of Microsoft Office which could be used on several devices. In response to a query, it was clarified that Arbor required separate log in details. Other tiles could be made available to Governors if they were interested. Following a query from the SBM it was confirmed that once a Governor had logged in for the first time they would be required to change their password. Mandy Hurst asked about access to the staff bulletin and was told this should link to Google Docs;
- (c) Phil Jones asked Governors to feedback to him on the new process in due course.

RESOLVED that new email addresses and passwords be sent to Governors.

ACTION: PHIL JONES

6. COMMITTEE COMPOSITION AND ORGANISATION

Annual School Audit Report

RECEIVED the Annual School Audit Report, a copy of which is included in the Minute Book

NOTED the contents.

7. MINUTES/MATTERS ARISING FROM THE MINUTES

The minutes of the meeting held on 20 September were agreed as a correct record.

RESOLVED the minutes be signed on GovernorHub.

ACTION: CHAIR

There were no matters arising to consider.

8. SINGLE CENTRAL REGISTER

REPORTED that Tracey Jenkins has visited the School on Monday 4 December and reviewed the SCR. She was happy that it was compliant.

9. REPORT OF THE HEADTEACHER

RECEIVED the report of the Headteacher , Tanya Douglas, a copy of which is included in the Minute Book and available to view on GovernorHub.

REPORTED that the following was highlighted;

(a) Executive Summary

- (i) the Headteacher began by thanking Governors for all their support this term and stressed that this term had been a positive one . Commitment to providing an education of excellence had been the focus this term. The September INSET and professional development had focused on the quality of education and standards in the classroom. This had set the School off to a successful start of term with the Keeping Chace Under Review activities confirming that the quality of teaching at Chace remained good and lesson routines remained secure. In September, staff welcomed 168 happy and confident new year 7 students (12 more students than the previous year) who look great in the new uniform and seem to have got to grips with their transition from Primary to Secondary School. The Open Event was very well

attended, to the point that next year the School might return to having three Headteacher talks on the night, The Headteacher said she hoped that this was a sign that Chace was well and truly back on the map and getting closer to the vision to be the school of choice in the local area;

- (ii) Operationally, the School had navigated major changes this year with a new structure to the school day and a two week timetable. The new school structure had enabled mornings to be very calm and purposeful and for important assembly and Tutor messages to take place before the young people went off to lessons. Staff's jobs now were to look at how to make afternoons to be just as settled. Although it had been anticipated the two week timetable would take some time to get used to, both staff and students had adjusted to the change well and it had enabled everyone to plan the curriculum to best meet the students' needs and deliver the breadth of the curriculum. The Headteacher said how very grateful she was to have the Deputies who had led on this work, which had definitely improved the provision;
- (iii) the new building continued to be a priority and this term the Headteacher and SBM had taken part in the final client engagement meetings to finalise the school design. She was pleased to inform Governors that the interior layout and external design was now complete and a very successful public exhibition had taken place for staff and the community in November. The feedback on the new building had been overwhelmingly positive and supportive of the plans but as would be expected, a small number of parents and residents had expressed concerns and the building team would manage these once the build got underway. It was very much hoped that the planning would go smoothly so that building could begin in the new year;
- (iv) despite a mostly positive term, the School was still navigating legacy staffing gaps that had meant the need to be flexible with teaching and finding creative ways to manage classes affected by long term cover. Krysia Sosin had been working with departments affected to ensure the rotation of teachers where a class had a lot of cover and teaching of KS4 in larger groups. Governors were assured these were temporary measures, but it did mean that the School were minimising disruption to the young people affected. There had also been a rise in in year admissions to the school. Although everything possible was done to ensure these students 'belonged' and understood school expectations, some of the increase in negative behaviour over the last few weeks had been contributed to by students that had not been at the School since year 7 (35 students in total). Work would continue to look at how to improve induction to support them as Chace students. The PPES for Year 11 were going well so far.

(b) Staffing

The Headteacher was pleased to report there had been no resignations this term. Since the Summer term there had been three new appointments. These were a teacher of Technology, a Student Services and Data Administrator and a Teacher of Geography. Two staff had changed roles to become a Duke of Edinburgh Coordinator and Acting Head of Science. There were vacancies for Head of RE, Head of Geography, Teacher of Science, Receptionist and Relief Exam Invigilator. In response to Governor's queries, the Headteacher said that the Head of Science post was proving hard to fill and they would advertise it again but the current cover was doing well so the post would very likely be advertised for a September start.

(c) Teaching and Learning

- (i) Krysia Sosin explained that the theme for Teaching and Learning in 2023-4 was 'Active Participation.' This was based on the idea that to ensure excellence for all it was important to have more students thinking more of the time and making more progress. Strategies for 'Active Participation' had been carefully mapped to be delivered using the model of teaching and learning (DIMGIC). Staff had so far covered using Do Now and Instruction (the D and I from DIMGIC) to ensure students actively participated. This academic year began with the introduction of the teaching and Learning Communities (TLCs). This process was driven by SLT to ensure consistency in message and expectations;

- (ii) there was also the opportunity to train staff to lead TLCs by the end of year TLCs would provide more support for staff and make staff feel empowered (including TAs) to provide feedback, support and accountability for T&L. This was supported with the first T&L breakfast in November and would be an important part of the first Twilight. T&L was supported by careful monitoring via Keeping Chace Under Review (KCUR) to ensure it was having an impact. KCUR has been adapted this year to include more form time learning walks and the use of quality circles. This would allow the SLT to see the impact of T&L on all areas measured. It also meant student feedback was more central to the monitoring process. The School's five ECTs were due to complete their 2-year programme this year and four ECTs would soon complete their first term. The School was now working more closely with NWLTSH (North West London teaching School Hub) as its Authorising body, alongside Ivy Learning Trust, who supported the Ambition ECT programme locally. Chace was supporting six trainee teachers from Middlesex University, The Institute of Education, Goldsmiths University and Roehampton. They were being supported in the following subjects English, Media, Maths, Science and Sociology. Additionally the School was supporting its first Salaried SCITT (School Centred Initial Teacher Trainee) in Geography through the partnership with the Compton School. They were all reported to be making good progress so far in their studies and contributing well to the School community. Several staff were also being supported to complete National Professional Qualifications including Natalie Slade

(NPQH), Krysia Sosin (NPQH), Kate King (NPQ Leading Literacy). Finally John Holloway has recently completed the NPQSL;

- (iii) in response to a query from Kirstie Barrett, Krysia Sosin explained that the T&L communities contained a wide range of experience;

(c) LAC Students (Looked after Children)

In the Summer term there were a total of 20 LAC students enrolled at Chace who were cared for locally but were supported by virtual schools of eight different Boroughs. Staff continued to work with the social care and virtual school teams to conduct timely and meaningful PEP reviews for each of these students. Currently the School worked with twelve local authorities and boroughs, Enfield, Redbridge, Hertfordshire, Essex, Hampshire Sutton, Bracknell, Luton, Haringey and Thurrock. The Headteacher explained having this many LAC Students could be a challenge and there were a large number of complex needs around this cohort in KS4.

(d) Attendance

- (i) Governors reviewed the attendance figures contained within the report. Natalie Slade assured Governors that improving persistent absence was a key priority. The data was broken down by year group and key groups;
- (ii) Natalie Slade explained that the attendance team had worked closely with the local authority to ensure the stages of absenteeism had been followed up with more formal procedures from the education welfare office, including the new initiative of parental contracts. The attendance team were focussed on ensuring that the first attendance mark of the day was accurate and completed in a timely manner. Additional training with staff about the importance of this as well as a follow up for non-completion had improved completion rates;
- (iii) the change to the school day had meant a significant impact on improving the completion rates of registers had been achieved, as the form tutor was now the first staff member to have contact with students. This had resulted in more productive conversations regarding lateness being held during form time. Due to new staff in the attendance team recording lateness, students were not always forthcoming regarding providing accurate information. Students were now required to show their oyster card or a class book for more accurate records. Students now all entered through the student gate for lateness rather than the main reception or the hall. This streamlining had helped ensure students were not able to avoid their details being recorded. The new system had ensured that all students were held to account for their lateness. If students were late, they were late to form time rather than lesson time, so learning was less impacted. In the new form time schedule, there was now a fortnightly session on the importance of attendance. Attendance assemblies had been conducted, with the

education welfare officer speaking to students directly about the importance of attendance and punctuality. The attendance team were included in the head of learning meeting, with a standing item being reviewing the new live attendance tracking sheets. This had resulted in heads of learning having the tools to direct form tutors to have conversations with students and parents;

- (iv) attendance was averaging 91% compared to 92% nationally. These figures were lower than pre-covid. The Headteacher reiterated they were doing all they could to improve it. Mandy Hurst asked about the Year 7 PA figures and whether these were a legacy from primary. Natalie Slade said this was highly likely but she would need to look into this further in order to be sure.

(e) Safeguarding and pastoral update for the Summer and Autumn terms:

There had been

- 10 complaints, summer, 12 complaints, autumn;
- 20 number of Children Looked After; PLA - spring
- 3 Child Protection (Safeguarding) referrals to social care - spring
- 1 allegations against staff reported to the Lead Officer for Child Protection – spring
- 1 reported racist incident – spring and autumn;
- 0 reported serious bullying incidents – spring;
- 0 any significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people- spring,
- 0 permanent exclusions and 21 suspensions- Autumn. 0 permanent exclusions and 16 suspensions – Summer. These were for verbal threats against a Student, persistent, disruptive, defiant behaviour, physical assaults on Students/staff, swearing at staff, racist abuse, possession of a weapon/prohibited item and possession of an illegal substance.

There had been two behaviour panels this term for students whose behaviour was of a concern. Ten students were seen with parents/carers invited to attend. There had been two Governors discipline committee meetings in the Autumn term for three students. The Headteacher reminded Governors that suspensions were a last resort but were sometimes necessary to safeguard the rest of the School community. In response to a query, the Headteacher said that most of the data was not for an isolated incident and there were a need to be firm with some of the Students and consider the wider community they were part of. The thresholds for behaviour were being reviewed moving forward.

Mandy Hurst was pleased that the trends around behaviour had gone down in terms of suspensions and PEX. Chris Hyland agreed. Both recognised that sometimes PEX was the only option.

(f) Relocation Data

Governors reviewed the relocation data in the report. They considered it would be useful to receive a breakdown of how many of these were repeat offences in the future. Kirstie Barrett highlighted the fact she considered the behaviour policy did not indicate the measures in place for SEND vs non-SEND Students. She commented that she would like to know what adjustments were made for SEND. Natalie Slade assured her adjustments were in place and that each case was judged individually. Daily behaviours were looked at carefully. Natalie said she was confident that SEND children were sanctioned appropriately.

RESOLVED that more detail be provided to Governors around SEND data and behaviour.

ACTION: HEADTEACHER/NATALIE SLADE

(g) Managed Moves

Governors reviewed the data on the eight managed moves that had taken place in the Summer term, three of which had been successful. Two had moved to Orchardside, one returned to their original school and one to Chace. One was now at Conel. Chris Hyland commented that the information provided was very useful. The Headteacher said it was interesting to see how many schools had similar or worse issues to Chace.

(h) Alternative Provision (AP)

Five Year 11 Students were in Alternative Provision. Governors were assured this was appropriate and relevant interventions had led to this. After Christmas a Year 10 Student would be moving to AP too.

(i) Student Leadership

The School Council was elected in the first few weeks of the Autumn term. So far this year they had met four times. They had fed back to the catering team about the menu and quality of the provision. They met with Ms Whyte and Ms King to discuss the relaunch of the school magazine, the Chace Chronicle and had also begun planning a fundraising event for the end of term which would be led by the Head Students. Attendance at meetings had been very good and students appreciated the 'jump the queue' passes given out as a reward for their continued participation.

(g) Post 16

Post 16 Students were thriving. Value Added was now 0 and work was ongoing to improve the C+ average achieved this year to a B. A number of interventions were in place along with supervised study and enrichment work. Mel Nathan said that

work on UCAS applications had begun and some Students already had offers. One had attended an interview at Oxford this week. External speakers visited the School to provide cultural capital and the number of trips had been increased for the sixth formers. The measures put in place around uniform had improved the appearance of the Students and Year 11's had experienced a sixth form taster day. Mandy Hurst commented that she felt the Students appearance looked much better out in the community now.

(h) Careers

The whole School SEF had been completed and careers provision was being led by Amanda Roper who was doing an excellent job. There was a great deal available for Students in terms of advice and opportunities.

(i) Dates for the Future

Governors noted the dates in the report of future events. The Headteacher encouraged them to attend and to help where they could. Following a query from Mandy Hurst, Krysia Sosin said she would ensure it was clear on the School calendar whether it was week A or B and Governors would be able to see this when they logged in

(j) Pupil Premium

The Pupil Premium Review had already been discussed at Governors earlier this term. The new Pupil Premium strategy statement was shared at this meeting. Currently the RSL and Phil Jones were focusing on a group of PP students with negative progress and attendance above 80%. They believed that improving outcomes for this group could have the biggest impact on PP attainment in year 11. The Headteacher stressed that they believed disadvantaged learners deserved support and there was lots in place. The Progress 8 score was currently 0.22 but it was hoped that the PPE data would show an improvement on this. It was 0.06 at A level at present and it was expected this would be improved on. Work on raising standards was being driven forward and the Headteacher said how grateful she was to the Heads of Department for all the work they were doing. The School still had access to Covid catch up monies to help with 1:1 tuition and online tutoring was working well. In response to a query from Mandy Hurst, the Headteacher said that the school determined what subjects were undertaken for online tutoring. They looked at key areas such as geography and used data to identify what was needed.

(k) Chace Priorities.

Governors reviewed these. The narrative had been produced by the SLT for Governors. Governors were invited to contact the School about their areas of responsibility.

(l) Educational Health Care Plans/SEND

The School had an ARP (Additional Resource Provision) for 12 Students. A new TA had been recruited to help in this area. The School was a little above average for the number of SEND students. Mandy Hurst asked about the implementation of Teach Ready and was informed that a new TA would be joining for a January start. The Headteacher explained the need to have a designated teacher in place for Teach Ready as a teacher helping in this area had left in July. They had gone out to interview with no success. Currently there was a good agency staff member in place but ideally they needed a strong specialist and this had to be right before Teach Ready could move forward. In response to a query from Kirstie Barrett, it was clarified that a Student needed to have an EHCP before joining the ARP. The Students within the ARP usually had more complex needs such as autism and issues with social skills that meant they struggled to manage in mainstream school for six periods a day. They needed a great deal of support in many areas.

(j) Health and Safety

The SBM explained that a review of B floor had been undertaken and there were no concerns. Governors were assured the Health and Safety team met regularly.

(k) Finance

(i) the SBM explained that the second quarterly return showed an estimated end of year credit of £484,132, that was 5.40% of the total budget and was therefore above the 5% threshold. Since then further savings had been made with staffing (teachers) and energy bills due to the solar panels. Should all budget allocations be spent, currently a year end credit balance of £636,630k was predicted. If budgets were not spent, this credit figure would increase. The SBM said she would complete and submit a Request to Retain Surplus Balances proforma for the relevant year end amount which would state what the School intended spending the funds on to include continued renovations in the Expressive Arts block c.£200k and ongoing staffing costs. This would be returned with the 3rd Quarter monitoring return by the deadline of February half term. The predicted end of year balances for the following 2 years were currently 2024/25 credit £639,121 and 2025/26 credit of £506,575. As always staff would continue to be prudent and mindful and make further savings wherever possible

(ii) Kirstie Barrett wondered whether the School would consider offering inner London salaries to tempt staff. The Headteacher agreed that they should look at incentives and knew that other Schools did offer these in order to obtain and retain staff. She was pleased however, that the recruitment and retention strategy was improving;

(iii) Chris Hyland had met with the SBM for a full financial update on 2 November;

(iv) Allocation for PP funding for this year was £347,185.

(l) Community Links and outside agencies.

The Headteacher reminded Governors that involvement with external agencies was crucial in adding additional support for students at Chace. The following agencies had worked with students since Easter 2023, Success club, Write2Speak, Nexus, BSS mentoring, First Give, Ready to make a change, life coaching, Nessie counselling and art therapy, Northside Youth, Early help, Family based solutions, Safer Schools team, Police, ECYP, young carers, Salvation Army. The School was also continuing to work closely this year with the following external organisations/charities, Challenge Partners, Fair Access Panel, Enfield Town School Partnership and Enfield Secondary Heads (ESHA)

10. CURRICULUM

RECEIVED the minutes of the meeting held on 4 October 2023, a copy of which is included in the Minute Book and available to view on GovernorHub

NOTED the contents.

RESOLVED to ratify the following;

- Attendance Policy and Procedure;
- Behaviour Policy;
- Professional Development Policy;
- Curriculum Principles
- Appraisal Policy for Teachers

11 RESOURCES

(a) Minutes

RECEIVED the minutes of the meeting held on 18 October 2023, a copy of which is included in the Minute Book and available to view on GovernorHub.

RESOLVED to ratify

- The Disciplinary Procedure for maintained Schools;
- the SFVS;
- the Financial Scheme of Delegation.

12. PUPIL PREMIUM (PP)

RECEIVED the Pupil Premium Statement, a copy of which is included in the Minute Book and available to view on GovernorHub.

NOTED this had been discussed in the Headteacher's report.

RESOLVED to agree the PP Statement and that it be made available to view on the website.

ACTION: HEADTEACHER.

13. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

NOTED that all training sessions were listed in the Governor Training Brochure 2023-24, available on Governor Hub. 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://traded.enfield.gov.uk/professionallearning>.

Member Governor Forum

21 February 2023 at 7pm.

14. POLICIES/LA REFERRALS

(a) **RECEIVED** the following;

- the Pay Policy
- Safer Recruitment Policy
- the Induction Guidance for ECT's.

NOTED the Induction Guidance for ECTS

RESOLVED to ratify the Pay Policy and the Safer Recruitment Policy.

(b) Cyber Security Audit

NOTED the contents. Governors were reassured that the Cyber Security at the School was very good. The Headteacher and Phil Jones were working through the recommendations from the Audit.

(c) Waiver

REPORTED by the SBM that a Waiver of Contract was required for the photocopiers as they wanted to extend the contract for 1 year only at present as with the new build it was not yet clear what the photocopying requirements would be and they did not want to sign up to a three year deal at this time.

RESOLVED to agree the Waiver.

15. GOVERNORS BRIEFING

NOTED the information in the Governors Newsletter Autumn 1 2023, available on Governor Hub.

16. **DATES OF FUTURE MEETINGS**

NOTED future meeting dates as

SPRING TERM		
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
SUMMER TERM		
8 May 2024	Curriculum Committee	6pm
15 May 2024	Resources Committee	6pm
22 May 2024	Governors Planning Group	6pm
e 2024	Discipline Committee	6pm
3 July 2024	Full Governing Body	6pm

17. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that no items be regarded as confidential.

18. **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