

**30<sup>th</sup> JUNE 2021**

**MINUTES - PART 1**

**GOVERNING BODY OF CHACE COMMUNITY SCHOOL**

Churchbury Lane, Enfield, EN1 3HQ  
Tel: 020 8363 7321

The meeting took place online via Google Meet



**MEMBERS**

<b>Position</b>	<b>Name</b>	<b>Date of Appointment</b>	<b>End of Term of Office</b>
LA Governor	Mr Chris Hyland (Vice Chair)	22 March 2021	21 March 2025
Parent Governors (x 4)	Ms Vicki Morgan	31 January 2018	30 January 2022
	Ms Emma Medcalf-Doey	31 January 2018	30 January 2022
	Ms Helen Green	9 December 2020	8 December 2024
	Ms Jo Mercer	9 December 2020	8 December 2024
Staff Governor	Ms Melanie Nathan	30 June 2021	29 June 2025
Co-opted Governors (x8)	Ms Anna Constantinou	8 September 2019	7 September 2023
	Ms Sharen Furlong	08 February 2021	07 February 2025
	Mrs Tracey Jenkins (Chair)	2 January 2021	1 January 2025
	Ms Mumina Wahid*	12 October 2018	11 October 2022
	Ms Mandy Hurst	5 December 2018	4 December 2022
	Mrs Hilary Ballantine	4 December 2019	3 December 2023
	Vacancy x 2		
Headteacher	Ms Tanya Douglas	5 January 2021	

\* Denotes Absence

**Also Attending:**

Alex Christodoulou, AHT  
Pritam Vekaria, Deputy Head Teacher  
Simone Fernandez, School Business Manager  
Tony McNamara, Minute and Advisory Clerk.

1. APOLOGIES FOR ABSENCE

**Governor Apologies**

An apology of absence was received from Mumina Wahid.

**RESOLVED** to consent to this absence.

Noted that an apology was received from Anna Keelan.

The Chair welcomed Alex Christodoulou, AHT, to her first governing body meeting. Alex was a new AHT who was leading on quality of education and teaching and learning issues. Alex commented that she looked forward to working with governors and SLT.

2. DECLARATIONS OF INTEREST

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. None were made.

3. MEMBERSHIP AND CONSTITUTION

(a) Staff Governor

**NOTED** that Melanie Nathan had been elected as the new staff governor following the resignation of Julie Davies. Staff would be notified of the new staff governor in the next newsletter.

(b) Co-opted Governor

**NOTED** that there was a second vacancy in the category of co-opted governors following the resignation of Velda Ewen. Governors thanked Velda for her support during her period of office and wished her well in the future. The Chair advised that one application had been made from a teacher at a local school and the Chair was also looking for volunteers from local churches. It was hoped that the vacancy would be filled by the start of the new academic year.

**RESOLVED** to update governors of developments with recruiting to the vacant governor posts.

**ACTION: CHAIR**

4. MINUTES and MATTERS ARISING

The confidential Minutes held on 1<sup>st</sup> April regarding the appointment of the new Headteacher and the last governing body meeting on 24<sup>th</sup> March were confirmed as a correct record and would be signed by the Chair.

Matters arising – Behaviour Report (Minute 6. (b))

**NOTED** that Hilary had met Sophie Brown and discussed the engagement of children since pupils returned to school in March 21. Pupils who were not engaging were being mentored by sixth form students and it was noted that both the mentors and mentees had enjoyed the interventions. Impact from this intervention was to be monitored and would be tracked in the next data update. The Headteacher commented that the work had been extended to

year 7 pupils and was to be commended and that the school had high expectations for pupils. Sophie was thanked for her hard work and support for pupils.

#### OFSTED Monitoring Visit Report

**REPORTED** that an update on the outcomes from the visit were included in the Headteacher's report however, it was agreed that the HT would provide an overview of the main findings and outcomes from the visit.

**NOTED** that there had been two key areas for further development arising from the visit – ensuring that the curriculum was built on prior knowledge over time and to improve attainment for low attaining readers.

#### Curriculum development

The OFSTED visit had provided a flavour of the new inspection framework which was more curriculum focused. A lot of progress had already been made to develop the curriculum and the school were reviewing the curriculum for integrity and sequencing from one year group to the next. Deep reviews of subject areas had been undertaken with an Ofsted inspector included RE, Geography, French and Maths.

Long term planning procedures had also been reviewed to ensure compliance with national curriculum guidance. A document was presented which showed key knowledge and skills required, building on prior knowledge and sequencing, which teachers were expected to follow.

Next steps involved focusing on medium term planning and agreeing “non -negotiables”. It was recognised that this was a major project and that a more consistent approach was needed going forward across the whole school.

**In response to a question** as to whether the school had worked in collaboration with other schools in the process, the Headteacher confirmed that this was the case and that next year, the school would be working in conjunction with an external provider, Challenge Partners. Other schools would also be visiting Chace to compare practice and Chace would similarly be visiting other schools.

#### Reading

The recommendation from the monitoring visit had been to improve learning outcomes in reading for low attaining pupils however, in addition, the school were developing a clear strategy for reading across the whole school. The strategy would be in place and on the school website by the end of the Summer term 21.

Key objectives and priorities were noted as being provision of specific times for dedicated reading, building on life skills and extending accelerated reading and interventions.

For low attaining readers, the “grow” initiative was to be re-introduced which had a proven track record for improving learning outcomes. Work would continue in small groups and TAs. Other interventions included “toe by toe” and support for EAL pupils.

High attaining readers were also being pushed with challenging texts, reading club and a Google reading class.

It was anticipated that the new strategy and interventions planned would have a major impact on improving reading across the school. An update on progress to governors would be provided at the next GB meeting.

5. VALUES UPDATE

**NOTED** that governors had considered the school values at the recent extraordinary GB meeting and that there had been very positive feedback regarding the proposed new values from students and staff. Staff comments had all been positive and supportive. It was recognised that the new values needed to be readily usable and in line with previous school values and form part of everyday life in school.

The three new values were represented by single words –

- belonging
- responsibility
- excellence

In addition to the above three core values, the school motto would be “Excellence has no limits.”

The values also aligned well with the school code of conduct and behaviour.

6. HEADTEACHER’S REPORT

**RECEIVED** the Headteacher’s report to Governors for the Summer term 2021, a copy of which is included in the Minute Book. The report had been already been circulated to governors and the Headteacher provided an overview of the key headlines in the report

**NOTED** that

- the Summer term had focused on two main projects – working to ensure that the Teacher Assessed Grades (TAGS) policy and procedures were robust, fair and transparent and continuing to ensure a safe, Covid compliant environment for students and staff. The school had signed off the TAGS policy and successfully completed surge testing and had received Covid test kits for the whole school which would be used from September 21. The HT thanked all school staff for their continuing hard work and support in both of the above areas;
- values had been reviewed and already discussed earlier in the agenda;
- the original forecast budget deficit had been reduced and the business case shared with staff and governors. Reducing the deficit remained a challenge but a lot of work continued to take place to monitor the budget;
- governors noted the staffing joiners and leavers and in **response to a question** regarding the loss of maths teachers, it was noted that due to falling roll numbers, the school would only be replacing one maths teacher who had left but that an additional 0.4 fte maths teacher was also required. A replacement music teacher was also needed and it was noted that the school may have to use agency staff to fill the vacancy;
- attendance was currently 93% and was improving and the target was the pre-Covid level of 95.5%. Considerable work had been done with families to improve attendance and reduce the level of persistent absence which was currently very high. Governors noted that this was 39% in females in Year 7 and also high in Year 10. However, it was acknowledged that the data related to the Spring term. The next attendance report for governors which would be available before the end of the Summer term, would provide a breakdown of attendance and persistence absence by year groups. The HT commented that a meeting had been arranged regarding Year 10 persistence absence and an action plan agreed for further initiatives to improve attendance which was linked to the conduct and behaviour policies.

- Alex Christodoulou reported that a new pilot tracking system had been introduced for recording and monitoring attendance and that this provided details of attendance for each year group, interventions in place, and further action and involvement of external agencies etc. This amount of detail on attendance in one central record had not previously been available and it was felt that the new tracking tool would be very useful in monitoring attendance and supporting pupils;
- safeguarding and pastoral data was noted. Governors noted that there had been 22 relocations for Year 7 students and enquired whether there were any particular reasons for this and what support was in place for these pupils. The HT advised that some pupils had found the transition from Year 6 to Year 7 challenging and it was acknowledged that due to Covid and with the restrictions of working in bubbles, it had been difficult for children to settle in to secondary school. However, the last few weeks had been more settled and calmer and pupils had become accustomed to school routines. There were high expectations and pupils' conduct was generally, good and support and interventions were in place to reduce the number of exclusions. In Year 10 governors noted that there had been some conflicts among female students which had led to a higher number of exclusions. One Year 10 pupil with complex emotional needs had been placed at Orchardside. Governors questioned the number of pupils involved in exclusion incidents and whether there were any repeat exclusions for some pupils and it was confirmed that the exclusion data could be refined to include this information in future reports;

ACTION: PRITAM VEKARIA

- a video recording was made of a charity chosen to be supported by the school. Students would be invited to vote on which charities to support going forward;
- post 16 key points and TAG updates were noted. Governors were pleased that the TAG process had gone smoothly and the school had been very transparent on mini assessments. The number of university applications had been in line with expectations and one to one meetings had taken place with students to discuss career plans and key skills. Governors were pleased to hear that there had been two Oxbridge offers confirmed and it was felt that the students were on track to obtain the places. A parent governor thanked the staff for their support and looking after their Year 13 students. It was noted that the Year 13 cohort had been a very positive year group and had been very good in school;
- good progress had been made in meeting careers benchmarking targets and the Headteacher stated that the school were very proud to be meeting the Gatsby Benchmarks. Further work was in progress and careers fortnight was noted;
- in addition to curriculum updates already discussed, it was noted that there was a big focus on developing RSE provision. Staff training was in place as part of ongoing CPD and parents and families had been consulted as part of the process;
- Covid catch up funding was being used to support a Summer School to promote numeracy and literacy. The Summer School included a trip to Waterstones book shop in Enfield town for students to choose a book;
- priorities for next year were noted and a focus on the new school values;
- premises issues in progress included repairs to the boiler room and it was noted that the PTA would help financing capital projects with fund raising initiatives.

The Chair thanked the Headteacher for her very comprehensive report and update. The report showed the huge amount of work in place and the Chair thanked the HT, SLT and all school staff who had contributed to the report on behalf of the governing body.

## 7. RESOURCES

### (a) Minutes

**RECEIVED** the Minutes of the meeting held on 12<sup>th</sup> May 21, a copy of which is included in the Minute Book.

#### **NOTED** that

- the outcomes from the recent meeting with the LA Resource Management Advisor had been shared with governors as confidential items at the last GB meeting;
- the new integrated budget planning tool SMRA provided data on benchmarking which could be used to compare the school's performance against other schools using similar parameters. Examples of key ratios for comparison included numbers of teaching and support staff per pupil and teachers to pupils ratio;
- governors agreed that this was a very useful tool for monitoring expenditure and budget variances.

### (b) 20-21 Outturn and three-year forward budget plan

**NOTED** the outturn data reported for 20-21 and the three year forward budget plan, copies of which are included in the Minute Book.

The SBM advised that at the recent Resources meeting, the reported outturn had included potential savings identified but a full business case had not been presented to governors. This showed a projected forecast deficit of £340k. A revised version had subsequently been prepared which did not include the potential savings and this version was the one which had been submitted to the LA. However, since submitting the return, further savings had been identified reducing the forecast deficit to £157k.

Governors were pleased to note the reduced forecast deficit and thanked the SBM for the update.

### (c) Draft SFVS

**NOTED** that the first draft of the 20-21 SFVS submission had been prepared and further work would be carried out on this and an update provided at the next Resources meeting.

### (d) Policies

**RECEIVED** copies of the following policies for consideration and ratification.

- Medicines;
- Complaints;
- Health and Safety;
- Visitor Behaviour.

**RESOLVED** to adopt and ratify the above policies.

8 TEACHING AND LEARNING

**NOTED** that majority of updating had already been discussed earlier in earlier Agenda items. Hilary provided further details regarding the following-

- work experience – a volunteering programme was underway for Covid vaccinations. Progress on this matter would be subject to further discussions with Amanda and Alex and the involvement of a governor;
- data outcomes were lower than expected for years 7, 9 and 12 however it was acknowledged that this reflected the lost learning while students were learning remotely;
- governors had already been updated regarding the OFSTED visit; priorities, attendance, and TAGs.

9. GOVERNOR PLANNING GROUP

**NOTED** that the group had not met recently as the focus had been on the staffing restructure. The group would reconvene in the Autumn term 21 and governors would need to consider the make-up of the group and ensure the group's focus was aligned with the RRG. The group would work in conjunction with expert support from the Teaching hub.

10. DATES OF FUTURE MEETINGS

**NOTED** that the first GB meeting of the 21-22 academic year was 8<sup>th</sup> September 21. The Chair would circulate dates of further meetings to governors and ask governors for their views as to specific taking on link governor roles.

11. CHAIR'S CLOSING COMMENTS

The Chair thanked Tanya for all her hard work and an exceptional first six months in post and also SLT, all other school staff and governors for their continuing support. Governors reciprocated their thanks to the Chair for her continuing hard work and support for the school community.

Confirmed and signed at a meeting of the Governing

Body held on the                      day  
of    2021