

5 JULY 2023

GOVERNING BODY OF CHACE COMMUNITY SCHOOL Churchbury Lane, Enfield, EN1 3HQ Tel: 020 8363 7321	
--	---

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 Marlon James-Edwards *	30 January 2022	29 January 2026
	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
	Mr Jamie Smyth	27 January 2022	26 January 2026
	Ms Vikki 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 Ferndandez (SBM)
Mandy Newell (Clerk)

MINUTES PART 1

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mel Nathan and Anna Constantinou.

NOTED the absence of Marlon James Edwards.

RESOLVED to consent to the absence of Mel Nathan and Anna Constantinou but not to the absence of Marlon James Edwards. As Marlon James Edwards had now failed to attend meetings for six months and had not sent apologies or responded to correspondence from the Chair, he would be removed from the Governing Body with immediate effect.

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

NOTED the vacancies and that Sharen Furlong had now moved away from Enfield. The Chair asked for the Governing Body's thanks to be minuted to reflect Sharen's dedication to the Governing Body and the hard work she had done whilst a member. The Chair informed Governors that the Salvation Army had held a leaving party for her last week and she and the Headteacher had attended to make a presentation from the Governing Body and to say goodbye. It was hoped that her successor would join the Governing Body once she had settled in.

RESOLVED that the Chair speak to Sharen Furlong's successor about joining the Governing Body.

ACTION: CHAIR

(b) Parent Governor

REPORTED the resignation of Helen Green with effect from 11 May 2023. Helen was thanked for her time on the Governing Body.

NOTED with the removal of Marlon James Edwards there were no two vacancies on the Governing Body

RESOLVED to hold a Parent Governor election in September.

ACTION: HEADTEACHER

4. **MINUTES/MATTERS ARISING FROM THE MINUTES**

The minutes of the meeting held on 22 March were agreed as correct record.

RESOLVED the minutes be signed on GovernorHub.

ACTION: CHAIR

There were no matters arising to consider.

5. **HEADTEACHER UPDATE**

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

REPORTED that

(a) Exams

The Headteacher informed Governors that it had been a very busy term but she was delighted that the quality of the Student experience lived up to the statement that “Excellence has no limits”. This term the focus had been on exam preparation for Years 11 and 13 and also on the end of year exams for KS3. The KS3 Students had taken their exams in the Sports Hall under formal exam conditions to help them prepare for their GCSEs. She was delighted that Students had shown great responsibility and that the Invigilators had commented on how well the Students had behaved and managed the exams. Everyone was pleased with the way the exams had gone for all the year groups;

(b) Enrichment

There had been a focus on enrichment activities this term. School enrichment days had taken place and ambitious careers days had been held for Students. They had been able to visit colleges, universities and hold discussions about future careers in in-school workshops. The Headteacher would be joining Year 10 on a trip to the National History Museum tomorrow. Governors discussed how ambitious the enrichment offer had been this year and the Headteacher agreed and said that they might need to strip it back slightly next year but would continue to offer excellent enrichment opportunities for all the Students;

(c) Leadership and Development

On the 13th June the a HOF/HOL conference was held. Due to Covid a Middle Leaders conference had not been held for a few years. The Headteacher said it was great to gather the Middle Leaders together for an afternoon of strategic planning. A commitment for next year was to ensure that all teams in the School, including Support Staff, had similar strategic planning days. It was hoped to have more Inset Days and less Twilight sessions to do this.;

(d) Summary

The Headteacher said it had been a tough year, particularly the Spring term and she thanked the Chair for all her support. She also thanked Chris Hyland and Mandy Hurst for their work in chairing the Curriculum and Resources Committees. The last meeting of the GPG had reviewed the year and whilst there were always ways to improve, the Headteacher considered there were a great deal of positives that had been achieved by her and the Governing Body working together so closely. Governors discussed the large amount of complaints that had needed to be managed this year and the Headteacher said that other Heads were also reporting a lot of dissatisfaction. She was grateful to the Governing Body for the time they had spent helping her manage these and was pleased they could start afresh in September. She thanked the entire Governing Body for all they did for the School;

(e) Timetable.

The production of a new timetable had been a priority this term and Krysia Sosin was pleased to inform Governors that she had now completed her first full timetable. There were still some tweaks to be made and it would be sent out to the teams in due course. The Headteacher was delighted that they were in a strong position this year in terms of having the timetable ready earlier than usual.

(f) Staffing

The Headteacher reminded Governors that last year had been a turbulent one for staffing but this year things were much more stable and there were a lot less vacancies than this time last year. Some excellent appointments had been made including three Early Careers Teachers (ECTs) and a new SENCO. Governors reviewed the new appointments made since Spring along with the changing roles of two staff and those who had resigned or whose contract had ended since the Spring Term. There were vacancies for an Additional Resource Provision Teacher (ARP), a Head of RE, Citizenship and PSHE, a Head of Geography and two Science Teachers. The Headteacher assured Governors that suitable cover would be found for the ARP provision and HLTAs would be utilised wisely. In the interim RE would be headed up by a strong member of staff as would Geography. Most gaps were filled until Christmas and it was hoped staff could be recruited to fill these by the Spring term. Mandy Hurst asked if exit interviews were conducted. The Headteacher said that all staff who were leaving were asked to complete an on-line form. These were reviewed and the information given to the Resources Committee.

RESOLVED that the Chair write to long standing members of staff on behalf of the Governing Body to thank them for their time at the School.

ACTION: CHAIR

(g) Teaching and Learning

Kryisia Sosin informed Governors it had been a successful year for the School in supporting trainees. Over the year they had supported fifteen. She was delighted that the School was recognised as an excellent training environment and they had been asked to take on three trainees late in their placements where other placements had not worked. Three of the trainees would be joining the School as ECTs next year. Kryisia Sosin explained that next year they were keen to support even more trainees. Following Governor's questions, they were informed that the cover teacher for Geography would be a salaried School Centred Initial Teacher Training (SCITT) trainee. Two ECTs would complete their programme at the end of the Summer term. Five teachers had completed their first year as an ECT and had been ably monitored and coached through the process. They were on track to complete the overall programme. In terms of professional development there had been focus on developing memory over time and in particular on how to use oracy. Kryisia Sosin said a highlight of the year for her had been the Great Chace Teachmeet. This annual event had been held at the beginning of June. All classroom based staff had the opportunity to learn from best practice and reflect on how to implement strategies in their lessons. In response to a query from Karen Khwaja, it was clarified that DIRT was the acronym for Directed Improvement and Reflection Time.;

(h) Students/LAC

The Summer census had been completed by the due date and sent to the LA. The high amount of Looked After Children (LAC) (21) at the School was discussed. The Headteacher said they would be working closely with the new SENCO around this area. The provision for these children at the School was excellent but presented huge challenges to support these vulnerable young people. Work was undertaken with social care and virtual schools teams to conduct timely and meaningful PEP (personal education plan) reviews.

(g) Attendance

Governors reviewed the detailed attendance data contained within the report. Overall attendance for the Spring term was 89%. Governors discussed the attendance for key groups as well as year groups in depth. They were assured that attendance was a key priority for the School. Persistent absence, particularly in Years 8 and 10 was a major focus. A secure attendance team was now in place and the School was working closely with the Educational Welfare Officer (EWO) to try and improve the situation and to support families. New systems were now in place to ensure Students were challenged about lateness. A behaviour attendance assembly had been held and multi-faceted measures were in place to try and improve attendance levels. Following a question from the Chair regarding who would deal with a request to take a child out of School for a holiday or for a long period of time, it was clarified that the request would be forwarded to the Headteacher who would refuse it unless there were extenuating circumstances. If the Student was taken out of School anyway there absence would be recorded as unauthorised. In response to a question from

Mandy Hurst, Natalie Slade and the Headteacher explained that more letters than ever were being sent out regarding persistent absence and whilst the School was reluctant to have to sign a court order, the Headteacher said she would do so if absolutely necessary and parents would be called to attend court and fined or in an extreme/complex case a custodial sentence might be given. Kirstie Barrett commented that some families might be unable to pay the fines. The Headteacher agreed but said the judge would rule on a decision based on the family's situation. The Headteacher pointed out that for some families who could afford to pay, a fine was still cheaper than taking a trip during the school holidays so was not necessarily a deterrent. Following a comment from Karen Khwaja, Governors also discussed that in some cases of absence there were safeguarding issues to consider.

(h) Pastoral information since the last GB meeting.

During the Spring Term 2023 there had been

- 9 school complaints. 3 had been against staff, 3 against school procedures, 1 from a neighbour about behaviour at the bus stop/in the area and were official written complaints including those recorded against staff and school procedures.
- 21 Children Looked After;
- 0 Child Protection (Safeguarding) referrals to social care;
- 0 Children on a Child Protection Plan or subject to a Child in Need plan;
- 1 allegation against staff reported to Lead Officer for Child Protection;
- reported racial Incidents;
- 0 reported serious Bullying Incidents;
- 0 any significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;
- 32 suspensions. No permanent exclusions. These had been for persistent, disruptive, defiant behaviour (11), physical assaults on Students (19), swearing at staff (1), and the possession of a knife (1)

Governors discussed the fact that suspensions had reduced this year from 92 in 2021/22 to 57 to date this year. The Headteacher explained that they had set a target to reduce these to no more than 75 this year so were delighted that it was so much lower than this with only two weeks of term to go. She hoped that the next two weeks would be positive in terms of behaviour. She added that there were heightened expectations now but persistent disruptive behaviour was a trend across the country and it was recognised that 19 physical assaults was a high number. In response to Governors' questions, Natalie Slade and the Headteacher explained how young people were being taught to manage conflict. The School was undertaking work around restorative justice and holding resolution meetings. Skilled staff were working with the Students as well as Natalie Slade who was focussing on Years 9 and 10. The need for a cultural shift across the School was recognised and Natalie Slade explained that the School was working with the Northside Youth Centre charity based in Edmonton Green. They were focussing on Year 9 and 10 girls and offered two hours a fortnight on how to manage conflict which could then exacerbate into more serious issues. The Headteacher said this was a problem across Enfield. Chris Hyland

wondered if the 19 represented the number of students or incidents and commented that it would be useful for Governors to have actual student numbers included and also figures for Managed Moves. The Headteacher agreed to provide this.

RESOLVED that the Headteacher provide student numbers/Managed Move data in future reports.

ACTION: HEADTEACHER

Governors discussed restraint. Natalie Slade informed Governors she had discussed positive handling with the Headteacher of Orchardside (the PRU). The BST's (Behavioural Support Team) at the School were being trained as were the site staff. Kirstie Barrett wondered how the impact of witnessing physical assaults was dealt with Students. The Headteacher explained that a reset assembly around expectations was held for whole year groups. She recognised there was still work to do around the area of large serious incidents but she hoped that any Student who was upset by something they saw would go to their Tutor or Head of Learning. Natalie Slade added that Student surveys asked the questions around what made them feel unsafe. Following further discussion the Headteacher assured Governors that the staff were good at having high presence and issues were dealt with quickly. Ideally they would want to have preventative measures in place rather than responsive ones but they did act swiftly if the need arose.

In response to a query from Karen Khwaja, the Headteacher stated that the definitely did keep track of who had issued complaints against the School.

(i) Student Leadership and Awards

School Council meetings had continued this term. The focus had been on consultation around the new House system. Names and themes had been discussed and Council members had been given the opportunity to feedback. The Headteacher explained that they were not quite ready for a September launch and were now planning the House System to be in place from January 2024.

(j) Post 16

The Headteacher was delighted to report that Mel Nathan, Amanda Roper and their teams were doing phenomenal work. The independence shown by the sixth form Students was impressive. They were able to self-regulate well. The ethos around the Post 16 provision had been embedded by the Leadership Team and a great deal of work had been conducted with the Students. The staff member in charge of supervised study provision was leaving at the end of term and the Headteacher was delighted that her replacement would be an ex Student who had just finished university.

(k) Careers

The Career Day on 26 April had been very successful and had included 7 trips and 30 external visitors. The Careers Coordinator role had been readvertised. This was a small TLR. Karen Khwaja asked if the School networked with other schools around careers and explained the excellent provision that Winchmore had. The Headteacher said they did have strong support at Chace Community but considered it would be useful to also speak to Winchmore. She thanked Karen for the information.

RESOLVED that the Headteacher speak to the Careers Lead at Winchmore School.

ACTION: HEADTEACHER

(l) Forthcoming Events

Governors noted the list of events for the remainder of the term and for September.

(m) Curriculum updates

Krysia Sosin explained that the changes to the curriculum as a result of the curriculum review had now been built into the timetable for 2023/24. This included a move from a 1 week to a 2 week timetable to give increased flexibility. Computer Science would be a discrete lesson not part of a carousel and there would be an increase in core lessons, maths and English for KS3 and 4 and Science for Year 9. In Years 7 and 8 there would be a decrease of 4 to 3 periods in geography, music, drama and tech. Music and Technology would be in the carousel in Year 9 for four periods. In response to a question from Kirstie Barrett about the decrease in geography lessons, Krysia Sosin explained that this was due to staffing at present rather than a long term decision. Provision could be increased again in the future. The plans were to increase the core offer whilst offering a broad and balanced curriculum, based on the staffing available.

(n) Improving outcomes at GCSE

Governors were informed that the most recent data would be available next week. In the meantime they reviewed the Spring 2 data which showed the average Attainment 8 score was 4.36 for the Year 11 cohort. Following analysis of progress and grades a number of measures had been put in place. Governors also reviewed the ways in which the Covid catch up funding had been used.

(o) Chace Priorities

Governors reviewed the Chace Priorities and following a Governor query, Krysia Sosin explained that the acronym DIMGIC was exclusive to the School and was linked to the structure of lessons;

(p) SEND

The profile of SEND Students at the School was higher than the national average. TA's had been focussed this term on exam access arrangements for these Students. The

Headteacher said how pleased she was that the young people on Alternative Provision were still part of the Chace community.

(q) Finances

The SBM was pleased to; inform Governors that the finances of the School were in a good position. A three year balanced budget was in place with the potential for Year 4 to be balanced too.

(r) Premises

Governors discussed the building works and the Headteacher said she would be pleased to offer them a tour of the new toilets at the next meeting. The new build had been signed off and a contractor chosen. Client engagement meetings would be held for six weeks and work was on schedule to be completed by 2025 with the School taking occupation in the September of that year.

(q) Community Links

The School had a number of community links, details of which were contained within the report. The Headteacher highlighted the music performance at St Andrews Primary. The Leader of Music also planned a performance at the Salvation Army headquarters. The Chair reminded Governors she was also a Governor at St Andrews and it had been commented on how much they thought of Chace Community. Jamie Smyth added the provision of Chace water bottles at Worcester's Primary had been appreciated and he said he was sure they would be pleased to host a music performance too.

NOTED that the Headteacher thanked Governors for their visits this year and for all the work they did for her and the School. The Chair said she and the Governors recognised the enormous amount of work that went into the Headteacher's report and thanked everyone for their contributions.

6. CURRICULUM

RECEIVED the minutes of the meeting held on 10 May, a copy of which is included in the Minute Book and available to view on GovernorHub.

NOTED the contents and the actions.

RESOLVED to ratify

- the Safeguarding Policy.

Governor Visit reports

REPORTED that

- (a) Mandy Hurst had undertaken a work scrutiny;
- (b) Vicki Morgan had completed a safeguarding visit;
- (c) the Chair met with the Headteacher weekly

7 RESOURCES

RECEIVED the minutes of the meeting held on 17 May which were available to view on GovernorHub and in the Minute Book.

NOTED

- (a) the contents of the minutes and that the budget showed a positive in year figure for this year and next. Chris Hyland said that he and the other Governors recognised the enormous amount of work the SBM did and thanked her for all efforts in managing the budget so well. Chris Hyland pointed out that in essence she was helping to run a huge business and was doing an incredible job;
- (b) the Paris Trip was no longer happening.

RESOLVED to ratify

- the Complaints Procedure ;
- Disciplinary Procedure;
- Health & Safety ;
- Management of Medicine
- The Three year budget plan.

8. POLICIES

RECEIVED the following policies, copies of which are included in the Minute Book and available to view on GovernorHub.

- Assessment Feedback and Marking Policy – Summer 2023
 - Chace Business Continuity Plan – Summer 2023
 - Chace Emergency Plan – Summer 2023
 - Fire Safety Policy – Summer 2023
 - First Aid and Welfare policy – Summer 2023
 - Freedom of Information Policy – Summer 2023
 - Home Learning Policy – Summer 2023
 - Spiritual Personal and Social Development Policy – Summer 2023
 - Structure of the Day;
 - 6th Form Dress code;
 - Teacher Appraisal Policy;
 - Visitor Behaviour Policy;
 - Whistleblowing Policy;
-

- Bullying and Harassment in the Workplace Policy;
- Capability Procedure;
- Grievance Procedure.

NOTED these policies had been reviewed by the GPG. The Headteacher pointed out the Structure of the Day was not actually a policy but this document had been produced to reflect the fact that the 20 minute break was being reintroduced next year for the benefit of both staff and Students. This would result in the loss of afternoon registration but allow for longer pastoral time in the mornings. Mandy Hurst commented on the excellent sixth form dress code policy.

RESOLVED to ratify the above policies.

9. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

NOTED that all the latest sessions could be accessed on

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

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

NOTED the following training sessions and that details of future sessions could be found in the Training Diary, available to view on GovernorHub.

Tues 4th July 2023	7pm-8pm Teams	LADO	Tbc
Wed 20th Sept 2023	6.30pm-8.30pm Highlands School	Roles and Responsibilities: <i>'Knowing my school'</i>	Tbc
Wed 11th October 2023	6.30pm-8.30pm Highlands School	Understanding School Data: <i>'What governors need to know'</i>	Tbc
Wed 8th Nov 2023	6.30pm-8.30pm Highlands School	School Improvement: <i>'Strategic Role of Governors'</i>	Tbc
Mon 13 November 2023	6.30pm-8pm CLC Parsonage Lane	Pupil Premium Part 1	Tbc
Wed 6th December 2023	10-11am Teams	Prevent	Tbc
Wed 24th Jan 2024	6.30pm-8.30pm	Induction for New Governors	Tbc

	Highlands School		
Mon 19th Feb 2024	6.30pm-8pm CLC Parsonage Lane	Pupil Premium Part 2	Tbc
Wed 21st Feb 2024	6.30pm-8.30pm Highlands School	Inclusion and Equality: <i>'Knocking down barriers, building life chances'</i>	Tbc
Wed 20th Mar 2024	6.30pm-8.30pm Highlands School	Strong Governance: <i>'How to make a difference'</i>	Tbc

10 LA REFERRALS/POLICIES

RECEIVED

- updated, LA approved Staff Code of Conduct policy
- the Pay Policy
- the Cyber Security Management Letter,

copies of which are included in the Minute Book and available to view on GovernorHub.

RESOLVED to ratify the above policies

11. GOVERNORS BRIEFING

NOTED the information in the Governors Newsletter Summer 2023 available on Governor Hub. **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

12. DATES OF FUTURE MEETINGS

NOTED the date of future meetings as

DATE	MEETING	TIME
AUTUMN TERM		
20 September 2023	Full Governing Body	6pm
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
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
12 June 2024	Discipline Committee	6pm
3 July 2024	Full Governing Body	6pm

13. **ANY OTHER BUSINESS**

(a) Chair/Vice Chair

REPORTED that the Chair pointed out that her and Chris Hyland’s term of office as Chair and Vice Chair would come to an end in September. She asked if anyone else might like to consider standing as Chair but if not she said she would be happy to continue. She thanked Governors for all their support this year and thanked Mandy Hurst and Chris Hyland for chairing the committees so ably. She was delighted how quickly Krysia Sosin and Natalie Slade had settled into their roles and thanked the SBM and Headteacher for their work and leadership.

(b) Credit Card

REPORTED by the SBM that the School credit limit of £5000 was no longer enough and she asked Governors if they would agree to her asking the bank to raise it to £10,000

RESOLVED to agree that the School credit card limit could be raised to £10,000.

ACTION: SBM

13. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that no items be dealt with on a confidential basis.

