

22 MARCH 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 Helen Green * | 01 December 2020 | 30 November 2024 |
| | Mr Marlon James-Edwards * | 30 January 2022 | 29 January 2026 |
| | Ms Kirstie Barrett | 8 December 2022 | 7 December 2026 |
| | Vacancy x 1 | | |
| Staff Governor | Ms Melanie Nathan | 30 June 2021 | 29 June 2025 |
| Co-opted Governors (8) | Mrs Anna Constantinou | 08 September 2019 | 07 September 2023 |
| | Ms Sharen Furlong * | 08 February 2021 | 07 February 2025 |
| | 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 1 | | |
| Headteacher | Ms Tanya Douglas | 1 April 2021 | - |

*denotes absence.

Also Attending:

Pritam Vekaria (DHT)

Krysia Sosin (DHT)

Simone Fernandez (SBM)

Mandy Newell (Clerk)

NOTES OF INQUORATE MEETING

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Sharen Furlong, Mandy Hurst, Jamie Smyth and Vikki Morgan.

NOTED the absence of Marlon James-Edwards and Helen Green.

RESOLVED to agree to the absences of Sharen Furlong, Mandy Hurst, Jamie Smyth and Vikki Morgan but **not to agree** to the absences of Marlon James-Edwards and Helen Green.

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

- (i) the vacancy as Helen Nicholls had decided not to take up the role following her appointment in December 2022;
- (ii) Karen Khwaja and Kirstie Barrett were welcomed to the meeting and introductions were made;
- (iii) Sharen Furlong had been given a promotion and as a result of this would be leaving her role with the Salvation Army in Enfield to take up her new post in London. She would be leaving the Governing Body at the end of the Summer term. Governors were sorry to learn this. The Chair said she was keen to retain the Governing Body's relationship with the Salvation Army and would like her replacement in Enfield to take up a place on the Governing Body. Chris Hyland understood that Sharen knew who her replacement would be and the Chair said she would speak to Sharen about this.

NOTED that the Chair would speak to Sharen Furlong about her successor on the Governing Body and to Sujal Zaveri at the Governor Support Service about the other vacancy.

ACTION: CHAIR

(b) Parent Governor

NOTED the vacancy. A Parent Governor election would be held in due course.

(c) Committee membership

NOTED that Karen Khwaja and Kirstie Barrett would be joining the Resources Committee and that Committee roles would be reviewed in the Summer term.

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

RECEIVED the minutes of the meetings held on 7 December 2022 and 8 February 2023 which were agreed as a correct record and signed on GovernorHub by the Chair.

There were no matters arising to consider

5. **REPORT OF THE HEADTEACHER**

RECEIVED the written 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 the Headteacher guided Governors through her report and the following matters were highlighted;

- (a) Challenge Partner review - the Spring term had been a busy one whilst maintaining excellent education for all Students. A Challenge Partner review had taken place over three days. The team who visited the School consisted of an HMI Inspector and four serving Leaders. The Headteacher was delighted to inform Governors that they confirmed that Chace was effective, the equivalent of a Good Ofsted grade. The team also awarded the School with an Area of Excellence for the Art and Photography Department. Governors congratulated everyone involved and the Headteacher expressed how proud she was of the Staff and Students who had been part of the review. She added that the team conducting the review had commented how well the School was now being marketed;
- (b) Strikes - it had been the Headteacher's first time in having to deal with industrial action by teachers and the NEU strikes had created a challenge in balancing two competing views and rights. The Headteacher said she had done her best to publicly show support for the NEU teachers around the reason for the strikes whilst also balancing the needs of the Students and in particular Years 11 and 13. The days had been managed well;
- (c) Staffing - there had been some instability in staffing this term and in particular the small number of vacancies in Science and Geography as well as support staff. Governors were assured that the situation should soon start to improve due to recent recruitment of teaching staff but challenges remained in retaining support staff. The Headteacher said she was grateful to Krysia Sosin for her work with long term agency staff;

- (d) Enrichment - an Enrichment Day had been held this term and another would be taking place this week. These days helped to enhance the personal, social and cultural development of the Students. Work on the School brand had moved on this term and the new logo and uniform had been finalised. The new logo would be used from Easter on School documentation and other parts of the new branding would start to emerge around the School. Governors reviewed the pictures of the new uniform provided within the report and the Headteacher thanked them for the time they had given in helping this come to fruition;
- (e) Admissions - the Headteacher was delighted that the intake for Year 7 in September was 167, 170 would mean they were full. This was a great result and showed the result of working with the local community over the last 18 months. This was good news for the budget too and the Headteacher thanked all the transition team for their excellent work;
- (f) Exams - a priority for next term was to get Years 11 and 13 through their exams successfully. As a Sociology teacher who had lessons on a Monday, the Headteacher was aware that the three bank holidays coming up mean she would only see her class three times before the exams began. Another priority was the Year 7's to ensure they made a successful transition and updating the prospectus and website for September. A promotional video was being produced and Governors were due to come into School to have headshot photos taken on 27 April. September staffing also needed to be finalised;
- (g) Staffing - Governors reviewed the staffing information and noted the eight appointments since September. The Headteacher added that they had now appointed a Behaviour Supervisor and Assistant Senco interviews had taken place today. There had been two good candidates so there was a need to consider carefully who should be appointed. Vacancies remained for a Science teacher, Head of Geography, Medical Officer and Student Servicer support, Careers Coordinator (internal) and a Duke of Edinburgh Coordinator (internal);
- (h) Teaching and Learning - Krysia Sosin highlighted areas around teaching and learning and said how delighted she had been around the effective judgment received from the Challenge Partners. The Inset Day on Oracy in January had been received well by staff and they were positive about the new initiatives and how they could use these in their curriculum areas. A coaching programme was in place and this was recorded as part of the appraisal process. Direct coaching was being given where support was needed. A twilight workshop on Oracy had taken place tonight and it was hoped that the training would reflect in lessons. A staff briefing on Monday has also focused on Oracy and how children spoke;
- (i) Looked after Children - Headteacher informed Governors that there were 1,100 Students in the School and this number was climbing. However, she was concerned about the increase in number of Looked After Children (LAC). These children often arrived at School with issues and complexities. The Headteacher said she planned to meet with the Chair and write a letter to Peter Nathan, Director of Education

about what she considered to be a disproportionate number of LAC that were coming to Chace. In response to Governor's queries she stated there were 21 LAC at present. Karen Khwaja commented that this was very high. The Headteacher wanted to know if the number of LAC children was spread fairly across the Borough;

- (j) Attendance - attendance figures for years 7-11 were highlighted. Pritam Vekaria explained that these were still not back to pre-covid numbers. An Attendance Officer was in place and key Students were being tracked daily. The School was in line with national at (90.6% vs 90.2%). Support and home visits were in place and the Educational Welfare Officer (EWO) was working with the School. The National average was rising but local Schools did not feel attendance was good enough. Pritam Vekaria explained how Schools sometimes changed the absence coding which affected the attendance figures. In response to a query from Chris Hyland it was explained that LAC children usually had good attendance. Karen Khwaja asked if there was a particular core group with persistent absenteeism but was told it varied. She was assured work was done with some core families. Pritam Vekaria added that snow days and strike days had affected attendance which had ranged from 50-70% and unlike some other schools, they did not give codes to Students who said they were working at home. If they were not in School they were marked absent;
- (k) Behaviour - Governors reviewed the figures in 2.5, 2.6 and 2.7 – behaviour and suspensions/full day locations and the Headteacher explained that she was reviewing how to report this for the new academic year. Chris Hyland commented that Governors should receive data around managed moves and the Headteacher agreed she would add this to the report in future. In response to a Governor's query around restraint, the Headteacher said they used Government guidance if this was needed and any incidents were logged, monitored and then signed off by her. A spreadsheet was produced in order to see any trends. There were at least four restraints in one serious incident that occurred in January;

(l) Pupil Pastoral Update

During the Autumn term there had been;

- 16 complaints.
- 10 Children Looked After; PLA
- 3 Child Protection (Safeguarding) referrals to social care;
- 5 Children on a Child Protection Plan and 10 on a Child in Need plan;
- 0 allegations against staff reported to the Lead Officer for Child Protection;
- 16 reported racist incidents;
- 5 reported serious bullying incidents;
- 0 significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;
- 14 suspensions – no permanent exclusions.

Complaints had increased this term and the Chair and Vice Chair were working on this. The majority had arisen from a serious incident in January and the fact parents were not happy with the decisions the School had made to do with this incident. The Chair said it had been relentless since January. The Headteacher thanked Governors for their hard work in investigating the complaints and recognised how much time this had taken up this term.

Suspensions were given for persistent defiant behaviour and physical assaults on other Students.

- (m) Head Students - the Headteacher was pleased to inform Governors that the new Head and Deputy Head Students had been elected last month and had already started their duties by narrating an online assembly encouraging Students to wear something red to support Turkey and Syria. £600 had been raised during fundraising on March 13 and this had meant a lot to the school community;
- (n) Sixth form - the sixth form had a busy term. 75 Students had applied to university and there had been 1 Cambridge offer. The Students had numerous enrichment opportunities which had allowed them to build their sense of belonging within the School and the local community and to display excellence and gain responsibility. Mel Nathan commented that the sixth formers were working well and aiming high. They were taking advantage of the opportunities offered to them. Transition work was being done with Year 11 to prepare them for KS5. The Headteacher was proud of the sixth form Students and pleased they had such a strong sixth form team in place. There was a big focus now on the outcomes for Year 13 and some were undertaking on line tutoring to help them achieve their potential. Mentoring and external supervision was in place;
- (o) Careers - in respect of Careers, the most recent Compass report showed that the School was working above the national average in most of the Gatsby benchmarks. Strike days had been used to undertake Careers work and it was planned to have an internal teaching and learning responsibility (TLR) for careers support in place. A Careers Coordinator would also be appointed. The plans for the Careers Day on 26 April were being finalised. It would be an ambitious day with lots of input from employers and HE/FE providers;
- (p) Curriculum - Krysia Sosin reminded Governors that the curriculum was under review. She had undertaken a review of 14 curriculum models from other Schools in Enfield. Krysia Sosin explained that this gave her valuable insight into the way a curriculum could vary and also given her a mandate to implement some key changes. This would include a move to a two week timetable to allow more flexibility in timetabling lessons. The changes would be discussed with the Curriculum leaders and robust discussions would be required to see what could be removed from the timetable. For example now that RE was not a compulsory subject, the amount of lessons at KS4 could be reduced. Following Governor queries, Krysia Sosin assured them that discussions and potential lesson reduction

times would be handled sensitively but there was no point having extra time for a department if they were not going to be using it effectively;

- (q) Pupil Premium - Governors had received the Pupil Premium Statement and the Curriculum Committee had discussed this in depth. A great deal of work was being done to close the gaps between PP and non-PP. Electronic links were available to Governors to review PP and a great deal of extensive work was being done for PP Students to help them do well in their exams;
- (r) Covid Catch up fund - 90 Students were benefitting from the Covid Catch up fund monies. This involved taking part in one hour on line tutoring in either Maths, English Literature, French, Spanish or Geography. Analysis of this would take place after the next data entry and at the end of the programme;
- (s) School Improvement Plan - Governors reviewed the highlights of the Chace Improvement Plan contained within the Headteacher's report. Chris Hyland commented that the provision of the information in this way was very useful and a valuable way of Governor's receiving information they would need if they had to speak to Ofsted;
- (t) SEND - there were currently 250 Students on the SEND Register, 46 of whom had Educational Health Care Plans (EHCPs). Three more Students were being assessed for an EHCP. Students with additional needs now made up 20% of the School population. The national average was 15% for schools similar to Chace. The TAs were currently very busy sorting out access arrangements for the SEND Students taking exams this Summer. Pritam Vekaria had been working with the Students on Alternative Provision (AP) and his successor would be taking over this role;
- (u) Parent App - the Arbor App was working well and the use of this parent app had moved from 50-60% since the last report. It was hoped this would increase to 90% by July. Investigations were underway to establish the feasibility of using the App for the setting and monitoring of homework and giving Students access to track their behaviour, attendance and academic performance;
- (v) Health and Safety - Chris Hyland met termly with the SBM to undertake the health and safety monitoring visit. A teaching health and safety representative from the NEU was now in place and would attend six weekly review meetings;
- (w) Finance - the SBM was delighted to inform Governors that the finances were in a positive position. The third quarterly return showed an estimated end of year credit of £493,075. This was 5.7% of the budget and therefore over the 5% carry forward allowable. A letter had been written to the Director of Education stating what these funds would be used for and explaining why the School should retain

them. A response from the LA was still awaited. Further details on the finances would be given at the next Resources Committee. It was hoped to get the toilets next to the diner refurbished and to bring these in line with the ones planned for the new build, ie non-gender, open plan with sinks in the middle. The LA had visited on Friday and given the go-ahead. Once a structural survey had been completed and costings confirmed it was planned to complete this work in the Summer holidays. Fire proofing had been completed in the new building;

- (x) The Headteacher thanked Governors for all their visits this term and for their continuing hard work for the School and the Chair thanked everyone who had contributed to the Headteacher's report and for all their efforts this term.

6. **ENGAGEMENT WITH STAKEHOLDERS**

REPORTED that

- (a) staff received 2 questionnaires per year. There had been a focus on staff wellbeing and a CPD activity had taken place around what would make the School a happy place to work;
- (b) a uniform consultation event had taken place and a significant amount of support was being made available to parents/carers who faced financial challenges in funding this;
- (c) a meeting had been held for new Year 7 parents;
- (d) the Headteacher met with the unions each term.

7. **CURRICULUM COMMITTEE**

RECEIVED the minutes of the meeting held on 1st February 2023, a copy of which is available to view on GovernorHub and in the Minute Book.

REPORTED that the Chair guided Governors through the minutes and highlighted the fact the Committee had discussed that the dress code in the sixth form was a work in progress. They had discussed the new house system and the fact this would be implemented over a three year period. The Committee received an update on progress and achievement and received a marking and feedback action report along with details of the Maths and Science deep dives that had taken place. Work continued on Oracy and Memory and had been well received by staff. Governors also looked at the attendance and behaviour update and curriculum proposals. The Chair was pleased to say that following her discussion about having a budget to work with Health and Social Care Students in Drs surgeries, she could now report that the budget had been increased enabling more help to be available to Students.

8. **RESOURCES**

RECEIVED the minutes of the meeting held on 22 February 2023 and the Service Level Agreements (SLAS), copies of which are available to view on GovernorHub and in the Minute Book.

REPORTED by Chris Hyland that

- (a) the Committee had been delighted with the amazing effort that had been made in producing a budget that was so much in credit they would have to ask the LA not to claw any monies back. He explained to Governors that Schools were required to produce a five year projected budget and submit this to the LA. He had decided to look at what the projection had been five years ago and found that a £3m deficit had been projected. This clearly showed that the five year budget process did not work and that a 2/3 year projected budget was much more realistic. Governors recognised the amount of work that went into producing the predictions and thanked the SBM and Headteacher for their hard work in this area;
- (b) the Committee had discussed the tender process for the new catering contract and reviewed the SLAs, contracts, leases and licences. They had discussed works to the Expressive Arts building and agreed the proposed plans for the toilets. They had also discussed the new uniform and associated costs to parents/carers.

NOTED that as the meeting was inquorate the SLA's and Lettings Policy would be ratified by Chair's action.

9. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

NOTED that Governor training could be booked via the School based booker, Simone Fernandez

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

10. **ADMISSION NUMBERS 2023-24**

REPORTED that at present the admission numbers were 167.

11. **LA REFERRALS**

NOTED the information in the termly newsletter.

12. **DATES OF FUTURE MEETINGS**

NOTED future meeting dates as

| | | |
|--------------------|---------------------------------|------------|
| SUMMER TERM | | |
| 10 May 2023 | Curriculum Committee | 6pm |
| 17 May 2023 | Resources Committee | 6pm |
| 24 May 2023 | Governors Planning Group | 6pm |
| 14 June 2023 | Discipline Committee | 6pm |
| 5 July 2023 | Full Governing Body | 6pm |

14. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that no items be regarded on a confidential basis.

The Chair thanked Pritam Vikaria for all his hard work during the six years he had been at the School and wished him all the best in his new role on behalf of all the Governors. He would be sorely missed and had done a wonderful job. Pritam thanked the Governors and said he was pleased that he was leaving the School in such a good place.