


<p>GOVERNING BODY OF CHACE COMMUNITY SCHOOL Churchbury Lane, Enfield, EN1 3HQ Telephone: 020 8363 7321</p> <p style="text-align: center;">GOVERNING BODY</p> <p style="text-align: center;">MINUTES OF THE MEETING HELD ON 23 MARCH 2022</p>	
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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
	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
	Ms Sharen Furlong	08 February 2021	07 February 2025
	Mrs Tracey Jenkins (Chair) *	2 January 2021	1 January 2025
	Ms Mandy Hurst *	5 December 2018	4 December 2022
	Mrs Hilary Ballantine *	4 December 2019	3 December 2023
	Mr Jamie Smyth	27 January 2022	26 January 2026
	Ms Vikki Morgan *	23 March 2022	22 March 2026
	Vacancy x 1		
Headteacher	Ms Tanya Douglas	1 April 2021	-

*Denotes absence

Also Attended:

Pritam Vekaria (DHT)
 Alex Christodoulou – Acting Deputy Headteacher
 Simone Fernandez (SBM)
 Mandy Newell (Clerk)

Clerks Note – in the absence of the Chair, the Vice Chair, Chris Hyland chaired the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from Tracey Jenkins, Hilary Balantine, Mandy Hurst and Vikki Morgan.

NOTED the absence of Marlon James-Edwards.

RESOLVED to consent to these absences, but not the absence of Marlon James-Edwards.

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) Parent Governor

REPORTED

- (i) the resignation of Ayse Adil with effect from 31st January 2022;
- (ii) that the term of office for Vicki Morgan had come to an end on 30 January 2022.

NOTED there were two vacancies.

RESOLVED that a Parent Governor election be arranged.

ACTION: HEADTEACHER

(b) Co-opted Governor

REPORTED that Mumina Wahid had resigned from 17 January 2021.

NOTED that Jo Mercer had resigned from 24 September 2021.

RESOLVED that following discussion with Vicki Morgan, the Chair, Vice Chair and Headteacher, she be appointed as Co-opted Governor with effect from 23 March 2022.

4. MINUTES AND MATTERS ARISING

The Minutes of the meeting held on 8 December 2021 were confirmed and signed by the Chair as a correct record.

NOTED the following matters arising:

Strategic Leadership (Minute No. 7 (a))

The Headteacher had circulated a prompt sheet to Governors for them to complete to help them in their ability to support and challenge the school. Governors were asked to bring this sheet to any meetings in the future and the importance of knowing the School well was emphasised. The Headteacher guided Governors through some of the questions and they discussed how they should be answered.

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. The following matters arose from discussion of the report and in response to Governors' questions:

REPORTED

(a) This week at the School

The Vice Chair pointed out that it had been a busy week for the SLT. They had shortlisted candidates for the roll of DHT and had been conducting interviews. Unfortunately the Chair of Governors was suffering from Covid but had attended the interviews remotely. On top of this Ofsted had rung to say they would be visiting on Tuesday for the start of a two day inspection. The Headteacher had requested that the visit be postponed due to the circumstances this week and the pressures the School was already under with COVID absences and running the interviews. Late in the day on Monday Ofsted had agreed to postpone but it was now clear an inspection was imminent. Governors were reminded that when they came they would want to speak to members of the Governing Body, particularly chairs of committees but dependent on availability anyone might need to be ready to attend. The Vice chair emphasised the need for all Governors to have a good knowledge of the School and he warned them that an Ofsted visit could be an intense experience for a Governor. The Headteacher thanked the diligence of the staff on Monday when a visit had appeared imminent. Everyone had worked very hard and staff had been energetic and passionate. She was proud of the staff and their dedication to working on the visit, even after they knew it had been postponed and she was so pleased that everyone was pulling together to ensure the School got the outcome they wanted and deserved. Next week weekly staff briefings would commence to enable staff to reflect and ensure that key messages were put across to ensure the School received a good at the inspection.

(b) Challenge Partners Review

The Headteacher explained that it had been an eventful Spring term but she was proud to report the fantastic outcome of the Challenge Partners Review in November 2021. She reminded Governors that Challenge Partners were a charity that worked to improve schools and student outcomes through collaboration, support and review. On 29/30th November 2021 the School was reviewed by three Senior Leaders from other schools and an Ofsted Inspector. The review included many of the elements that you would expect from an Ofsted inspection and the reviewers concluded at the end of three rigorous days that the provision was 'effective'. This was excellent news for the school and further external validation that it was indeed a good school.

(c) Year 7

The School were recently informed of their 2022 Year 7 allocations of 171 students. Although there would be some movement, it was very possible that the Year 7 numbers would be above the current Year 7 of 133 students. This was despite there being 2000 fewer Year 6 students across the borough. The Headteacher said she was extremely proud of this achievement and all the staff that contributed to an excellent Open Event, improved marketing and all of the work that has gone into improving the local view of the school based and the improvements that had been made. To date 126 had accepted their places and work was ongoing to increase this to around 140 or above.

(d) Priorities

The Headteacher highlighted the priorities for next term.

- Recruitment for September readiness;
- Transition for our new intake;
- Finalising the school logo and brand;
- Continuing to reduce the deficit budget;
- Ensuring the curriculum model and timetable preparation are underway;
- Planning for improved SEMH provision for September.

(e) Staffing

The Headteacher highlighted the staffing information on page 2 of her report. There had been six new appointments since September and two staff had changed roles. Since Autumn 2021 four staff had resigned or their contracts had come to an end. There were currently eight vacancies. Since the report was written, Alex Christodoulou had resigned and would be taking up a role at Woodhouse in Finchley from September. Governors congratulated her and she explained that after 19 years at the School it would be a very big change for her but she was ready for the challenge. However, she hoped very much to be part of the team that helped the School to achieve a good status from Ofsted before she left. The Headteacher was delighted that a new DHT had

been appointed yesterday who currently worked at a Chelmsford Multi Academy Trust. She had excellent qualities and was looking forward to joining Chace.

(f) Attendance

Pritam Vekaria explained that as a school they were continuing the trend of being above the national average with 90% whole school attendance including Post 16, however this was not good enough so they were using all the interventions starting with tutor conversations to penalty notices and court cases to ensure everything possible was being done to get students who were well enough into school consistently. The Pastoral team alongside the daily tracking that was undertaken by the attendance team was working as attendance was going up slowly. There were concerns with the overall attendance and it was still one of the key priorities, however the pandemic was still having an impact on students that had good attendance before the pandemic. The School was prioritising support and home visits, tutor calls home and meetings with Educational Welfare Officer (EWO) for Pupil Premium students where there was a trend of persistent absence. Year 11 attendance had improved, the same strategies were being used with year 9. Whilst the overall figure was not near the school target, and the Persistent Absence (PA) was high (those falling below 90% attendance), this was a national picture (approx. whole school nationally was 87%) and the School was continuing to review and see if there were any further actions that could be taken to improve both whole schools, specific key cohorts, year groups and to reduce PA.

(f) Leadership and Rewards

The Headteacher was proud to announce that the new Head Students and their deputies had been appointed . Approximately 500 staff and students voted in the election. They had already started in their new roles by attending School Council meetings and had joined SLT at the prospective parents meeting on the 9th March. The School Council had been meeting every three weeks since the Christmas break. Currently they were canvassing the student body for feedback about rewards, running a school logo competition with support from Ms Constantinou and preparing to raise money at the end of term for the Red Cross.

(g) Post 16 provision

Governors attention was drawn to the information on pages 7 and 8 of the report and they noted the work that was being done to help Years 12 and 13 to improve outcomes for all.

(h) Curriculum

Alex Christodoulou explained that following a review of the KS4 curriculum, some minor changes have been made to this for 2022, with the view to make further changes for 2023. This was to ensure that students were following courses that were best suited to them and that would support them in achieving the best possible outcomes. The Year 9 Options process had begun and would continue to the end of term.

(i) Improving Outcomes

The Autumn 2 data for Progress 8 had improved on Autumn 1. The percentage grade 9-5 for Maths and English was up to 41.6% from 41.1% in Autumn 1. Subject teachers had set specific interventions with a specific focus on Pupil Premium (PP) boys. Targeted interventions were in place where necessary. Revision strategies for exams were being shared on a weekly basis via assemblies and year group google classroom. Motivational workshops were being held with 20 selected PP boys. An assembly on managing exam stress had been put in place. Some 1:1 tutoring was ongoing. Following the PPE's a virtual results assembly was held during which students received their results in the same way they would at the end of the year. Additional revision sessions had been set up during the holidays and on some Saturdays.

(j) Catch up funding

The Head of Maths was leading on this and the Headteacher was pleased to inform Governors that the Year 7's were now receiving tutoring as they really needed to fill the gaps and understand what they missed out on in Year 6.

(k) School Improvement Plan

Governors' attention was drawn to the priorities under 4.7 in the report. The Vice Chair asked that Governors ensure they were familiar with these in readiness for Ofsted. He emphasised the need to be focused on the level of detail that had been provided for them. He explained that Ofsted undertook a triangulation process and spoke to the SLT, Students and Governors. He encouraged Governors to add this information into their prompt sheets. Governors discussed the lower attainment readers and the fact that the SENCO was identifying students who would benefit from the Grow Reading programme. They were being taken out of other lessons for 15 weeks. As a result of this reading ages had risen by around 9 months. Following Governor's queries, it was explained that reading was a whole school strategy. Governors were invited to ask for further information on this if they wished to do so outside of this meeting.

(l) Alternate Provision (AP)

Governors were reminded that for safeguarding purposes they must know when students were in AP ie at the PRU or on a managed move or at college. Following queries raised by Governors they were assured that the School undertook due diligence to check attendance for any students in AP.

(m) Premises

Simone Fernandez explained that the cleaning contract was moving to an external contractor and the School was working with Enfield County and Bishops Stopford to ensure the three Schools could get a contract that offered better value for money. The process had begun and prospective companies had visited the school last week. They would need go to tender so the process would take a few months and all three schools would need to agree on the contractor but it was planned that the new contract would go live by 1 September 2022.

(n) Covid-19

The Headteacher assured Governors that staff were being supported and given the most recent and up to date guidance available. Student numbers were down due to Covid cases but the School had to respect families who did send their children in with covid as this was now allowed under Government guidelines. The Vice Chair asked if there were many staff off sick and was informed there had been but three were back with four more due back soon. A risk assessment guidance from the LA was in place. Information was provided to parents in the School bulletin. It was pointed out that moving forward there would be a need to see absence due to covid as normal sickness leave. The Headteacher considered it would be interesting to see how the new measures coming into force on 1 April would pan out.

(o) Pupil Pastoral Information

REPORTED that in the Autumn term there had been

- (i) One official written complaint;
- (ii) five Looked After Children;
- (iii) two child protection (Safeguarding) referrals to social care;
- (iv) no allegations against staff reported to the Lead Officer for Child Protection;
- (iv) thirteen reported racial incidents;
- (v) no reported serious bullying incidents;
- (vi) no significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people; E Safety Incidents
- (vii) 54– Fixed Term Exclusions Autumn Term. 26 male 28 female (37 individuals)
18 Fixed Term Exclusions Spring 17 male and 1 female (14 individuals)

2 Permanent Exclusions Autumn Term both female
1 Permanent Exclusions Spring 1 - male

NOTED that it was hoped that exclusions would reduce moving forward. Following a query from the Vice Chair it was confirmed that the situation had calmed down during the spring term due to slight changes to the behaviour system and the support on offer. There were less lesson relocations in place and the impact was being seen across the School. Managed Moves and Alternate Provision was working well for some families. The Vice Chair explained that he and Sharen Furlong had sat of the panel for three permanent exclusions that had taken place and in these cases there had been no choice but to permanently exclude. Pritam Vekaria explained that the School was moving away from the West Lea provision as they wanted this area to be another step before it came to permanent exclusion. The Timpson report published in January by the Government offered advice as to best practice and ways to ensure that once the children were in School, they stayed there. Extra layers would be put in place to help prevent exclusions and help students to be mainstream ready.

ACCOUNTABILITY AND COMPLIANCE

6. TEACHING & LEARNING

RECEIVED the Minutes of the meeting of the Teaching & Learning Committee held on 2 February, a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes:

Assessment

REPORTED that the School had received advanced information on the 2022 GCSEs and these should definitely be happening. In February the Government sent information on what the exams might contain and advance info had now been given to students as to what might be in the exams although in many subject areas this was vague. Melanie Nathan explained that in her lessons she had held revision sessions based around this information which had been shared with her class. They had practised large mark questions and worked on essay planning. Other subjects had been able to cross off large parts of the curriculum as they knew they would not be part of the exam and so were no longer studying them.

7. FINANCE AND PREMISES/RESOURCES

RECEIVED the Minutes of the meeting of the Resources Committee held on 9 February 2022. a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes:

(a) Budget

REPORTED that the SBM explained that the third quarterly return showed an estimated £208,738 credit balance. She had attended a budget workshop and been told to allow 3% for a teachers pay rise and 2% for support staff but this had now changed to 3% across the board for five years. Due to broken ovens in the kitchen which had amounted to around £30,000 of costs, savings in this area had not been possible as had been hoped. There was an eight week lead time to replace these ovens. The SBM was pleased to let Governors know that although there were some concerns around the new budget the School was in a better place financially than this time last year. The SLT would be working on what was allocated to which part of the budget. The Vice Chair praised the restructure work on the finances that had been undertaken by the SBM and SLT. Following Governors' questions, the Headteacher stated that by 2024/25 the changes in the curriculum taking place should help the financial situation. The Vice Chair pointed out how hard it was to get an accurate five year budget plan as there were so many unknowns and in many ways he considered it was a relatively academic exercise.

(b) Gift Aid

RESOLVED to defer the discussion of Gift Aid to the next Resources meeting.

ACTION: CLERK

RESOLVED to ratify the following

- The third quarterly return and five year budget plan;
- SLAs;
- Updated Pay Policy;
- Pupil Premium Strategy Statement.

8. **IDSR**

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

NOTED the contents and the Vice Chair commented that was a useful document and gave a good insight into the School. It was a main go to document for Ofsted and highlighted areas around KS4, the fact the School had a broad and balanced curriculum and followed the national curriculum. Areas of weakness and strengths were highlighted and the Headteacher said she was proud of the number of areas that had seen improvements. Art was strong as was English. Areas of development were around French, geography, media studies (very small) and drama. The Teaching and Learning Committee had discussed how to work on the areas of development.

9. **OFSTED PROMPT QUESTIONS**

NOTED that Governors had received the document and the matter had been discussed earlier in the meeting. It was also determined that Governors must understand the use of Pupil Premium monies and they should be aware that relevant documents were available for them to assist with this. The Chair reiterated that Governors must complete their answers in the prompt sheet themselves rather than expect the School to provide them. Ofsted would expect Governors to be fully aware of the many aspects of the School and to be confident in answering any questions they might have.

RESOLVED that Governors complete their prompt sheets in readiness for Ofsted

ACTION: GOVERNORS

10. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

REPORTED that

- (a) Helen Green had attended a beginners course for Governors run by Matt Miller and whilst finding it valuable felt that it was slightly biased towards primary school Governors. However, the course had made her feel more confident as a Governor. She pointed out that she had not received her enrolment email or the expected follow up one.

RESOLVED that the Clerk look into the issues around receiving emails about training bookings.

ACTION: CLERK

- (b) Anna Constantinou had completed hot topics training and had emailed the information covered to the Headteacher and Chair;
- (c) Sharen Furlong and Melanie Nathan had attended training on the Strategic role of the Governor and found it very useful with a good balance of information for both secondary and primary Governors. It had focused on Co-opted and Parent Governors rather than Staff Governors;
- (d) the Vice Chair encouraged Governors to come into School more now that the Covid-19 restrictions were relaxing and to utilise the training they were undertaking.

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

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

LOCAL AUTHORITY REFERRALS

11. GOVERNOR SUPPORT SERVICE CLERKING SERVICE LEVEL AGREEMENT (SLA)

RESOLVED to approve the Clerking SLA for 2022/23 and that the School remain with the service provided by the LA.

12. LA REFERRALS/POLICIES

(a) Appraisal Policy

RECEIVED the LA model Appraisal Policy version 2021, a copy of which is included in the Minute Book.

RESOLVED to ratify the Policy.

(b) Pay Policy

RECEIVED the LA model Pay Policy version 2021.

RESOLVED to ratify the Policy.

(c) Climate Change

NOTED the Enfield Climate Action Network and the NGA environmental sustainability document.

<https://www.nga.org.uk/Knowledge-Centre/Vision-ethos-and-strategic-direction/Environmental-sustainability-a-whole-school-approa.aspx>

13. GOVERNORS' BRIEFING

NOTED the information in the Governors Newsletters, Spring 2022.

14. DATES OF FUTURE MEETINGS

NOTED the following meeting dates for the academic year 2021-22:

- Governing Body 29 June 2022;
- Resources: 18 May 2022;
- Teaching and Learning: 11 May 2022;
- Rapid Recovery: 8 June 2022;
- GPG: 8 June 2022;
- Discipline: 22 June 2022.

15. ITEMS TO REMAIN CONFIDENTIAL

RESOLVED that none of the above be considered confidential.

Confirmed and signed at a
meeting of the Governing
Body held on the day
of 2022