

7 DECEMBER 2022

GOVERNING BODY OF CHACE COMMUNITY SCHOOL Churchbury Lane, Enfield, EN1 3HQ Tel: 020 8363 7321	
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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
	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
	Ms Helen Nicholls	8 December 2022	7 December 2026
Headteacher	Ms Tanya Douglas	1 April 2021	-

*denotes absence.

Also Attending:

Pritam Vekaria (DHT)

Krysia Sosin (DHT)

Simone Fernandez (SBM)

Mandy Newell (Clerk)

MINUTES – PART 1

1. APOLOGIES FOR ABSENCE

An apology for late arrival was received from Helen Green.

NOTED the absence of Marlon James-Edwards.

RESOLVED not to consent to this absence.

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.

(a) Co-opted Governor

REPORTED that two candidates were recommended to the Governing Body to fill the current vacancies. Karen Khwaja, Headteacher of Garfield Primary School and Helen Nicholls, a former primary Headteacher.

RESOLVED that Karen Khwaja and Helen Nicholls be appointed to the Governing Body with effect from 8 December 2022.

(b) Parent Governor

REPORTED that Kirstie Barrett, a parent with a child had been elected to the Governing Body with effect from 8 December 2022.

(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. **MINUTES AND MATTERS ARISING**

The Minutes of the meeting held on 21 September 2022 were confirmed as a correct record.

RESOLVED that the Chair sign these on GovernorHub.

ACTION: CHAIR

NOTED the following matters arising:

(a) Governance Arrangements – Governance Annual Statement (Minute No. 5(b))

NOTED that this had not yet been completed.

RESOLVED that the Chair produce the Annual Statement.

(b) Headteacher's Report (Minute No. 7(b))

REPORTED by Pritam Vekaria that the ex Chair of the PTA, Claire Holbrook had returned and taken on the role of Chair again. A small team was now in place but they had not been able to attend the last three large School events. Helen Green informed Governors that they would be meeting in January to plan events for 2023. Governors offered their help if it was required.

5a. **REPORT OF THE HEADTEACHER**

RECEIVED the written report of the Headteacher 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 that

- (a) there had been a good start to the new School year and starting the new term as a Good School had definitely been a bonus. The momentum and pursuit of excellence had not changed and the Year 7's had started positively. There had been a successful open evening in September and admission numbers would be reported in more detail in March. The Headteacher was pleased to inform Governors she had been able to meet with all the new staff and it had been very insightful and valuable to see how their roles were going;
- (b) this term, a new faculty had been established for maths, business and computing. This faculty was an amalgamation of the vocational and maths faculties. The business and computing staff had settled in well to their new team and working in a bigger team was helping to share best practice and keep standards high. Health and social care, also in the vocational faculty, had moved into humanities and the teachers had made a fluid transition into their new team;
- (c) on 14th November, the School held its first whole school enrichment day with all year groups off timetable and taking part in workshops and activities to support their personal development. All staff were on board with this and the next enrichment day would have a citizenship theme. The Headteacher thanked the Heads of Learning for their work on the enrichment day.;
- (d) the PPE's (mocks) for Year 11 had gone well. They had been run in a way that ensured the Students had a real experience of what the GCSEs would be like. It was a rigorous process which would help to give accurate predictions for the Summer. The Headteacher thanked Phil Jones and the exam team for their hard work;
- (e) staffing changes were reviewed by Governors. The Headteacher explained that some resignations had been expected but they were reviewing the vacancies and

gaps that needed to be filled. Geography was a focus and some of the SLT would be covering lessons in the short term. The Headteacher would also be covering some lessons. The Chair had expressed concern about her workload and she and the Headteacher had met with Lucy Nutt at the LA to discuss this. Following Governor queries, the Headteacher explained she would be covering a Year 10 GCSE course but it would be a short term arrangement for a term which she felt she could manage and she considered it was the right thing for the Students. For the short term they would be managing SLT and supply teachers to ensure the Children had a fair balance. In response to some questions, the Headteacher pointed out that some supply was very good. The Headteacher updated the Chair at their weekly meetings. The Chair thanked the Headteacher and the SLT for stepping up and said Governors recognised the workload they had. Strategies around staffing recruitment and retention would be discussed in more detail at the next Resources Committee;

- (f) teaching and learning monitoring continued and the Heads of Faculty had carried out a review of books/folders from each member of their faculty in the week of 3 October. Quality of work was judged to be at least good in 99% of books reviewed. CPD was ongoing. Whole School learning walks and deep dives in maths and science had taken place in the week of 14 November. These would be discussed further at the next Curriculum Committee;
- (g) the school ended the last academic year on 91.6% attendance, above the national average which was 91.2%. The attendance team tracked Students daily and it was hoped to get attendance up to 95% this year. An Attendance Officer had been seconded from another secondary school in the Borough and was already having a significant impact on improving attendance. She was working closely with the Educational Welfare Officer (EWO) and families;
- (h) the new School Council had been elected in September and to date two meetings had been held. Proposals for a new house system had been discussed along with the logo competition. Attendance at the meetings had been good. The Headteacher was pleased that the Council provided opportunities for Students to become leaders and it enabled them to become more involved in decision making. She was delighted how engaged they were.;
- (i) post 16 enrichment was going well and the Headteacher said how proud she was of the sixth form team. The year had started well in terms of enrichment, UCAS and key skills. The organisations and charities that came into lead the enrichment sessions on the enrichment day had been well received and the Chair said that she had a friend who had been involved and who had said they felt the Students were respectful and very pleasant. Mel Nathan added that some companies had said they were willing to offer work experience to some of the Students due to the excellent way they had conducted themselves. The first data drop of the year had highlighted the areas where more focus was needed and the School now had a sixth form Study Supervisor to work with the Students;

- (j) in terms of careers the most recent Compass report still showed that the School was working above national in most of the Gatsby benchmarks. The School continued to follow the careers map to ensure Students had a broad and balanced range of CEIAG during their time at the School. Employee encounters took place in assemblies which were very beneficial;
- (k) the Chair asked about whether the Christmas Concert and lunch and carols with the elderly of the Borough would be taking place this year. The Headteacher explained that the Head of the Music department had difficulties in terms of staffing but agreed she would like to see the return of these events post Covid. She informed Governors that the School had employed Early Careers Teachers (ECT) in drama and music and they were keen to collaborate and form a musical theatre club. Pritam Vekaria explained that they had considered the concert for the elderly but felt that it was not necessarily wise yet to get together a number of vulnerable people when so many bugs and Covid were still around. Governors debated whether they could consider holding a summer picnic/tea event instead which could be held outside. The Headteacher agreed this would be a good idea and Sharen Furlong offered the help of the Salvation Army to support the musical element of the event;
- (l) Krysia Sosin guided Governors through the curriculum updates and explained the curriculum was under review to ensure the School invested in the right mix of staff and in high quality professional development to maximise pupil outcomes and value for money. The current focus was to improve understanding of different curriculum models and how these could support the final Chace model for September 2023. This involved visiting other schools to identify models that would work for Chace and to identify best practice. Meetings with key stakeholders were in process and the findings would be presented to Governors soon;
- (m) Covid catch up monies were still available and all schools would receive a funding allocation based on the average cost of a tutoring course. This would allow schools to offer tutoring to all their pupil premium (PP) Students but this did not mean the programme was for them only. Whilst PP should be prioritised schools had the discretion to offer tutoring to other Students too;
- (n) Governors reviewed the Chace Priorities for this year which were detailed in the School Improvement Plan. The Headteacher reminded them that this was rag rated;
- (o) the Headteacher was pleased to inform Governors that work with the SEND children was going well and a curriculum was being developed that would meet the needs of these young people. The data team were working closely with the teachers. In response to Governors' questions, the Headteacher clarified that the number of Students with Educational Health Care Plans (EHCPs) continued to grow;
- (p) health and safety visits were conducted termly and Chris Hyland visited the School on 5 December and met with the SBM;

(q) the SBM gave Governors a finance update. She reminded them that a balanced budget had been in place until year 3 but since her last report the School had received £29,000 for a teachers pension grant. Two support roles had been removed from the budget as these had not been filled. The employees' pension staff contribution was reducing so all these changes meant that the budget was now £33,000 in credit for Year 3 and thus it was now balanced. Governors were delighted and thanked the SBM for all her hard work;

(r) Governors discussed Student numbers and the Headteacher said she was working closely with local primary schools to establish feeder partnerships. Jamie Smyth offered his help to forge links with Worcesters as at present there was a low number of these pupils that chose Chace as their secondary school.

(s) Pupil Pastoral Information

REPORTED that during the Summer Term 2022 there had been:

- (i) 9 complaints;
- (ii) 13 Looked After Children. Pritam Vekaria explained that these children came with funding but needed a lot of support and resources including 1:1. Staff did some wonderful work with them but these children presented a lot of challenges.
- (iii) 4 child protection (Safeguarding) referrals to social care;
- (iv) 0 allegations against staff reported to the Lead Officer for Child Protection;
- (v) 8 reported racial incidents;
- (vi) 0 reported serious bullying incidents;
- (vii) 0 significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people; E Safety Incidents
- (viii) 11 fixed term (5 days or fewer) exclusions, 1 fixed term (more than 5 days) exclusion, 0 permanent exclusions.

Governors discussed the value of Alternative Provision (AP) for some Students. This gave staff some respite and it was recognised that some Students might not return if they AP suited them better than the School. The Headteacher gave some examples of where AP had worked well and the successes that could be achieved in getting some Students back into mainstream. There had been 92 suspensions last year and the target for this year was much lower. Governors discussed the value of Teach Ready and how this was helping. Pritam Vekaria explained that he visited

Students in AP regularly to remind them that they were still members of Chace Community and that if all went well they could return.

The exclusions were for persistent defiant behaviour and physical assaults on other Students.

NOTED that the Headteacher thanked Governors for all their support and work they did to help her and the School.

5b. **HEADTEACHER UPDATE ON NEW BUILD AND SCHOOL MARKETING**

REPORTED that

- (i) the School had been selected by the DfE to be part of the School rebuilding programme. Governors were delighted and reviewed the plans;
- (ii) the new School logo was now being refined and thought was now being given to the new uniform design;
- (iii) the School website was being outsourced in order for it to be accessible and professional;
- (iv) the planned logo was revealed to Governors on screen and the Headteacher was delighted to say that this had been produced in consultation with the Students. The SLT, Chair and School Council had met and shortlisted the designs and the one being shown to Governors had been chosen on 30 November. This had been shared with staff and parents would see it in the next parent bulletin. Governors were impressed with the work that had been done but some debate ensued about the size of the star and whether this might date over time. The SBM explained that “excellence has no limits” meant a number of the designs submitted had included a star theme;
- (v) Governors were informed that mocks ups were being made to see what the logo would look like on the uniform. On 9 January there would be a uniform consultation event for parents and Governors were invited to attend. It was recognised that the new uniform must be cost effective and Governors expressed concern over the cost for parents at a time of financial crisis. They debated whether there was a need to have a blazer or whether jumpers would suffice. Removing the need to wear a blazer could be seen as being as the School taking a more modern outlook. The need to look good in the community was recognised by all. The Headteacher explained that the girl’s kilts would be replaced with a cheaper more modern skirt. Governors discussed how the new uniform could be rolled out over time but year 7’s would be expected to have it immediately. The Headteacher explained that the new house system being planned meant they would need to consider ties and their colours;

- (vi) it was planned for the new School letterhead to be in place from January 2023 with new signage by Summer 2023 and a new website by September/October 2023.
- (vii) Governors continued to debate the economic crisis facing many parents and the fact that families with more than one child at the School often passed down uniform as the elder ones grew out of it. They were concerned about added costs for families. The Headteacher assured them that if any SEND or PP Students, or indeed anyone else, needed help this would be looked at and they planned to set aside some money from the marketing budget to help buy everyone at least a tie. Year 11 would not be expected to buy new uniform and it would be phased in as replacement uniform was needed but the Headteacher felt everyone should be wearing it by September 2024. Mandy Hurst considered this was a big ask and Governors discussed the matter in depth. The Headteacher pointed out that the old uniform would no longer be available to buy and the new one would be cheaper when items needed replacing. She added that the Students were excited and proud about the rebranding.

ACCOUNTABILITY AND COMPLIANCE

5. CURRICULUM COMMITTEE

- (a) **RECEIVED** the Minutes of the meeting of the Curriculum Committee held on 5 October 2022, a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes:

NOTED that Mandy Hurst explained the Committee had a comprehensive update on the exam results and said that they had discussed any concerns in depth. A review of PP had been undertaken and they had reflected on the last academic year. The CPD plan had been reviewed was now underway. A report on attendance had been received. Governors had discussed the Teach Ready space and the sixth form dress code. The Headteacher said their comments about dress code had been taken on board. Due to exams this term it had not been the right time to discuss this with the sixth formers but this would be done in the Spring term. The consultation would result in adaptations being made for September 2023.

- (c) Governor Visits

NOTED that Mandy Hurst had visited the Teach Ready room.

6. RESOURCES COMMITTEE

- (a) **RECEIVED** the Minutes of the meeting of the Resources Committee held on 2nd November a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes:

NOTED that Chris Hyland informed Governors that the Committee had looked at the budget predictions, but as discussed earlier in the meeting these had now changed. The budget was looking good and he was delighted that due to the efforts made by the Headteacher and SBM they now had a balanced three year budget in place. The meeting had discussed the late application from the MFL faculty to run a trip to Spain. Governors had felt strongly that there was not enough notice for parents to find the funds for this bearing in mind the current economic climate. They wished it to be deferred in order for parents to budget more easily. The MFL faculty had been informed of the decision to defer and whilst disappointed, recognised the reasons of this. The trip would be reconsidered for next year.

(b) Policies

RESOLVED to ratify the Financial Scheme of Delegation

7. **SCHOOLS FINANCIAL VALUE STANDARD 2022/23**

NOTED that this was completed electronically.

RESOLVED to ratify the SFVS 2022/23 and noted that it would be returned to the LA.

8. **PUPIL PREMIUM**

RECEIVED a report on the impact of the Pupil Premium expenditure 2021-2022 and draft Pupil Premium Expenditure Proposals for 2022-2023.

REPORTED that this had been submitted to the Curriculum Committee. Krysia Sosin explained that this had to be published on the website and she guided them through the documentation, asking them to ensure they had reviewed it carefully. The Chair would be meeting with Phil Jones who had produced the document to discuss it in more detail.

NOTED the changes in the effective use of PP

<https://www.gov.uk/guidance/pupil-premium-effective-use-and-accountability>

9. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

(a) **NOTED** that Governor Training could be booked via the School based booker, Simone Fernandez.

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

Chris Hyland had attended exclusion training.

(b) Member Governor Forum

21 February 2023 at 7pm – Chair to attend.

10. POLICIES/LA REFERRALS

RECEIVED the

- Safer Recruitment Policy
- Pay Policy
- Induction Guidance for ECT’s
- Charging and Remissions;
- Additional Educational Needs;
- Exams Policy;
- Educational Visits Policy;
- Careers Education information advice and guidance;
- Non-examination Assessment;
- Literacy across the Curriculum;
- Numeracy across the Curriculum;
- High Able Learners;
- One Line Safety
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RESOLVED to ratify the LA model policies and the other School policies.

12. GOVERNORS BRIEFING

NOTED the information in the Governors Newsletter Autumn 1 2022, available on Governor Hub.

13 DATES OF FUTURE MEETINGS

NOTED the following meeting dates for the academic year 2022-23:

SPRING TERM		
1 February 2023	Curriculum Committee	6pm
8 February 2023	Resources Committee	6pm
1 March 2023	Discipline Committee	6pm
8 March 2023	Governors Planning Group	6pm
22 March 2023	Full Governing Body	6pm
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

The Chair thanked the Headteacher and SLT for all their hard work this term and thanked Governors for their support.

Governing
Body held on the day
of 2022