

LONDON BOROUGH OF ENFIELD
GOVERNING BODY OF CHACE COMMUNITY SCHOOL

23 MARCH 2016

MINUTES - PART 1

MEMBERS:

Mrs T Garland (Chair)
Mrs T Jenkins (Vice-Chair)

LA Governor

* Mr D Adam

Co-opted Governors

Mr D Bruton
Ms A Clifford
Ms A Constantinou
* Mrs A Crouch
Dr J Francis
* Reverend M Legg
Mrs P Newman
Mr Z Shah
* Mr P Smith
Vacancy

Parent Governors

Mr C Gardiner
Ms C Jeffreys
Mr K Loomes
Mr P Smith

Staff Governor

Ms A Kubianga

Headteacher Governor

Ms S Warrington

* Denotes absence

Also attending:

Ms T Douglas - Deputy Headteacher
Ms S Fernandez - Bursar
Ms A Keelan - PA to Headteacher
Ms P Bagley - Minute and Advisory Clerk

55. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from Mr D Adam, Mrs A Crouch, Rev M Legg and Mr Phil Smith.

RESOLVED to consent to these absences.

56. DECLARATION OF INTERESTS

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

PROCEDURAL ISSUES

57. CO-OPTED GOVERNOR

REPORTED the resignation of Mr Shah with effect from 24 March 2016. On behalf of the Governing Body the Chair expressed her thanks to Mr Shah for his valuable work as a Co-opted Governor.

NOTED the vacancies.

58. MINUTES

The minutes of the meetings held on 9 December 2015 and 16 March 2016 were confirmed and signed by the Chair as a correct record.

59. MATTERS ARISING FROM THE MINUTES

Appointment of Headteacher (minute no. 52)

Sue Warrington wished to thank the Governing Body for their wisdom in appointing Mr Bruton as Headteacher of Chace Community School. She stated he would lead the School well and she was thrilled for the future of the School.

ACCOUNTABILITY AND MONITORING MATTERS

60. REPORT OF THE CO-HEADTEACHERS

RECEIVED the report of the Co-Headteacher's Mr Bruton and Ms Warrington, a copy of which is included in the Minute Book.

(a) Staffing

REPORTED that

- (i) Ms Keelan, PA to the Co-Headteachers would be leaving to take up the post of School Business Manager in a neighbouring school. Governors congratulated Ms Keelan on her promotion and the completion of her School Business Managers diploma. Governors wished her well for the future and the Chair observed that Anna would be missed. On behalf of the Governing Body, the Chair presented Anna with a parting gift at the end of the meeting;
- (ii) congratulations were extended to staff who recently had new born additions to their respective families;
- (iii) due to changes at London Metropolitan University the School may not be able to continue to offer ITT placements through this University in the future. The School would continue to work with Middlesex University..

(b) Student Information

REPORTED that

- (i) a number of the columns in the attendance section did not have headings. Mr Bruton explained these omissions;
- (ii) in response to a Governor's question, it was confirmed that more work would be undertaken with the Attendance Policy to ensure that key people tracked this data and early interventions were put in place. Various interventions were explained to Governors;
- (iii) the Attendance Policy would be amended and referred to the next meeting of the Teaching and Learning Committee and to the Governing Body for ratification;
- (iv) since writing the report, whole School attendance had risen from 94.4% to 94.9%. In response to a concern raised about Year 11 Looked After Children data which showed an attendance rate of only 81.31%, Ms Warrington stated that this was probably due to a health related issues rather than students taking ad hoc days off School;

RESOLVED that the data be checked and reported to the next meeting.

ACTION: HEADTEACHER

- (v) in response to a question regarding whether there was a chance to link into the Cycle Enfield Scheme as part of the School Travel Plan, Mr Bruton advised that he had tried, but had been unsuccessful, in identifying a provision that could offer cycle safety. He had been particularly concerned at some incidents of students performing 'wheelies' on public roads. He was awaiting feedback from the Police on this matter;

(c) Progress made towards achieving priorities

NOTED that in response to a question regarding whether assigning staff to specific areas within the CIP was proving successful, Mr Bruton confirmed that this helped sharpen staff focus.

(d) Health and Safety

REPORTED that

- (i) the School had achieved a 97% pass rate for the recent termly inspection;
- (ii) Ms Fernandez would be replacing Ms Keelan as Health and Safety officer.

(e) Finance

REPORTED that

- (i) the budget was being finalised and from 24 March 2016 no further transactions would be undertaken;
- (ii) the projected carry forward currently stood at £380,000 - £390,000;
- (iii) significant savings had been made and it was now anticipated that there would be a balanced budget for Year 3;
- (iv) a business case had been submitted to recoup £36,000 post 16 funding. Ms Fernandez was confident that the submission would be successful;
- (v) the finances were finely balanced which was a positive position. However, it was anticipated that a second Deputy Headteacher would be required in the second year to augment the SLT which would have financial implications;
- (vi) the PTA had raised £2,300 through a recent charity quiz.

(f) Pupil Premium

NOTED that there remained a vacancy for a Pupil Premium Governor.

(g) Current Issues

Governors discussed the possible implications of the news that Government intended all schools to become academies by 2020 and this would now be to the fore of their future thinking.

NOTED that

- (i) Mr Bruton, together with the Headteacher of Enfield County had made arrangements to meet with representatives from the Local Authority (LA) to discuss the implications of trust status. They were keen to clarify the current position and the views of other schools in terms of working together, possibly to form a Multi Academy Trust;
- (ii) Dr Francis reminded Governors that this was still only a 'White Paper' and it would be 2017 before it had royal assent. She outlined some of the matters that were unclear including the position of staff employed by the LA; these staff would have to give up their jobs before they could form a trust;
- (iii) various matters were discussed in terms of the need for clarification and conversations with other schools and the LA. It would be the duty of Governors to explore all avenues.

(h) Pastoral Information

REPORTED that during the Summer term 2015 there had been;

- (i) no reported bullying incident;
- (ii) no racial incidents;
- (iii) no reported Child (Safeguarding) referrals to social care;
- (iv) no allegations against staff reported to Lead Officer for Child Protection.
- (v) 27 fixed term pupil exclusions (under five days);
- (vi) no fixed term pupil exclusion (more than five days);
- (vii) 1 permanent exclusion;
- (viii) no significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people.

REPORTS FROM COMMITTEES

61. TEACHING AND LEARNING

(a) Meetings

RECEIVED the minutes of the meeting of the Teaching and Learning Committee held on 20 January 2016, a copy of which is included in the Minute Book.

Unvalidated RAISEOnline Headlines and Gap for Development (minute no.5)

NOTED that

- (i) the Committee had thoroughly scrutinised the unvalidated data which had consequently been validated;
- (ii) a number of Governors had joined staff for the training on RAISEOnline;

Governors were encouraged to submit questions in respect of matters within the remit of this Committee.

(b) Local Authority Referrals

- (i) SEND Governor Briefing - Autumn 2016

NOTED the latest SEND Briefing.

(ii) Disciplinary Policy and Procedure for Schools PRUs and Services

REPORTED that this had been referred to Resources Committee for consideration.

RESOLVED that the new model Disciplinary Policy and Procedure be adopted.

(iii) Model Capability Policy for Schools PRUs and Services

REPORTED that this had been referred to Resources Committee to consider.

RESOLVED that the Model Capability Policy for Schools be adopted.

(c) Policies

REPORTED that the Committee had reviewed and recommended the following policies for ratification:

- Arts Policy;
- Careers Education, Information and Guidance Policy;
- Curriculum Principles;
- Homework Policy;
- LAC Policy;
- Literacy Across the Curriculum;
- Numeracy Across the Curriculum.

RESOLVED that the policies be ratified.

62. RESOURCES

(a) Meetings

RECEIVED the minutes of the meeting of the Resources Committee held on 10 February 2016, a copy of which is included in the Minute Book.

(i) New Build – Remedial works update from Chris Nasah, Architectural Services
(minute no. 4(a))

NOTED that

(A) the new build remedial works were progressing very slowly;

(B) it was understood that the roof had never been replaced and was approximately eight years old.

(ii) Financial Benchmarking (minute no 6(c))

REPORTED that the LA had advised that it would no longer send out the benchmarking data.

(iii) Chace Further Study Fund Applications (minute no. 6(e))

REPORTED that the member of staff who had been successful in applying to the Chace Further Study Fund would be leaving the School, therefore there would be no payment;

- (iv) Chace Association Year End Figures (minute no. 6(f))

REPORTED that the PTA had been pleased to receive the letter of thanks for their continued support.

- (b) Local Authority Referral

NOTED the issues highlighted in the Financial Management Briefing.

- (c) Register of Business Interests

NOTED there was now a requirement for the School to complete an attendance register which should also be published on the School's website (A draft for which is included in the termly pack). It was confirmed that a register was being kept and was available on the web site.

- (d) Policies

REPORTED that the Committee had reviewed and recommended the following policies for ratification:

- Bullying and Harassment in the Workplace Policy;
- Governors' Allowance Policy;
- Induction, Probation and Assessment Policy for Support Staff and Induction Log;
- Lettings Policy;
- Freedom of Information Policy;
- First Aid and Welfare Policy.

RESOLVED that the policies be ratified.

63. GOVERNORS' PLANNING GROUP

REPORTED that there had been no meeting of the Planning Group since the last meeting.

GOVERNOR TRAINING AND ACCOUNTABILITY

64. GOVERNOR DEVELOPMENT

- (a) Training and Development Governor Report

RECEIVED the report of the Training and Development Governor, Tracy Garland.

REPORTED that the Chair had attended a training and development meeting where the ICE Pack had been discussed. Mrs Garland advised that the ICE Pack had been developed by the LA and circulated to Governors, by way of preparation for an Ofsted inspection. Mrs Garland stated that the Governing Body must give more thought to the type of questions that Ofsted might ask. Governors were in agreement that this was a useful tool in particular for self-challenge. It was suggested that Governors could be allocated to the various areas.

- (b) Training Undertaken By Governors

REPORTED that

- (i) various Governors had attended the RAISEonline session;
- (ii) Mr Loomes was continuing with GAP training and Ms Clifford had completed Level 1 GAP training;

- (iii) Ms Jeffreys advised that she had attended the Female Genital Mutilation (FGM) Inset on 25 January 2016.

The Chair thanked all Governors who had visited the School and or attended training.

(c) Future Training Needs

NOTED that in response to a suggestion from Mr Bruton, Governors agreed that they should be seeking an understanding of the process of academisation and the various models open to schools.

RESOLVED that this matter be considered at 6.00pm prior to the formal start of the Governing Body meeting on 6 July 2016.

ACTION: HEADTEACHER/CLERK

65. GOVERNORS' REPORTS

(a) Governor Visits

REPORTED that Ms Jeffreys had visited the School to review the safeguarding procedures and the Single Central Register. She confirmed that the School was compliant. In addition, Mrs Jeffreys had undertaken a walkabout of the School and had observed that the Looked After Children were fully integrated in their classes.

(b) Governor Actions

REPORTED the Chair had signed a waiver of contract procedures form in respect of a refresh of the IT Server Hardware by RM Education at a cost of £17,866.

NOTED that

- (i) RM Education was the School's current provider;
- (ii) the waiver was signed by the Chair and Mr Bruton.

RESOLVED to endorse the action taken by the Chair.

REFERRALS

66. LOCAL AUTHORITY REFERRALS

(a) Freedom of Information

RECEIVED guidance and a checklist for FOI requests, to assist Schools and PRUs in complying with their Freedom of Information Publication Scheme.

NOTED that the School's Publication Scheme had been reviewed to ensure that it was in line with the requirements of the Information Commissioner's Office.

(b) Enfield Educational Psychology Service

NOTED the new Educational Psychology Service traded services offer which was announced in January 2016.

(c) The Deregulation Act 2015

REPORTED that the Deregulation Act 2015 received Royal Assent on 26 March 2015.

NOTED that Governors attention was drawn to the following provisions set out within Schedule 16 (Schools: Reduction of Burdens). The following provisions would no longer be enacted:

(i) Governing Body - Written statement of general principles on behaviour:

- the provision which removed the requirement on governing bodies, of maintained schools, pupil referral units and non-maintained special schools in England, to produce a written statement of general principles which the Headteacher must have regard to when setting out the school's behaviour policy would not be enacted. Governing bodies must still produce a written statement of general principles on behaviour;
- the Government's understanding was that good pupil behaviour in all schools was a necessary condition to raising academic standards and ensuring teachers could teach and pupils learn. Schools should have a behaviour policy and governing bodies should continue to set out in writing the principles on which the Headteacher should base that policy.

(ii) School Term Dates

- the provision which gave governing bodies of community, voluntary controlled, community special schools, and maintained nursery schools in England, the responsibility for setting their own school term and holiday dates would not be commenced. Schools will not therefore be given the power to set their own term dates.

(d) DBS Checks for Governors

NOTED that

- (i) with effect from 1 April 2016 all new Governors will need to undergo DBS checks;
- (ii) with effect from 1 September 2016 other existing Governors will also be subject to the same rules;
- (iii) all Governors had a DBS check.

67. DATES OF FUTURE MEETINGS

NOTED the Summer term meeting dates.

- Teaching and Learning - 4 May 2016;
- Resources - 18 May 2016;
- Discipline - 8 June 2016;
- GPG - 15 June 2016 (tbc);
- Governing Body - 6 July 2016. (6pm Academisation briefing)

Confirmed and signed at a
meeting of the Governing
Body held on the day
of **2016**

