Churchbury Lane
Enfield Middlesex
EN1 3HQ
Headteacher: T Douglas BA (Hons) MA NPQH

0208 363 7321
chace@chace.enfield.sch.uk
www.chace.enfield.sch.uk

CHACE COMMUNITY
Excellence has no limits

@chacecommunity
chace_community
chace_community

3rd December 2025

MEMBERS

Position	Name	Date of Appointment	End of Term of Office
LA Governor	Vacancy		
Parent Governors (4)	Ms Kirstie Barrett	8 December 2022	7 December 2026
	Mr David Behling	4 December 2023	3 December 2027
	Mrs Andrea Willans	1 November 2024	31 October 2028
	Ms Layla Hall	1 November 2024`	31 October 2028
Staff Governor	Vacancy		
Co-opted Governors (8)	Ms Anna Constantinou	08 September 2023	07 September 2027
	Mrs Tracey Jenkins (Chair)	2 January 2021	1 January 2025
	Ms Mandy Hurst	5 December 2022	4 December 2026
	Ms Karen Khwaja	8 December 2022	7 December 2026
	Dr Georgia Lucas	4 December 2024	3 December 2028
	Ms Karen Woodhead	17 September 2025	16 September 2029
	Ms Melanie Nathan	17 September 2025	16 September 2029
	Vacancy x 1		
Headteacher	Ms Tanya Douglas	1 April 2021	-

Also Attending:

Natalie Slade (DHT)
Krysia Sosin (DHT)
Helen Manwaring (SBM)
Mandy Newell (Clerk)

Italics Denotes absence

MINUTES – PART 1

1. APOLOGIES FOR ABSENCE

An apology for absence from this meeting was received from Andrea Willans.
RESOLVED 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.

3. MEMBERSHIP AND CONSTITUTION

a) LA Governor

NOTED that Stephen Hawkyard had been informed of the meeting but did not attend or send apologies.

RESOLVED not to agree to his appointment as LA Governor.

b) Co-opted Governor

REPORTED that a potential Governor had been sourced from Governor Support Services. An update would be given at the next meeting.

c) Staff Governor

REPORTED that at Staff Governor election was to be held this week and it was very much hoped that a new Staff Governor would be in place by next term.

d) DBS Checks

NOTED that the Governing Body must apply for a DBS certificate within 21 days of a Governor's appointment or election

4. GOVERNANCE ARRANGEMENTS

GovernorHub

NOTED that GovernorHub needs to be updated by individuals this includes Training details.

5. COMMITTEE COMPOSITION AND ORGANISATION

NOTED the following appointments

Safeguarding inc LAC, Equalities, GDPR and Cyber security - Tracey Jenkins
Careers - Karen Khwaja
Health and Safety - Karen Khwaja
Behaviour and Discipline - Mandy Hurst

SEND- Kirstie Barrett
Pupil Premium - Anna Constantinou
Wellbeing - Tanya Douglas

The Chair reminded Governors that they were all welcome to express an interest in any of the individual Governor roles. These roles were now focusing on statutory duties.

6. MINUTES/MATTERS ARISING FROM THE MINUTES

The minutes of the meeting held on 17 September were agreed as a correct record.
RESOLVED the minutes be signed on GovernorHub by the Chair.

ACTION: CHAIR

There were no matters arising to be considered

7. REPORT OF THE HEADTACHER

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 the Headteacher explained the new format of the report which aligned with the new Ofsted framework. Governors commented that they found this format to be very clear in terms of the way areas were reported on and the following matters were highlighted;

a) Governors reviewed the scorecard on Page 1 of the report which highlighted SEF and Ofsted data (2025 Ofsted framework) and last inspection data (pre 2025 framework). The latest evaluation showed that safeguarding had been met. Areas under strong standard were Inclusion, curriculum, personal development and wellbeing, sixth form and leadership and governance. Areas at the expected standard were achievement and attendance and behaviour. Governors were pleased to note there were no areas that were considered to need attention or urgent improvement required. They also considered that it appeared that to achieve exceptional would be very difficult to do but would continue to strive towards this grading in the future.
b) Governors noted the introduction on page 3 and the Headteacher highlighted the fact that the new academic year had centred around the streamlined Chace priorities of
Ambition, Attendance and the Behaviour Curriculum. The September inset days set the scene to ensure all staff felt a sense and ownership around them and staff were now using every opportunity to make gains in the three areas. As part of ambition expectations had been raised for Student work and learning and the new home learning
booklets in Years 7 and 8 had helped Students to recall key information they had learnt across the curriculum. There had been good feedback about these booklets;
c) this term a huge amount progress had been seen in the new building with exterior walls and windows up on nearly all parts of the main building and walls going up inside. The Sports Block's exterior walls had also started to go up and the main car park was also starting to take shape. The SBM and Headteacher had been attending regular meetings to ensure they had an input in the detail of the design and ensure the building was functional for everyone. The Headteacher said that they had the opportunity to visit St Andrew the Apostle School in Barnet, another Bowmer and

Kirkland school, which was very helpful as they entered the stage of deciding finishes and colours. On 2nd December the first Student site visit would take place and the Headteacher said she was very much looking forward to the Chair of Governors and Deputies joining the next meeting for their input at this exciting time of the project;

d) Governors noted the safeguarding data on Page 7. The Single Central Register had been checked on 11 November and everything was satisfactory. During the Autumn term there had been
    - 2 school complaints – these had been resolved;
    - 10 number of Children Looked After
    - 0 children on child in need plans;
    - 5 children on a child protection plan;
    - 0 allegations against staff reported to Lead Officer for Child Protection;
    - 10 reported racial Incidents;
    - 0 reported serious Bullying Incidents;
    - 0 significant safeguarding issue, whether to do with sexual behaviours
    - 0 radicalisation or any other form of threat or risk to young people
    - 19 suspensions/0 exclusions

SEND children were achieving well and there were a number of consultations for Year 7. The Headteacher said they did not expect a high roll number for Year 7 next year so they might well have a disproportionately high number of SEND in this year group;
Detailed equality reporting was noted on Page 17. It was explained that equality objectives included monitoring incidents and supporting repeat offenders to improve their behaviour. The School had a robust personal development programme around equality.

e) the Headteacher guided Governors through the section of the report on page 6 about curriculum and teaching. Governors commented that they found the yes and no information very useful. They were reminded that Krysia Sosin led on the curriculum. The Curriculum Assessment review had just come out and useful measures were being implemented from this. This would be discussed in more depth by the Curriculum Committee. Learning Walks had been completed this term and deep dives undertaken for Humanities and Science. 'Ambition' had been added into the monitoring criteria for the regular lesson drop-ins carried out by leaders. A Governor questioned the yellow "yes" about "Are any subjects or phases facing staffing or delivery issues. Krysia Sosin confirmed they did not have any vacancies so this was very likely a typo;
f) Krysia Sosin explained that they were now in the process of preparing several new courses for September and there would be plenty of time for training on these. Work continued with Challenge Partners which gave useful focus to the curriculum reflections;
g) the Headteacher guided Governors through the information on pages 11 and 12 in respect of Achievement and they noted the summary outcomes table for KS5. The Autumn 1 data showed the average Attainment 8 of 39.28 for the Year 11 cohort, at this time last year this figure was 42.37. Following analysis of progress and grades, the following actions had taken place; The WIG (Wildly Important Goal) had been launched with staff to help to increase the percentage of students achieving a grade 5 or above in English and maths to 46% (38% 2025). The year 11 Pre-Public Examinations took place from Monday 10th - Friday 21st November. These exams were brought forward to give more time to staff to ensure that the marking was completed before

Christmas and feedback could be given to students much sooner, so they knew the areas they needed to improve on. All subjects had completed their Autumn data 1 data analysis and identified their next steps to improve results for year 11. These would be reviewed after the Autumn 2 data entry and PPE results. The year 10 data analysis would be completed after the Autumn 2 data entry;

h) attendance and behaviour data was detailed on pages 13/14. The overall attendance figure was 91.5%. This was broken down into year groups and Governors reviewed this and reasons for absence in depth. The Headteacher explained that the IDSR showed that over the past 2 years there had been year on year improvements but the School was still not reaching the LA or national average. In response to Governor's questions, Natalie Slade assured them that strategies were being put in to try and improve attendance and they were targeting reluctant students and certain year groups. The Educational Welfare Officer (EWO) was working with the School and the importance of attendance was discussed in form times and assemblies. Natalie Slade highlighted the fact that attendance was a complex area and there were so many reasons why a Student might not be attending School. She assured Governors they would continue to work hard to improve attendance but it was not an easy fix. They were working to try and build parental relationships and trust and the fact that improvements had been seen over the last two years was a good result;

i) a Governor asked about the new Ofsted framework and the Headteacher stated that they felt confident that the School was at the Expected Standard in terms of this new framework. In response to another Governor's question around whether there was Dfe guidance around attendance, it was confirmed that there was. Natalie Slade had attended conferences and there was a portal that could be used, however unfortunately some of the DfE data was often incorrect. There would ideally be a specific target but this had been pulled by the DfE. Natalie Slade said they were working with other schools around attendance and making networks where possible. In order to get help from the DfE a School had to seek out support rather than it coming to them. Governors continued to discuss attendance and it ws recognised that this week had been bad for both staff and students due to an outbreak of flu and winter illnesses

j) the Headteacher was pleased to inform Governors that personal development was a School strength and assemblies, form time and enrichment days formed part of this. Pages 20-23 included details of personal development areas. Governors were delighted to see the variety and number of trips, events and extra-curricular activities on offer to all students. The Headteacher informed Governors about the launch of a Life Skills Passport in January. Karen Khwaja said she would like to meet with Amanda Roper, the Careers Lead and Governors were invited to attend the next Careers Fayre and share information about their own careers with the students. One Governor said she had attended a fayre previously and been impressed with what a positive experience it was and how engaged the students had been;

k) sixth form priorities were highlighted on page 24. Outcomes were improving and there were a great deal of opportunities for the students. Transition to sixth form was discussed in good time and an Open Event had gone well. Interviews for sixth from would be taking place in the Spring Term. Mel Nathan commented that the sixth form was working well at present. The Year 12's had settled in well and the entire sixth from felt cohesive this year. The students were engaged in the enrichment

opportunities on offer and the refurbished area with new seating was being appreciated.

l) Governors' attention was drawn to Page 28 – Leadership and Governance. The Headteacher commented that she recognised the strength of the Governing Body but asked them to ensure they had completed the skills matrix sent out by the SBM in order to ensure Governors were able to access the best training possible;

m) the Headteacher informed Governors that they had some small GDPR breaches but these had been dealt with quickly and efficiently and reported to the LA. GDPR refresher training for all staff would be completed in January;

n) a staff survey had been completed and was being analysed. The parent questionnaire showed all areas as green and 216 responses had been received which was the highest ever. The Headteacher commented how pleased she was to have such positive responses. Student surveys were also being analysed and staff questionnaires would be shared with unions

o) Governors were guided through the staffing details. Since the summer there had been three new appointments, two changing roles and three resignations. There was a vacancy for a Student Services and Data Administrator. There were five ECTs who were due to complete the ECT programme this summer. In response to a question, the Headteacher said that she met with all new staff after they had been at the School a few weeks. She wanted to see for herself how they were getting on and hoped that this measure helped to give staff a sense of belonging;

p) a Governor asked about staff wellbeing and was told that people were tired. The Headteacher said there was an enormous amount of work for staff to manage and they did feed back to her how they were feeling

NOTED that Governors thanked the Headteacher, SLT and SBM for the report and said they recognised how much work went into producing it.

8. **CURRICULUM COMMITTEE**

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

NOTED the contents. The Headteacher said that the Pupil Premium report and review would be completed in January and she was working on a Strategy Statement with Carly Lynch. The Chair of the Committee commented that it had been an information giving meeting

RESOLVED to ratify the policies below

- Curriculum Principles & Implementation Polic
- Careers Education Information Advice and Guidance Policy
- Accessibility Statement
- Attendance Policy & Procedures

9. RESOURCES COMMITTEE

RECEIVED the minutes of the meeting held on 15 October , a copy of which is included in the Minute Book and available to view on GovernorHub.
REPORTED that

a) the Chair of Governors reminded everyone that she had agreed to take on the Chair of this Committee when Chris Hyland resigned but as Chair of Governos it was not ideal for her to Chair a committee too and she asked Governors to consider whether they might take on this role. Karen Khwaja was Vice Chair of the committee;
b) the Chair commented that she considered the exercise the committee had undertaken with the SBM on the SFVS had been very valuable and taught Governors a great deal
c) the committee had discussed the budget and deferred a decision on a trip to Paris due to concerns about the cost of this to parents of pupil premium children. The Headteacher updated the meeting by explaining the School would be supporting pupil premium children financially if they wished to go on the trip and thus it would be going ahead
d) he committee had discussed the new LA Sickness Policy at length and recognised the concerns of staff and the fact the Unions were unhappy with the changes. Since then FAQs had been sent from the Head of Personnel at the LA to address the concerns. The Headteacher said that the matter had been discussed between other schools and it had been determined that not many staff were likely to be affected by the new triggers. Mel Nathan commented that it was her understanding that staff still considered the wording in the policy to be ambiguous and that the Union Reps were asking for further meetings The Headteacher stated that this was an LA policy and as such Enfield Secondary Heads were saying they should adopt it. The Chair said she considered it to be a fair policy and fairer than other organisations. Governors had a lengthy discussion and it was recognised that Absence Policies were always emotive. The Headteacher considered the new one to be a better policy than the last one. A comment was made that it was precise, clear and supportive for both school staff and school leaders. Some Governors commented that they considered it to be a good and fair policy. Following further discussion, the Headteacher said that she already held informal meetings with staff about absence. She wanted staff to trust that she was sensible about managing absence and managed it well outside of having to use the policy. She added that she was committed to discussing the situation with union reps and would assure them that nothing would change in the way absence was managed at the School. A vote was taken and two people abstained, one refused to agree to the policy and 8 agreed to ratify it.

RESOLVED to ratify

- The 2nd quarterly return.

The following policies

- ECT Policy;
- Grievance Policy;
- Neonatal Care Leave and Pay Policy;

- Protection of Biometric Information Policy;
- RPA Cyber Response Plan;
- Sickness Absence Policy

A Governor asked if the School had a Menopause Policy and was informed they did. The Headteacher said it was a good policy and as well as having this in place menopause training would be given to staff in the Spring term. The Policy would come to the Committee next term.

10. SCHOOLS FINANCIAL VALUE STANDARD 2024/25

RECEIVED the SFVS, a copy of which is included in the Minute Book and available to view on GovernorHub.
RESOLVED to ratify the SFVS document and return to audit before 31st Dec 2025.
ACTION: SBM

11. **CHACE COMMUNITY SCHOOL EQUALITIES REPORT 2025**

RECEIVED the Chace Community School Equalities Report 2025, a copy of which is included in the Minute Book and available to view on GovernorHub.
NOTED that the Headteacher highlighted the areas in 8. - Recommendations which covered areas around the workforce, governance, the curriculum, outcomes, destinations, behaviour, celebrating diversity and stakeholder voice.

12. **THE CHACE END OF YEAR CHRISTMAS AND OFSTED QUIZ**

REPORTED that Governors undertook a light hearted quiz on the new Ofsted framework and Christmas general knowledge.

13. POLICIES

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

- Uniform Policy;
- Equalities Objectives

RESOLVED to ratify the above policies.

14. GOVERNOR VISITS

REPORTED that

(a) Karen Khwaja had undertaken a health and safety walk on 6th November;
(b) Mandy Hurst regularly visited the School and met with Students

15. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

Governor training could be booked via the School based booker, Helen Manwaring https://traded.enfield.gov.uk/professionallearning.

RESOLVED that the Headteacher send the new Ofsted slides to Governors.
ACTION: HEADTEACHER

16. DATES OF FUTURE MEETINGS

NOTED that the headteacher appraisal meeting had been held

The dates of future meetings were as follows;

SPRING TERM		
28 January 2026	**Curriculum Committee**	**6pm**

4 February 2026	**Resources Committee**	**6pm**
25 February 2026	**Discipline Committee**	**6pm**
4 March 2026	**Governors Planning Group/Behaviour Steering Group**	**6pm**
18 March 2026	**Full Governing Body**	**6pm**
SUMMER TERM		
6 May 2026	**Curriculum Committee**	**6pm**
13 May 2026	**Resources Committee**	**6pm**
20 May 2026	**Governors Planning Group/Behaviour Steering Group**	**6pm**
10 June 2026	**Discipline Committee**	**6pm**
24 June 2026	**Full Governing Body**	**6pm**

17. ITEMS TO REMAIN CONFIDENTIAL

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

18. **ANY OTHER BUSINESS**

To note 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

On behalf of the Governors, the Chair thanked everyone for their hard work this term and