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CHACE COMMUNITY
Excellence has no limits

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17th September 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

1. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from David Behling, Georgia Lucas, Layla Hall and Stephen Hawkyard.

RESOLVED to consent to these absences.

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. ELECTION OF CHAIR AND VICE-CHAIR

a) Term of Office

NOTED the term of office had been agreed as 2 years in September 2024.

b) Election of Chair

NOTED that Tracey Jenkins would remain as Chair.

c) Election of Vice-Chair

NOTED that Chris Hyland had resigned in July.

RESOLVED that Mandy Hurst be Vice Chair.

4. MEMBERSHIP AND CONSTITUTION

a) LA Governor

NOTED that the Chair and Headteacher had met with Stephen Hawkyard and his appointment had been approved by the LA.

RESOLVED that as Stephen Hawkyard was unable to attend this meeting his appointment be deferred until the next meeting .

ACTION: CLERK

b) Coopted Governor

NOTED the vacancies and the recommendations that Karen Woodhead and Mel Nathan become Co-opted Governors.

RESOLVED to **agree** the appointment of Karen Woodhead and Mel Nathan as Coopted Governors.

Karen was welcomed to the meeting and introductions were made.

c) Staff Governor

NOTED that the term of office for Melanie Nathan came to an end on 29 June 2025.

RESOLVED that a Staff Governor election be held.

ACTION: HEADTEACHER

c) DBS Checks

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

5. GOVERNANCE ARRANGEMENTS

a) Code of Conduct

RECEIVED the Governing Body's Code of Conduct which is included in the Minute Book.

RESOLVED to agree the Code of Conduct.

b) Register of Business Interests

Governors were reminded that the register of business interests must be confirmed on a yearly basis and stored at the School. Additionally, it should be updated as and when changes in circumstances occur.

RESOLVED that all Governors complete to complete the declarations page on their Governor Hub profile page and confirm they are correct.

ACTION: ALL GOVERNORS

c) Keeping Children Safe in Education (KCSIE)

REPORTED that the Keeping Children Safe in Education Guidance (KCSIE) 2025 came into force on 1 September 2025.

RESOLVED that all Governors complete to complete the declarations page on their Governor Hub profile page to confirm they have read the guidance.

ACTION: ALL GOVERNORS

d) Governor Hub

REPORTED that Governors were reminded to keep their profile page updated, including training details, DBS checks, declarations and contact details.

RESOLVED to ensure that all information on Governor Hub was complete and current.

ACTION: GOVERNORS

6. COMMITTEE COMPOSITION AND ORGANISATION

a) Committee Membership

The Governing Body reviewed the organisation and membership of its Committees and Panels.

RESOLVED

(i) to amend the membership of the Governing Body's various Committees and Panels with delegated responsibilities as detailed in the Appendix to these Minutes. Governors were reminded that they were always welcome to attend a committee they were not a member of but would not be able to vote.

(ii) to appoint Governors with specific responsibilities as detailed in the Appendix to these Minutes and to review these at the next meeting to include those Governors who were absent at today's meeting. These responsibilities would be considered in line with the new Ofsted framework.

The Chair said she would take on the role of GDPR/Cyber Security Governor and explained that smart logins could be provided for all Governors if they would like to undertake the training. Governors were asked to contact Gina Panayi/Helen Manwaring if they wished to receive a login in.

Mandy Hurst said that she had completed permanent exclusion (PEX) training. Chris Hyland had been the Governor responsible for attending PEX meetings so this role needed to be filled. This role meant that you were unable to sit on the Discipline Committee but Mandy was keen to remain on the committee. Governors were asked to consider whether they would be happy to take this on and the Chair said she would be willing to complete the training if necessary.

b) Annual Review of Delegated Responsibilities

RECEIVED the Governing Body's Organisational Arrangements Document, a copy of which is included in the Minute Book and available to view on Governor Hub. This was a new document and included all recent legislative changes.

RESOLVED to agree the Organisational Arrangement Document.

7. MINUTES AND MATTERS ARISING

NOTED that

a) the Minutes of the meeting held on 25 June were not received but would be circulated in due course. The Chair had minuted this meeting and had wanted to wait to complete them once she and the Headteacher had met with Peter Nathan. Director of Education regarding future plans for the School. This meeting had only just taken place. The Chair and Headteacher had explained the challenges the School was facing around collaboration, school improvement and the lack of resources from the LA. They had informed Peter Nathan that they were looking to work with a small Trust. He had been generally supportive and understanding and offered advice about a number of areas and emphasised the need for due diligence. He had asked to be kept informed of the progress the School would be making with the Trust. The Chair considered that he had understood where the School were coming from.

b) the Headteacher said that she had discussed the plans with staff at the Inset Day, held at the beginning of term. She had explained the work that had already been done and staff had seemed happy that the SLT and Governors would be doing right by the School and the staff. The School would remain a "community school" with relevant terms and conditions in place. The Headteacher had met with the Unions who had a number of questions but were keen to continue the dialogue that had now begun;

c) Chris Hyland had been thanked for his long commitment to the School;

d) the Headteacher's report had highlighted the many achievements and celebrations of the last academic year.

RESOLVED that the minutes of the last meeting be sent to the Clerk who would upload these to Governor Hub.

ACTION: CHAIR/CLERK

8. AIMS, VISION AND VALUES

The Governing Body reviewed the School's Aims, Vision and Values to ensure they continued to reflect the ethos of the School.

REPORTED that

(a) Governors were reminded that the vision of the School was to provide young people with an education of excellence that will change their lives and inspire them to be leaders of tomorrow;

(b) the three statements of belonging, responsibility and excellence remained central to what was done within the School;

(c) Yonder Pouches for mobile phones had been introduced from the beginning of this term and had been transformational. The Headteacher praised Natalie Slade for her work on this. Governors were given examples of how phones had been an issue in School and the work that had been done to try and rectify the problems. They had considered what other schools were doing and looked at the DfE research. **Governors asked if there had been any "kick back" about using the pouches.** Natalie Slade they had expected arguments with children and parents but this had not happened. Students were happy about using the pouches and overall were now more focussed in class. However, it was accepted that the

system would never be 100% foolproof. They were now in week 2 of the implementation and measures were being tightened. The new policy had been shared at Student induction and the impact had been immediate. **In response to a Governor's question,** she was told that sanctions were used as per the policy if breaches were made by the Students**. Following further discussion** Governors were informed that if a phone was found on a Monday for example, it would be confiscated until Friday. **A Governor asked if the changes had affected the Student's behaviour** and was told that Students were calmer and talking to each other more. Headphones were no longer visible and there was less truancy around children arranging to meet in the toilets as they no longer had phones to arrange this. Mel Nathan explained that sixth form students were not required to have pouches but did have to put their phones on the desk at the beginning of a lesson. The Students were happy to do this and to set an example of the use of phones around the School. **A Governor commented** that the information from Enfield around the banning of phones in Schools had been helpful;

(d) the teaching and learning/curriculum plans were ambitious for all and "Excellence has no limits" was a statement relevant to everyone in the School community;

RESOLVED to agree the Aims, Visions and Values.

9. SCHOOL IMPROVEMENT/DEVELOPMENT PLAN 2025-2026

a) <u>Exam results headlines</u>

RECEIVED the exam profile 2025, a copy of which is available to view on Governor Hub and in the Minute Book

REPORTED that

(i) the Headteacher stated that overall they were very pleased with the A Level results despite the fact there had been a slight decline in the grades achieved. Everyone had been blindsided by the larger than expected number of U grades that had been given. This meant the average grade was brought down. This number of U grades had not been expected and had caused a lot of disappointment. This was being reviewed. **In response to Governor's questions,** Mel Nathan said that they were very surprised by the fact there were 18 U grades when only around 5 had been predicted. **A Governor asked about which subjects had been affected.** She was told that one was Resistant Materials. Of the four Students who took this subject, three received U grades. Accountability meetings were continuing and the Headteacher assured Governors that meetings had been held with other subject leads where trends were showing under performance. The Headteacher highlighted one with an IT Colleague and explained that whilst these were difficult conversations to have, they were vital;

(ii) despite the concern around the U grades, Value Added went up due to the starting point of this cohort. Value Added for BTEC Level 3 was + and Students overall were able to move onto their chosen destinations;

(iii) there were good results for the top end Students and a number of re-marks had meant increased grades for some;

(iv) the GSCE results were very pleasing. Every subject except three had improved results this year. The Headteacher said she was very proud of the staff and Students and all the work that had been put in to achieve the results. The widely improved goal (WIG) had been set at 43% for achieving a grade 5+ in English and Maths. The actual figure was 38% but Governors were reminded that 43% was an aspirational figure and the result was very pleasing overall;

(v) there was a 10% increase in Students achieving a grade 9-5 in Maths and English. Attainment 8 last year was 35%, this year it had increased to 41%. The top performing subjects were Art, Food and Drama. The Headteacher stated how proud she was of the Art and Photographic Department and the work that was achieved under the leadership of Anna Constantinou. The work of four of the Art Students had been chosen as exemplary work by the Exam Board and Anna would be one of twelve lecturers writing the GCSE curriculum. Governors were delighted and congratulated her;

(vi) English and maths results were solid and science had improved. The Headteacher pointed out that they must now build on these results and work on areas where more improvement was needed;

(vii) **A Governor asked about the impact of the interventions for maths and English.** She was told that the data had now been received and showed that 67% of shifters had achieved a grade 4. As a result of this there was now only one resit group on each side and the groups were tiny. Governors discussed the huge difference it made for a Student to achieve a Grade 4 in respect of their life chances and the value of them not having to resit;

(viii) Governors discussed the courses on offer and Krysia Sosin assured them that if courses proved to be unsuccessful they were no longer run. The Headteacher highlighted the difficult decision she had made to no longer run the Level 2 ICT course this year as they could not have this level of underperformance, despite the fact not having this in place meant lower six form numbers and less funding. She emphasised that they would not deliver low quality of education. Some Students had been very upset at the loss of this course but they had all been successfully placed elsewhere. The Chair said that she respected the Headteacher's decision and understood how hard it had been;

(ix) **A Governor wondered about whether re-marks would reflect in the DfE league tables.** Krysia Sosin explained that they would, the deadline for remarks was 25 September and there had been some significant changes to grades in French, for example. The Government would release the league tables at the end of October/early November and the data would be reproduced for Governors and staff.

NOTED that the Curriculum Committee would review the exam results in depth.

b) Verbal update regarding Strategic Direction

NOTED that

(i) this had been discussed in Minute No. 7 above but the Headteacher added that the School had received a presentation from a small Learning Trust and felt that they would be a good partnership. The had visited the School recently and this visit had been rigorous. Many areas had been looked at and many questions asked. The Trust would take their findings and present them to their Board of Trustees to vote on whether they would want to take the next steps. The School should hear back from them in around a week's time. If they agreed to move forward with Chace Community the exact timeline of events was not yet clear but this would be worked on and due diligence adhered to and discussed for both parties. The SBM was looking at this on the DfE gateway;

(ii) **in response to a Governor's question regarding the Governing Body structure if the School joined the Trust,** she was informed that each School within a Trust had a local Governing Board in place. It was suggested Governors review the Trust's key documents and financial audit to help them understand the structure more clearly;

(iii) work on the new build was moving fast and going well.

c) School Improvement Plan

RECEIVED the Chace Priorities for 2025/26, a copy of which is included in the Minute Book and available to view on Governor Hub.

REPORTED that :

(i) the Headteacher reminded Governors that the key areas of focus were around attendance, ambition and behaviour;

(ii) Governors reviewed CP1 and CP2 around striving for excellence and taking responsibility. The measures in place would help to provide an excellent quality of education and promote a culture of responsibility and excellence;

(iii) Governors were informed that there were a great deal of actions being put in place which would be shared with Governors once they were finalised. They would receive a more detailed document in due course.

NOTED

(A) the roles of SEND and SAFEGUARDING Governor. A SEND Governor would be appointed in due course. Tracey Jenkins was the Safeguarding Governor;

(B) that consideration should be given to appointing Governors to other roles such as Wellbeing; Health and Safety;

(C) that link governors should:

Make pre-arranged visits to the school, with a clear focus;

• Keep the governing board informed about the area for which they are responsible, and act as a link between governors and staff ;

• Support the member of staff who is responsible for their area/subject ;

• Develop knowledge in their specialist area and take part in relevant training;

• Make sure the school has relevant policies in place ;

• Monitor the implementation of the school's strategy in their specialist area.

RESOLVED to agree the School Improvement Plan

10. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

Governor Training to be booked via the School based booker, Helen Manwaring.

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

Time of 6.30pm	Course	Venue
11.9.25	Safeguarding	Online
24.9.25	Complaints	Highlands School
2.10.25	Making Sense of School Data	Online
6.10.25	Induction	Highlands School
15.10.25	New Ofsted Inspection Framework	Online
12.11.25	Pupil Premium Part 1	Online
13.11.25	Complaints	Online
18.11.25	MGF	Online
21.1.26	How to monitor the curriculum	Highlands School
11.2.26	Pupil Premium Part 2	Online
25.2.26	Complaints	Online with Chris Brown
5.3.26	Governor Visits	Highlands School
18.3.26	Induction for New Governors	

Governors were reminded that the School could be facing an Ofsted inspection next year, under the new framework. They were therefore asked to book onto the training for this. The Headteacher stated how well Governors had done during the last Ofsted visit. She had conducted training on the new framework today and considered it would be useful to share this with Governors at the next meeting. Governors were also encouraged to undertake complaints training.

11. DATES OF FUTURE MEETINGS

NOTED the following meeting dates for the academic year 2025-26

DATE	MEETING	TIME
AUTUMN TERM		
1 October 2025	**Curriculum Committee**	**6pm**
8 October 2025	**Discipline Committee**	**6pm**
15 October 2025	**Resources Committee**	**6pm**
12 November 2025	**Pay Panel/Governors Planning Group/Behaviour Steering Group**	**6pm**
3 December 2025	**Full Governing Body**	**6pm**
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**

Governors were invited to attend the Open Evening on Monday 22 September. Headteacher talks would take place at 5.15pm and 6.15pm

12. ITEMS TO REMAIN CONFIDENTIAL

RESOLVED that none of the above be considered confidential.

Appendix

GOVERNING BODY OF CHACE COMMUNITY SCHOOL
COMMITTEE MEMBERSHIP 2025-26

The Governing Body is required to review its constitution, membership, and any delegated powers and the committees procedures annually.

Listed below are details of the **current** Committees and Panels previously adopted by your Governing Body.

(a) Curriculum

Anna Constantinou
Mandy Hurst
Tracey Jenkins
Kirsty Barrett
Georgia Lucas
Andrea Willans
Tanya Douglas (Headteacher)

Also Attending:
Krysia Sosin
Natalie Slade

(b) Resources Committee (Staffing, Finance and Premises)

Tracey Jenkins
Karen Khwaja
Layla Hall
Mel Nathan
David Behling
Tanya Douglas (Headteacher)

Also Attending:
Helen Manwaring-SBM

(i) Appointment of Headteacher and Deputy Headteacher

Chair, Vice Chair
Headteacher (for Deputy Appointment)

Plus three other Governors and a representative from the LEA. (The Headteacher is excluded from the Panel when appointment of a Headteacher is under consideration)

(ii) Appointment of Posts with 4 or more Responsibility Points

Chair, Vice Chair
Headteacher

Plus one other Governors and Deputy Headteacher.

(iii) Other Teaching and Non-Teaching Posts

PO1 and above - Chair, Vice Chair, Headteacher, Deputy Headteacher plus one Governor.
All other posts – delegated to the Headteacher.

(iv) Staff Capability and Staff Dismissal Appeal Committee

Up to and including dismissal delegated to the Headteacher. Appeal Panel to comprise 2 or 3 Governors drawn from the Resources Committee.

(v) Staff Grievance

2 or 3 Governors drawn from the Resources Committee.

*initial and appeals panels required with a minimum of 3 Governors, ensuring that there is no overlap of membership.

(vi) Redundancy and Re-deployment of Teaching and Support Staff

Initial and appeals panels to be drawn from 2 Governors from the Resources Committee.

(vii) Staff Salary Assessment (or Pay) Committee

Chair and Vice Chairs

(c) Student Discipline Committee

Mandy Hurst
Tracey Jenkins
Georgia Lucas
Leyla Hall
Karen Woodhead
(Clerk)
Other Governors by invitation

(d) Governors Planning Group

Chairs of Committees and the School Leadership Team

(e) Complaints against the School

The Chair of Governors plus 2 other Governors as available.

(f) Complaints against the Curriculum

A Panel of 3 Governors drawn from the Governing Body to be convened as required.

(g) Governor Recruitment Panel

A Panel of 3 or 5 drawn from the Governing Body to be convened ad required.
The Governing Body is asked to consider the appointment of a Governor Recruitment Panel who will take on responsibility of identifying the current skill set of the Governing Body, any gaps in the skill set, and to then seek to identify suitable candidates for the Governing Body to appoint, to fill vacancies on the Governing Body.

(h) Governors with Individual Responsibilities

➢ Mandy Hurst	English and Humanities – SLT Link Krysia Sosin/Natalie Slade
➢ Vacancy	Maths – SLT Link – Carly Lynch
➢ Vacancy	More Able and Governor Training and Development
➢ Vacancy	Health and Safety – SLT Link – Simone Fernandez
➢ Tracey Jenkins	LAC, Safeguarding & Child Protection and Equalities SLT Link – Gamze Sahin/Natalie Slade
➢ Vacancy	KS3 incl transition and admissions – SLT Link – Gamze Sahin/Natalie Slade
➢ Karen Khwaja	KS5 and careers – SLT link – Amanda Roper

- Kirstie Barrett — SEND – SLT Link – Gamze Sahin
- Tracey Jenkins/Anna Constantinou — Pupil Premium – staff vacancy
- Tracey Jenkins — Science – SLT Link - Krysia Sosin
- Vacancy — Finance – SLT Link Helen Manwaring /staff vacancy
- Tracey Jenkins — GDPR/Cyber Security– SLT Link – Helen Manwaring/staff vacancy
- Tracey Jenkins — Community/Staff Wellbeing and Engagement SLT Link – Tanya Douglas/staff vacancy

List of Statutory Policies:

- admissions arrangements – school admissions code
- behaviour and written statement of principles – keeping children safe in education and behaviour and discipline in schools: guide for governing bodies
- careers guidance – careers guidance for education providers
- charging and remissions – charging for school activities
- data protection privacy notice – data protection: privacy notice model documents
- equality objectives – Equality Act 2010: advice for schools
- governors' allowances – see part 6 of our guidance on School governance regulations 2013
- health and safety – health and safety advice for schools
- premises management – good estate management for schools
- relationships and sex education and health education – relationships and sex education and health education
- safeguarding and child protection – keeping children safe in education
- school attendance – working together to improve school attendance
- school complaints – school complaints: guidance for maintained schools
- school exclusions – school suspensions and permanent exclusions
- school uniforms – developing and implementing a school uniform policy and cost of school uniforms
- special educational needs and disability – SEND code of practice: 0 to 25 years
- staff behaviour and grievance – staffing and employment: advice for schools and keeping children safe in education
- support for pupils with medical conditions – supporting pupils with medical conditions at school
- teachers' pay – school teachers' pay and conditions
- teachers' performance and capability – model policy for teachers' appraisal and capability

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