


9th DECEMBER 2020

MINUTES - PART 1

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| GOVERNING BODY OF CHACE COMMUNITY SCHOOL Churchbury Lane, Enfield, EN1 3HQ Tel: 020 8363 7321 The meeting took place online via Google Meet |  |
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MEMBERS

| Position | Name | Date of Appointment | End of Term of Office |
|----------------------------|----------------------------------|----------------------------|------------------------------|
| LA Governor | Mr Chris Hyland (Vice Chair) | 22 March 2017 | 24 March 2021 |
| Parent Governors (x 4) | Ms Vicki Morgan* | 31 January 2018 | 30 January 2022 |
| | Ms Emma Medcalf- Doey* | 31 January 2018 | 30 January 2022 |
| | Ms Helen Green | 9 December 2020 | 8 December 2024 |
| | Ms Jo Mercer | 9 December 2020 | 8 December 2024 |
| Staff Governor | Mr Martin Brown | 6 January 2017 | 5 January 2021 |
| Co-opted Governors (x8) | Ms Anna Constantinou | 8 September 2019 | 7 September 2023 |
| | Dr Jenny Francis (Vice Chair) | 25 March 2019 | 24 March 2023 |
| | Mrs Tracey Jenkins (Chair) | 2 January 2017 | 1 January 2021 |
| | Ms Mumina Wahid* | 12 October 2018 | 11 October 2022 |
| | Ms Mandy Hurst* | 5 December 2018 | 4 December 2022 |
| | Mrs Hilary Ballantine | 4 December 2019 | 3 December 2023 |
| | Ms Velda Ewen* | 4 December 2019 | 3 December 2023 |
| | Vacancy | | |
| Headteacher | Mr Daniel Bruton | 1 September 2015 | |

* Denotes Absence

Also Attending:

Tanya Douglas, Deputy Head Teacher
Pritam Vekaria, Deputy Head Teacher
Simone Fernandez, School Business Manager
Anne Keelan, P.A. to Headteacher
Tony McNamara, Minute and Advisory Clerk.

1. APOLOGIES FOR ABSENCE

An Apology for absence was received from Vicky Morgan.

RESOLVED to consent to this absence.

NOTED the absence of Velda Ewen, Mandy Hurst, Emma Medcalf-Doey and Mumina Wahid.

RESOLVED to consent to the absence of Mandy Hurst and Mumina Wahid.

but **NOT** to consent to the absence of Velda Ewen and Emma Medcalf-Doey.

2. DECLARATIONS OF INTEREST

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. None were made.

3. MEMBERSHIP AND CONSTITUTION

(a) Parent Governors

The Chair welcomed the two new parent governors, Jo Mercer and Helen Green, to the meeting and both governors introduced themselves briefly. The Headteacher commented that he looked forward to working with them and would arrange a date for them to visit the school be show around, in January 2021.

(b) Co-opted Governor

RESOLVED to defer appointment of a co-opted governor until the spring term 2021, and an update be provided at the next governing body meeting.

ACTION: CLERK

4. MINUTES and MATTERS ARISING

The Minutes of the meeting held on 18th November 2020 were confirmed as a correct record and would be signed by the Chair.

NOTED that all issues agreed for action in the Minutes had been implemented or were included in the meeting Agenda. The Chair thanked staff and governors for their support in actioning the items.

5. GDPR update

NOTED that there were no updates to report.

6. HEADTEACHER'S REPORT

RECEIVED the Headteacher's report to Governor's for the Autumn term 2020, a copy of which is included in the Minute Book. The report had been already been circulated to governors and the Headteacher provided an overview of the key headlines in the report.

Overview - The Headteacher commented that this had been a very interesting term with positive outcomes and that he was very proud of the pupils, staff and whole school community.

A few highlights in particular were drawn to governors' attention-

NOTED

- pupils' continuing commitment to and engagement in their learning;
- a very positive attitude in pupils' behaviour and adjustment to new ways of learning;
- the excellent quality of on-line learning and teaching;

There were however still some areas of concern –

- the budget deficit position remained a key area of focus for the school and governors were aware of plans in place to address and reduce the budget deficit;
- resilience was an on-going issue however it was noted that despite the continuing uncertainty and testing working environment, staff remained very positive and the Headteacher thanked SLT and the whole staff team for their continuing hard work and support;
- recruitment continued to be difficult and vacancies were being covered by agency staff;

(a) Teaching and Learning

Teaching had been seamless and teachers continued to engage children. Discussions had been held with Heads of Curriculum regarding which areas of the curriculum had been working well and which areas to continue to deliver. Google Class had been working very well and pupils enjoyed using it.

(b) Attendance

Latest attendance data showed that 93% of pupils had been attending as at the time of preparing the report and attendance was projected to be between 94 – 95% by the end of term. This was considered to be very good despite noting the number of self- isolating cases where pupils had been sent home and the Headteacher congratulated pupils for their good attendance levels. An item advising parents of this good news would be included in the next school bulletin. The position continued to be closely monitored;

(c) Exams and Outcomes for Years 11-13

Governors noted that outcomes for pupils in years 11-13 were very promising and while not at the same levels as in Autumn term 2019-20, the current outcome was still felt to be good and meeting expectations. Mock exams were being held this week and the picture looked good. The Headteacher was pleased to advise that four or five students had attended Oxbridge and Medical College interviews. Pupils were very ambitious and the school were supporting them and arranging mock interviews to prepare students;

(d) Exclusions

Governors were pleased to note that there had been no exclusions during the lockdown period however this made it difficult to compare the current position with previous terms;

(e) Behaviour

Lockdown had resulted in changes in behaviour and approach in supporting pupils and trying to put them back in lessons. Behaviour had been very good and pupils were managing well and there had been a significant number of four- day re-locations. The main area of concern focused on Year 7 pupils who while not having behaviour issues were behaving somewhat immaturely, more like Year 6 pupils than Year 7. It was recognised that this was as a result of pupils' lost time in school over the school closure period.

(f) Safeguarding

There had been an increase in the number of Child Protection and Children in Need referrals and more involvement with Social Services and other external agencies. The school recognised that Covid had placed additional stress on families particularly the more vulnerable ones and this had increased both emotional and financial stress in families and the school continued to offer appropriate support wherever possible;

(g) EPQ Project

The Exchange Project Equalisation Project provided students with a qualification equivalent to a GCSE A level exam. The project was similar to an under-graduate research project and focused on developing students independent research skills. Under the scheme, students shared their presentations with the school. Students were congratulated on their sterling work as in the current learning environment. It was recognised that there had been challenges and restrictions to students' learning enrichment which had limited their options with only virtual facilities available;

(h) Data

Data had been very positive with a 100% pass rate and with promising progress and outcomes for year 11 – 13 pupils in particular. The school continued to monitor ways of improving results and reviewing areas of the curriculum in order to ensure that it continued to deliver effectively.

Headway continued to be made in both progress and attainment and while it was still early days, it was noted that the A8 results had improved since last year and continued to improve. Progress in reading was lower in year 7 and this was attributed to the pupils' lost learning in year 6 and a lack of encouragement by parents to read at home. The position was being monitored and support was in place to improve progress.

A programme of after school interventions was in place to support pupils in preparations for their GCSEs. Risk assessments were carried out where

appropriate. It was noted that students were keen to attend the intervention sessions and engaging well and teachers were also very supportive of the interventions.

Priorities going forward focused on overcoming barriers to learning during Covid, improving equality of opportunity and ensuring that interventions such as increased reading time both at school and home along with the guided reading programme, would continue to rectify the low progress in reading in year 7 pupils. Literacy co-ordinators were also working with pupils to encourage them to practice their reading. In Year 8 pupils were receiving an additional English lesson once every two weeks to boost literacy skills.

(i) Ethos and Culture

Considerable work had been done to achieve the new Charter- Mark. Governors expressed their warm thanks for all the hard work and support of Darren Glyde from the council's EPS in working on the project. Changes had been made in several areas and it was noted that all staff were committed to the new positive culture and the impact of the project had shown that this outlook was working.

(j) Student and Parent Questionnaires

Questionnaires for both students and questionnaires were currently out for consultation. Questionnaires focused on outcomes from recent data on key areas which it was felt reflected the school's vision for ethos and culture. -

Responses from recent surveys had shown that parents continued to recommend Chace as their preferred school for their children and pupils had also responded positively and confirmed that they enjoyed attending school;

(k) Forthcoming Events

Governors noted that "Cloud School" virtual parents' evenings were continuing and had proven to be very successful with good attendance levels which were still increasing.

An on-line version of a careers day event had been created and would be launched on 26th January 2021.

(l) Curriculum Update

The curriculum was being adjusted to reflect the reduced pupil intake numbers.

There were currently seven groups in year seven and this number would be reduced to six going forward. It was noted that both French and Spanish were being taught from year seven and up through all the subsequent year groups. review of work done at KS5 had been carried out;

(m) Pupil Premium

Latest data showed that the school had achieved a narrowing of the gap between disadvantaged and non-disadvantaged pupils over the Covid period. The school were very proud of having achieved this particularly as pupils from disadvantaged families were often the harder to reach families. Governors were pleased to note that Pupil Premium students were very engaged in their learning;

(n) SEND update

The school continued to be compliant with prescribed SEND policy and procedures but recognised that there were challenges ahead regarding managing classroom support while still ensuring that that social distancing maintaining a safe environment and applying social distancing measures.

(o) Additional Resource Provision (ARP)

The school continued to work with Westlea in providing the ARP service. Chace were in the process of pursuing an issue regarding financial compensation as with current provision, the unit was running at a loss;

(p) ICT issues

The school had obtained more Chrome Books which were being used extensively across the school. In addition, web cams had been installed in all classrooms. The Headteacher thanked the school's IT team for their hard work and support;

(q) Complaints

Governors were pleased to note that there had been no increase in the number of complaints against the school. The two most recent complaints were from parents relating to the way the school had handled the GCSE exam procedures. Following investigation, it was concluded that the school had complied with the correct procedures and processes and consequently the complaints were not upheld;

(r) Finance

Governors noted the latest budget update and were aware of actions in place to reduce the deficit. There had been a detailed update in the Part 2 Minutes of the last governing body meeting on 18th November 20 and an opportunity for further comments or questions was included later in Agenda item 7. - Resources

(s) Premises

Recent issues reported included a gas leak which had been successfully repaired and boiler upgrading. One of the two boilers needed replacing and this had been estimated at costing around £400k. The LA had agreed to fund this and work was expected to start over the Summer 2021 holiday break. Work would include replacing pipework around the school, removal of asbestos and addressing Legionella issues in the water supply. As part of the planned works, the school had negotiated a refurbishment of the girls' changing rooms included in the overall cost.

(t) Community Links

The school expressed their thanks for all the hard work of the Chace school community and to Karen Barnham in particular, in continuing to support disadvantaged families with food, clothing and sanitary products. Governors agreed to send a letter of thanks to Karen in recognition of her dedication and hard work in this matter.

The Headteacher asked if governors had any further questions or comments regarding issues raised in the report.

The Chair thanked the Headteacher for his very comprehensive report which was very helpful and expressed thanks to all the staff who had provided input to the report.

Particular thanks were extended to Daniel Glyde and Karen Barnham for their hard work and support over the term on the school ethos project and school community links support.

The Chair also congratulated the school and pupils for the very good attendance levels achieved since returning to school.

As a parent governor, the Chair also commented that she was very impressed with the home learning arrangements and on-line teaching provided by the school and congratulated all staff involved.

EQUALITIES REPORT 2019-20

RECEIVED the Equalities Report 2019-20, a copy of which is included in the Minute Book.

RESOLVED that this item be discussed as an item under part 2 of the Minutes.

7. RESOURCES

(a) Schools Financial Value Standard (SFVS) 2020-21

RECEIVED the completed 20-21 SFVS submission, a copy of which is included in the Minute Book.

NOTED that the responses to the questions in the submission had been considered and discussed by governors and reflected actions agreed in the Minutes of the last meeting.

RESOLVED to ratify the 2020-21 SFVS submission and return the document to the L.A.

(b) Finance Update

NOTED that governors had no further comments or questions on the school's financial position. The Headteacher advised governors of the recent meeting with the Director of Education to discuss the school's budget deficit. Next steps proposed to reduce the deficit included a staffing re-structure and a five - year staffing plan. Governors noted that the LA were satisfied with progress in reducing the deficit and next steps planned.

8. DATES OF FUTURE MEETINGS

NOTED the following meeting dates.

- Full Governing Body: 24 March 2021; 30 June 2021

- Rapid Recovery: 3 March 2021, 9 June 2021
- GPG: 3 March 2021; 9 June 2021
- Discipline: 17 March 2021, 23 June 2021
- Resources: 10 February 2021; 12 May 2021
- Teaching and Learning: 3 February 2021; 12 May 2021.

9. ANY OTHER BUSINESS

(a) Waiver of Contract

NOTED that the three - year contract for the school’s MIS, Cloud School, was coming to an end and governors were requested to approve a twelve-month extension to the contract, to allow re-tendering arrangements to commence at the end of December 2020. The cost of the extension was noted as £20,249.

RESOLVED to ratify the waiver of contact.

(b) Pupil Admission Numbers

NOTED that governor approval was sought regarding a proposal to reduce total pupil admission numbers to 170. This was in line with other plans to reduce staffing levels over the next five years and to start a sixth form entry process. The revised 170 pupil admission numbers would commence in September 2022 if approved by the L.A.

RESOLVED that governors ratify the proposal to reduce the pupil admission number to 170.

Confirmed and signed at a meeting of the Governing

Body held on the day
of 2020