


21 SEPTEMBER 2022

MINUTES - PART 1

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
	Vacancy x2		
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 2018	4 December 2022
	Mr Jamie Smyth *	27 January 2022	26 January 2026
	Ms Vikki Morgan	23 March 2022	22 March 2026
	Vacancy x 2		
Headteacher	Ms Tanya Douglas	1 April 2021	-

*denotes absence

Also Invited:

Pritam Vekaria (DHT)

Kryshia Sosin (DHT)

Simone Ferndandez (SBM)

Mandy Newell (Clerk)

1. **APOLOGIES FOR ABSENCE**

An apology for absence from this meeting was received from Jamie Smyth.

RESOLVED to consent to this absence.

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. **ELECTION OF CHAIR AND VICE-CHAIR**

Term of Office

NOTED that the term of office for the Chair and Vice Chair was agreed as two years in September 2021.

4. MEMBERSHIP AND CONSTITUTION

(a) Roles within the Governing Body

NOTED that Governors were asked to consider the list and email their interest in specific areas to the Chair.

ACTION: ALL GOVERNORS/CHAIR

(b) Parent Governor

RESOLVED that an advertisement be placed shortly to find two new parent Governors.

ACTION: HEADTEACHER

(c) Co-opted Governor

NOTED

- (i) the vacancies;
- (ii) that the term of office for Mandy Hurst would come to an end on 4th December 2022.

The Chair pointed out the need for the Governing Body to consider succession planning moving forward and the need to fill the current Co-opted vacancies.

RESOLVED

- (A) to re appoint Mandy Hurst for a further term of office from 5th December 2022;

- (B) that the Chair speak to Sujal Zaveri at Governor Support Services to ask her to assist with finding two new Co-opted Governors.

ACTION :CHAIR

5 GOVERNANCE ARRANGEMENTS

- (a) Code of Conduct (NGA 2022 uploaded)

RECEIVED the Code of Conduct, a copy of which is included in the Minute Book and available to view on GovernorHub.

RESOLVED to adopt the Code of Conduct, which would be agreed on GovernorHub.

ACTION: All

- (b) Governance Annual Statement

RESOLVED that the Chair produce the Governance Annual Statement.

ACTION: CHAIR

- (c) Register of Business Interests (annual requirement and with change in circumstance)

NOTED that Governors were reminded to complete the declaration pages on their GovernorHub profile page and confirm that they were correct.

ACTION: ALL GOVERNORS

- (d) Keeping Children Safe in Education 2022

NOTED that Governors were reminded to complete the declarations page on their GovernorHub profile page to confirm that they had read the guidance.

ACTION: ALL GOVERNORS

- (e) GovernorHub

NOTED that GovernorHub needed to be updated by individuals, this included Training details, DBS checks and contact details.

ACTION: GOVERNORS

- (f) Virtual Meetings

RESOLVED that meetings be held face to face but if a Governor was away and needed to attend virtually this could be arranged.

6. COMMITTEE COMPOSITION AND ORGANISATION

(a) Review of Governing Body's Committees and Panels

NOTED that, as had already been stated, the Chair would review and report back on the Governing Body's Committees and Panels. Any Governor was welcome to attend a Committee they were not a member of as an observer.

RESOLVED that the Teaching and Learning Committee be renamed the Curriculum Committee.

ACTION: CHAIR/CLERK

(b) Annual Review of Governing Body's Delegation

RECEIVED the Organisational Arrangements document.

NOTED that the Chair had undertaken the required annual review of the Governing Body's delegation of its responsibilities with the Headteacher presented the outcomes

RESOLVED to agree the Organisational Arrangements document subject to changing the name of the Teaching and Learning Committee to the Curriculum Committee and adding the Resources Committee to be responsible for Behaviour Management as well as the Curriculum Committee.

ACTION: CLERK

(c) Annual School Audit Report

RECEIVED the Annual School Audit Report, a copy of which is included in the Minute Book and on GovernorHub.

NOTED the report which contained common audit findings to identify risks and help as a prompt when completing the 22/23 Schools Financial Value Standard return

7. MINUTES AND MATTERS ARISING FROM THE MINUTES

RECEIVED the Minutes of the meeting held on 29 June 22, which were confirmed as a correct record.

RESOLVED that these be signed on GovernorHub by the Chair.

ACTION: CHAIR

The following matters arose from the Minutes:

(a) Headteacher's Report (agenda item 5(c)(ii))

REPORTED by the Headteacher that larger banners with a picture had been produced . These would not be quite ready in time for the Open Evening but a new banner had also been made for this highlighting the fact that the School was a "Good" School in all areas.

(b) Headteacher's Report (agenda item 5(q)(i))

REPORTED that Pritam Vekaria had spoken to four parents who might be interested in joining the PTA. Unfortunately one of these had backed out due to ill health. Governors discussed the fact that Helen Green was Treasurer but they still needed to find a Chair and Secretary. Families were always invited to attend school events and Parent Governors helped at Sports Day but the Headteacher pointed out the differences between PTAs at primaries and secondaries and that PTAs were required to do more in secondary schools. She said that at one time the School had a strong PTA and they were able to fundraise successfully but key members had decided to move on over time and recruiting new members had been a challenge, not helped by the pandemic. The Headteacher said they would speak to the new Year 7 parents and advertise the PTA in the parent newsletter. She sincerely hoped that they would be able to recruit more parents and that positive news on this would be available by the December meeting.

RESOLVED that work continue to try and recruit parents to the PTA and that an update be given at the Governing Body meeting in December.

ACTION: HEADTEACHER/DHT/CLERK

(c) Chace Forward Planning 2022-23 And Beyond (Minute No. 8 (a))

REPORTED that the Chair enquired how the new school day was going and it was determined that overall, although slightly confusing initially staff were getting used to the changes and it was working well.

NOTED that all other actions had been completed.

8. CHACE AIMS VISION AND VALUES

RECEIVED a copy of the Chace Vision and Values, a copy of which is available to view in the Minute Book and on GovernorHub.

REPORTED by the headteacher that the visions and values remained the same as last year. They were clear and helped with the induction of the Students into the School. “Every child deserves an excellent education so that they can be the leaders of tomorrow” the three values of belonging, responsibility and excellence were clear and could be linked to everything within the School. Mandy Hurst commented that she considered the posters around the School were excellent in reflecting the aims visions and values.

RESOLVED to agree the Aims, Visions and Values.

9. EXAM RESULTS

RECEIVED the Exam Profile 2022, a copy of which is available to view in the Minute Book and on GovernorHub. Governors reviewed this.

REPORTED

- (a) that the Headteacher stated she was very proud of the results this year for both A levels and GCSES;
- (b) the A Level results were phenomenal and the percentage of Students obtaining A*-B grades was excellent with the average grade being a B. A*-A grades were achieved by 20% of Students and 53% achieved A*-B, an improvement on 2019. (figures were not compared to 2020 and 21 results due to the pandemic). 76% achieved A*-C grades;
- (c) the Headteacher was delighted that Students were able to go to their chosen destinations and some were able to do this through clearing;
- (d) BTEC results were also very positive with the average grade being a Distinction. The success of Students undertaking the Science BTEC was highlighted and the Headteacher and Governors were delighted that results continued to rise. In response to a query from Mandy Hurst, the Headteacher explained that the destinations for BTEC Students was a mix but some had gone to university. A full destination report was awaited. Further details would be shared with the Curriculum Committee;
- (e) Year 11 results were good. Attainment had risen from 2019 from 43.9% to 49%. The number of grade 5's and over achieved in maths was particularly pleasing. Art was highlighted as being a very successful subject for the School and Triple Science had also shown excellent results. Music had undergone an exam review and results were good. The Headteacher was pleased to say that the subject was available for all Students now, not just those who were good at a particular instrument;
- (f) English Language results had dropped and the Headteacher recognised there was a need to look at what reasons for this in depth. The curriculum was sound and the teaching was excellent so it was difficult to know why this was. Kryshia Sosin would

be line managing English this year. In response to query from Vikki Morgan on the lower than expected results, Marlon James-Edwards commented that there had been reports of other Schools having the same concerns and issues and it was understood that it had been difficult to recruit examiners for English this year. The Headteacher said a great deal of money was being spent on remarks and the reasons for the lower grades would be investigated further. Mandy Hurst explained her role as an examiner in the past and said that work was usually moderated so any issues with marking should be picked up. Kryshia Sosin informed Governors that they had already had three increased grades following remarking but assured Governors that if they saw more systematic concerns they would have to look at the whole cohort. In response to question from Chris Hyland, it was confirmed that there was another week to request GSCE remarks. The Headteacher explained that there had been some spare money to pay for these remarks but this would not be the case next year. It was confirmed that if a grade increased due to remarking the cost was reimbursed to the School. In response to a query from Helen Green, an explanation was given about grade boundaries and Kryshia Sosin explained that remarking would only be requested if a paper was within a close range to the next mark. It had to be recognised that remarks could mean a grade could go down as well as up to any request to have a paper reviewed had to be considered carefully;

- (g) French and Spanish results showed that a large number of grade 5's and above had been achieved which was excellent news. The Headteacher said how proud she was of the MFL results overall;
- (h) work would continue on improving RE in the School and it was recognised there was still some work to do in some areas of this subject;

RESOLVED that the Curriculum Committee would review exam results in further detail.

ACTION: CURRICULUM COMMITTEE

10. SCHOOL IMPROVEMENT/DEVELOPMENT PLAN 2022-23

RECEIVED the a presentation on screen from the Headteacher on the Chace Priorities.

REPORTED that

- (a) Middle Leadership was a strength within the School. They were thanked for all the work they had been doing and the plans they had developed;
- (b) the plans and targets for the SLT were highlighted. The Headteacher explained she wanted "less done, well". The SLT priorities fed into the department priorities.;

- (c) Key stage priorities were in place and attendance and improving outcomes were a focus for this year. The Headteacher had asked the SLT to discuss these at each of their meetings;
- (d) Governors were asked to be sure they fully understood their particular areas of responsibility within the plan when they visited the School and met with the relevant Leaders;
- (e) every SLT member was responsible for an objective. They would be expected to report back and be held to account;
- (f) the Headteacher explained the strategic priorities for longer term plans, eg succession planning to ensure understanding of longer term priorities. The strategic areas were highlighted under the headings Students, School and Staff.
- (g) the areas under the Student heading were quality of education, good school, curriculum offer and student enrichment;
- (h) under the School heading the areas to consider were School brand, student numbers, staff structure new build, a balanced budget, ICT Infrastructure and recruitment and retention of staff;
- (i) following queries from Governors the Headteacher explained that the Dfe were providing monies to rebuild at least part of the School or possibly a complete rebuild. This would take around 3-5 years to complete. A two hour meeting would be taking place tomorrow to discuss the plans further and an update would be given to the Resources Committee. Work was being undertaken on the ICT infrastructure over the coming year. Governors discussed the importance of recruiting good staff and retaining those they had and the Headteacher assured them they had a good HR team in place to work on this. Sharen Furlong asked what was needed to be done around branding and the Headteacher said she considered that the School was in many ways rebranding itself, helped by the excellent exam results and the work that was ongoing. Governors discussed the Enfield red gryphon logo that had been used by the School for many years and how they could possibly rebrand the school with a new logo. They also discussed uniform costs and potential changes to this. Government guidance was now in place around the cost of school uniform to help parents during the difficult economic climate everyone was currently facing. The Headteacher stressed that she wanted Governors and the School community to be involved in any rebranding of the uniform over time;
- (j) the Staff heading contained the areas of staff wellbeing, workload, and noted there was positive MHWB workplace wellbeing protocols in place.

NOTED that this was a live document but Governors were keen to have access to it.

RESOLVED that

- (i) the Headteacher grant Governors access to the document;
- (ii) to agree the School improvement Plan.

ACTION: HEADTEACHER

11. GOVERNOR TRAINING

NOTED that

- (a) it was recommended to do some Governor training. It could be interesting, and it was an opportunity to meet some interesting people too. A lot of it was still taking place online so it was easily accessible.
All training sessions were listed in the Governor Training Brochure 2022-23, available on Governor Hub.

Training could be booked via the School based booker, Simone Fernandez.

<https://traded.enfield.gov.uk/professionallearning>.

- (b) Member Governor Forum

NOTED the date of the next meeting as 22 November 7pm

- (c) Training undertaken by Governors

REPORTED that

- (i) the Chair had attended the last Member Governor Forum and found it quite interesting;
- (ii) the Chair and Pritam Vekaria were undertaking Safer Recruitment Training;
- (iii) the Chair and Chris Hyland would be attending Exclusion Training.

12. **POLICIES/LA REFERRALS**

RECEIVED the Safer Recruitment Policy and the KCSIE 2022 policy, copies of which are included in the Minute Book and available to view on GovernorHub.

RESOLVED to ratify the above policies.

13. **GOVERNORS BRIEFING**

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

14. ANY OTHER BUSINESS

(a) Evening of Excellence

REPORTED by the Chair that she had attended the Evening of Excellence (formerly known as Presentation Night). It had a been a lovely event and was both intimate and meaningful for those who attended. She thanked the Headteacher for her work on this event.

(b) Budget Update

REPORTED by the SBM that at the end of the Summer term the budget was almost balanced. The figures for 2022-23 were £456,000 credit, 2023-24 £341,000 credit and for 2024-25 £330,000 credit. As of today, the Government had made changes and there were uncertainties around certain promised monies which meant the state of the budget had changed. The SBM was trying to seek clarification around this but in summary there would possibly be a reduction in the 2023-24 budget to £257,000 credit and for 2024-25 the figure would reduce to £136,000 deficit. Chris Hyland pointed out that the School was still in a much better position than many others and all the “ifs and buts” around the figures meant the situation was out of their control. Mandy Hurst asked about whether the Government would be helping with heating costs for schools bearing in mind the increased charges this Autumn from the energy companies. It was explained that the Government had been very quiet about this but the news today implied that they might be offering some help.

(c) Chair’s comments

REPORTED that the Chair told Governors that if they were not happy about anything to do with a meeting or they did not understand something, they were welcome to contact her outside of a meeting. She looked forward to working with everyone over the next academic year and thanked them for their support and work with the Governing Body.

14. DATES OF FUTURE MEETINGS

NOTED future meeting dates as

AUTUMN TERM		
5 October 2022	Curriculum Committee	6pm
12 October 2022	Discipline Committee	6pm

19 October 2022	Resources Committee	6pm
9 November 2022	Pay Panel/GPG	6pm
7 December 2022	Full Governing Body	6pm
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

15. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that no items be regarded as confidential.

Confirmed and signed at the Committee meeting
held on 2022

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Chair

GOVERNING BODY OF CHACE COMMUNITY SECONDARY SCHOOL
COMMITTEE MEMBERSHIP 2022-23 - TBA

RESOLVED that

- in the event of a casual vacancy or the unavailability of a specific member of a Committee/Panel the Governing Body authorise the Chair to appoint any Governor to join that Committee;
- the membership of the Governors' various Committees and Panels with delegated responsibilities be as follows:

(a) Curriculum

Anna Constantinou
Mandy Hurst
Tracey Jenkins
Helen Green
Melanie Nathan
Jamie Smyth

Also Attending:

Kryshia Sosin
Pritam Vekaria

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

Chris Hyland
Tracey Jenkins
Marlon James-Edwards
(Chair, Vice Chair and Headteacher ex officio)
Sharen Furlong.
Also Attending:
Simone Fernandez-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
Chris Hyland
Tracey Jenkins
Sharen Furlong

(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 as 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 Literacy
- Maths and numeracy
- Chris Hyland More Able and Governor Training and Development
- Health and Safety
- Tracey Jenkins Looked After Children, Safeguarding & Child Protection
- Tracey Jenkins KS3 including transition
- KS4
- Vicki Morgan KS5 and careers
- SEND and Inclusion
- Tracey Jenkins and Anna Constantinou Pupil Premium
- Tracey Jenkins Science
- Finance
- GDPR