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Headteacher: T Douglas BA (Hons) MA NPQH

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**GOVERNING BODY OF CHACE COMMUNITY SCHOOL**  
**WEDNESDAY 17<sup>th</sup> SEPTEMBER**  
**AT 6PM IN A1**

*A Governor who is absent from Governing Body meetings for a period of 6 months, without the consent of the Governors, is removed from the Governing Body*

**MEMBERS**

Position	Name	Date of Appointment	End of Term of Office
LA Governor	vacancy	22 March 2025	21 March 2029
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	Ms Melanie Nathan	30 June 2021	29 June 2025
Co-opted Governors (8)	Ms Anna Constantinou	09 September 2023	08 September 2027
	Mrs Tracey Jenkins (Chair)	01 January 2025	31 December 2029
	Ms Mandy Hurst	05 December 2022	04 December 2026
	Ms Karen Khwaja	8 December 2022	7 December 2026
	Dr Georgia Lucas	4 December 2024	3 December 2028
	Vacancy x 3		
Headteacher	Ms Tanya Douglas	1 April 2021	-

Also Invited:

Natalie Slade (DHT)

Krysia Sosin (DHT)

Helen Manwaring (SBM)

Karen Woodhead (potential Co-opted Governor)

Stephen Hawkyard (potential LA Governor)

Mandy Newell (Clerk)

1. **APOLOGIES FOR ABSENCE**

To **consent**, or otherwise, to any absences from this meeting.

*A Governor who is absent from Governing Body meetings for a period of 6 months, without the consent of the Governors, is removed from the Governing Body*

2. **DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

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

a) Term of Office

To **note** the term of office had been agreed as 2 years in September 2024

b) Election of Vice-Chair (no paid employees to be elected)

To **elect** a Vice Chair as Chris Hyland resigned in July.

4. **MEMBERSHIP AND CONSTITUTION**

a) LA Governor

To **agree** the appointment of Stephen Hawkyard as LA Governor. His appointment has been agreed by the LA.

b) Coopted Governor

To **note** the vacancies and **consider** the appointment of Karen Woodhead as a Coopted Governor.

c) DBS Checks

To **note** 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

To **receive**.

**ACTION FOR GOVERNORS:** Please ensure you have read and marked as such on GHub.

### b) Register of Business Interests

**ACTION FOR GOVERNORS:** Please ensure you have read and marked as such on GHub. This includes financial interests; relationships and other governor positions

### c) Keeping Children Safe in Education

To **note** the Keeping Children Safe in Education guidance statutory guidance, September 2025.

**ACTION FOR GOVERNORS:** Please ensure you have read and marked as such on GHub.

### d) GovernorHub

To **note** that GovernorHub needs to be updated by individuals this includes Training details, DBS checks and contact details.

### e) GDPR

To ensure that at least one governor has current Cyber Security training to comply with the insurance requirements.

To ensure governors understand Subject Access Requests and have undergone training.

## 6. COMMITTEE COMPOSITION AND ORGANISATION

### a) To **review** the Governing Body's Committees and Panels including the appointment and voting rights of Associate Members to Committees;

**ACTION FOR GOVERNORS:** Please ensure you have considered which committee you would like to join.

### b) To **undertake the required** annual **review** of the Governing Body's delegation of its responsibilities as detailed in the Organisational Arrangements.

7. **MINUTES/MATTERS ARISING FROM THE MINUTES**

To **receive** the minutes of the meeting held on 25 June and **consider** any matters arising not covered elsewhere on the agenda.

8. **AIMS, VISION AND VALUES**

This is a core function of the governing body and needs to be **reviewed and agreed**.

9. **SCHOOL IMPROVEMENT PRIORITIES AND LINK GOVERNOR ROLES**

- a) Exam results headlines
- b) Verbal update regarding Strategic Direction
- c) To **agree** the School Improvement Plan.

To **assign** link governors to statutory roles of SEND and SAFEGUARDING.

To **consider** link governors to other roles such as Wellbeing; Health and Safety.

To **note** 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.

10. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

Please book Governor training via your School based booker, Helen Manwaring

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

Date with 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	

## 11. DATES OF FUTURE MEETINGS

To **note** that the headteacher appraisal meeting needs to be scheduled.

The dates of future meetings are as follows

DATE	MEETING	TIME
<b>AUTUMN TERM</b>		
<b>1 October 2025</b>	<b>Curriculum Committee</b>	<b>6pm</b>
<b>8 October 2025</b>	<b>Discipline Committee</b>	<b>6pm</b>
<b>15 October 2025</b>	<b>Resources Committee</b>	<b>6pm</b>
<b>12 November 2025</b>	<b>Pay Panel/Governors Planning Group/Behaviour Steering Group</b>	<b>6pm</b>
<b>3 December 2025</b>	<b>Full Governing Body</b>	<b>6pm</b>
<b>SPRING TERM</b>		
<b>28 January 2026</b>	<b>Curriculum Committee</b>	<b>6pm</b>
<b>4 February 2026</b>	<b>Resources Committee</b>	<b>6pm</b>
<b>25 February 2026</b>	<b>Discipline Committee</b>	<b>6pm</b>
<b>4 March 2026</b>	<b>Governors Planning Group/Behaviour Steering Group</b>	<b>6pm</b>
<b>18 March 2026</b>	<b>Full Governing Body</b>	<b>6pm</b>
<b>SUMMER TERM</b>		
	<b>Curriculum Committee</b>	<b>6pm</b>
<b>6 May 2026</b>		
<b>13 May 2026</b>	<b>Resources Committee</b>	<b>6pm</b>
<b>20 May 2026</b>	<b>Governors Planning Group/Behaviour Steering Group</b>	<b>6pm</b>
<b>10 June 2026</b>	<b>Discipline Committee</b>	<b>6pm</b>
<b>24 June 2026</b>	<b>Full Governing Body</b>	<b>6pm</b>

12. **ITEMS TO REMAIN CONFIDENTIAL**

To **indicate** any items which should be dealt with on a confidential basis.

13. **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](mailto:sts@enfield.gov.uk)

**GOVERNING BODY OF ~~HIGHFIELD SCHOOL~~ CHACE COMMUNITY SCHOOL**  
**COMMITTEE MEMBERSHIP 2025-26 – FOR REVIEW**

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  
Tanya Douglas (Headteacher)

Also Attending:

Krysia Sosin  
Natalie Slade

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

Tracey Jenkins  
Karen Khwaja  
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)

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(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  
(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 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 Simone Fernandez/staff vacancy
- Vacancy GDPR – SLT Link – Simone Fernandez/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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