

LONDON BOROUGH OF ENFIELD  
GOVERNING BOARD OF CHACE COMMUNITY SCHOOL

5 JULY 2017

MINUTES PART 1

MEMBERS

Mrs T. Garland (Chair) - Co-opted Governor  
Mrs T. Jenkins (Joint Vice-Chair) - Co-opted Governor

LA GOVERNOR

Mr C. Hyland

PARENT GOVERNORS

Mr P. Smith  
Mr S. Kavanagh  
\* Mrs N. Dag  
\* Ms C. Jeffries

CO-OPTED GOVERNORS

Mrs P. Newman  
Ms A. Clifford  
Mr A. Gaudion  
Ms A. Constantinou  
Mrs A. Crouch  
Dr J. Francis

STAFF GOVERNOR

Mr M. Brown

HEADTEACHER

Mr D. Bruton

\* Denotes absence

Also attending:

Ms T. Douglas - Deputy Headteacher (DHT)  
Mr P. Vekaria - Deputy Headteacher (DHT)  
Ms S. Fernandez – School Business Manager (SBM)  
Mrs Paulette Edwards - Minute and Advisory Clerk

55. APOLOGIES FOR ABSENCE

An apology for absence was received from Mrs Dag.

**NOTED** the absence of Ms Jeffreys.

**RESOLVED** to consent to the absence of Mrs Dag.

The Chair, on behalf of the Governing Body, welcomed new Governors to their first meeting. Introductions were made.

56. DECLARATION OF INTEREST

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

57. MEMBERSHIP

(a) Parent Governor

**NOTED** the

- (i) re election of Peter Smith and the election of Mrs Nukhet Dag as Parent Governors with effect from 2 June;
- (ii) re election of Celia Jeffries as Parent Governor with effect from 14 June.

(b) Co-opted Governor

**NOTED** that

- (i) Anne Clifford was to resign as governor with effect from 6 July;
- (ii) The Chair and Headteacher had met with Mr Andrew Gaudion regarding the current vacancy and proposed that he be appointed as a Co-opted Governor. Mr Gaudion was invited to provide a synopsis of his background.

**RESOLVED**

- (A) to appoint Mr Andrew Gaudion as a Co-opted Governor with immediate effect;
- (B) that the resultant Co-opted Governor vacancy following the resignation of Anne Clifford be reserved for a member of the support staff at the school and that the process for recruiting to this vacancy be initiated with an update provided at the next governing body meeting.

**ACTION: HEADTEACHER/CLERK**

The Chair on behalf of governors thanked Ms. Clifford for her hard work and contribution to the Governing Body and wished her well on her return to Poland.

58. MINUTES

The Minutes of the special meeting held on 1 February 2017 subject to a minor amendment and the meeting held on 22 March 2017 were confirmed and signed by the Chair as a correct record.

59. MATTERS ARISING FROM THE MINUTES

HMI visit ( Minute No 49(f))

**NOTED** that it had been thought that an HMI visit was unlikely within the next two years however an HMI attended the school the week after the last governing body meeting.

60. REPORT OF THE HEADTEACHER

**RECEIVED** the written report of the Headteacher, Mr Bruton, a copy of which is included in the Minute Book. The following matters arose from discussion of the report and in response to Governors' questions:

**REPORTED** that Mr Bruton was very proud of the Chace Team who had worked hard to continue to improve the quality of provision at Chace and to meet the three recommendations from Ofsted 2016 which were:

- Improving teaching
- Marking
- Assessment and feedback

(a) HMI Monitoring Visit

**NOTED** that the outcome of the recent HMI monitoring visit recognised that leaders, including Governors, were taking effective action to meet the OFSTED areas for development for which he was grateful to Governors for their support.

(b) Focus this term

**NOTED** that the focus this term had been on

- (i) improving behaviour for learning and attendance by introducing a new code of conduct and consequences to the community;
- (ii) improving challenge for the most able through quality first teaching and through enrichment;
- (iii) monitoring the use of funding for disadvantaged students through commissioning an external review of pupil premium expenditure;
- (iv) continuing to monitor the use of assessment and feedback to inform students of next steps;
- (v) improving the benchmarking of key groups to monitor outcomes and progress.

(c) Improvements this year

**REPORTED** the

- (i) improvement of teaching throughout the school with greater emphasis on accountability and Middle leaders improving colleagues work;
- (ii) improvement in outcomes this term for Years 7-10;
- (iii) improved opportunities for more able students through Chace University and Brilliant Club;
- (iv) improved communication with parents;
- (v) increasingly improved use of achievement data to focus teaching to students' needs;
- (vi) ongoing financial management ensuring the school's continued course of improvement.

(d) Areas for Development

(i) Staff Retention

**REPORTED** that

- (A) retention and recruitment of staff in some key areas was becoming more difficult. This was a common challenge and concern across the Local Authority and schools were finding that young teachers in particular were moving out of the area for financial reasons. Fewer young NQTs were now applying for positions in this part of London;
- (B) due to Chace's reputation as a school which offers support and high quality professional development, Chace had been asked by the Institute of Education and Middlesex University to help two further trainees with extra placements to ensure they completed their QTS.

(ii) Future Funding

**REPORTED** that

- (A) there was an expected increase of 40% PP students into Year 7 next academic year which suggested that more disadvantaged families were moving into the area;

(B) the school had improved their reporting of Pupil Premium (PP) funding as evidenced in a report from the LA. The PP allocation for this year was £352,250.

(C) a focus for the new year would be on how to generate income moving forward.

(iii) Community Cohesion

**NOTED** the Headteacher's concerns and commitment to ensuring good community cohesion during this period of national and local uncertainty.

(e) Attendance Data

**REPORTED** that the colour coded contextual attendance data (Green: Above National Average (94.7) Red: Below National Average) had been produced using the new SoL Attendance data package which was proving to be a useful tool in recording and analysing attendance.

**NOTED** that

(i) with the exception of Year 11 students, the school had upheld above National Average scores in all year groups;

(ii) Pupil Premium students and those on Educational Health Care Plans (EHCPs) were above National Average;

(iii) monitoring of attendance would be a key priority for the next academic year.

(f) Safeguarding Data

**REPORTED** that as part of the school's commitment to equal opportunities, incidents of on-line safety were now being monitored and reported termly as part of safeguarding data. Cases were rare however, with very few serious incidents reported each term. The school had been selected as a pilot school for on-line safety and would be in a position to make comparisons next year.

**NOTED** that HMI was pleased that these incidents were being recorded and Governors were encouraged with the report.

(g) Pastoral Reporting

During the Spring term 2017, there had been:

- (i) 0 child protection (safeguarding) referrals to social care
  - (ii) 0 allegations against staff reported to Lead Officer for Child Protection
  - (iii) equal opportunities incidents (2 disability, 6 homophobic, 21 racist, 7 sexual/sexual inappropriate)
  - (iv) 26 fixed term exclusions
  - (v) 0 fixed term exclusions
  - (vi) 3 permanent exclusions
  - (vii) 0 serious bullying incidents (leading to exclusion)
  - (viii) 0 CAMHS referrals
  - (ix) 3 subject to a Child Protection plan
  - (x) 5 subject to Children in Need plan
  - (xi) 10 Looked After Children
  - (xii) 0 Prevent
- (h) Year 11

**NOTED** that

- (i) the Headteacher expressed his concerns regarding the current Year 11 cohort who, despite the huge amount of work undertaken by staff to turn them around , remained hard to engage. However, there had been some improvement in Year 11 and achievements would continue to be a particular focus for the school with comprehensive action plans put in place;
- (ii) whilst girls were making progress there was still work to be done to increase the grades of boys;
- (iii) in response to a Governors question regarding the progress of students in receipt of Pupil Premium (PP), the Deputy Headteacher replied that with interventions, the gap had narrowed for PP students as well as for the higher attainers, which had been noted by the HMI inspectors.

(i) Life Skills

**REPORTED** that Learning for Life (L4L) was being rebranded as Life Skills and would be launched to staff. 'Certificates of Participation' would be issued to students and the introduction of Lifeskills learner levels 1-6, with gradings of Pass, Merit, Distinction and Distinction\* within each level. The ethos was on a change of mind-set to ensure Lifeskills was viewed on a par with any other taught subject at Chace which was an exciting idea.

(j) Chace Priorities 2016 - 2018

**REPORTED** that the 'Chace Priorities 2016' had not changed in order to ensure consistently good or better outcomes. However, there had been an additional commitment to challenge the more able students. Governors were invited to join the discussions through termly review meetings with SLT.

(k) Change to the School Day

**REPORTED** that from September 2017, the school day would be extended by 10 minutes to 3.10pm. This review of the school day took place in the Spring term after a full consultation. The reason for the change was to minimise the movement of students and overcrowding around the school during lunchtime.

61. RESOURCES COMMITTEE

**RECEIVED** the minutes of the meetings of the Resources Committee held on 17 May 2017, a copy of which is included in the Minute Book.

(a) Policies

**NOTED** that the following Policies had been considered by the committee and recommended to the Governing Body for ratification:

- Management of Medicines Policy
- Grievance Policy

**RESOLVED** to ratify the Management of Medicines Policy and the Grievance Policy.

(b) School Budget 2017-18 and 3 Year Plan

**RECEIVED** the Resources Committee report of 17 May 2017, and the 2017-18 Budget and 3 Year Plan, copies of which are included in the Minute Book.

**REPORTED** that

- (i) the budget setting process for 2017/18 and the following 2 years had been a challenging exercise as there had been no increase in schools' funding for 2016/17 (other than for pupil numbers) which meant the school had to fund the 1% pay awards, the Apprenticeship Levy and an unexpected increase in Support Staff Pension contributions from 1 April 2017. In addition Capital allocations had remained low;
- (ii) the school ended the 2016/17 financial year in credit despite the challenges and would continue to be prudent in monitoring the budget carefully, making adjustments during the period of the plan where possible to effect further savings;
- (iii) the priority for next year was how to improve income. Governors were asked to consider how this might be achieved;
- (iv) the Headteacher and Governors thanked the School Business Manager, Simone Fernandez for her continued hard work.

**RESOLVED** to ratify the 2017-18 Budget and three year budget plan.

(c) Schools Financial Value Standards (SFVS)

**REPORTED** that the completed SFVS and checklist was to be reviewed and submitted to the LA Audit Service by 31 October 2017.

**NOTED** that in view of recent changes in membership of the Governing Body, a further update be undertaken.

**RESOLVED** to review and represent to Governors in September for formal ratification.

**ACTION: SIMONE FERNANDEZ, CLERK**

62. TEACHING AND LEARNING COMMITTEE

**RECEIVED** the Minutes of the meeting of the Teaching and Learning Committee held on 3 May 2017, a copy of which is included in the Minute Book. The following matters arose from discussion and Governors' questions:

Safeguarding Policy

**NOTED** that in view of the importance of this Safeguarding and the keen focus of Ofsted on safeguarding matters, it was proposed that governors be given further time to read and absorb its content.

**RESOLVED** to ratify the Safeguarding Policy.

63. GOVERNORS PLANNING GROUP

**RECEIVED** the Minutes of the meeting of the Governors Planning Group held on 15 June 2017, a copy of which is included in the Minute Book. The following matters arose from discussion and Governors' questions:

(i) Trust Status

**NOTED** that the school would continue to look into the possibility of joining a trust.

(ii) Policies

**NOTED** that there were a number of policies which were due for review.

**RESOLVED** that policies be placed on a timetable for annual review.

**ACTION: HEADTEACHER**

64. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

**NOTED** that there were no feedback on any training undertaken by governors at the present time.

65. GOVERNANCE HANDBOOK

**NOTED** that the Governance handbook had been updated and continued to be a valuable resource to support Governors in their role. The Governance Handbook could be accessed via Governor Hub.

66. GOVERNANCE COMPETENCY FRAMEWORK

**NOTED** that this was a useful document which could be used as a reference tool to provide clear definitions of the knowledge, skills and behaviours needed for effective governance.

67. DATES OF FUTURE MEETINGS

**RECEIVED** the proposed dates of meetings for the academic year 2017/18.

**RESOLVED** that

(a) the next Governing Body meeting be held on 6 September;

(b) to agree the dates of meetings for the academic year 2017/18;

**NOTED** that the Chair encouraged governors to suggest items for inclusion on the Governing Body agenda and to refer such items to Tracey Jenkins or Daniel Bruton for consideration in the agenda preparation process.

69. ANY OTHER BUSINESS

**NOTED** that Tracy Garland was to stand down as Chair of Governors at the end of the meeting. Mrs Garland was presented with a bouquet of flowers by the Headteacher on behalf of the school and Governors, and thanked her for her many years of tireless work and commitment to the school. Mr Bruton wished Mrs Garland and her husband well in their retirement.

70. ITEMS TO REMAIN CONFIDENTIAL

**RESOLVED** that none of the above be regarded as confidential.

Confirmed and signed at a  
meeting of the Governing  
Body held on the     day  
of                     2017