

LONDON BOROUGH OF ENFIELD  
GOVERNING BOARD OF CHACE COMMUNITY SCHOOL

6 SEPTEMBER 2017

MINUTES PART 1

MEMBERS

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

LA GOVERNOR

Mr C. Hyland

PARENT GOVERNORS

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

CO-OPTED GOVERNORS

Mrs P. Newman  
Ms S. Sterry  
Mr A. Gaudion  
Ms A. Constantinou  
Mrs A. Crouch  
Dr J. Francis  
Vacancy

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 A Keelan – PA to the Headteacher  
Ms T Palmer – Clerk to Governors

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Simon Kavanagh. **NOTED** the absence of Celia Jeffreys.

**RESOLVED** not to consent to the absence of Celia Jeffreys.

2. DECLARATION OF INTERESTS

Governors were reminded that they should declare any interest relating to items on this agenda. None were made.

3. ELECTION OF CHAIR AND VICE-CHAIR

(a) Term of Office

**RESOLVED** that the Chair and Vice-Chair have a term of office of 2 Years.

(b) Election of Chair

**RESOLVED** that Tracey Jenkins be Chair of the Governing Body.

(c) Election of Vice-Chair

**RESOLVED** to defer election of Vice Chair to the next Governing Body meeting.

Governors with an interest were invited to arrange a meeting with the Headteacher to discuss the role of Vice Chair in more detail.

**ACTION: CLERK/GOVERNORS**

4. MEMBERSHIP

Co-opted Governor

**REPORTED** that Tanya Sterry was elected Co Opted Governor with effect from 19 July 2017.

**RESOLVED** that an update on progress to fill the remaining Co-opted Governor vacancy be reported back at the next Governing Body meeting.

**ACTION: HEADTEACHER/CLERK**

5. GOVERNANCE ARRANGEMENTS

(a) Standing Orders

The Governing Body was invited to review their Standing Orders.

**RESOLVED** to ratify the Standing Orders and to include the current date on the document.

(b) Code of Conduct

Governors reviewed and the previously adopted Code of Conduct. No changes were warranted.

**RESOLVED** to ratify the Code of Conduct for the Governing Body.

(c) Governance Annual Statement

**RECEIVED** the Chace Governance Annual Statement produced by Tracy Garland, a copy of which is included in the Minute Book.

**RESOLVED** to ratify the 2016/17 Governance Annual Statement and that a copy be published on the school website

## 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;
- (ii) to appoint Governors with specific responsibilities as detailed in the Appendix to these Minutes and listed below as follows. That the:
  - Resources committee to ensure that equality objectives are published including how they will be achieved
  - GB to agree any organisational changes, including conversion to Academy status
  - HT/PA ensure Governance information on Edubase (or its replacement) is regularly updated
  - Personnel department: Ensures governors undertake DBS checks within 21 days of appointment/election
  - Chair of Governors produce an annual governance statement
  - Teaching and Learning Committee ensure that a Pupil Premium strategy is produced and published on the school website
  - HT promotes the cultural development of pupils through spiritual moral cultural mental and physical development educational requirements
  - Teaching and Learning committee ensure that Year 7 catch-up premium funding is being spent on improving attainment for eligible pupils

## 7. MINUTES

The Minutes of the Governing Body meeting held on 5 July 2017 were agreed and signed by the Chair as a correct record.

## 8. MATTERS ARISING

### (a) Schools Financial Value Standards (SFVS) (Minute No 61(c))

**RECEIVED** the School Financial Value Standard, a copy of which is included in the Minute Book.

**NOTED** that no change had been warranted.

**RESOLVED** to ratify the Schools Financial Value Standard and that it be signed by the Chair prior to submitting to the LA by the end of October.

**ACTION: TRACEY JENKINS/ SIMONE FERNANDEZ**

(b) 1<sup>st</sup> Quarter Return

**RECEIVED** the 1<sup>st</sup> Quarter Return, a copy of which is included in the Minute Book.

**REPORTED** that the school continued to maintain surpluses over £170,000. At the present time, it was anticipated that £170,000 would be carried forward into the budget for the forthcoming year.

**NOTED** that

- (i) for the benefit of new governors, it was highlighted that the quarter returns represented a list of budget lines for income and expenditure from 1 April until 31 March of each financial year.

The capital budget of all schools were maintained separately and used for the sole purpose of making good the fabric of the school. Not to be used on main school funding;

- (ii) it was explained, in response to a question concerning the revenue grant funding (I06) which appeared to be overspent by 265%, that from time to time the school would receive one off grants to fund specific initiatives. A £2000 cycle grant had been received over and above that which was originally anticipated.

**RESOLVED** to ratify the 1<sup>st</sup> Quarter Return and that it be submitted to the LA

**ACTION: SIMONE FERNANDEZ**

9. AIMS, VISION AND VALUES

**REPORTED** that a review of the School's Aims, Vision and Values to ensure that they continued to reflect the ethos of the School was necessary in the wake of recent results and would be considered at a future meeting.

**RESOLVED** to defer review of the Schools Aims Vision and Values to the next Governing Body meeting.

**ACTION: CLERK / HEADTEACHER**

10. SCHOOL IMPROVEMENT PLAN 2017-2018

**RECEIVED** the

- Areas for whole school Improvement Priorities 2016-18,
  - School Exam Headlines 2017: Year 13 A Level Summary Results
  - School Exam Headlines 2017: KS4 Headline Measures
- Copies of which are include in the Minute Book.

**REPORTED** that the School Improvement Plan was currently under review by the Senior Leadership Team, the first draft of which would be available the following week.

Revisions of the plan had been shared with the Rapid Recovery Group and the Teaching and Learning committee. The revised plan set out how teachers and subject leaders were being held to account and contained linkages to hard data (Fisher Family Trust (FFT) Data) providing bench marks on where the young people should be in their development.

**NOTED** that

- (a) a review of the examination results would be undertaken and a Exam Analysis Report produced for consideration at the next Teaching and Learning Committee.
- (b) Year 13 results

**NOTED** that Year 13 results compared favourably against an out of borough boys' Grammar School. The percentage A-B 43%, A-C 77% (Enfield APS: Average, National APS: Above). The school came within the top 25% for progress nationally;

Attainment scores had yet to be published however it was anticipated that school would come out above the national average for attainment. School leaders were however pleased to note that most students could take up offers at their preferred university;

- (c) GCSE Results

**REPORTED** that GCSE outcomes had been disappointing given the significant effort and support put in place to raise GCSE results. Comparisons with previous years was not possible due to government imposed changes which rendered predictions meaningless.

**NOTED** that

- (i) there were stark differences between results in English and Maths. Outcomes in Maths were particularly disappointing (50% 4 and above; 7% 5 and above). Results in history and geography subjects were also disappointing.

The Headteacher met with staff to bolster moral and to gain support in identifying what went wrong. Governors acknowledged that staffing challenges and cohort specific challenges had had an impact despite the significant support put in place. It was however, considered necessary to relook at the curriculum;

- (ii) the Headteacher stated in response to a question that the current Year 13 posed less of a challenge and appeared significantly more engaged than the previous Year 13. Results from a mock paper sat were yet to be analysed and students were to receive feedback on how well they performed the following day. In continuation, it was proposed that students be asked for their views on possible hindrances. Another governor pondered whether any parts of the syllabus had been missed giving examples of experience elsewhere where this had occurred. It was stated in response that a change in syllabus had been imposed the previous year for which schemes of learning had been implemented; notwithstanding this the entire syllabus had been taught.

Nevertheless, a follow up review was to be undertaken specifically around 'tiers of entry';

- (ii) it was questioned and confirmed that a range of initiatives were in place to involve parents more, e.g. parents' evenings, text prompts etc. It was voiced that high level support should start as early as Year 7 to have any desired effect. The Chair commented that changes made during the previous year which involved Year 7 Students needed time to imbed;
- (iii) suggestion that a 5-year planned engagement would be beneficial in helping to provide a continual focus for parents. It was concurred that written communication with parents could be improved however parent engagement which ensured good welfare to support learning take up in the classroom was most beneficial;
- (iv) issues with literacy seemed for some governors to be an issue. This however was thought to be less so amongst EAL students. It was questioned further whether the syllabus was delivered in blocks. It was confirmed that it was with half termly assessments also undertaken;
- (iii) good results were observed in Art and Additional Science;
- (iv) governors acknowledged that the quality of teaching had improved significantly as witnessed during monitoring visits undertaken during the past year and asked that this comment be feedback to teachers accordingly.

**RESOLVED** that

- (A) a Chace Exam Analysis report be presented for consideration at the next Teaching and Learning Committee

**ACTION: DANIEL BRUTON**

- (B) teachers be commended on their hard work and improvements made in teaching

**ACTION: DANIEL BRUTON**

## 11. REGISTER OF BUSINESS INTERESTS

### Register of Business Interests

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

**RESOLVED** that governors review complete and sign off the Register of Business Interests and return to the Headteachers PA at the end of the meeting to be maintained centrally

**ACTION: GOVERNORS**

## 12. DATES OF FUTURE MEETINGS

**RESOLVED** that

- (a) the next Governing Body meeting be held on 6 December 2017;
- (b) the following items be included on the agenda for the next meeting of the Governing Body:
  - Election of Vice Chair
  - Progress Update on Co-opted Governor Appointment

**NOTED** the following Committee meeting dates:

- Teaching and Learning 20 September 2017
- Resources 18 October 2017
- Rapid Recovery Group 8 November 2017

13. ITEMS TO REMAIN CONFIDENTIAL

**RESOLVED** that none of the above items be considered confidential.

Confirmed and signed at a  
meeting of the Governing  
Body held on the     day  
of                     2017/18

**GOVERNING BODY OF CHACE COMMUNITY SCHOOL**  
**COMMITTEE MEMBERSHIP – 2017/18**

**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) Teaching and Learning

Daniel Bruton  
Anna Constantinou  
Angie Crouch  
Nukhet Dag  
Jenny Francis (Chair)  
Celia Jeffreys  
Tracey Jenkins (Vice Chair)  
Pam Newman  
Tanya Sterry

(Chair, Vice Chair and Headteacher ex officio)  
Anna Keelan (Clerk)

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

Daniel Bruton  
Peter Smith (Chair)  
Andrew Gaudion  
Chris Hyland  
Martin Brown  
Simon Kavanagh

(Chair, Vice Chair and Headteacher ex officio)  
Anna Keelan (Clerk)

(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 and Vice Chair  
Headteacher  
Plus one other Governor 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 from the Resources Committee.

\* Initial and appeals panels required each 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 Chair or Vice Chair plus 2 Governors from the Resources Committee.

(vii) Staff Salary Assessment (or Pay) Committee

Chair or Vice Chair  
Angie Crouch

(c) Student Discipline Committee

Angie Crouch  
Andrew Gaudion  
Tracey Jenkins(Chair)  
Pam Newman  
Chris Hyland

Karen Woodhead (Clerk)  
*Other Governors by invitation*

(d) Governors' Planning Group

Chairs of Committees and the School Leadership Team (SLT)

(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 be convened as required.

(g) Governor Recruitment Panel

A Panel of 3 or 5 drawn from the Governing Body be convened as required.  
The Governing Body is asked to consider appointing a Governor Recruitment Panel who will take on the 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

- |                              |   |
|------------------------------|---|
| ➤ Pam Newman                 | English and Literacy;   |
| ➤ Peter Smith                | Maths and Numeracy;   |
| ➤ Chris Hylands              | More Able and Governor Training and Development;                  |
| ➤ Angie Crouch               | Careers Guidance/IAG/WEXP   |
| ➤ Pete Smith /Simon Kavanagh | Health and Safety;  |
| ➤ Tracey Jenkins             | Interim Looked After Children, Safeguarding and Child Protection; |
| ➤ Tracey Jenkins             | KS3 (Transition) and Years 7, 8 and 9;                            |
| ➤ Jenny Frances              | KS4 (Years 10 and 11);  |
| ➤ Nukhet Dag                 | KS5 (Years 12 and 13);  |
| ➤ Angie Crouch               | SEND and Inclusion;   |
| ➤ Tracey Jenkins             | Pupil Premium   |
| ➤ Tracey Jenkins             | Science   |

(i) Rapid Recovery Group

Daniel Bruton  
Tanya Douglas  
Pamela Rutherford (Chair)  
Jenny Francis  
Tracey Jenkins  
Clara Seery  
Peter Smith  
Pritam Vekaria