

LONDON BOROUGH OF ENFIELD
GOVERNING BOARD OF CHACE COMMUNITY SCHOOL
6 DECEMBER 2017

MINUTES PART 1

MEMBERS

Mrs T. Jenkins (Chair)	Co-opted Governor
Dr J. Francis (Joint Vice-Chair)	Co-opted Governor
Mr C. Hyland (Joint Vice-Chair)	LA Governor

PARENT GOVERNORS

Mr P. Smith
Mr S. Kavanagh
* Mrs N. Dag
Vacancy

CO-OPTED GOVERNORS

* Mrs P. Newman
Ms T. Sterry
Ms A. Constantinou
Mrs A. Crouch
Vacancy x2

STAFF GOVERNOR

* Mr M. Brown

HEADTEACHER

Mr D. Bruton

* Denotes absence

Also attending:

Mr P. Jones – Assistant Headteacher (AHT)
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
Mr A. Farmiloe – Clerk

The meeting was preceded by a short update presentation on Pupil Premium by Mr Jones, Assistant Headteacher for Data.

14. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from Mrs Dag, Mr Brown and Mrs Newman.

RESOLVED to consent to these absences.

15. DECLARATION OF INTERESTS

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

16. ELECTION OF VICE-CHAIR

NOTED that this item had been deferred from the Governing Body meeting on 06 September 17. Mrs Jenkins had discussed the role with Mr Hyland and Dr Francis and both Governors were happy to share the role of Vice-Chair if elected by the Governing Body. The Chair asked for nominations for joint Vice-Chair from eligible members. Mr Hyland and Dr Francis were nominated and seconded. The nominations were unanimously agreed with immediate effect.

RESOLVED that Dr Francis and Mr Hyland be elected joint Vice-Chairs of the Governing Body.

17. MEMBERSHIP

(a) Parent Governor

NOTED

- (i) the resignation of Celia Jeffreys with effect from 20 September 17;
- (ii) that Mr Bruton confirmed the School's newsletter contained an invitation for parents to put themselves forward to fill the vacancy. The deadline for those wishing to stand for election would be extended to 8 January 18.

RESOLVED that an update on progress to fill the remaining Parent Governor vacancy be reported back at the next Governing Body meeting on 21 March 18.

ACTION: HEADTEACHER/CLERK

(b) Co-opted Governor

NOTED

- (i) the resignation of Andrew Gaudion with effect from 18 October 17;
- (ii) that Mrs Jenkins recommended co-opting Dr Johan Byran onto the Governing Body to fill one of the vacancies. Dr Byran was a GP in Enfield, with strong community links, and also sat on the Enfield Clinical Commissioning Group board. He was passionate about supporting young people and willing to give up his time to become a Governor.

RESOLVED to

- (A) appoint Mr Byran as a Co-opted Governor onto the Governing Body with immediate effect;
- (B) update Governors at the next Full Governing Body meeting on 21 March 18 regarding progress filling the remaining vacancy.

ACTION: CLERK

18. MINUTES

The Minutes of the Governing Body meeting held on 6 September 17 were agreed and signed by the Chair as a correct record.

19. MATTERS ARISING

NOTED that there were no matters arising not included elsewhere.

20. 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 satisfied that systems of self-evaluation and improvement planning were continuing to rapidly improve. The School was much better, smarter and ambitious at linking success criteria to students' starting points and outcomes. Quality of teaching was continuing to improve. This was the first term where Middle Leaders had come knocking on Mr Bruton's door to report issues and share the responsibility for tackling issues raised. Middle Leaders were gaining in confidence regarding their accountability and Mr Bruton needed to do much less pushing. Mr Bruton also acknowledged that this was the first term where he felt that all colleagues were moving together as a team.

Learning walks had provided lots of opportunities to see deep learning, challenge and triangulation of evidence. The most recent learning walk had focussed on key groups and evidence was seen of the impact of continuing professional development. Mr Bruton was mindful that the School needed to ensure that new staff were inducted into Chace teaching and learning processes and procedures.

Mr Bruton remained concerned about staffing retention and the increasing difficulty in recruiting quality staff through quality routes. He was particularly concerned regarding recruitment of teachers for MFL, Science and English.

The Chace Improvement Plan (CIP) had received its autumn term review and had been RAG rated by Heads of Faculty, Heads of Department, Heads of Learning and the School Leadership Team. The process had been discussed in line management meetings and follow up actions were being monitored through line management.

Year 11s were sitting Pre Public Exams (PPEs) over the next two weeks and the results from these would inform the Autumn 2 data analysis. Students in Years 7, 8 and 9 would be having assessment weeks to formalise the time for assessment and engender a culture and ethos around the seriousness and importance of assessment. Mr Bruton remained concerned about improving the quantity of students who were gaining 7-9 grades at GCSE and improving the results overall for boys and students eligible for Pupil Premium and closing those gaps.

(a) Staffing

NOTED

- (i) the resignations of John Fernandes and Danny Stone. Mr Bruton described Mr Fernandes as a talented young man who had worked at the School for 12 years in the ICT department and Mr Stone as a hardworking and approachable member of site team. Both colleagues had taken opportunities for promotion and Mr Bruton wished them well;
- (ii) that the School had advertised 4 times for an MFL teacher. A new agency teacher was starting in January 18 to replace the current agency teacher;
- (iii) that the School had advertised for a Science teacher using a number of combinations of full-time; part-time; job share etc. An agency member of staff had been interviewed via Skype and would be joining the School on 11 December 17. A member of staff remained on long term sick and the School would continue to advertise for permanent staff.

(b) Performance Development

NOTED that the School's professional development programme was tailored to an individual's development need. Two members of staff were on more formalised support.

(c) Census

REPORTED that Wren Academy Enfield had sought the permission of the DfE to open a school for 240 Year 7 students in September 2019 on the Chase Farm Hospital site. If successful there was a significant possibility that it may impact on the School's admissions numbers.

Clerk's note: Mr Vekaria joined the meeting at 6.40pm

(d) Attendance

NOTED that the weekly rolling numbers to 17 November 17 were reported for each year group. Mrs Jenkins had asked for an in depth analysis to be carried out on one of the year groups. The School had broken down the data for students in Year 9 differentiating types of absence between students.

In response to a question from Dr Francis, Mr Bruton explained that colleagues were aware of which students were categorised under persistent absence and which students comprised those who did not come to school because they were truanting and those who were school refusers with mental health issues. Dr Francis suggested that the School interrogate the data to see what it would look like if the different categories of persistence absence were removed.

ACTION: Mr Vekaria

(e) Exclusions

REPORTED that there had been one Permanent Exclusion this term and that the student was now attending the Enfield Secondary Tuition Centre (ESTC). Mr Bruton shared with Governors that the ESTC had for a number of reasons closed its doors to any new admissions for the foreseeable future. In essence, this meant that no new Permanent Exclusions for Enfield residents of a secondary age could take place at the moment. The Secondary Heads were working with the LA to try to find solutions for this problem. Currently they were being asked to accommodate and facilitate managed moves.

In response to a question Mr Bruton explained that with the reduction of teaching support staff and reducing budgets fewer resources were in place to support students with behaviour needs and therefore the number of Permanent Exclusions made by headteachers had been increasing. Moving students onto Alternative Placements, for example college, was very expensive and most schools had a limited budget to support this provision.

(f) Behaviour Panel

NOTED that Mr Bruton thanked Governors who had participated on the Behaviour Panel. It was important for a wide range of Governors to sit on the panel. Mr Hyland updated Governors regarding the Managing Exclusions training put on by Governor Support and School Improvement Service he had attended with Mr Vekaria, Deputy Headteacher. The training outlined the recent legislative changes regarding Permanent Exclusions and the requirement to have impartial clerking arrangements in place.

(g) On-Line Safety

NOTED that in collaboration with Barclays Digital Eagles three students were trained to become digitally savvy while remaining safe on-line. The students attended a train the trainer workshop at the Barclays headquarters in Canary Wharf and were then invited to lead the pioneering Enfield Digital Eagles launch event at the Annual Governor Conference on 16 October 17. Ms Crouch attended both events with the students and was impressed with how much they had learnt from the training and their confidence in presenting that new found knowledge.

(h) Forthcoming Events

NOTED that Governors were warmly invited to attend the upcoming INSETS on 21 December 17 and 29 January 18.

(i) KS5 Curriculum Review

NOTED that the aim of the review was to ensure students were offered as wide a curriculum as possible to as many as possible.

The KS4 curriculum had received some minor tweaks which were to be implemented in September 2018.

For KS3, the School's Research Co-ordinators were researching best practice regarding mixed ability and set classes, the length of the school day and the length of lessons. An informed discussion revolving around the research would take place at the INSET day on 29 January 18.

(j) Pupil Premium

REPORTED that

- the School was compliant with the information it needed to publish on the website;
- Mr Jones held regular meetings with the SENCo following each data entry to carry out a joint review of progress;
- 'battle boards' were up in the staff rooms all staff were aware of which students were eligible for Pupil Premium and their current level of progress;
- all staff should have contextual folders for every taught lesson with seating plans and information regarding any students in their class who may be eligible for Pupil Premium;
- the School recognised that literacy and reading were an issue and in response to this need was engaging in an Accelerated Reader Programme for Year 7 from September 18;
- buried deep in the DfE website was information regarding a period of consultation about the future of Free School Meal (FSM) funding for families. The consultation was around reducing the annual income threshold for eligibility for families from £16,190 to £7,400. In Enfield it was estimated that this would reduce eligibility by 57% and it was likely that it would affect Chace families even more; up to 80% of FSM students would cease to be eligible.

(k) Chace Priorities

REPORTED that progress against the SLT CIP objectives had been RAG rated. Line management meetings were being used to discuss those areas which were currently red and identifying next steps and monitoring actions.

NOTED that

- (i) behaviour systems were embedding leading to a more consistent approach. Impact of systems to be reviewed in the Spring term. Sometimes it was difficult to track why behaviour varied week to week;
- (ii) Mr Hyland had met with Mr Halford to discuss provision for High Starters. Mr Hyland was really impressed with the quality and range of provision Mr Halford was coordinating.

(l) Governors' Visits

NOTED that

- (i) Mr Bruton thanked Governors for all their visits to school during the term so far. The School valued their input. As Governors developed their understanding of areas across the School so they would contribute effectively to improving standards;
- (ii) Mr Bruton reported that the School was engaging with the LA's Outstanding Teacher Programme which was free. Eight teachers were to be placed on the programme which was beginning in the Spring term;
- (iii) Mrs Jenkins asked Mr Bruton to thank all staff, on behalf of Governors, for their hard work this term;
- (iv) Mr Hyland congratulated Mr Bruton on the quality of his Headteacher's report.

(m) Pastoral Reporting

During the Summer term 2017 there had been:

- (i) 1 child protection (safeguarding) referrals to social care;
- (ii) 1 allegation against staff reported to Lead Officer for Child Protection;
- (iii) equal opportunities incidents (3 disability, 3 homophobic, 14 racist, 4 sexual/sexual inappropriate);
- (iv) 32 fixed term exclusions;
- (v) 0 fixed term exclusions;
- (vi) 2 permanent exclusion;
- (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) 8 Looked After Children;
- (xii) 0 Prevent.

21. TEACHING AND LEARNING COMMITTEE

RECEIVED the Minutes of the meeting of the Teaching and Learning Committee held on 20 September 2017, a copy of which is included in the Minute Book. The following matters arose from discussion and Governors' questions:

(a) 2017 Exam Headlines, Analysis and Actions

NOTED that the Committee had reviewed the results which had been disappointing. Governors discussed what had worked well and what had not. Further discussion and analysis had taken place at the Rapid Recovery Group meeting on 8 November 17. Staff were very clear on next steps.

(b) Safeguarding Policy

RESOLVED that Dr Francis send Mr Bruton a copy of the relevant report.

ACTION: Dr Francis

(c) Governor Visits

NOTED that

- (i) Mr Hyland had met with Mr Halford to find out more about the initiative for High Starters. Mr Halford was incredibly enthusiastic and was running some really effective initiatives;
- (ii) Mr Smith had met with Ms Kubianga, Head of Maths, to better understand the GCSE results and the improvement planning in place. Mr Smith acknowledged that the results for Maths had been disappointing however he was confident that the passion and commitment of the department could not be greater;
- (iii) Mrs Dag had met with Ms Ricketts, Head of Post 16, to discuss the progress of the current students.

REPORTED that Mr Bruton had recently conducted mock interviews with Mr Rudd-Clarke for three Post 16 students who were being interviewed at Oxford to study History, Maths and Biology respectively.

22. RESOURCES COMMITTEE

RECEIVED the minutes of the meeting of the Resources Committee held on 18 October 17, 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:

- Pay Policy for Teachers;
- Pupil Premium Strategy Statement 2017/18.

RESOLVED to ratify the Pay Policy for Teachers and the Pupil Premium Strategy Statement 2017/18.

(b) Financial Scheme of Delegation

RESOLVED to ratify the Financial Scheme of Delegation.

ACTION: Ms Fernandez

23. GOVERNORS' PLANNING GROUP

RECEIVED the Minutes of the Governors' Planning Group held on 8 November 17, a copy of which is included in the Minute Book. The following matters arose from discussion and Governors' questions:

(a) Link Governor

NOTED that Mrs Keelan had emailed Theresa Palmer at Governor Services to ask if there was a job description for the Link Governor. The School had not yet received a response from Governor Services despite a follow up email.

(b) Policies

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

- Revised Whistleblowing Policy (Nov 17);
- Revised Code of Conduct (Nov 17);
- Pay Policy (Nov 17);
- Charging and Remission Policy;
- Safer Recruitment;
- Teachers' Appraisal Policy;
- Support Staff Appraisal Policy.

RESOLVED to ratify the

- Revised Whistleblowing Policy (Nov 17);
- Revised Code of Conduct (Nov 17);
- Pay Policy (Nov 17);
- Charging and Remission Policy;
- Safer Recruitment;
- Teachers' Appraisal Policy;
- Support Staff Appraisal Policy.

24. GOVERNORS' REPORTS

NOTED that there had been no urgent action taken by the Chair since the last meeting of the Governing Body on 6 September 17.

25. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

NOTED that Mr Hyland had attended the Managing Exclusions training with Mr Vekaria in November 17.

26. LA REFERRALS

NOTED that Governors discussed the LA referrals.

(a) Increasing Immunisation Rates

NOTED that The School was very good at working with the LA and parents regarding relevant immunisations. The Headteacher had been proactive in sharing the LA's information regarding free flu jabs for staff.

(b) Powers to Remove Governors Extended

NOTED that the School Governance (Constitution and Federation) (England) (Amendment) Regulations 2017, were effective from the beginning of September, and

enabled the removal of elected Parent or Staff Governors by the Governing Body in accordance with procedures set out in the Regulations.

(c) New Exclusion Guidance

NOTED the new statutory guidance effective from September 2017 for those with legal responsibilities in relation to exclusion.

27. SAFEGUARDING CHILDREN IN EDUCATION SCHOOL COMPLIANCE CHECKLIST

RECEIVED the School Compliance Checklist and list of designated staff, copies of which are included in the Minute Book.

NOTED that the completed checklist had been returned to the LA Safeguarding team by the deadline of January 18.

28. AOB

NOTED that Mr Bruton thanked Pam Rutherford for all her support and advice and would send a card from Governors to note their appreciation of her commitment to the School.

29. DATES OF FUTURE MEETINGS

RESOLVED that

- (a) the next Governing Body meeting be held on 21 March 2018;
- (b) the following item be included on the agenda for the next meeting of the Governing Body:
 - Progress Update on the Parent and the remaining Co-opted Governor Appointments.

NOTED the following Committee meeting dates:

- Teaching and Learning 31 January 2018;
- Resources 7 February 2018;
- Rapid Recovery Group 17 January 2018 and 28 February 18;
- GPG 28 February 2018.

MINUTES – PART 2

30. CONFIDENTIAL MEETINGS

(a) Governors' Discipline Committee

RECEIVED the Confidential Minutes of the Discipline Committee meetings held on 11 October 17 and 22 November 17, copies of which are included in the Minute Book.

NOTED that

- (i) two cases were referred to the Committee on 11 October 17. One case was referred for permanent exclusion and the second case referred related to two Year 8 students who were causing concern. Mrs Jenkins invited questions or comments;
- (ii) the Headteacher's decision to permanently exclude had been upheld. Mrs Jenkins explained to Governors that even if the parents did not attend the Panel, the case still had to be heard in their absence;
- (iii) two cases were referred to the Committee on 22 November 17 regarding two Year 10 students who were causing concern. Mrs Jenkins invited questions or comments;
- (iv) both students had returned to the School and so far there had been no further issues.

(b) Rapid Recovery Group

RECEIVED the Confidential Minutes of the Rapid Recovery Group held on 8 November 17, a copy of which is included in the Minute Book.

NOTED that

- (i) Mr Vekaria, Deputy Headteacher, had also attended the meeting;
- (ii) Mr Bruton encouraged all Governors to read the Minutes from the meeting;
- (iii) the SEF, examination results, CIP and whole school monitoring had been discussed in detail;
- (iv) Mr Hyland had been invited to fill the remaining vacancy and Governors had agreed that Mr Hyland would be a useful addition to the Committee.

(c) Resources Committee

RECEIVED the Confidential Minutes of the Resources Committee held on 18 October 2017, a copy of which is included in the Minute Book.

(d) Pay Panel

RECEIVED the Confidential Minutes of the Pay Panel held on 9 November 2017, a copy of which is included in the Minute Book.

NOTED that Mrs Jenkins had met with Mr Bruton and Ms Crouch to review the evidence files in relation to Upper Pay Scale (UPS) applications. Governors had found the evidence files to be impressive.

31. ITEMS TO REMAIN CONFIDENTIAL

RESOLVED that Minute No. 30 above be regarded as confidential.

Confirmed and signed at a
Meeting of the Governing
Body held on the **21** day

of **March** **2018**