

LONDON BOROUGH OF ENFIELD
GOVERNING BODY OF CHACE COMMUNITY SCHOOL

7 DECEMBER 2016

MINUTES - PART 1

MEMBERS:

Mrs T Garland (Chair)
Mrs T Jenkins (Vice-Chair)

LA Governor

Mr D Adam

Parent Governors

Vacancy x 4
Ms C Jeffreys
Mr K Loomes

Co-opted Governors

Ms A Constantinou
Ms A Clifford
Mrs A Crouch
Dr J Francis
* Mrs P Newman
5 vacancies

Staff Governor

Vacancy

Headteacher Governor

Mr D Bruton

* Denotes absence

Also attending:

Ms T Douglas – Deputy Headteacher
Ms S Fernandez – School Business Manager (SBM)
Ms P Bagley – Minute and Advisory Clerk

18. RECONSTITUTION OF THE GOVERNING BODY

REPORTED that an external review on the Governing Body had taken place and one of the outcomes was a recommendation that the Governing Body should reconstitute to a smaller number.

RESOLVED that

- (a) the Governing Body reconstitutes with effect from 2 January 2017 to have the following composition:
- 4 Parent Governors (Ms C Jeffreys, Mr K Loomes, Mr P Smith, vacancy);
 - 1 Local Authority Governor (Mr D Adam)
 - 1 Staff Governor (vacancy)
 - 1 Headteacher Governor
 - 8 Co-opted Governors
- (b) Ms A Clifford, Ms A Constantinou, Dr J Francis, Mrs T Garland, Mrs T Jenkins, Mrs P Newman, Mrs A Crouch be appointed as Co-opted Governors with effect from 2 January 2017 leaving one vacancy.

19. APOLOGIES FOR ABSENCE

NOTED the absence of Mrs P Newman.

RESOLVED not to consent to this absence.

Mr Adam gave an apology for lateness.

20. DECLARATION OF INTERESTS

Governors were reminded that they should declare any interest relating to items on this agenda. None were made by those at the meeting but Mr Adam, who had offered apologies for lateness, declared a general interest as his daughter had recently been appointed a member of the School's staff. He remained in the room for all items on this agenda.

21. MEMBERSHIP

(a) Parent Governor

NOTED

- (i) the resignation of Mr Gardiner as a Parent Governor with effect from 1 December 16;
- (ii) the resignation of Mrs Garland and Mrs Jenkins as Parent Governors with effect from 2 January 2017;
- (iii) once the reconstituted Governing Body membership came into effect on 2 January 2017, Parent Governor elections would need to be held to fill the one vacancy.

ACTION: HEADTEACHER

(b) Staff Governor

REPORTED by the

- (i) Chair she had received the resignation of Ms A Kubianga, Staff Governor, with effect from 1 December 2016.
- (ii) Headteacher that an election would be held to fill the arising Staff Governor vacancy.

ACTION: HEADTEACHER

(c) Co-opted Governors

REPORTED by the Chair the resignation of Mr P Smith, Co-opted governor, with effect from 1 December 2016 leaving one vacancy.

22. REPORT FROM THE RAPID RECOVERY GROUP

(a) Headteacher's Presentation

RECEIVED a power point presentation delivered by Mr Bruton, Headteacher, setting down The Road To Recovery from outcomes of the Rapid Recovery Group (RRG). The following issues were highlighted:

- A broad brush approach was not working at Chace which had led to the School being judged as Requiring Improvement;
- There was a need to improve the quality of Teaching, Learning and Assessment;
- A great deal had been done in respect of Teaching and Learning; there was more to do with Assessment;
- This needed to go into the School Improvement Plan (SIP) to ensure consistency to be judged at least Good;
- Students were currently not receiving a consistently good education; however the situation was much better and students recognised this;

- There were some issues that were preventing consistency;
- There has been a recalibration of what teaching was 'good enough' and it looked as though there had been a dip. This was not the case as it in fact reflected a redefinition of standards;
- There was a high level of activity with lots of marking and assessment and how this linked into the next lesson;
- Effective questioning would be introduced in February 2017;
- Effective feedback – there was now better marking;
- Need to use effective feedback for planning the next lesson. There was no reliable evidence that marking led to progress and knowing students would lead to progress;
- Improving outcomes was an area of clarification. The Headteacher explained the late availability of re-marked exam papers.

(b) June/July

- RRG formed;
- Rapid Recovery plan agreed;
- A new Senior Leadership Team (SLT) structure;
- SLT articulated teaching expectations of teaching at Chace – a more consistent understanding of what was good;
- New behaviour and attendance systems;
- Focus on marking and feedback – internal Local Authority review;
- Getting parents onside – introduction of new headship;
- Quick wins;
- Recruitment of staff for September 16.

(c) August Results 2016

- GCSE results confirmed Ofsted findings;
- Faculty exam review leading to the production of the improvement plan;
- Moving to Good programme implemented for individual teachers;
- Internal monitoring schedule matching training plans.

(d) September/October 2016

- Launch and modelling of the expectations for teaching;
- Training for SLT/Middle Leaders (MLs) on observation and feedback to improve practice;
- Intensive support in Maths – paired observations. Now ahead of the game;
- Implementation of the intervention plan for Year 11;
- Change of culture – refocus on teaching more than learning;
- Recruitment issues recognised in the Local Authority (LA) review;
- SLT teamwork.

(e) November/December 2016

- Implementation of a more joined up approach of evaluating quality of teaching and individual support - CLT/Heads of Faculty (HoF)/Heads of Department (HoD)/SLT;
- Emergency action taken over staffing issues in Science – LA support for curriculum planning and delivery;
- Staff training began focussing on differentiation and challenge – leading to planning;
- Further monitoring of standards – intensive Local Authority support for Maths (leadership and standards);
- New student leadership launched;
- KS4 interventions based on data focussing on key groups;
- Chace University tasters.

(f) January/February 2017

- Behaviour focus to include the whole faculty (Headteacher's view that behaviour had deteriorated);
- Further training on differentiation and challenge;

- Roll out improvement through peer-coaching – a culture shift;
- Appoint a new Deputy Headteacher (DHT) advert pending;
- Teaching Assistant (TA) appraisal and standards – SEND shake-up;
- Able Gifted & Talented (AGT) appointment and plan for the year ahead.

(g) Barriers

- Recruitment – Science, Geography, Maths;
- Staff morale;
- Culture of the community – resistance to change/recognition of issues;
- Behaviour management – structure of staffing to meet the new culture;
- Financial limitations (concern at the tight budget)
- SEND provision and whether it was fit for purpose;
- Progresso – the new management information system;
- Her Majesty’s Inspectorate (HMI) visit.

The following matters were raised:

NOTED that

- (i) in response to a **question** as to whether teachers were visiting other schools to see what was expected the Headteacher said that all teachers would need to do this. It was important to benchmark against the very best;
- (ii) a Governor **asked** whether the KS4 interventions covered all subjects? Mr Bruton confirmed that this was the case and sessions were being scheduled as he had explained. However the importance of lesson content would not be lost;
- (iii) a governor commented that community engagement was very difficult to achieve and **asked** whether this had been considered? Mr Bruton confirmed that this had been a staff focus but more work was needed. Ms Douglas added that there were always good turnouts on Parents’ Evenings but there were various families who were difficult to engage with. Another governor held the view that it was more important to get staff and students on board. Discussion took place on ways the Governing Body could achieve a higher profile including running a governors’ table at events and to mingle with parents/carers. However it was conceded that engagement was usually with those families who were already engaged.

The Headteacher said that staff were always happy for governors to visit the School. He reminded those present that there was a Governor Section within the Bulletin;

- (iv) Mr Bruton suggested that governors might wish to join parents at a question and answer session to be organised for the Spring term.

23. MINUTES

The Minutes of the meeting held on 7 September 2016 were agreed and signed by the Chair as a correct record.

24. MATTERS ARISING FROM THE MINUTES

- (a) Governing Body Review (Minute No. 4(d))

NOTED that the review had taken place and the Chair had circulated the report.

- (b) Standing Orders (Minute No. 5(a)(ii))

RECEIVED the amended Standing Orders model template, a copy of which is included in the Minute Book.

RESOLVED that the Standing Order, as amended, be ratified.

- (c) Register of Business Interests (Minute No. 13)

NOTED that a copy of the Register of Business Interests was circulated to all governors which was completed and returned to the School Business Manager (SBM). The completed document would be published on the School's website.

ACTION: SBM

25. RESOURCES

- (a) Minutes

RECEIVED the Minutes of the meeting of the Resources Committee held on 19 October 2016, a copy of which is included in the Minute Book.

- (b) Feedback from the Minutes

NOTED that

- (i) the meeting had been Chaired by Kevin Loomes, Vice-Chair, in the absence of Mr Adam, Chair;
- (ii) the second quarterly return had been submitted and showed a modest carry forward;
- (iii) the Pupil Premium strategy presentation had now been uploaded onto the website;
- (iv) all outcomes from the Local Authority (LA) audit had been actioned;
- (v) there were various recruitment issues and a slight reduction in staff absence/sickness;
- (vi) remedial work to the roof leak would be undertaken during the Christmas break.

26. TEACHING AND LEARNING

- (a) Minutes

RECEIVED the Minutes of the Teaching and Learning Committee meeting held on 21 September 2016, a copy of which is included in the Minute Book.

- (b) Feedback from the Minutes

NOTED that the Headteacher's presentation related to all matters arising (Minute 22 (a) above refers).

26. GOVERNOR PLANNING GROUP

- (a) Minutes

RECEIVED the Minutes of the meeting held on 9 November 2016 a copy of which is included in the Minute Book.

- (b) Feedback from the Minutes

NOTED

- (i) the various policies recommended for ratification;
- (ii) it was hoped to have a new Deputy Headteacher in post by Easter 2017.

RESOLVED that the following policies be ratified in accordance with the recommendation of the Governors' Planning Group (GPG):

- Charging and Remissions;
- Flexible Working Policy;
- Pay Policy for Teaching Staff;
- Staff Professional Learning and Development Policy;
- Support Staff Appraisal Policy;
- Teachers' Appraisal Policy.

27. 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 through consideration of the report and Governors' questions:

NOTED that

- (a) in response to a **question** about the attendance data, particularly for Years 9 and 10, the Deputy Headteacher explained that these were very vulnerable cohorts. A great deal of work was being undertaken with the families and one family in particular;
- (b) a Year 9 student, who was a refugee, had been in the School for over a year but had not yet settled;
- (c) a governor **asked** whether there was a particular reason for the lack of data for equal opportunities section? The Headteacher explained that this was due to the new IT system and it was being addressed. He undertook to give more details in future on those incidents that had led to exclusions. The Deputy Headteacher confirmed that all perpetrators had been sanctioned and issues addressed;
- (d) Governors congratulated the work set down within the report by the Post 16 Committee and the Leadership Team;
- (e) the Chair welcomed the feedback on behaviour. The Deputy Headteacher was pleased with the increase in Behaviour Points since the report had been written;
- (f) the SEF had been updated and uploaded onto Governorhub. The Headteacher suggested that Governors should review the document as appropriate.

ACTION: HEADTEACHER

ACTION: ALL GOVERNORS

28. GOVERNORS' ANNUAL STATEMENT

RESOLVED that consideration of this item be deferred until the Summer term 2017, however the clerk advised the Chair that it would be good practice to have a report for the school year 2015-16.

ACTION: CHAIR & CLERK

29. GOVERNORS' REPORTS

- (a) Visits to the School

NOTED that

- (i) written reports of visits had been uploaded onto Governorhub;
- (ii) Mrs Jenkins requested that governors email her once they have undertaken a visit;
- (iii) the Headteacher informed governors that they were welcome to attend the upcoming interim management meetings with the Heads of Faculty (HoF) to consider the School Improvement Plan (SIP);

ACTION: ALL GOVERNORS

- (iv) the Chair informed governors that due to the reconstitution she had now taken on the Maths focus and Mrs Jenkins had taken on Science. The Chair said that should anyone else wish to take on these roles they should let her know;
- (v) she thanked all governors who had come into School.

(b) Governor Decisions

REPORTED that the way School trips were approved had been changed. Future residential or overseas trips would be signed off by the Chair and Headteacher and reported through the Headteacher's report. The Headteacher informed governors that the music tour in Summer 2017 would be to Dublin.

RESOLVED that the signing off process for School trips be endorsed.

30. GOVERNOR DEVELOPMENT

(a) Training Attended

NOTED that there were no reports under this item.

(b) Local Authority Training Dates 2017

NOTED the following:

- **02 Mar** Vulnerable Children – Looked after Children
- **08 Mar** Vulnerable Children – Safeguarding Children & Child Protection
- **09 Mar** Sports in Schools
- **15 Mar** Managing Exclusions Hearing
- **20 Apr** LA Governors Network
- **15 Jun** Vulnerable Children Managing Behaviour

31. LOCAL AUTHORITY REFERRALS TO GOVERNING BODIES

RESOLVED that the admission number set for the School for September 2017-18 be agreed as indicated in the Termly Pack for Governors.

32. DATES OF FUTURE MEETINGS

NOTED the meeting dates for the remainder of the academic year. All at **6 pm.**

Meeting	Spring 2017	Summer 2017
Governing Body	22 March	5 July
Resources	8 February	17 May
Teaching & Learning	18 January	3 May
Rapid Recovery	11 January 1 March	26 April 14 June
Governors' Planning Group	1 March	14 June
Discipline	8 March	7 June

33. ANY OTHER BUSINESS

Letter Re: School Funding

The Chair drew governors' attention to a letter produced by Mrs Ingrid Cranfield, Vice-Chair of Eversley Primary School, which was a proforma setting out the concerns regarding the funding provided to schools for the education of young people. She was making the request that to have the maximum effect all schools in Enfield send an individual letter by way of lobbying support.

RESOLVED that the letter be sent on behalf of the Governing Body and signed by the Chair.

ACTION: CHAIR

34. ITEMS TO REMAIN CONFIDENTIAL

RESOLVED that none of the above be regarded as confidential.