

LONDON BOROUGH OF ENFIELD

GOVERNING BODY OF CHACE COMMUNITY SCHOOL

21 MARCH 2018

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  
Ms. V. Morgan  
Ms. E. Medcalf

CO-OPTED GOVERNORS

Mrs P. Newman  
Ms. T. Sterry  
Mrs A. Constantinou  
Mrs A. Crouch  
\*Dr Johan Bryan  
Mr A. Gaudion

STAFF GOVERNORS

Mr M. Brown

HEADTEACHER

Mr. D. Bruton

\* Denotes absence

Also Attending:

Ms. T. Douglas –Deputy Headteacher (DHT)  
Mr. P. Vekaria – Deputy Headteacher (DHT)  
Mrs A. Keelan – PA to the Headteacher  
Ms. S. Fernandez – School Business Manager (SBM)  
Mrs P. Edwards (Minute Clerk)

*Clerks Note: The meeting was preceded by a short presentation by Tanya Douglas, Deputy Headteacher:*

32. PRESENTATION

**NOTED** that a short presentation entitled: ‘From Assessment to Development, Using coaching as a Vehicle to Improve the Quality of Teaching at Chace’ had been previously presented to SLT and was to be rolled out throughout the school over the next year as part of the Chace Improvement Plan/ Priority 1.

The Chair thanked Ms. Douglas for her presentation.

33. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from Dr Jenny Francis and Dr Johan Byran.

**RESOLVED** to consent to the absences of Dr Jenny Francis and Dr Johan Byran.

34. DECLARATION OF INTERESTS

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. There were none.

35. MEMBERSHIP AND CONSTITUTION

(a) Parent Governor

**NOTED**

- (i) the resignation of Nukhet Dag with effect from 30 January 2018;
- (ii) the appointments of Ms. Emma Medcalf and Ms. Vicki Morgan as Parent Governors with effect from 31 January 2018. Governors welcomed Ms Medcalf and Ms. Morgan to the Governing Board.
- (iii) the resignation of Mr. Simon Kavanagh with effect from 21 March 2018. Mr Kavanagh was moving out of the area. The Chair thanked Mr Kavanagh for his service to the Governing Board and the Chace Community School and wished him and his family good luck for the future.

(b) Co-opted Governor

**NOTED** the appointment of Mr Andrew Gaudion with effect from 21 March 2018. Governors welcomed Mr Gaudion, who had been a Governor previously, but had resigned for a short period due to ill health.

36. MINUTES

The Minutes of the meeting held on 6 December 2018 were confirmed and signed by the Chair as a correct record, subject to the minor amendments at item 37 below.

37. MATTERS ARISING FROM THE MINUTES

(a) Pastoral Reporting (Minute no. 20 (m))

**RESOLVED** that

- (i) line (iv) should read '32 fixed term exclusions (5 days or fewer)'
- (ii) line (v) should read '0 fixed term exclusions (more than 5 days)'

**ACTION: CLERK**

(b) Safeguarding Policy (Minute no. 21 (b))

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

**ACTION: DR FRANCIS**

38. HEADTEACHER'S REPORT

**RECEIVED** the written report of the Headteacher, Mr Daniel 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:

(a) Freak Weather

**REPORTED** that despite the many challenges this term, including the freak weather, the school remained open and the hard work and dedication of the staff, particularly the middle leadership, ensured that students continued to make good progress and succeed which was a source of pride.

(b) Keeping Chace Under Review (KCUR)

**REPORTED** that two local Headteachers, both practising OFSTED inspectors, visited the school to meet with the Headteacher to advise, validate 'judgements and self-reflection'. They both recognised the huge improvements made and agreed that Chace Community was on the 'cusp' of Good. There was a level of heightened anxiety as the school approached this next step as there was still much to do to continue the improvements identified.

(c) Governors' Involvement

**NOTED** that Mr Bruton wished to thank all of the school community including Governors who supported him and the team and hoped that Governors would continue to be part of the journey of improvement and high expectations through continued visits and participation in school activities.

(d) Year 7 Intake – September 2018

**REPORTED** that the high intake for the Year 7 Cohort for the next academic year was positive with 227 applications received so far. Governors agreed that this was very encouraging.

(e) Attendance

**NOTED** that

- (i) attendance data showed rapid improvement this term in particular amongst the Persistent Absentees which showed a downward trend. This was as a result of a whole school focus on attendance following the Rapid Recovery Group meeting in January and the impact of the efforts of the pastoral team;
- (ii) data showed improvements in Year 11 attendance was particularly noteworthy, above National Average for Year 11s. Mr. Bruton hoped this positive attitude towards their learning would be indicative of their exam results!

- (iii) a Governor commented on the 67% attendance figure for a Year 10 group which was significantly lower than others. Mr Bruton explained that there were two students that had entered the school on managed moves from other local schools which had distorted the figures for Year 10;
- (iv) the whole school attendance figure for week ending 2 March 2018 was 94.29%, slightly below the National Average of 94.7% but moving in the right direction. As a reward for excellent attendance and positive behaviour, 265 students would be attending a trip to Thorpe Park at the end of the term.

(f) Staffing

**REPORTED** that the recruitment of key positions, remained a concern. Mr Bruton was concerned with the well-being of staff as the school continued to work hard, engaging with 'Catch Up' activities and interventions to improve outcomes.

(i) English

**NOTED** that there had been staffing issues in the English department recently but following the appointment of two new English teachers to start after Easter, the department would be fully staffed for next term.

(ii) Maths

**NOTED** the recruitment issues within this department. Three members of staff had resigned (all valid reasons) and adverts had been placed for a Head of Faculty post and Lead Practitioner/Director of Maths post following restructuring of the department.

(iii) Science

**NOTED** that two Science Agency Teachers were leaving at the end of the Summer term resulting in two Science Teacher vacancies. One post was to be filled by a NQT in Science currently working at the school, the other post was yet to be filled.

(iv) Other Vacancies

**NOTED** two positions currently advertised for a Teacher of French and Spanish and Head of Media and Film for September 2018.

(g) Behaviour

**NOTED** Mr Bruton's concern regarding a small minority of students with behavioural issues, despite this, there had been a significant improvement in the numbers of student relocations and reductions in the number of fixed term exclusions generally.

(h) Safeguarding and Pastoral Update – Autumn Term 2017

**REPORTED** that since the last meeting of the Governing Body there had been:

- (i) 0 child protection (Safeguarding) referrals to social care;
- (ii) 1 allegation against an ex member of staff reported to Lead Officer for Child Protection;
- (iii) equal opportunities incidents (3 disability, 17 homophobic, 9 racist, 3 sexist/sexual inappropriate);
- (iv) 31 fixed term exclusions (5 days or fewer);
- (v) 0 fixed term exclusions (more than 5 days);
- (vi) 1 permanent exclusion;
- (vii) 1 serious bullying incident (that lead to exclusion);
- (viii) 4 CAMHS referrals;
- (ix) 1 subject to a Child Protection Plan;
- (x) 3 subject ot a Child in Need Plan;
- (xi) 8 Looked After Children;
- (xii) 0 Prevent

(i) Premises

**NOTED** that repairs had taken place to the roof of the Sixth Form and there were no further leaks, however there remained issues with regards to the legal case in this matter and LBE were still awaiting a formal response from Beale & Co. The hope was that a settlement would be forthcoming as soon as possible.

39. TEACHING AND LEARNING

**RECEIVED** the Minutes of the meeting of the Teaching and Learning Committee held on 31 January 2018, a copy of which is included in the Minute Book. The following matters arose from discussion and Governors' questions:

(a) Outstanding Teacher Programme

**REPORTED** that nine colleagues were participating in the Outstanding Teacher Programme organised through the Pan Enfield Alliance. Ms. Douglas, reported that it was going well and teachers had the opportunity to visit other schools to compare standardisation of quality teaching and learning.

(b) Governor Visits

**NOTED** that

- (i) Dr Byran had visited the Year 9 Assembly on 9 February and had found it to be successful and very engaging;
- (ii) the new Governors, Ms. Medcalf and Ms. Morgan had attended induction meetings in February;
- (iii) Mrs Jenkins, Ms. Sterry, Ms. Crouch and Ms. Morgan had attended the Learning Walk on 5 March 2018. Governors reported that they had found the walks useful and a positive experience. It gave them a useful insight into what goes on within the school. The Chair recommended that all Governors visited the key areas of their responsibility at least once per term to ensure they got to know the school, which was important to Ofsted.

40. RESOURCES

**RECEIVED** the Minutes of the meeting of the Resources Committee, held on 7 February 2018, a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes:

(a) Third Quarter Return and 2017/18/ 3 Year Working Budget Return

**NOTED** that the Committee had received and discussed the Third Quarterly Return and the 2017/18 3 Year Budget Plan update and were satisfied that the overall income and expenditure were broadly in line with expectations and the budget was being managed robustly. Governors congratulated Ms. Fernandez for her thorough management of the schools financial priorities.

**RESOLVED** to ratify the Third Quarterly Return.

(b) Policies

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

- Capability Procedures;
- Disciplinary Procedures;
- Freedom of Information Policy

**RESOLVED** to ratify the Capability Procedures, the Disciplinary Procedures and the Freedom of Information Policy.

41. GOVERNORS' PLANNING GROUP

**RECEIVED** the Minutes of the meeting of the Governors' Group, held on 28 February 2018, a copy of which is included in the Minute Book. The following matter arose from discussion and Governors' questions:

**NOTED** that the following policies had been considered at the GPG meeting and recommended to the Governing Body for ratification:

- Maternity Leave Provisions Support Staff Jan 2018 FINAL;
- Maternity Leave Provisions Teaching Staff Jan 2018 FINAL;
- Paternity Leave Provisions Teaching and Support Staff Jan 2018 FINAL;
- Recruitment of Ex Offenders Model Policy Statement Schools Nov 2017 FINAL;
- Regulated Activity Adults Definition Nov 2017 FINAL;
- Teachers' Appraisal Policy and Procedures Policy Updated Nov 17;
- Governors' Allowance Policy;
- Lettings Policy.

**RESOLVED** to ratify the above policies.

42. GOVERNORS' REPORTS

**NOTED** that there had been no urgent action taken by the Chair since the last meeting of the Governing Body on 6 December 2017.

43. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

**REPORTED** that the school had decided not to continue with the Governor Training SLA next year as it was not economical and only three Governors had used it for GAP training this year. In future training would be on a pay-as-you-go basis. Governors agreed with the Headteacher's suggestion that the £3k saved could be put towards Tanya Douglas' training budget.

**RESOLVED** that the £3k savings from Governor Training be used to increase internal training budget.

**ACTION: MS. FERNANDEZ**

**NOTED** that Governors were reminded to ensure they attended any training they had signed up for before the end of the financial year.

44. GOVERNOR SUPPORT SERVICE CLERKING (GSS) SERVICE LEVEL AGREEMENT (SLA)

**NOTED** that the cost of the GSS SLA for 2018/19 had decreased on the previous year and offered professional clerking for a total of 6 meetings.

**RESOLVED** to continue the SLA and to use the three additional clerked meetings for Discipline Committee Meetings.

45. GENERAL DATA PROTECTION REGULATIONS: GDPR ISSUES FOR SCHOOLS

**REPORTED** that Chace Community was one of 10 pilot schools the LA were using to work with the newly appointed Data Protection Officer brought in to oversee GDPR compliance in Enfield and which schools in the borough can buy into as an SLA. Work had started to ensure that processes were in place to meet the new regulations by the deadline of 25 May 2018. However, there were specific unforeseen issues yet to be thrashed out which

currently contradicted Safeguarding policies. Governors asked to be kept updated on the progress of this issue.

**RESOLVED** that an update on progress towards GDPR compliance be feedback to the next appropriate governors meeting

**ACTION: DANIEL BRUTON**

46. APPRENTICESHIP LEVY AND ENFIELD SCHOOLS

**NOTED** the information provided within the Local Authority briefing regarding the Apprenticeship Levy and Enfield Schools.

47. GOVERNOR AWARDS 2018

**NOTED** that Governors were reminded to submit nominations for a Governor who had made an outstanding contribution to Governance and nominations for 4 young people who have made a positive contribution to school life. Nomination forms were available from the Governor Support Service and the submission deadline was 1 May 2018.

48. DATES OF FUTURE MEETINGS

**NOTED** the meeting dates for the Summer Term:

- Rapid Recovery Group - 25 April 2018;
- Teaching and Learning Committee – 2 May 2018;
- Resources Committee - 16 May 2018;
- Discipline Committee - 6 June 2018;
- Rapid Recovery Group - 13 June 2018;
- Governors' Planning Group - 13 June 2018;
- Full Governing Body - 4 July 2018.

Confirmed and signed at a  
Meeting of the Governing  
Body held on the        day  
of                                2018