

LONDON BOROUGH OF ENFIELD  
GOVERNING BODY OF CHACE COMMUNITY SCHOOL

22 MARCH 2017

MINUTES - PART 1

MEMBERS:

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

Co-opted Governor  
Co-opted Governor

LA Governor

\* Mr C Hyland

Parent Governors

\* Ms C Jeffreys  
Mr P Smith  
Ms S Kavanagh  
Vacancy

Co-opted Governors

Ms A Constantinou  
Ms A Clifford  
Mrs A Crouch  
Dr J Francis  
Mrs P Newman  
Vacancy

Staff Governor

Mr M Brown

Headteacher Governor

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)  
Ms P Bagley – Minute and Advisory Clerk

*Clerk's note: At the beginning of the meeting, the Headteacher gave a comprehensive verbal update on the incident between a group of students from the School and other unknown people, earlier in the afternoon. Most of the incident happened off site. There had been some injuries incurred and Police attended and made some arrests. Mr Bruton said that he would be e-mailing parents the following day to explain what had happened. Ms Douglas said that the students had responded in a mature way however there would need to be further conversations with those involved. Dr Francis said that whilst the incident was unfortunate the School had dealt with the issue effectively.*

40. APOLOGIES FOR ABSENCE

**NOTED** the apologies for absence from this meeting from Ms Jeffreys and Mr Hyland.

**RESOLVED** to consent to these absences.

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

41. DECLARATION OF INTERESTS

Governors were reminded that they should declare any interest relating to items on this agenda. There were no declarations made.

42. MEMBERSHIP

(a) Parent Governor

**NOTED** the

- (i) election of Mr Simon Kavanagh with effect from 6 January 2017;
- (ii) resignation of Mr Kevin Loomes with effect from 11 January 2017;
- (iii) term of office of Mr P Smith would come to an end on 14 April 2017;

**RESOLVED** that the Headteacher arrange for Parent Governor elections to fill the two vacancies.

**ACTION: HEADTEACHER**

(b) Staff Governor

**NOTED** the election of Mr M Brown with effect from 6 January 2017.

(c) Local Authority Governor

**REPORTED**

- (i) the resignation of Mr D Adam as the Local Authority Governor with effect from 1 February 2017;
- (ii) Mr C Hyland, known to the Chair and the Governor Support Service, had the relevant skillset and was recommended to fill the vacancy left by Mr Adam.

**RESOLVED** that Mr Chris Hyland be recommended to the Local Authority as their representative on the Chace School Governing Body with immediate effect.

**ACTION: CLERK**

(d) Co-opted Governor

**NOTED** there remained a Co-opted Governor vacancy.

43. GOVERNANCE ARRANGEMENTS

(a) Code of Conduct

**NOTED** that the NGA Code of Conduct had previously been circulated.

**RESOLVED** that the NGA Code of Conduct be adopted.

(b) Membership of Committees and Panels

**NOTED** membership of Committees and Panel is shown in Appendix attached to the Minutes.

44. MINUTES

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

45. MATTERS ARISING FROM THE MINUTES

**NOTED** that

- (a) Pam Newman had not tendered her apologies for absence subsequent to the meeting. It had therefore not been included within the Minutes;

- (b) the Minutes of the meeting held on 1 February 2017 would be submitted to the next meeting. It was confirmed that an appointment had been made to the post of Deputy Headteacher; Mr Pritam Vekaria would take up his post from 18 April 2017.

**ACTION: CLERK**

46. RAPID RECOVERY GROUP

**NOTED** that all relevant information coming from meetings of this Group were set down in the Headteacher's Report and the Local Authority Review.

47. TEACHING AND LEARNING

(a) Minutes

**RECEIVED** the Minutes of the Teaching and Learning Committee meeting held on 18 January 2017, a copy of which is included in the Minute Book.

(b) Feedback from the Minutes

**REPORTED** that

- (i) a presentation had been delivered by Mr Quinn on developing time;
- (ii) there was discussion on reviewing the evidence and the fact that the data was not yet being reflected in student outcomes;
- (iii) the outcome of the Year 11 mocks was awaited; the Headteacher said that the news was positive;
- (iv) the Rapid Recovery Group had been given shadow data that excluded those students who were not attending school. The data demonstrated much better outcomes when this cohort had been disappplied.

(c) School Improvement

**NOTED** that details had been included within the Headteacher's Report.

48. RESOURCES

(a) Minutes

**RECEIVED** the Minutes of the meeting of the Resources Committee held on 8 February 2017, a copy of which is included in the Minute Book.

(b) Feedback from the Minutes

**NOTED** that

- (i) there had been an update on the new build; this has been an on-going issue for some time;
- (ii) the finances were in relatively good shape compared with other local secondary schools;
- (iii) there had been proposals for a change within the school day. The Headteacher explained that he had taken advice from the Local Authority and there was a need to consult with the extended school community which would commence on the first Monday back after the Easter break. There would be various implications if the changes were implemented;
- (iv) although he had resigned Mr Adam had offered to remain involved with the energy usage issue. It was the view of Governors that a line should be drawn on this

process and the leak repaired once the funding was to hand. It was the consensus that interventions had not sped up the process. The School Business Manager (SBM) was asked to email the Chief Executive on behalf of the Governing Body to ask him to clarify the way forward in respect of addressing the issues of the leak.

**ACTION: SBM**

- (v) Ms Douglas would be overseeing the Staff Appraisal Process from the coming academic year. In response to a **question** of clarification the Headteacher explained that although the processes had been tightened up this tighter process would be maintained.

(c) Local Authority Referral

**NOTED** the issues highlighted in the Financial Management Briefing.

49. REPORT OF THE HEADTEACHER

**RECEIVED** the written report of the Headteacher, Mr Bruton, and the Supported Self-Review 16/17, copies of which are included in the Minute Book. The following matters arose through consideration of the reports and Governors' questions:

**NOTED** that

- (a) the Headteacher had written his report before the review had been undertaken;
- (b) thanks were extended to Mark Quinn for his work with staff development, particularly in the period after the last Ofsted. Mr Bruton also wished to thank Ms Douglas for her continued support over this time;
- (c) there remained various areas where the School was working with the Local Authority in respect of support. There were some classrooms where it has not yet been possible to improve the quality of provision. Support had been arranged for Middle Leaders and the Local Authority could see the impact;
- (d) there had been improvement of outcomes for Years 7 to 10. However the position of Year 11 was not as the School would like. Students had taken two Maths mock examinations on 1 December and 1 March and it was expected to see an improvement;
- (e) more able students were being stretched in class and this was having a positive impact;
- (f) as it was unlikely that HMI would be coming into school within the next two years parents had been invited to attend a post Ofsted meeting at 5pm on 26 April 17, in advance of the next meeting of the Rapid Recovery Group, to update them of the progress made in the work towards Good/Outstanding;
- (g) it was intended to send a letter to parents to update them on the national financial position of schools and Chace in particular. The School was running with a balanced budget due to ongoing good financial management and this position should remain unchanged until at least 2019/20. However the Headteacher said that something on a national scale would need to happen to help schools avoid deficit budgets. Governors had taken a decision early to manage the financial situation and that could have led to the disappointing Ofsted judgement as financial cuts had led to depleted staff capacity; finances were secure for the moment although not all areas were funded as desired. All staff had been timetabled to their allocation and there was no room for manoeuvre. Additional resources had been increased for Year 7;
- (h) there has been an improved quality of provision in the classroom and this would be demonstrated in better outcomes. Underperformance had been challenged and high quality work was being produced. The individual development of staff needs was being met. There were several staff leaving due to relocation and the fact they could not afford London costs. This was a cause for some concern in key areas in particular Geography.

In response to a **question** on sustainability should the vacancies in Geography not be filled, the Headteacher explained that there were advertisements out for a Head of Geography and for two teachers of Geography. Mr Bruton added that the School was not yet in a sufficiently strong position to train geographers;

- (i) various other appointments had been made, including a Finance Officer, Behaviour Support Supervisors and positions within the Leadership Team;
- (j) behaviour management across the School was inconsistent and was being addressed; the new Deputy Headteacher would be involved in taking behaviour management plans forward;
- (k) Governors discussed the attendance data and the interventions in place to address persistent absence. This area was a cause for frustration as there were some extremely complex cases within the School and case studies had been produced indicating those challenges and the high level of interventions delivered. There was a focus on those Pupil Premium students who had attendance issues. A **question** was asked about working with the parents? Ms Douglas explained that parents of students with concerns were invited to regular meetings and the Education Welfare Officer (EWO) was involved with seven families currently undergoing court assessment. The School does everything in its power to address the issues and the Local Authority was aware of these families. In response to a **question** Mr Bruton undertook to include percentages for persistent absence in future reporting;

**ACTION: HEADTEACHER**

(l) Pastoral Reporting

During the Autumn term 2016, there had been:

- 0 child protection (safeguarding) referrals to social care;
- 0 allegations against staff reported to the Lead Officer for Child Protection; equal opportunities incidents (14 racist, 8 sexist/sexual impropriety, 10 homophobic);
- 35 fixed term exclusions (five or fewer days);
- 0 fixed term exclusions (more than five days);
- 2 permanent exclusions;
- 0 serious bullying incidents (leading to exclusion);
- 0 CAMHS (Children and Adolescent Mental Health Services) referrals;
- 3 subject to a CP plan;
- 4 subject to a children in need plan;
- 9 Looked After Children (LAC)

In response to a Governors' suggestion, future pastoral reporting would indicate data for Prevent even if this was a zero;

**ACTION: HEADTEACHER/ CLERK**

- (m) there was a typographical error in respect of 5.2 of the report. The number of reported incidents/last report should read 1/1 and not 11.

## 50. GOVERNORS REPORTS

(a) Actions Taken

**NOTED** that

- (i) no actions had been taken by an individual Governor with delegated responsibility since last reporting;
- (ii) the Chair reminded Governors that they should be submitting written reports after visits to the School and sending them to Tracey Jenkins.

(b) Governor Planning Group

**RECEIVED** the Minutes of the meeting held on 1 March 2017. The following policies were reviewed and adopted:

- Management of employee absence and ill health capacity procedure
- Asbestos Policy
- Bullying and Harassment Policy
- Capability Procedure Policy
- Disciplinary Procedure Policy
- Fire Safety Policy
- First Aid & Welfare Policy
- Freedom of Information Policy
- Grievance Procedure
- ICT, Data & Copyright Policy
- Induction, Probation and Assessment Policy
- Lettings Policy
- Assessment, Feedback, Marking, Recording and Reporting Policy

**RESOLVED** that

- (i) the above policies be endorsed;
- (ii) the Disciplinary Procedure Policy be ratified.

51. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

**NOTED** that new GAP training dates had been circulated to Governors via Governorhub.

(a) Promoting Positive Relationships

**RECEIVED** the revised guidance on School Complaints Procedures for maintained schools in 2016.

**NOTED** the Local Authority's updated advice. This includes up to date contact details, a revised complaints process and template letters and a model parent code of conduct, so that schools can ensure parents are fully versed on their expectations of behaviour and interaction.

**RESOLVED** that the revised guidance on School Complaints Procedures be adopted.

(b) Pupil Premium

The Pupil Premium 'statement' has been replaced by the school 'strategy'. The strategy needs to give information not only about the amount of pupil premium funding that the school receives and how it is spent, but also a summary of the main barriers to educational achievement that pupils eligible for the funding face and how it will be used to tackle those barriers and why that approach has been taken. The impact of the strategy on outcomes for eligible pupils must be given, along with the date the strategy will be reviewed.

**NOTED** that the strategy had been produced and uploaded onto the website.

(c) Local Area SEND Inspection

**RESOLVED** that the Inspection Outcome Letter be referred to the Discipline Committee /small group of Governors to consider the implications.

**ACTION: CHAIR**

(d) Enfield Annual Governor Awards 2017

**NOTED** that Governors, Headteachers and parents were invited to make nominations for the various categories of awards by May 2017 deadline.

52. DATES OF FUTURE MEETINGS

**NOTED** the meeting dates for the remainder of the academic year:

| <b>Meeting</b>            | <b>Summer 2017</b>  |
|---------------------------|---------------------|
| Governing Body            | 5 July              |
| Resources                 | 17 May              |
| Teaching & Learning       | 3 May               |
| Rapid Recovery            | 26 April<br>14 June |
| Governors' Planning Group | 14 June             |
| Discipline                | 7 June              |

Confirmed and signed at a meeting of the Governing

Body held on the        day

of                                2017

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**GOVERNING BODY OF CHACE COMMUNITY SCHOOL**  
**COMMITTEE MEMBERSHIP (Amended 22 March 17)**

The Governing Body is required to review its constitution, membership, and any delegated powers and the committees' procedures annually. Listed below are details of the current Committees and Panels previously adopted by your Governing Body.

**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  
Jenny Francis (Chair)  
Celia Jeffreys  
Tracey Jenkins (Vice Chair)  
Pam Newman

(Chair, Vice Chair and Headteacher ex officio)  
Nicki Shepherd (Clerk)

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

Daniel Bruton  
Anne Clifford  
Tracy Garland  
Peter Smith (Chair)  
Simon Kavanagh  
Chris Hyland  
Martin Brown

(Chair, Vice Chair and Headteacher ex officio)  
Nicki Shepherd (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.



- Angie Crouch
- Pete Smith
- Celia Jeffreys
- Pam Newman
- Vacancy
- Tracey Jenkins
- Vacancy
- Jenny Francis
- Anne Clifford
- Tracey Jenkins
- Peter Smith

and Governor Training and Development;  
Careers Guidance/IAG/WEXP  
Health and Safety;  
Looked After Children, Safeguarding and Child Protection;  
Transition of Year 6 to 7;  
Years 8 and 9;  
Years 10 and 11;  
Year 11;  
P16;  
Student Progress;  
SEND and Inclusion;  
Pupil Premium;

- (i) Rapid Recovery Group  
Daniel Bruton  
Tanya Douglas  
Pamela Rutherford (Chair)  
Jenny Francis  
Tracy Garland  
Tracey Jenkins  
Clara Seery

