

LONDON BOROUGH OF ENFIELD

GOVERNING BODY OF CHACE COMMUNITY SCHOOL

4 JULY 2018

MINUTES

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

Ms. V. Morgan  
Ms. E. Medcalf  
Vacancy x2

CO-OPTED GOVERNORS

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

STAFF GOVERNORS

Mr M. Brown

HEADTEACHER

Mr. D. Bruton

\* Denotes absence

Also Attending:

Mrs A. Keelan – PA to the Headteacher  
Ms. S. Fernandez – School Business Manager (SBM) (Associate Member, Finance Committee)  
Ms T. Palmer – Clerk to Governors

52. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Anna Constantinou and Dr Johan Byran.

**RESOLVED** to consent to the above absences.

53. DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

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

54. MEMBERSHIP AND CONSTITUTION

Parent Governor

**NOTED** the resignation of Peter Smith with effect from 22 June 2018.

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**RESOLVED** to defer filling the resultant parent governor vacancy to the autumn term to allow parents of the new Year 7 intake the opportunity to consider becoming a governor.

**ACTION: CLERK**

55. MINUTES

The Minutes of the meeting held on 21 March 2018 were agreed and signed by the Chair as a correct record.

56. MATTERS ARISING FROM THE MINUTES

There were no matters arising that did not already appear elsewhere on the agenda.

57. OFSTED OUTCOME REPORT / REPORT FROM SCHOOL IMPROVEMENT ADVISER

(a) Ofsted Outcome Report

**REPORTED** that at the time of the meeting the School had not yet received the draft Inspection report for its factual accuracy check. The delayed report was said to be progressing through quality control, however despite enquiries to OFSTED no further information was forthcoming.

**Clerks Note:** Dr Jenny Frances joined the meeting

**NOTED** that

- (i) inspection outcomes, challenged under the Freedom of Information Act, heightened media interest which was thought to have contributed to any delay;
- (ii) it was explained in response to a question that outcomes were subject to change when challenged including a possibility of moving to a section 8 inspection should insufficient evidence have been gathered. Where a section 5 inspection is maintained then a monitoring visit was likely in early Autumn.

Mr Bruton clarified that the timeline for publishing reports was usually 4 weeks from the end of an inspection, not including school holidays. Following release of the draft report to the School the Headteacher would have one day to comment on the 'factual accuracy' of the report with a further 10 working days to challenge the report outcomes or the conduct of the inspection. Governors were permitted to make a separate petition to Ofsted where appropriate but could only do so within the first 10 working days of the publication of the report;

- (iii) the Lead Inspector was unable to provide clarity on the key areas for development at the end of day feedback session to Governors and the School Leadership Team;

**Clerks Note:** Clara Seery joined the meeting

- (iv) Ms Seery confirmed that there was a general delay in the publishing of reports.

The timing of inspection was unfortunate in view of the School's below floor standard results. Mr Bruton stated that whilst the inspection was rigorous, effective team working made the experience less traumatic than initially feared. Inspectors were clear that leaders and governors were taking the right steps to address key issues. Ms Seery explained that the school now had two more years to embed practice to ensure a good follow up inspection. Mr Bruton questioned whether a midterm section 8 monitoring visit would be called which would showcase improvements made and provide more positive soundbites for prospective parents. Ms Seery advised that where there was no benefit to having one it was unlikely, nonetheless the question would be raised with HMI at the summer term meeting and a chaser put out for a date of release of the factual accuracy report. The LA in conjunction with the School's Leaders would meet to consider what was in the School's best interest. Mr Bruton stated that should results fall below standards governors would need to reconsider its strategic plans;

- (v) it was apparent during feedback that inspectors had taken a harsh line. Ms Seery encouraged governors to view the inspection as a 'health check' in the review process;
- (vi) the school website was fully compliant regarding statutory careers information in advance of changes to requirements which would come into effect from September 2018.

The Chair expressed her appreciation to all governors, staff and LA officers who supported the school and participated in the inspection

(b) School Improvement Adviser Report

**NOTED** that in the School Improvement Advisor Report had been considered at the Rapid Recovery Committee

58. REPORT OF THE HEADTEACHER

**RECEIVED** the report of the Headteacher Daniel Bruton, a copy of which is included in the Minute Book. The following matters were raised during consideration of the report and in response to governors' questions:

(a) Audit Report

**NOTED** the recent positive LA Audit of the school's financial processes. The school secured a low risk judgement against the audit criteria.

There was a recommendation to increase the capacity of governance to ensure continued support and challenge across the school. It had been agreed earlier in the meeting that governor recruitment would be considered again at the Governing Body meeting in the Autumn Term

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The audit, which took place over three days, had been rigorous. Mr Bruton praised the efforts of the School Business Manager Simone Fernandez in making sure that the internal auditors had access to all information requested.

(b) Successes and Concerns

**NOTED** that

- (i) the behaviour for learning of the Year 11 students during their exams was exceptionally good. There was a sense of increased expectation across all year groups amongst the young people to support their own learning;
- (ii) the collegiate approach taken by the staff in working together in a positive way made the implementation of the school improvement plan even more effective. Middle leaders and Chace Lead Teachers understood the strengths and areas for improvement within their individual teams and had confidence to deal with any emerging needs. The Chace lead teachers (who accompanied inspectors during inspection), were commended for their knowledge of teaching and learning and of their level of knowledge regarding support needs;
- (iii) the number of parents putting Chace as a first choice had reduced for the first time when compared with previous years, consequently it was necessary to increase marketing and celebrate 'what is good about Chace'. Mr Bruton stated that effective marketing alongside parental engagement would be a priority action in the School's 2018/19 development plan. Ms Seery advised that the LA press office was due to contact the school regarding GCSE results.

Thirty-five places currently remained unfilled in Year 7, the cost to the school would amount to £1m over a five-year period. As an 8 Form Entry school the situation would present a cause for concern in future years. It was questioned whether consideration had been given to reducing intake. It was confirmed that reducing the roll was a serious consideration for future years given the high proportion of children moving out of the borough. There was concern that a negatively written article published by tabloid newspapers in January 2018 regarding underperforming secondary schools and the impact of a rise in the number of complaints the school had recently received (mostly concerning the new behaviour policy) could have a negative impact on the school going forward. This coupled with the increase number of expanding Multi Academy Trusts was also a concern (e.g. Wren Academy (2020 – 2022)). The LA was in discussion with the Wren Trust to reduce the number of forms of entry from eight to six).

Ms Seery stated in response to a question that the bulge class was the current year 5 and that transfer from primary to secondary was currently at 90%. It was questioned whether Barnet was in a similar position. Ms Seery explained that Barnet had an increased intake of children from borough boarders and had put in 7 extra forms of entry in secondary provision. Governors concurred that improving and good results would attract parents. School leaders were to take advantage of induction meetings with parents of Year 6 pupils over the forthcoming days.

(c) Staffing

**NOTED** that

- (i) except for two vacant positions (kitchen assistant and TA), the school was fully staffed for the start of the Autumn term. Mr Bruton however was due to cover maths classes in the Autumn term. Induction day for new staff took place the previous day with eight new staff joining the school, six of which were NQTs. The induction day was reported to be an overwhelming success;
- (ii) fifteen members of staff had resigned and were due to leave the school on 20<sup>th</sup> July or 31 August. Mr Bruton made special mention of long serving staff Rosa Beard, Brenda Kennedy, Pauline Lorimer and Nina Stiles;
- (iii) Chace Lead Teachers were commended for the excellent work undertaken to deliver informal support benefitting 17 teachers.

(d) Attendance

**NOTED** that

- (i) attendance had improved at 94.6% with persistence absence at 13%;
- (ii) SEN support attendance was good at 94.31%;
- (iii) attendance of Looked After Children was also good at 96%.

(e) Safeguarding and pastoral update

**REPORTED** that since the last report there had been:

- (i) 0 official complaints
- (ii) 1 child protection (Safeguarding) referrals to social care. The safeguarding policy was undergoing its third revision resulting from changes in policy and would be passed to the chair for agreement prior to the start of the Autumn Term;
- (iii) 0 allegation against an ex staff member was reported to the Lead Officer for Child Protection;
- (iv) 16 reported racial incidents;
- (v) 5 reported serious bullying incidents;
- (vi) 1 significant safeguarding issues, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;
- (vii) 43 fixed term exclusions.

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**NOTED** that students were not adhering to the behaviour policy put in place.

Revisions to the Behaviour Policy were due to be shared with staff, students and families at the start of the new academic year

(f) Pupil Premium

**REPORTED** that work with Achievement for All was progressing well. Several staff volunteers would be working with families over the coming two years. The gap between disadvantaged pupils and non pupil premium students had reduced by 4% since the second half of the autumn term

(g) Chace Priorities and Improvement plan

**NOTED** that the Chace Improvement Plan 2018/19 was currently under review and would again be a live RAG rated working document hosted on google doc, however it would not be finalised until results were published later in August.

(h) the school working with the LA had achieved basic compliancy with the GDPR The school would continue to work with the LA regarding full compliance as the GDPR was clarified.

Mr Bruton extended a special vote of thanks to: members of the Governing Body Tracey Jenkins (Chair of Governors) for her tremendous support, the Senior Leadership Team in particular, Tanya Douglas and Pritam Vekaria (Deputy Headteachers) and Anna Keelan (PA to the Headteacher).

**Clerks Note:** Ms Seery left the meeting

59. TEACHING AND LEARNING

(a) Meetings

**RECEIVED** the Minutes of the meeting of the Teaching and Learning Committee held on 2 May 2018. The following matters were highlighted by the committee chair:

**NOTED** that

- (i) the meeting significantly focussed on pupil outcomes, reviewing data with focus on Year 10 and initiatives put in place to improve standards. The committee also considered the LA Review which concentrated on outcomes of the learning walks and ratified several policies;
- (ii) quality of teaching had significantly improved and school leaders continued to work on data issues;

The Chair of Governors invited questions or observations. None were raised.

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(b) Governor Visits

The Chair commended the active involvement of governors in attending school visits during the year, details of which were set out within the Headteacher's report.

**NOTED** that

- (i) school visits attended by Jenny Francis and Andrew Gaudion had been omitted from the report. Governors were reminded and encouraged to sign the governors' register (red folder) when attending school to ensure that all visits were accurately captured;
- (ii) the Chair elected to review and analyse the outcomes of the recent skills audit to facilitate committee linkages when reviewing the committee structure in the Autumn Term;
- (iii) Angie Crouch volunteered lunchtime support to assist students with CV writing and was currently providing mentoring support to one student.

**RESOLVED** that

- (A) that a blank visits proforma be emailed to all governors for completion and return to the Headteacher's PA

**ACTION: ANNA KEELAN & GOVERNORS**

- (B) the Chair contact governors over the summer to determine their committee preference in preparation for the September Business Meeting

**ACTION: TRACEY JENKINS**

60. RESOURCES

(a) Meetings

**RECEIVED** the Minutes of the meeting of the Resources Committee held on 16 May 2018. In the absence of a Chair of the Resources Committee, Chris Hyland highlighted the following matters:

**NOTED** that

- (i) Mr Hyland spent an afternoon in the school reviewing financial systems and processes. He explained that the challenge to ensure a balanced budget and a 3-5 year financial recovery plan was considerable. Ms Fernandez explained that approximately 3% inflationary increase had been budgeted for teacher pay increases (slightly lower pay increase for support staff).
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The drop in numbers (representing an entire form) coupled with unknown post 16 numbers also presented a significant financial challenge. Mr Bruton advised that it would be necessary to consider 'doing things differently' in future years but for the present year (18/19) the school was in a relatively good financial position.

(b) School Budget 2018-19 and 3 Year Plan

**REPORTED** that the school aimed to remain solvent. The details of the 3 Year Plan were considered in detail and agreed by the Resources committee

(c) Service Agreements and Contracts

**REPORTED** that feedback regarding the SLAs and Contracts agreed for the 2018-2019 financial year were considered and agreed in the Resources committee.

(d) Schools Financial Value Standard 2018/19 And The LBE Schools' Risk Assessment And Financial Control Checklist

**NOTED** that the SFVS and LA Risk Assessment and Financial Control Checklist were not due to be submitted to the LA until 31 October 2018.

**RESOLVED** to

- (i) amend the SFVS with the outcome of the recent Schools Audit

**ACTION: SIMONE FERNANDEZ**

- (ii) defer review of the Schools Financial Value Standard 2018/19 and the LBE Schools' Risk Assessment and Financial Control Checklist to the next Governing Body meeting in the Autumn term.

**ACTION: CLERK & SIMONE FERNANDEZ**

61. ANY OTHER COMMITTEE OR WORKING GROUP

**RECEIVED** the Minutes of the meeting of the Rapid Recovery Group 25 April. The minutes of, the Discipline Committee 20 June were not yet available.

**REPORTED** that the role and frequency of the RRG was to be reviewed to avoid duplication with the Teaching and Learning Committee.

**NOTED** it was proposed that the RRG planned dates be held over for a time limited (1 Year) marketing campaign group.

**RESOLVED** to consider establishing a Marketing campaign group when reviewing committee structures in the Autumn Term.

**ACTION: CLERK / GOVERNORS**

62. GOVERNORS' REPORTS

Chairs Action

**RECEIVED** an email communication regarding the Occupational Health contract for the school, a copy of which is included in the Minute Book. The following matters were highlighted during consideration of this document:

**NOTED** that

- (a) the LA had recently reviewed its Occupational Health provider but were yet to confirm the winning contractor;
- (b) the school's current contractor Health Management were no longer providing services to schools due a poorly modelled business case. Two alternative Occupational Health providers were considered (including local doctor's service);
- (c) the decision was taken to enter into contract with Medigold (former provider to the LA). Medigold provided a pay as you go online service with opportunity to opt out at any time. The online portal was proving a more efficient and effective resource.

63. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

**REPORTED** that

- (a) Governors congratulated Tanya Sterry who received an LA certificate for completion of the Foundations of Good Governance GAP Level 1 course;
- (b) Chris Hyland attended the Schools Financial Value Standard, Audit and Fraud training for Governors the previous week.

64. CAREERS GUIDANCE: ACCESS FOR EDUCATION AND TRAINING PROVIDERS

**REPORTED** the new legal duty set out within the Technical and Further Education Act 2017 (from 2 January 2018) requires all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all pupils in Year 8 to Year 13 for informing them about approved technical education qualifications or apprenticeships.

In order to meet this duty the school must prepare a Policy Statement setting out the circumstances in which education and training providers will be given access to pupils.

The Governing Body should provide clear advice and guidance to the Headteacher on which he/she can base a strategy for careers education and guidance. Every school should have a member of their Governing Body to take a strategic interest in careers education and guidance and encourage employer engagement.

**NOTED** that

- (a) due to lack of funding the school did not recruit Careers support following the departure of a member of staff. However, the school used Reed Opportunities one day a week and consideration was being given to extend the provision to 2/3 days per week for 18/19.
- (b) the Head of SENCO and Assistant Headteacher Jenny Linney were currently leading on the Careers guidance, however these line management arrangements were to be reviewed.

65. DATES OF FUTURE MEETINGS

**NOTED** the following meeting dates for the 2018-2019 academic year:

Meeting	Autumn	Spring	Summer
Governing Body	Wed 5 Sept Wed 5 Dec	Wed 20 Mar	Wed 3 Jul
Resources	Wed 26 Sept	Wed 6 Feb	Wed 15 May
Teaching and Learning	Wed 17 Oct	Wed 30 Jan	Wed 8 May
RRG	Wed 7 Nov	Wed 16 Jan Wed 27 Feb	Thur 2 May Wed 12 Jun
GPG	Wed 7 Nov	Wed 27 Feb	Wed 12 Jun
Discipline	Wed 21 Nov	Wed 6 Mar	Wed 19 Jun

**RESOLVED** that the following items be included on the agenda for the next meeting of the Governing Body:

- Outcome of Skills Audit
- Governor Appointment
- Organisational Review
- Committee Membership Review
- SFVS 2018/19 and the LBE Schools' Risk Assessment and Financial Control Checklist

66. 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                                2018