

GOVERNING BODY OF CHACE COMMUNITY

A Specialist Technology College
 Churchbury Lane, Enfield. EN1 3HQ
 Tel: 020 8363 7321
 20 March 2019

**MEMBERS**

Position	Name	Date of Appointment	End of Term of Office
LA Governor	*Mr Chris Hyland (Vice-Chair)	22 March 2017	24 March 2021
Parent Governors	Ms Vicki Morgan	31 January 2018	30 January 2022
	Ms Emma Medcalf	31 January 2018	30 January 2022
	*Mrs Sadie Hughes	29 October 2018	28 October 2022
	Mr Justin Wing	29 October 2018	28 October 2022
Staff Governor	Mr Martin Brown	6 January 2017	5 January 2021
Co-opted Governor	*Dr Johan Byran	7 December 2017	6 December 2021
	Mrs Anna Constantinou	9 September 2015	8 September 2019
	Dr Jenny Francis (Vice-Chair)	25 March 2015	24 March 2019
	Mr Andrew Gaudion	21 March 2018	20 March 2022
	Mrs Tracey Jenkins (Chair)	2 January 2017	1 January 2021
	Ms Mumina Wahid	12 October 2018	11 October 2022
	Mandy Hurst	5 December 2018	4 December 2022
	Vacancy		
Headteacher	Mr Daniel Bruton	1 September 2015	-

* Denotes absence

Also Invited:

Ms S Fernandez – School Business Manager (SBM) (Associate Member, Finance Committee)
 Ms T Douglas – Deputy Headteacher (DHT)
 Mr P Vekaria – Deputy Headteacher (DHT)
 Mrs A Keelan – PA to the Headteacher

Mary Paulus, Minute and Advisory Clerk

MEMBERS OF THE GOVERNING BODY ATTENDED SAFEGUARDING TRAINING WITH MR VEKARIA, DESIGNATED SAFEGUARDING LEAD, PRIOR TO THE MEETING.

MINUTES – PART 1

41. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from Dr Johan Byran, Mrs Sadie Hughes and Mr Chris Hyland.

RESOLVED to consent to **these absences**.

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

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

PROCEDURAL ISSUES

43. MEMBERSHIP AND CONSTITUTION

(a) Co-opted Governors

NOTED that the terms of office for Mrs Angie Crouch and Dr Jenny Francis were due to end on 24 March 2019.

Mrs Angie Crouch resigned from the Governing Body on 20 March 2019 with immediate effect. This was purely because of her increased work load. She had indicated a wish to continue with her mentoring work at the school. The Chair expressed her thanks to Mrs Angie Crouch for all her work on the Governing Body and the PTA.

Dr Jenny Francis expressed a wish to stand again for another term.

RESOLVED to co-opt Dr Francis for a further term of office.

(b) Standing Order for Appointing Co-opted Governors

RECEIVED a model Standing Order for the appointment of Co-opted Governors, a copy of which is included in the Minute Book.

Governors considered the process of appointing Co-opted Governors and the following points were raised

- (i) a Governor **questioned** whether there was a need to advertise for Governors, but it was decided not to undertake any advertising at the moment;
- (ii) the Headteacher was mindful of the need for diversity bearing in mind that the second largest group of students in the school were of a Turkish background;
- (iii) there was discussion over the skill set of the Governing Body and the meeting identified a need for someone with Buildings experience or someone from a Muslim Faith background. It was acknowledged that it would not be possible to have local Anglican Priests as they were only allowed to sit on one Governing Body and the number of faith schools in the area meant that there was no spare capacity. It was hoped that it might be possible to identify someone from the Islamic Faith. A Governor **questioned** whether there was a need for someone with a financial background. It was felt that the coverage in that area was adequate;
- (iv) Governors were asked to let the Headteacher or Chair know if there was anyone they knew that might be suitable to be co-opted onto the Governing Body. The Chair and Headteacher agreed to revisit the skills audit to identify in detail, the areas that needed to be the focus of Governor recruitment.

ACTION: CHAIR, HEADTEACHER, ALL GOVERNORS

RESOLVED to adopt the model Standing Order for the appointment of Co-opted Governors.

44. MINUTES

The Minutes of the meeting held on 5 December 2018 were confirmed and signed by the Chair as a correct record.

45. MATTERS ARISING FROM THE MINUTES

- (a) Marketing Group (Minute No. 27(d)). The Marketing Group met on 16 January 2019 and included representation from the PTA, Students, Staff and Governors. They had looked at employing someone to undertake the interaction with all forms of media, but current funding levels did not allow for this. The Headteacher hoped that all Governors had, or would, follow the school through one of the social media platforms of Twitter, Facebook or Instagram. The Headteacher commended Chris Maunder for all the work that he had undertaken in this area. Work would

continue with updating the look and feel of the School's website. Mrs Anna Keelan to share the social media addresses with all Governors.

ACTION: MRS KEELAN

- (b) New Governor Training (Minute No.28(i)). New Governors reported that they had not received an invite to undertake SEND training. They were to continue to monitor their inbox for an invite.

ACTION: NEW GOVERNORS

- (c) Governor Visits form (Minute No. 29(a)(iv)). The form to be completed by Governors when they undertook a visit to the school had been uploaded to Governor Hub.

- (d) Ruth McGinity visit (after the meeting) Mrs Keelan reported that Ms McGinity had thanked the school and Governors for all the time that they had given to her research. As yet there was no feedback on the research, but as soon as there was any it would be passed on to the school.

CORE FUNCTION: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL, ITS STUDENTS & PERFORMANCE MANAGEMENT OF STAFF

46. REPORT OF THE HEADTEACHER

RECEIVED the written report of the Headteacher, Daniel Bruton, a copy of which is included in the Minute Book. It was noted that this was in fact a whole team report as a number of members of the SLT had contributed to it.

NOTED that

- The Teaching and Learning Committees had run out of time to cover the some of the strategic conversations. The Headteacher suggested that Governors may find it more useful if they were linked to a member of the SLT who they could meet once a term to build on their strategic knowledge and understanding of key areas in the school. The Headteacher envisaged this starting from September;
- the Headteacher, Chair and Mrs Keelan would be looking at how to manage the Link Governors in a more directive way. More information would be provided at a later date;
- that the RRG was working differently and was looking at the work of the Teaching and Learning Committee and commissioning more detailed follow up areas of focus. Governors were encouraged to read the minutes of the RRG.

- the focus of the Discipline Committee had also changed this term had taken a more of a strategic view rather than meeting students.

The following matters arose from discussion of the report and in response to Governors' questions:

- (a) Ms Mandy Hurst joined in the termly review of Stakeholder's Questionnaires and there was a follow up meeting. The next review is just after Easter;
- (b) Year 11 achievement was moving towards the national average but there were still concerns over the gender gap. The Spring 2 data was going in and it was felt that it would be very useful for a Governor to meet Alex Greig and Phil Jones to review the data and initial action plan. Dr Jenny Francis volunteered;

ACTION: DR FRANCIS

- (c) January census day recorded 186 year 7. it was unlikely that the school would gain sufficient in-year admissions due to smaller numbers of Year 7 students across the Borough. There was a correlating impact to class sizes which in turn impacted on the number of teaching classes needed for the Year 7 cohort. The school had made 223 offers to current year 6 pupils and had received 212 acceptances. Governors were reminded that the school would not receive corresponding funding for the 2019/20 cohort until the following April 2020;
- (d) the school was moving to a learning culture, with improved systems to support teachers. In addition to a weekly drop in to lessons session there are Learning Walks over two days when all teachers would be visited and the SLT would be joined by staff from the LA for some of these for moderation purposes this term. The Teaching and Learning Committee had looked at this;
- (e) setting a balanced budget for the forthcoming year was a challenge and it was necessary to make in year savings of £110,000-£120,000. In response to a **question** the Headteacher explained new banking arrangements would be looked at the end of the financial year. Mr Andrew Gaudion to look at this on his year-end visit;

ACTION: MR GAUDION

- (f) community tension following the increase in local crime was an issue and had an impact on the school in a number of ways, including on recruitment;
- (g) staff changes were highlighted. The Headteacher expressed his gratitude towards those that had taken on additional responsibilities and to those that were moving forward. Of special note was Delores Cover who was retiring after a career of over 35 years and thanks were given for her service;
- (h) the move to the new electronic appraisal system had gone well;

- (i) there was a twilight session on 27 March at 3.30pm Governors were welcome to join staff at the session on Teaching;
- (j) there were some concerns raised over attendance as there were 188 students with attendance less than 90 per cent, however the school was working on parental engagement with their Achievement for All representative. Ms Vicky Morgan volunteered to join in on that in the second week back after the Easter Break and to meet with the SLT first;

ACTION: MS MORGAN

- (k) Fixed Term Exclusions were still an issue and a Governor **questioned** whether a number of them were for repeat offenders. The answer was in the affirmative and all Governors were urged to read the minutes of the Discipline Committee. In addition, it was agreed that it would be useful for a Governor to visit the school and drill down deeper into the data. The Chair agreed to meet with Mr Pritam Vekaria to look at the recidivists;

ACTION: CHAIR

- (l) the young people were giving a huge amount of time to the hustings for the new Head Students. Ms Mumina Wahid volunteered to meet the School Council in the Summer term to review their work;

ACTION: MS WAHID

- (m) Achievement at A level was average, and the school was working very hard to eradicate the U grade at A level. In addition, the current Year 13 students were those with the lowest GCSE scores and the school had refined the A level and BTEC offers for post 16 education;

- (n) It was highlighted to Governors that there would be a legal requirement for work experience from 2020 and that all Year 12 students except those on a level 3 BTEC (as it is a part of their course), would undertake work experience for one week in July;

- (o) Governors were reminded of the dates for forthcoming events and were encouraged to attend. Should they wish to do so they should contact Mrs Anna Keelan.

ACTION: ALL GOVERNORS

- (p) the teaching of PSHE would become statutory in 2021 and it would be reviewed as an agenda item, by the Teaching and Learning Committee in the Autumn term

ACTION: MRS KEELAN

- (q) Year 10 and 11 achievement data were to be investigated by Dr Jenny Francis when she visits to look at SP2 data. Noted that amber denoted above average whilst green was for those doing particularly well. The school was working on engaging

boys;

ACTION: DR FRANCIS

- (r) the Heads of Learning had a role to play in overcoming barriers to education for KS3. The Headteacher thanked Fabrice Baurain-Levi and his team for all the work they had undertaken in this area, particularly with Project 16. In response to a **question** it was confirmed that students on the project were potential low attendees, those that lacked skills or confidence and that the project had initially been for 10 weeks but that it would be extended. Ms Wahid commented that she was already seeing an improvement and agreed to meet Mr Baurain-Levin to discuss the work in this area;

ACTION: MS WAHID

- (s) the Chair commented on the fact that year 11 students seemed to have had an improved mindset and were revising all the time. The Headteacher raised the fact that this led to concerns about the impact on their mental health and that the school now had developed its priorities including Feel Good Friday where they made a curry and hypnosis music on Monday mornings;
- (t) Governors were reminded to keep an eye on the Chace Priorities and if visiting the school, it would be helpful to familiarise them prior to the visit, to enable a more focused visit;

ACTION: ALL GOVERNORS

- (u) the Headteacher identified a need to find better ways to support Jenny Linney SENCO. There was a huge amount of work and she was a fantastic teacher and SENCO. Governors were reminded to be aware of the Additional Resource provision. This would be handed over to West Lea School, although the students would still wear the Chace uniform and attend Chace and have the same staff, however it should give the students more opportunities. As staff leave there would be discussions with West Lea over the options for replacement. The school would lose around £80,000 but would charge that amount to West Lea for the provision;
- (v) the Headteacher expressed concern over the state of the buildings and reported that some redecoration would happen during the summer holidays using Capital funds.

- (w) Student Pastoral Information

REPORTED that during the Autumn term 2018 (Summer term 2018 numbers in brackets) there were:

- (i) 3 (3) child protection (Safeguarding) referrals to social care;
- (ii) 0 (0) allegations against staff reported to the Lead Officer for Child Protection (there was one during the Autumn term, but it was found that there was no case to answer);

- (iii) 25 (25) equal opportunities incidents categorized as follows; 0 (2) disability incidents; 4 (13) Homophobic incidents; 3 (4) equalities incidents; 15 (5) reported racial incidents; 3 (1) sexist/ sexual inappropriate incidents;
- (iv) 7 (4) reported serious bullying incidents that led to a full day relocation and 1 (4) that led to exclusion;
- (v) 47 (51) fixed term exclusion 5 days or fewer; 0 (0) Fixed term exclusion more than 5 days and 1 (0) permanent exclusion. The school was concerned about these numbers, although they were low in comparison to some other schools;
- (vi) 3 (6) CAMHS referrals;
- (vii) 3 (1) subject to Child Protection Plan
- (viii) 3 (0) subject to restraint

A request was made for a Governor to review the Single Central Register and the Chair agreed to undertake this.

ACTION: CHAIR

NOTED that further information on exclusions was given to the Discipline Committee.

AGREED that the new format for the Headteacher’s report was very useful and that GDPR would be added to the above data.

47. REDUCING WORKLOAD IN THE SCHOOL

REPORTED that school leaders, teachers and other sector experts had worked in conjunction with the Department for Education (DfE) to design a toolkit to help schools assess and address workload issues. Governors were advised to consider teacher workload issues and the impact on recruitment, retention and staff turnover.

NOTED that the school had timetabled termly meetings to discuss the issues and had identified three key areas of marking, administration and communication that they were now working on.

ACCOUNTABILITY AND COMPLIANCE

48. TEACHING & LEARNING

Meetings

RECEIVED the Minutes of the meeting of the **Teaching & Learning Committee** held on 30 January 2019, a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes:

NOTED that

- (i) the Committee had seen a lot of improvement in teaching and outcomes;
- (ii) there had been long discussions on how the progress of students was tracked;
- (iii) they had received a report back on the Learning Walks and with regard to work scrutiny, the Learning Walks were showing improvements to teaching;
- (iv) the Committee were able to see the positive impact of the Professional Development Sessions and the changes in the curriculum.

Overall it was a positive picture with caution.

(b) Governors' Visits

RECEIVED written reports from the following Governors, copies of which are included in the minute book.

NOTED the following information...

- (i) Mr Chris Hyland had attended a High Starter meeting with Hugh Halford and it was expected that Chris would be attending a follow up meeting on 21 March 2019;
- (ii) Dr Jenny Francis had attended at CPD session on new curriculum, which she had found most interesting. The Governors had sat on tables with the staff and she reported that she was very impressed with how aware the staff were about the curriculum and that everything appeared to be interlinking well;
- (iii) Ms Mumina Wahid had also attendance the CPD session on new curriculum and echoed Dr Francis' comments. In addition, she commented on how all of the content of the CPD was relevant. Ms Douglas expressed her thanks for the feedback that Ms Wahid had given;

- (iv) Mr Andrew Gaudion had undertaken his half termly Finance visit with Ms S Fernandez and commended her. The Chair expressed the Governing Body's thanks for all the work that she had undertaken.

49. RESOURCES

RECEIVED the Minutes of the meeting of the **Resources** Committee held on **13 February 2019**, a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes:

NOTED that

- (a) the issues with the new build were still ongoing;
- (b) with regard to finances the numbers in year 7 were still an issue but that it was helpful to have seen the five-year impact;
- (c) the LA advice on Service Level Agreements (SLA) was that it would be more cost effective to go for five-year agreements. The school was renewing any outstanding SLAs;
- (d) they had renewed the waiver for the Count On contract as it was the most appropriate service provider;
- (e) the Health and Safety Governor monitoring visit was due on 22 March 2019.

The Headteacher **REPORTED** that he had met with the Police and that one of the Community Police Teams would be moving in to the Caretaker's house and that there was a possibility that the Safer Policing Team might also move in there.

50. GOVERNORS PLANNING GROUP

RECEIVED the Minutes of the meeting of the GPG held on 27 February 2019, a copy of which is included in the Minute Book. The Chair explained that they went through all the policies thoroughly before they were agreed.

NOTED that the following policies had been agreed by the GPG;

- a) Arts Policy
- b) Assessment, Feedback and Marking Policy
- c) Freedom of Information Policy
- d) Governors' Allowance Policy
- e) Homework Policy
- f) ICT, Data and Copyright Policy
- g) Lettings Policy
- h) Online Safety Policy

- i) First Aid and Welfare Policy
- j) Asbestos Policy – LA Policy
- k) Bullying and Harassment in the Workplace Policy – LA Policy
- l) Capability Procedure for all teaching and support staff – LA Policy
- m) Close Relationships at Work Policy – LA Policy
- n) Grievance Procedure – LA Policy
- o) Staff Professional Learning and Development Policy
- p) Numeracy Policy
- q) Spiritual, Personal and Social Development Policy

GOVERNANCE AND EVALUATION

51. GOVERNORS’ REPORTS

REPORTED that the Chair had agreed to three school trips. One to Paris in October one to Madrid during the February Half term and one to Iceland during the February half term.

52. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

Ms Vicky Morgan gave feedback on the Governor Conference that she attended the previous week with Mr Chris Hyland. The Conference was very focused on current issues and she had found it very interesting. There was a talk from a very impressive young man who had turned his life around, it was very real and quite brutal. She recommended that all Governors view his YouTube film at Amani Simpson. They also received information on Prevent and Police activities around current issues and Ms Morgan would circulate any further information that she receives.

Mr Andrew Gaudion had attended Finance training at the Dugdale centre which he had found very helpful.

LOCAL AUTHORITY REFERRALS

53. GOVERNOR SUPPORT SERVICE CLERKING SERVICE LEVEL AGREEMENT (SLA)

RESOLVED that the Clerking Service Level Agreement be agreed for the financial year.

54. ADMISSION NUMBERS 2018-19

This was covered fully in the Headteacher's report Minute 46.

NOTED that there were 212 confirmed applicants for 2018-19.

55. GOVERNORS' BRIEFING

(a) Ofsted Proposes Changes to Judgements

REPORTED that the Her Majesty's Chief Inspector was consulting on proposed changes to Ofsted Judgements under the new 2019 framework.

NOTED...

- (i) that the consultation was open until 5 April 2019 and the Chair recommended that all Governors read the proposed changes;
- (ii) that Dr Francis reported that the general consensus was that in terms of monitoring, the categories might change and that the focus would be on the curriculum;
- (iii) that The Headteacher reported that the DfE were aware of the issues with teacher recruitment and retention and that one of the proposed changes was to the collection of data, with a big push away from collecting data with no clear purpose;
- (iv) that the Headteacher reported that the school had signed up to the National Education Union's workload charter that had been piloted in Coventry.

(c) Updated Careers Guidance

REPORTED that October 2018 guidance had replaced the statutory document published in January 2018.

It was **NOTED** that there was no longer a member of the Governing Body with responsibility for Careers with the resignation of Mrs Crouch. Any member wishing to take on the responsibility should contact the Chair or Headteacher. Guidance on the school's responsibilities could be found on page 9 of the document.

ACTION: GOVERNORS

(c) Underperforming Schools

NOTED that the Government had set out plans to help underperforming schools.
<https://www.gov.uk/government/news/government-sets-out-plans-to-support-underperforming-schools>

The Headteacher suggested that it was worth Governors reading the document. Chace would not receive any money as it would be going to Inadequate schools and those in coastal areas.

(e) Keeping Children Safe in Education

NOTED the changes to the Keeping Children Safe in Education Document. And that Mr Vekaria had included an update in the Safeguarding Training that occurred prior to the Governing Body meeting.

(f) Pay Policy

NOTED that the LA had produced a model Pay Policy for 2018 and that it was ratified at the meeting of the Resources Committee on 17 October 2018.

CLOSE OF MEETING

56. DATES OF FUTURE MEETINGS

RESOLVED that the next Governing Body meeting be held on 3 July 2019.

NOTED the following Committee meeting dates:

- Rapid Recovery Group – 12 June 2019
- Teaching and Learning Committee – 8 May 2019;
- Resources Committee – 15 May 2019;
- GPG –12 June 2019;
- Discipline Committee – 19 June 2019;

Confirmed and signed at a
meeting of the Governing
Body held on the day
of 2019