

LONDON BOROUGH OF ENFIELD

GOVERNING BODY OF CHACE COMMUNITY SCHOOL

5 DECEMBER 2018

MINUTES - PART 1

MEMBERS:

Mrs Tracey Jenkins (Chair)	-	Co-opted Governor
Dr. Jenny Francis (Vice-Chair)	-	Co-opted Governor
Mr Chris Hyland (Joint Vice-Chair)	-	LA Governor

LA Governor

Parent Governors

Ms Vicki Morgan  
Ms Emma Medcalf  
Mrs Sadie Hughes  
Mr Justin Wing

Co-opted Governors

Dr Johan Byran  
Mrs Anna Constantinou  
Mrs Angie Crouch  
Mr Andrew Gaudion  
Ms Mumina Wahid

Staff Governor

\*Mr M Brown

Headteacher

Mr Daniel Bruton

\* Denotes absence

Also attending:

Mrs Mary Paulus - Minute and Advisory Clerk

Ms Simone Fernandez – School Business Manager (Associate Member, Finance Committee)

Ms Tanya Douglas – Deputy Headteacher (DHT)

Mr Pritam Vekaria – Deputy Headteacher (DHT)

Mrs Anna Keelan – PA to the Headteacher

Ruth McGinity – Researcher, Institute of Education

**A fact finding training mission where Governors met with school colleagues and the Senior Leadership Team to review standards in the school around Leadership and Management; Resources; Post 16; Teaching and Learning; Behaviour and Outcomes was held prior to the meeting.**

23. APOLOGIES FOR ABSENCE

An apology for absence from this meeting was received from Mr Martin Brown.

**RESOLVED** to consent to this absence.

24. DECLARATION OF INTERESTS

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**

25. MEMBERSHIP

25.1 Parent Governor

**NOTED** the successful election of Mrs Sadie Hughes and Mr Justin Wing who were welcomed to the meeting by the Chair.

25.2 Co-opted Governors

**NOTED**

(a) that Ms Tanya Sterry and Mrs Pam Newman had both resigned from the Governing Body with immediate effect.

(b) the successful election of Ms Mumina Wahid as a Co-opted Staff Governor, who was welcomed by the Chair.

(c) that the term of office for Mrs Angie Crouch and Dr Jenny Francis would end on 24 March 2019.

(d) the Headteacher asked the Governing Body to consider co-opting Ms Mandy Hurst to the Governing Body. She was a Design and Technology teacher and an Assistant Head with behaviour and pastoral responsibilities at Winchmore School. She then moved and was Head of the PRU. (Pupil Referral Unit). She had retired and as a former parent at Chace Community she was keen to be involved with the school. The Chair recommended that she be co-opted.

**RESOLVED** by unanimous vote to co-opt Many Hurst to the Governing Body

25.3 Committee Membership

**NOTED** that The Headteacher explained that the Discipline Committee was for Permanent exclusions and for those over five days. It was also a pastoral

resource. The clerk advised that in the event of an appeal over an exclusion, members of the Discipline Committee would be unable to sit as they had prior knowledge of the case and then any appeal needed to be looked at by fresh eyes.

**RESOLVED**

- (a) that Ms Mandy Hurst, Ms Mumina Wahid and Mr Justin Wing would all join the Teaching and Learning Committee.
- (b) that Mrs Sadie Hughes would join the Resources Committee.
- (c) to appoint a sub group of the Discipline Committee for appeals only, to include Dr Jenny Francis, Ms Vicki Morgan and Mr Justin Wing. Mr Chris Hyland who was a member of the committee would only attend the behaviour monitoring part of Discipline Committee meetings so that he would be available to sit on exclusion panel. This was particularly important due to the fact that he was the only Governor that had received Exclusion training.

Governors were reminded of the need to excuse themselves in the event that either the committee or panel involved a student in the same year group as their child.

The Chair reminded all Governors that they could attend any committee meeting as an observer and were most welcome to do so. They were reminded to email Mrs Anna Keelan to advise her of their wishes.

26. MINUTES

The Minutes of the meeting held on 5 September 2018 were confirmed and signed by the Chair as a correct record subject to the following amendments:

- (a) Minute No 4 (c)(A) and 6 (a) Mr Andrew Gaudion was recruited as Finance Governor.
- (b) Minute no 6 (a) (p17) (i) Tracey Jenkins was the Governor with responsibility for KS3 and Dr Johan Byran to shadow.
- (c) Minute No 8 “of the cards” removed so that it read ‘the safe limit had been reduced from £6,000 to £2,500.

27. MATTERS ARISING FROM THE MINUTES

- (a) Skills Audit Minute No.4(c)(C) the Chair reported that no Governor had emailed her regarding staffing information.

- (b) Minute No 5 (b)(ii) Simone Fernandez had registered the school with the NGA.
- (c) Minute No5(d) the new Governors Mrs Sadie Hughes, Ms Mandy Hurst, Ms Mumina Wahid and Mr Justin Wing were reminded to complete their Register of Business Interest Forms and pass them to Anna Keelan.
- (d) Minute No 9 the Headteacher suggested that the Marketing Committee be more of a task force than a formal committee. Mr Wing and Ms Wahid volunteered to join. The Headteacher would follow up with an email. A parent had also shown some interest and the Headteacher was keen to involve some of the students. The Headteacher was also keen for the PTA to be involved.

**RESOLVED** that Mrs Keelan email the PTA.

**ACTION: HEADTEACHER AND ANNA KEELAN**

- (e) Minute No12 the Chair had completed her half termly check of the Single Central Register on 23 November 2018.
- (f) Minute No 19(a)(ii) the Headteacher reported that the Progress 8 figure had been published after the meeting and was -0.20.

**CORE FUNCTION: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL, ITS PUPILS & PERFORMANCE MANAGEMENT OF STAFF ACCOUNTABILITY AND MONITORING MATTERS**

28. REPORT OF THE HEADTEACHER

**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:

**NOTED that**

- (a) it had been a long term comprising of fifteen weeks and it had been tough keeping the momentum going throughout the term. The Headteacher expressed his gratitude towards all the staff for their hard work.
- (b) the Headteacher highlighted the sad loss of Frank Owusu. He had attended the funeral and sent flowers from the Governing Body.
- (c) the school was the most improved school in Enfield for GCSE results and that the behaviour for learning had continued to improve.
- (d) the school was in the process of looking at the Key Stage 3 curriculum to determine what changes were necessary for it to remain broad, balanced and challenging for the students. It was not possible to provide the same curriculum model in year 8 from September as was in place at the moment as the numbers

had reduced from 224 to 181, this would undoubtedly lead to efficiency savings as it impacted considerably on the income available to the school. The Headteacher expressed his gratitude towards Tanya Douglas for all the hard work she had undertaken in the area.

- (e) high quality CPD (Continued Professional Development) was provided in house and the Headteacher expressed his thanks to Tanya Douglas, Barbara Terziyski and the team for their work. The school was referencing the book *The Learning Rainforest* by Tom Sherrington. Tom had visited the school on 3 December to deliver a key note talk to staff, which had been well received. The focus of the session was on making every lesson count. CPD was differentiated for different groups of staff including the Chace Lead Teachers (CLT) ensuring that the quality of teaching continued to improve and was really meeting the needs of the School Improvement Plan.
- (f) there were real issues recruiting young teachers throughout Enfield as it was too expensive for them to live. As an example of the issue the Headteacher reported that he had interviewed 16 times for a media teacher and that he would continue to try to find someone suitable. He reported that he was also on his eighth round of interviews to fill the Head of Engineering vacancy. The course was popular with the more challenging boys and Btec Engineering always did well in the public examinations. He noted that Alistair Williams had returned to teach the subject part time until the end of term, however there was nothing in place for January.
- (g) the school had created its own appraisal system using Google Docs which worked well. All the teacher appraisals had been completed and the teaching assistant appraisals would be completed shortly. The support staff appraisal process would begin in January 19.
- (h) the school was proud to be a training school and had seven trainee teachers and seven NQTs (newly qualified teachers).
- (i) the looked after child in year 11 with the 77% attendance was now at Enfield College and alternative provision. The child was on their third carer in three or four months.
- (j) persistent absence is absence under 90%. A Governor questioned why the issues with attendance were predominantly in year 11. This was due to a number of pupils in that year with significant difficulties and a number of fixed term exclusions.
- (k) the SoL consultant was booked to come into the school to review the SoL attendance spreadsheet and make changes so that the sixth form attendance would be more closely monitored. Sanctions had been put in place for Key Stage 5 students where pupils were late.

- (l) all staff were up to date with their SEND training. New Governors would need to keep an eye on their inbox as they would shortly receive an invite to undertake the training which should be about half an hour.

**ACTION: NEW GOVERNORS**

- (m) Phil Jones had done a sterling job with the student council Governors were encouraged to come in and meet the students. The Student Council had been working with Enfield Public health on the pilot Super Zone project. The Headteacher was grateful to the sixth form committee and the Student Council for all their hard work.
- (n) on the 30<sup>th</sup> November the school held a Progression Morning for the year 11 students. They were all involved in taster sessions for A level subjects and the students were very energised and engaged. In addition Brett Ellis went in to talk to the year 10 students and they had an exciting day where they covered life skills.
- (o) the Headteacher made Governors aware of the dates for forthcoming events and stressed that they were most welcome to join and that they should email Anna Keelan to advise her of their wishes.
- (p) the Headteacher made Governors aware of the fact that the school would be discontinuing A level Textiles, A level Business, Btec level 3 IT and Business Btec.
- (q) the RRG (Rapid Recovery Group) had discussed its role in continuing to drive through rapid and sustained improvement for 2018/19. It was agreed the group would meet on a termly basis and would focus on the quality of teaching; outcomes of teaching in Maths; monitoring the work of the Teaching and Learning Committee; monitoring the work of the Discipline Committee and the workings of the Chace Improvement Plan. It was a case of Governors leading Governors.
- (r) improving outcomes at GCSE. The next data drop was after the Year 11 mocks exams. The school was very accurate with their predictions having predicted accurately their Progress 8 score of -0.19. The focus was on Boys, Maths, More Able and Pupil Premium Boys. The Headteacher reminded the Governors that they needed to keep questioning the school on how they were improving outcomes.
- (s) the School's Improvement Plan was a live document which would be republished to governors termly and RAG rated. Governors were reminded of the need to refer to the key areas that they were linked to and use it as a launch pad in discussions with staff as part of their core function of monitoring. The SLT section of the improvement plan had been shared but governors could access the whole document on GovernorHub.

- (t) the school was considering future options for the Resource Base for students with complex special educational needs. It was in conversation with the LA and options under consideration included; redefining the space; sharing the space or leasing it out to a local special school. It was clear that the range of need was more than the school could manage. Despite that, the school had been told that they were doing a good job and it was clear that the students in the resource base were happy.
- (u) 8 students were on alternative provision. Governors were reminded that it was very important that they understood that unlike some schools, Chace did not off roll students.
- (v) the school was GDPR compliant and was using Google G suite.
- (w) the school would probably balance the books till April 2020, if there had not been a fall in numbers it would have been in a position to balance them for a longer period.
- (x) two students had Oxbridge interviews, one for Cambridge and one for History at St Peter's College Oxford. The College is the Oxford link for Enfield and the school works with them.

## 28.2 Pupil Pastoral Information

This was included in part 2 of the Headteacher's written report a copy of which is included in the minute book.

**REPORTED** that during the Summer term 2018 there had been

- (i) details to follow of child protection (Safeguarding) referrals to social care;
- (ii) zero allegations against staff reported to Lead Officer for Child Protection;
- (iii) 5 racial incidents, this number had dropped but homophobic incidents had risen. There were 13 in the Summer term;
- (iv) 8 serious bullying incidents, 4 led to a full day relocation and 4 led to a full day exclusion;
- (v) details to follow of significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;
- (vi) 51 fixed term exclusions all for less than 5 days and no permanent exclusions; (item 2.5 in HT report). The majority were for single serious

incidents. Fundamentally the year 11 students were not signing up to the behaviour system and its processes and structures and they were voting with their feet. It was acknowledged that the fixed term exclusion numbers were too high but that the relocation numbers were significantly lower than previously.

- (vii) 5 Looked After Children

The Chair thanked Daniel and the team and everyone who contributed to his report.

## ACCOUNTABILITY AND COMPLIANCE

### 29. TEACHING & LEARNING

#### (a) Meetings

**RECEIVED** the Minutes of the meeting of the Teaching & Learning Committee held on 26 September 2018, a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes:

#### **NOTED**

- (i) that Dr Jenny Francis had been elected as Chair and that Angie Crouch was elected as Vice Chair.
- (ii) that the Governors had spent a considerable amount of time prior to the Full Governing Body meeting drilling down on the A level provision and results, in addition to the work that the Committee undertook.
- (iii) Governors were reminded to refer to the KCUR 2018/19 schedule and contact Mr Bruton to arrange visits.
- (iv) A Governor asked that the visits form be placed on the front page of Governor Hub

**ACTION: ANNA KEELAN**

#### (b) Governor Visits

**RECEIVED** written reports on their Governor visit from Mrs Morgan and Mrs Crouch copies of which are included in the minute book.

#### **NOTED**

- (i) Jenny Francis reported that her Maths Exam review meeting was very helpful and that it was useful for staff to be challenged by others outside of the school team.

- (ii) Angie Crouch found her visit with Karen Woodhead most useful.
- (iii) Vicky Morgan felt that it was most interesting to see what was discussed at the Teaching and Learning Committee.
- (iv) Tracey Jenkins stressed how absolutely brilliant the school play was and how much work had been undertaken by staff and students. She asked that thanks be passed on to the staff for all their hard work in that area.

30. RESOURCES

**RECEIVED** the Minutes of the meeting of the Resources Committee held on 17 October 2018 a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes:

**NOTED** that the School was still maintaining a balanced budget. Full credit was given to Simone and Daniel for all the work they had undertaken.

Andrew was thanked for taking over as Governor with Financial responsibility.

31. GPG

The Chair explained that this was made up from the Chair and Vice Chair of each of the committees. It covered strategic planning with the Headteacher.

**RECEIVED** the Minutes of the meeting of the GPG Committee held on 7 November 2018 a copy of which is included in the minute book.

**RESOLVED** to ratify the following policies;

- Fire Safety Policy;
- Charging and Remission Policy;
- Educational Visits Policy;
- Whistleblowing Policy for Schools;
- Visitor Behaviour Policy;
- Absence Management and Capability Procedure Ill Health All Staff Sept 2018 and Absence Management Summary for All Teaching and Support Staff Sept 2018;
- Capability Procedure Maintained Schools PRUs Academies and Others Sept 2018;
- Disciplinary Procedure Maintained Schools PRUs Academies and Others Sept 2018;
- Redundancy Redeployment Reorganisation Schools Staff Policy Procedure Sept 2018;
- Fixed Term Employment Guidance and Procedure for Termination Sept 2018;
- Proposed Termination of Employment For a Reason Not Covered By Other Procedures;

- Teachers' Appraisal Policy and Procedures Policy Updated Nov 17;
- Flexible Working Policy;
- Safer Recruitment Policy;
- Support Staff Appraisal Policy.

## GOVERNANCE AND EVALUATION

### 32. GOVERNORS' REPORTS

**NOTED** that no urgent action had been undertaken by the Chair or any other Governor.

### 33. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

**NOTED** that Mrs Morgan had received some excellent free training from Governor Ed facilitated by the DfE. It was aimed at helping Governors to grow in confidence and understand their strategic role.

It comprised three sessions; Leadership; Effective Governance and Finance and Data. She also made a number of good contacts on the course.

The Headteacher outlined the fact that the school had a 'pay as you go' policy on training and that there was a considerable body of free training available that they and Governors could make use of.

## LOCAL AUTHORITY REFERRALS

### 34. SEND GOVERNANCE REVIEW GUIDE

**NOTED** the SEND Governance Review Guide which was designed to support Governing Boards evaluate the extent to which they were able to secure high quality outcomes for learners with SEND.

### 35. DATES OF FUTURE MEETINGS

**RESOLVED** that

- (a) the next Governing Body meeting be held on 20 March 2019.

**NOTED** the following Committee meeting dates:

- Rapid Recovery Group – 27 February 2019
- Teaching and Learning Committee – 30 January 2019;
- Resources Committee – 13 February 2019;
- GPG – 27 February 2019;

- Discipline Committee – 6 March 2019;
- Governing Body – 20 March 2019.

**CLOSE OF MEETING**

At the end of the meeting the Headteacher introduced Ruth McGinty who was a researcher from the Institute of Education and was researching the role and functions of the Governing Body.

Ruth explained that there was very little research or empirical data on the issue of governance. The research was looking at the UK and Australia and she was keen to work with a Local Authority Maintained School.

The focus of her research would be;

- Interpretation of policy
- Accountability governance
- The relationship between leadership and governance

Ruth explained that she would like to spend an hour maximum talking about the above topics with individual Governors, if they were willing. She proposed conducting the interviews over Skype or the telephone, however the Headteacher suggested, that if a suitable date could be found, the interviews take place within the school. It was agreed to adopt that plan and that Anna Keelan would email Governors with an information sheet about the research and a consent form to be completed by Governors that were willing to participate in the research.

**ACTION: ANNA KEELAN**

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