

GOVERNING BODY OF CHACE COMMUNITY

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



3 July 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 Governors	Mrs Anna Constantinou	9 September 2015	8 September 2019
	Dr Jenny Francis (Vice-Chair)	25 March 2019	24 March 2023
	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
	Ms Mandy Hurst	5 December 2018	4 December 2022
	Vacancy x 2		
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
 Alice McLellan – Minute Taker

MINUTES – PART 1**1. APOLOGIES FOR ABSENCE**

An apology for absence from this meeting was received from Mumina Wahid.

RESOLVED to consent to this absence.

2. 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

3. MEMBERSHIP AND CONSTITUTION

3.1 Co-opted Governors

REPORTED that:

- (a) Dr Johan Byran resigned with effect from 18.06.19 due to work commitments, leaving two vacancies for co-opted Governors. He was keen to stay involved with mentoring at the School. Tracey Jenkins thanked Dr Johan Byran for his hard work at the School.
- (b) The term of office for Anna Constantinou would end on 8.9.2019.
- (c) Daniel Burton recommended Cllr Susan Erbil as a co-opted Governor. Susan Erbil was an ex-student from the School and a trainee lawyer. She was part of the Schools Forum. Susan Erbil was interested in teaching and learning in particular, as well as engaging the Turkish community at the school and being part of the scrutiny panel.

RESOLVED that:

- (i) Anna Constantinou was re-appointed for another term office starting in September.
- (ii) Susan Erbil was appointed as a co-opted Governor from September 2019.

3.2 Election of Chair

NOTED that Tracey Jenkins's term of office as Chair was ending in September. Tracey Jenkins would consider standing again as Chair but welcomed interest from others for the position.

3.3 Governors with Individual Responsibilities 2019/20

REPORTED that the School required a GDPR Governor for 2019-20. Daniel Bruton asked Governors to consider this responsibility over the summer and to inform him of any interest before September.

ACTION: GOVERNORS

4. MINUTES

RECEIVED the Minutes of the 20 March Governing Body meeting.

RESOLVED that the Minutes of the meeting held on 20 March were confirmed and signed by the Chair as a correct record.

5. MATTERS ARISING FROM THE MINUTES

(i) SEND training (Minute No. 45(b))

Governors had not received an invitation to undertake SEND training. The Clerk would follow this up.

ACTION: CLERK

(ii) Budget (Minute No.46(e))

An end-of-year visit had been carried out by Andrew Gaudion.

(iii) Fixed Term Exclusions (Minute No.46(k))

Chris Hyland met with Pritam Vekria to look at the students who repeatedly had Fixed Term Exclusions.

(iv) Single Central Register (Minute No.46(w(viii)))

Tracey Jenkins reviewed the Single Central Register on 17 May. Tracey Jenkins would provide her signature to confirm this.

ACTION: CHAIR

(v) Responsibility for Careers (Minute No.55(c))

The Chair requested that over the summer Governors consider taking on the responsibility for Careers and contact the Chair or Headteacher if interested.

ACTION: GOVERNORS

NOTED that data analysis was still taking place on data following the visit from Ruth McGinty. Tracey Jenkins would discuss the data via telephone with Ruth McGinty and feedback to Governors at the next meeting.

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

6. REPORT OF THE HEADTEACHER

6.1 **RECEIVED** the written report of the Headteacher, 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) Pupil Pastoral Information

REPORTED that during the Spring term 2019 there had been:

- (i) 0 child protection (Safeguarding) referrals to social care;
- (ii) 0 allegations against staff reported to the Lead Officer for Child Protection;
- (iii) 13 reported racial incidents;
- (iv) 4 reported serious bullying incidents;
- (v) 2 students reprimanded for inappropriate content in student emails.
- (vi) 45 fixed term exclusions and 1 permanent exclusion.

(b) Daniel Bruton thanked Governors for their help throughout the year and reported seeing great improvements within the school. The HMI visit in May recognised these improvements.

(c) Accomplishments

- (i) The Year 11 prom had taken place and it had been a delightful, inclusive evening. There had been concerns over the resilience of students before exams, but they were less nervous than expected. Year 11 took opportunities that they were given towards the end of their school journey and Daniel Bruton was hopeful for their results.
- (ii) The HMI inspection showed raised expectations of all other cohorts. Improved outcomes were beginning to show in Years 7-10. Regular

assessment weeks meant that students were used to assessments and preparing for exams.

- (iii) The School was working closely with West Lea School. There was now a service level agreement between the schools. From September, all resource based students would be signed across to West Lea School. Students would be taught by the same staff but staff would be managed by West Lea School. This would enable extra training for staff and access to high quality resources and curriculum. The change would be cost neutral. Chace Community School would be welcoming students from West Lea who were keen to be in mainstream education.
- (iv) Culture and climate were present on the new priorities for the School. The School would use the skills learnt through PiXL to ensure that the culture of the School continued to move on. Social media was providing a good opportunity to share and celebrate what was going on at the School.
- (v) There was an improved recruitment picture for next year. There was a complete group of teachers for September and no agencies were used.

(d) Concerns

- (i) The School had moved into a deficit budget for the first time. The school had predicted a deficit at the end of the financial year of £256,500. Following some changes that were made in the school, this was reduced to £170,000. Daniel Bruton expected to be able to make in year savings of £50,000-£60,000.
- (ii) Gaps in outcomes were still present, particularly for boys who required more help engaging with their learning. Staff wellbeing needed to be considered as due to cuts, staff were being required to do more to improve outcomes.

(e) Staffing

- (i) Nolvi Kozah was retiring after many years at Chace Community. Daniel Bruton wished to thank Nolvi Kozah on behalf of all Governors. Tracey Jenkins would write a letter of thanks to Nolvi Kozah.

ACTION: CHAIR

- (ii) In response to a **QUESTION**, there were two new NQTs at the School. One had joined last September, the other was an overseas trained teacher who was not required to do the NQT year, however the school was treating this teacher as an NQT to help them settle into the system.

- (iii) Interviews would take place on the week commencing 8 July 2019 for the School Librarian. Interviews for the Literacy Champion would take place on 5 July 2019. Remaining vacancies were internal management vacancies.
- (iv) In answer to a **QUESTION**, Mumina Wahid had a degree in Business and would become an unqualified Business teacher for a year to give her feel for teaching. Similarly, a TA with a passion for English would be taking on a part-time English timetable until October half term to help cover Maternity Leave.

(f) Staff development

- (i) Daniel Bruton commended the work done by staff to ensure Ofsted criteria was met. A teaching and learning hub event would take place on 9/10 July. It was important that Governors knew the importance of curriculum and learning planning for the new Ofsted structure. New curriculum plans would start from September. The curriculum needed to be based on the School's Curriculum Intentions. The school had worked with students, staff and Governors to create 17 principles of instruction. These were evidence based principles that would provide standards for teaching the new curriculum.

RECEIVED a copy of Chace Curriculum Principles and Intention, a copy of which has been included in the Minute Book.

- (ii) The School had 5 colleagues undertaking National Professional Qualifications. The Homework Policy would be reviewed to ensure that it matched the curriculum. A year long project would take place on Careers development. Darren Glyde had been appointed as an associate SLT member to help develop the culture and branding of the School.

(g) Students

- (i) The School was expecting 205 Year 7 students in September. The current Year 7 had 191 students. The School was starting to become a more popular choice for the local area.
- (ii) Fabrice Levi would be the LAC co-ordinator from September.
- (iii) Attendance figures were not satisfactory. The School would look at the next steps needed to manage this. The Attendance Policy had been updated for September 2019. There was a dip in attendance figures before school holidays as some parents took their children on holiday before the end of term.

(iv) One student who was involved in incidents of restraint would be moving to a different school as it was agreed that this was the best option to suit their high level of need.

(v) Phil Jones and the 6th form committee had worked very hard on the first school magazine. All students and staff had now been encouraged to begin bringing in reusable bottles of water to reduce plastic waste. Students had asked Daniel Bruton to reflect on community action and how students could engage with the community.

(h) Curriculum Matters

Staff had been working hard to make final adjustments to curriculum plans. Long term curriculum plans would be shared with students in September and would be available on the School website.

(i) Lifeskills

New Sex and Relationship Guidance would be mandatory for UK schools from September 2020. Chace Community would be adopting the new provision from September 2019 and had informed parents of the changes. There had been positive feedback from parents about the new provision.

(j) Chace Priorities

Chace Priorities for 2018-2020 had been updated and refined to form the 2019-2021 priorities. Some priorities such as meeting Ofsted expectations and areas for development had remained as priorities. Marking was no longer a priority as staff now produced good quality marking and would aim to keep this up. New priorities included developing the strategic role of Governors and to improve the quality of homework, ensuring tasks consolidated students' learning. Daniel Bruton asked Governors to think about the next steps for the Governing Body. Daniel Bruton requested to meet with Governors before the September meeting for a planning session.

ACTION: GOVERNORS/DANIEL BRUTON

(k) SEND

Chace Community had 263 students on their SEN register, 46 of these students had EHCPs. It had been difficult to meet the needs of EHCP students due to financial constraints and time-consuming servicing. The School had become known as a good school for EHCP students.

(l) Alternative Provision

There were two Year 10 students and one Year 8 student on Alternative Provision. One student who received home tuition was hoping to obtain a placement at

CONEL. One student undertook work experience one day a week to increase engagement with education. The School hoped to find this student a placement at Capel Manor College. There was one student who was at the Attendance Support Unit.

(m) Legal Case

The legal case was coming to an end. Due to a large amount of legal fees it was likely that the school would only receive £15,000-£20,000.

(n) Pupil Premium

A Pupil Premium review had taken place. The review would be uploaded to the School website alongside the new strategy.

In answer to a **QUESTION**, information would be provided to Governors who wished to know more about how the Pupil Premium review was carried out.

ACTION: ANNA KEELAN

- (o) Daniel Bruton thanked all Governors who had visited the School during the Summer term. Special thanks were given to Pritam Vekaria, Tanya Douglas, Simone Fernandez, and Tracey Jenkins for their hard work and support. Tracey Jenkins thanked Justin Wing for his guidance and help with the IT department. Daniel Bruton thanked everybody that contributed to the Headteacher's Report.

In answer to a **QUESTION**, Jenny Francis' CPD visit needed to be added as a Governors Visit in the Headteacher's report.

ACTION: ANNA KEELAN

6.2 SIA Report

NOTED that this item was not relevant to the School and did not need to be included in future agendas.

6.3 OFSTED Monitoring Report

RECEIVED a copy of the OFSTED Monitoring Report May 19, a copy of which has been included in the Minute Book.

REPORTED that:

- (a) The report had recognised that the School had been on a Journey and that it took time for a shift in School culture. It was recommended that the School embedded current effective strategies further. The right steps were being taken and this work needed to be consolidated. Action was also required to ensure that the curriculum was suitably challenging for students. The School would continue to monitor the

curriculum from September 2019 to ensure that it is enabling students to reach their full potential.

- (b) Tracey Jenkins encouraged Governor visits to the school so that Governors knew the School, teachers and students well. Governors needed to be able to show their involvement with the school through the things they have seen whilst in School. Governors appreciated the running of Governor meetings as they were informative and gave them a good understanding of the School.
- (c) Governors were delighted with the OFSTED Monitoring Report and thought that it was fair. Parent Governors reported a more positive attitude amongst parents.

6.4 Data Protection Officer (DPO) Annual Report to Schools 2019

RECEIVED a copy of the DPO Annual report, a copy of which has been included in the Minute Book.

RESOLVED that the DPO Annual Report was agreed.

ACCOUNTABILITY AND COMPLIANCE

7. TEACHING AND LEARNING

7.1 Meetings

RECEIVED the Minutes of the meeting of the Teaching and Learning Committee dated 8 May.

REPORTED that:

- (a) The meeting had been carried out in a different style, 3 tables had been set up and Governors moved between tables to gain greater depth of information in relation to key areas of the School Development Plan. Governors were encouraged to ask questions and to report on what they had learnt. The knowledge shared through this was positive.
- (b) High starter Year 10 students had made progress. There had been an improvement in Maths and Student Voice.
- (c) The School had worked hard to improve English and Maths for Year 11. The Prom Passport had been used to encourage students. Revision guides had been provided for PP students. There were still issues matching English and Maths performance, but the School was doing well at addressing challenges.

- (d) The Show my Homework Forum had shown evidence of impact and demonstrated higher expectations and challenges for students.
- (e) Quality of teaching observed during learning walks had improved. Work scrutiny had seen an improvement due to good quality marking and feedback.
- (f) Attendance was a concern at the School. Staff had planned to meet to discuss the implementation of the attendance action plan. Behaviour had continued to improve, and the rewards system was working well.

RESOLVED that the minutes of the meeting were confirmed and signed as a correct record.

- (g) **RECEIVED** Jerzy Gromnicki's Chace Further Study Fund application.

RESOLVED that Jerzy Gromnicki's Chace Further Study Fund application was ratified.

7.2 Policies

RECEIVED; the Positive Behaviour; Attendance; Safeguarding Child protection and Confidentiality Policies and Curriculum Principles. Copies of these policies have been included in the Minute Book.

RESOLVED that the Positive Behaviour; Attendance; Safeguarding Child protection and Confidentiality Policies and Curriculum Principles policies were ratified.

NOTED that there would be an updated safeguarding policy from September 2019.

7.3 Governor Visits

REPORTED that;

- (a) Jenny Francis had visited to look at Year 11 data.
- (b) Andrew Gaudion visited the School on 25 of March to discuss banking arrangements. Schools were now required to pay overdraft charges and interest if they were overdrawn.
- (c) The attendance visit by Vicki Morgan had not yet taken place.
- (d) Tracey Jenkins had met with the School Council and the students had been brilliant. There were great interactions from Students, who carried out interviews with teachers.

8. RESOURCES

8.1 Meetings

RECEIVED the Minutes of the meeting of the Resources Committee dated 15 May and, a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes.

- (a) The School had posted its first deficit budget which had been unavoidable. Governors were proud that money had been spent wisely at the School and steps had been made to try to reduce the deficit as much as possible. The school did not want to make cuts that may jeopardise the School's ability to achieve a 'Good' Ofsted report. Governors thanked Daniel Bruton and Simone Fernandez for their hard work on the budget.
- (b) The Schools Financial Standards had been useful for identifying staff ratios.

RESOLVED that the Minutes were confirmed and signed by the Chair as a correct record.

8.2 Policies

RECEIVED the following policies;

- (a) Health and Safety
- (b) Management of Medicines
- (c) Complaints Policy

RESOLVED that the above policies were ratified.

9. GPG

9.1 Meetings

RECEIVED the Minutes of the GPG held on 12 June.

RESOLVED that the Minutes were confirmed and signed by the Chair as a correct record.

9.2 Policies

NOTED that the following policies had been reviewed by the committee: Anti-Bullying; Examination Emergency Evacuation; Looked After Children; SEND; Attendance; Positive Behaviour.

RESOLVED that the above policies were ratified.

NOTED that the Careers Education Information and Guidance Policy contained information that Governors should look at closely. An individual with specific responsibility of Careers was required.

GOVERNANCE AND EVALUATION

10. GOVERNORS' REPORTS

RECEIVED a verbal report of any urgent action taken by the Chair or any other delegated responsibility undertaken by a Governor.

REPORTED that Tracey Jenkins had agreed school trips to Madrid, Iceland and Paris. The Paris trip would not go ahead due to low take up.

11. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

REPORTED that Karen Woodhead and Mandy Hurst had been to Exclusions Training. This had provided a very good overview of Governor responsibilities.

LOCAL AUTHORITY REFERRALS

12. LA REFERRALS

(a) Enfield Children's Portal

NOTED the introduction of a new Children's Portal to allow schools to make a referral for child protection or family support

- view all your referrals in one place
- access information, advice and guidance
- submit a foster carer enquiry_

<https://new.enfield.gov.uk/services/children-and-education/childrens-portal/#1>

(b) Child Safeguarding Review

NOTED the first national child safeguarding practice review into adolescents in need of state protection from criminal exploitation.

Please note further information on the link below

<https://www.gov.uk/government/publications/child-safeguarding-practice-review-panel-first-national-review>

- (c) Governance Handbook

NOTED that a new version of the handbook is now available on <https://www.gov.uk/government/publications/governance-handbook>

- (d) Ofsted's Equality Objectives 2016-20

NOTED the Equality, diversity and inclusion objectives that Ofsted will focus on from 2016 to 2020 and reports on progress with improvements

- (e) Guidance on Copyright Licensing

NOTED the new guidance for schools
<https://www.gov.uk/guidance/copyright-licences-information-for-schools>

- (f) Relationship and Health Education

NOTED the full outcomes of the consultation
<https://www.gov.uk/government/consultations/relationships-and-sex-education-and-health-education#history>

- (g) Guidance for planning and providing School Food

<https://www.gov.uk/government/publications/standards-for-school-food-in-england>

- (h) Checklist of Potential Fraud Indicators

NOTED the checklist for potential fraud

<https://www.gov.uk/government/publications/indicators-of-potential-fraud-learning-institutions>

CLOSE OF MEETING

12. DATES OF FUTURE MEETINGS

NOTED the following meeting dates for the academic year 2019-20:

- (a) Governing Body; 4 September, 4 December, 25 March, 1 July.

- (b) Resources; 16 October, 12 February, 20 May.
- (c) Teaching and Learning; 25 September, 5 February, 13 May.
- (d) Rapid Recovery Group; 13 November, 4 March, 10 June.
- (e) Governors' Planning Group; 13 November, 4 March, 10 June.
- (f) Discipline; 27 November, 18 March, 17 June.

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