

**GOVERNING BODY OF CHACE COMMUNITY**

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



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 (4)	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 (8)	Mrs Anna Constantinou	8 September 2019	7 September 2023
	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
	Cllr Susan Erbil*	1 September 2019	31 August 2023
	vacancy		
Headteacher	Mr Daniel Bruton	1 September 2015	-

\* Denotes absence

Also Attended:

Tanya Douglas (DHT)

Pritam Vekaria (DHT)

Anna Keelan, PA to the Headteacher

Alice McLellan, Minute and Advisory Clerk

4 SEPTEMBER 2019

MINUTES

**1. APOLOGIES FOR ABSENCE**

**Apologies** for absence from this meeting were received from Emma Medcalf, Sadie Hughes, Mandy Hurst and Susan Erbil.

**RESOLVED** to consent to these absences.

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.

3. **ELECTION OF CHAIR AND VICE-CHAIR**

(a) Term of Office

**RESOLVED** that the Chair and Vice-Chair have a term of office of two years.

(b) Election of Chair

**RESOLVED** that Tracey Jenkins be elected Chair of the Governing Body.

(c) Election of Vice-Chair

**RESOLVED** that Chris Hyland and Jenny Francis be elected joint Vice-Chair of the Governing Body.

4. **MEMBERSHIP AND CONSTITUTION**

(a) Co-opted Governors

**NOTED** that Anna Constantinou was reappointed for another term of office at the last meeting, starting from 8 September 2019.

(b) DBS Checks

**NOTED** that the Governing Body must apply for a DBS certificate within 21 days of a Governor's appointment or election. A **QUESTION** was asked by Co-opted Governors regarding whether this was 21 calendar days or term days. The Clerk would clarify this.

**ACTION: CLERK**

5. GOVERNANCE ARRANGEMENTS

(a) Code of Conduct

**RECEIVED** the Governing Body's Code of Conduct and the 2018 NGA model Code of Conduct, copies of which are included in the Minute Book.

**REPORTED** that the model was adopted last year. The Chair drew Governors' attention to pages 4 and 5 and highlighted the importance of Governors visiting the

School and attending meetings. Mr Vekaria, the Deputy Headteacher, reminded others of the importance of having secure privacy settings on social networks.

**RESOLVED** that the Governing Body's Code of Conduct and the 2018 NGA model Code of Conduct had already been adopted.

(b) Governance Annual Statement

**RECEIVED** the Annual Statement for 2018-19.

**REPORTED** that the Annual Statement had been updated based on Ofsted feedback and priorities by Chair of Governors Mrs Jenkins. Governors agreed the statement was an accurate reflection of the last year. Anna Keelan was thanked for her help.

**RESOLVED** that the Annual Statement for 2018-2019 was agreed.

(c) Register of Business Interests

**RECEIVED** the Register of Business Interests.

**REPORTED** that Governors were reminded that the register of business interests must be confirmed on a yearly basis and stored at the School. Additionally, it should be updated as and when changes in circumstances occur.

**RESOLVED** that Governors signed the Register of Business Interests.

(d) GovernorHub

**NOTED** that GovernorHub needed to be updated by individuals this included Training details, DBS checks and contact details.

**NOTED** that some Governors required Governor and SEND training.

In response to a **QUESTION**, DBS checks did not expire but the School usually updated them every 6 or 7 years. Governors were asked to update the Chair with any changes that might have occurred over the summer break.

**ACTION: CLERK/GOVERNORS**

6. COMMITTEE COMPOSITION AND ORGANISATION

(a) Committee Membership

The Governing Body reviewed the organisation and membership of its Committees and Panels. Mrs Jenkins would contact Governors not present at this meeting.

**ACTION: CHAIR**

**RESOLVED** that the membership of the Governing Body's various Committees are detailed in the appendix.

(b) Annual Review of Delegated Responsibilities

**RECEIVED** the Governing Body's Organisational Arrangements Document, a copy of which is included in the Minute Book. The Document included recommended amendments to reflect recent changes in education policy and/or legislation. Governors reviewed the Document, focusing particularly on the recommended amendments.

**RESOLVED** to agree the Organisational Arrangement Document, of which the final version has been uploaded to Governorhub.

7. **MINUTES AND MATTERS ARISING**

The Minutes of the meeting held on 3 July 2019 were confirmed and signed by the Chair as a correct record.

**NOTED** that there were no matters arising.

8. **AIMS, VISION AND VALUES**

The Governing Body constantly reviewed the School's Aims, Vision and Values to ensure they continued to reflect the ethos of the School. The School had begun to move away from older branding however the same ethos and values would remain. The School aimed to deepen the values and core beliefs at the School.

9. **REPORT OF THE HEADTEACHER**

**RECEIVED** a presentation from the Headteacher, Daniel Bruton.

**REPORTED** that;

(a) Standards

The School had seen an improvement in standards. There had been a larger cohort of Year 12 students that had joined the School at both GCSE and A Level in 2018 and it was thought that students had been placed on more appropriate courses. Year 7 students that had enrolled at Chace had been a delight.

(b) Senior Leadership Team (SLT)

The Headteacher highlighted the roles of the SLT. Pritam Vekaria had been working on culture and behaviour with the aim of creating a climate and culture of success at the School. An associate member, Darren Glyde was working to develop the culture, ethos and values of the School.

(c) Projects

Chace Community staff had taken on four new projects. The projects were; Maximising Homework, Culture and Ethos, Quality Post-16 Teaching, and Raising Attainment and Aspirations through CIAG. The School had adopted a new computer-based model providing support with careers. The Headteacher highlighted that the School must try not to take on too many new projects at once. Governors were invited to attend the Careers Fair on 20 January.

**RECEIVED** a copy of Chace Priorities.

**NOTED** that the Headteacher asked Governors to challenge the School's priorities.

A **QUESTION** was asked regarding how the school was planning to improve attendance. Penalty notices were being given earlier than previously. Phone calls were made to parents taking holidays during term time and Karen Barnham had carried out home visits to students with poor attendance. The School aimed to keep using rewards to improve attendance as well as improving teaching and school culture to improve the appeal of school.

In response to a **QUESTION**, the uniform of Year 7 students had been excellent. Student numbers had increased for Year 7 from 186 last year to 214 this year.

- (d) Governors were invited to an Open Evening on 2 October. The Headteacher would contact HMI to discuss next steps once Progress 8 is known. Tracey Jenkins was proud of the work that had been done at the School and thanked the Headteacher and the whole Chace team. It was agreed that staff would be thanked in this week's bulletin.

**ACTION: CHAIR**

10. **RESULTS 2019**

**REPORTED** that;

there had been an improvement in results, however there was still a gap between girls and boys present. Boys had done well as a cohort two years ago.

(a) GCSE

(i) English and Maths

Average attainment 8 was 43.77. English scored 9.64, Maths scored 8.1, EBacc scored 12.65 and other subjected scored 13.77. 36% of students scored a 5 or above in English and Maths and 57% scored 4 or above. GCSE results have shown a positive picture over three years and Chace Community now sat in the middle of Enfield Schools for attainment at GCSE.

English had seen a rise at the top end of grades particularly in English Literature. Maths remained below national average but had shown good improvements. Teachers felt more prepared with the Maths Curriculum and better choices around tiers of entry improved outcomes.

(ii) EBacc

Results in History were good, although Geography required improvement. A positive improvement was seen in Science, particularly at the top end of grades.

(iii) Open

Results remained similar to those of last year. Very good results were seen in Music and Textiles.

(iv) Progress 8

Progress 8 was expected to be in the average bracket. The Headteacher invited Governors to attend exam review subject meetings. The curriculum had opened up opportunities for students. The School had successful case studies including one student that had achieved all 9s and one A\*. This student had decided to stay on at Chace Community for Post-16.

(b) Post-16

(i) 98.3% of students achieved A level grades A-E, an improvement on 91.2 last year when some students had received unexpected U grades. 63% of students achieved grades A-C, which was the same as last year. 36% of students achieved grades A-B, an improvement from 32% last year. The ALPS score had also improved from 6 to 5. A Level Biology and Chemistry achieved good results, however Physics required improvement. There had been some great improvements in results but there was still an issue of the consistency of students' grades.

(ii) BTEC

This year's BTEC results were good. There had been a positive ALPS score of 3. However, work needed to be done to improve individual subjects and there were no outstanding performers.

(iii) A **QUESTION** was asked regarding whether students being given unconditional offers for University had resulted in them putting in less work for their exams. The Headteacher did not think unconditional offers had affected students' exam preparation and those with unconditional offers had still worked hard for their exams.

11. **SCHOOL IMPROVEMENT/DEVELOPMENT PLAN 2019-2020**

**NOTED** that this item was not necessary.

12. **UPDATED SAFEGUARDING DOCUMENTATION**

**RECEIVED** the updated Draft – Keeping Children Safe in Education 2 September 19

**NOTED** the revisions either due to statutory changes or additional information / clarification.

13. **POLICIES**

**RECEIVED** the updated Safeguarding, Child Protection and Confidentiality Policy.

**NOTED** the revisions.

14. **DATES OF FUTURE MEETINGS**

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

- Teaching and Learning Committee – 25 September 19
- Resources Committee – 16 October 19
- RRG - 13 November 19
- GPG – 13 November 19
- Pay Panel – 13 November 19
- Discipline Committee – 27 November 19
- FGB – 4 December 19

15. **ITEMS TO REMAIN CONFIDENTIAL**

**RESOLVED** that none of the above be considered confidential.

Confirmed and signed at a  
meeting of the Governing  
Body held on the     day  
of                     2019/20

**GOVERNING BODY OF CHACE COMMUNITY SECONDARY SCHOOL**  
**COMMITTEE MEMBERSHIP 2019-20**

**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  
Jenny Francis (Chair)  
Mandy Hurst  
Tracey Jenkins  
Mumina Wahid  
Justin Wing  
(Chair, Vice Chair and Headteacher ex officio)  
Anna Keelan (Clerk)

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

Martin Brown  
Daniel Bruton  
Susan Erbil  
Andrew Gaudion  
Sadie Hughes  
Chris Hyland  
Emma Medcalf  
Vicky Morgan  
(Chair, Vice Chair and Headteacher ex officio)  
Anna Keelan (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, Vice Chair



Headteacher

Plus one other Governors and Deputy Headteacher.

(iii) Other Teaching and Non-Teaching Posts

PO1 and above - Chair, Vice Chair, Headteacher, Deputy Headteacher plus one Governor.

All other posts – delegated to the Headteacher.

(iv) Staff Capability and Staff Dismissal Appeal Committee

Up to and including dismissal delegated to the Headteacher. Appeal Panel to comprise 2 or 3 Governors drawn from the Resources Committee.

(v) Staff Grievance

2 or 3 Governors drawn from the Resources Committee.

\*initial and appeals panels required with a minimum of 3 Governors, ensuring that there is no overlap of membership.

(vi) Redundancy and Re-deployment of Teaching and Support Staff

Initial and appeals panels to be drawn from Chair or Vice Chair plus 2 Governors from the Resources Committee.

(vii) Staff Salary Assessment (or Pay) Committee

Chair and Vice Chairs

(c) Student Discipline Committee

Andrew Gaudion  
Mandy Hurst  
Chris Hyland  
Tracey Jenkins (Chair)

Alice Mclellan (Clerk)  
*Other Governors by invitation*

(d) Governors Planning Group

Chairs of Committees and the School Leadership Team

(e) Marketing Committee

Vicky Morgan

Justin Wing

(f) Complaints against the School

The Chair of Governors plus 2 other Governors as available.

(g) Complaints against the Curriculum

A Panel of 3 Governors drawn from the Governing Body to be convened as required.

(h) Governor Recruitment Panel

A Panel of 3 or 5 drawn from the Governing Body to be convened as required.

The Governing Body is asked to consider the appointment of a Governor Recruitment Panel who will take on responsibility of identifying the current skill set of the Governing Body, any gaps in the skill set, and to then seek to identify suitable candidates for the Governing Body to appoint, to fill vacancies on the Governing Body.

(i) Governors with Individual Responsibilities

- Mandy Hurst English and Literacy
- Jenny Francis Maths and numeracy
- Chris Hyland More Able and Governor Training and Development
- Emma Medcalf Health and Safety
- Tracey Jenkins Looked After Children, Safeguarding & Child Protection
- Tracey Jenkins KS3 including transition
- Jenny Francis KS4
- Vicki Morgan KS5 and careers
- Sadie Hughes SEND and Inclusion
- Tracey Jenkins and AnnaConstantinou Pupil Premium
- Tracey Jenkins Science
- Andrew Gaudion Finance
- Justin Wing GDPR

(j) Rapid Recovery Group

Daniel Bruton  
Tanya Douglas  
Pamela Rutherford (Chair)  
Jenny Francis  
Tracey Jenkins  
Clara Seery  
Pritam Vekaria  
Chris Hyland

Anna Keelan (Clerk)