

1 JULY 2020

MINUTES - PART 1

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| GOVERNING BODY OF CHACE COMMUNITY SCHOOL Churchbury Lane, Enfield, EN1 3HQ Tel: 020 8363 7321 The meeting took place online via Google Meet |  |
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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 (x4) | Ms Vicki Morgan | 31 January 2018 | 30 January 2022 |
| | Ms Emma Medcalf-Doey | 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 (x8) | Ms Anna Constantinou | 8 September 2019 | 7 September 2023 |
| | Dr Jenny Francis (Vice Chair) | 25 March 2019 | 24 March 2023 |
| | 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 |
| | Mrs Hilary Ballantine | 4 December 2019 | 3 December 2023 |
| | * Ms Velda Ewen | 4 December 2019 | 3 December 2023 |
| | Vacancy | | |
| Headteacher | Mr Daniel Bruton | 1 September 2015 | |

* Denoted Absence

Also Attended:

Tanya Douglas – Deputy Headteacher
Pritam Vekaria – Deputy Headteacher
Anna Keelan – PA to the Headteacher and Clerk
Simone Fernandez – School Business Manager

1. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from Ms Hurst.

RESOLVED to consent to this absence.

NOTED the absence of Ms Ewen.

2. DECLARATIONS OF INTEREST

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. None were made.

3. MEMBERSHIP

(a) Co-opted Governor

NOTED the ongoing vacancy. It was acknowledged that due to other priorities it had been difficult to actively find a suitable candidate to fill the vacancy. Governors were asked to pass on any suitable suggestions to Mrs Jenkins.

RESOLVED that efforts continue to be made to fill the vacancy.

ACTION: Tracey Jenkins / Daniel Bruton

4. MINUTES

The Minutes of the meeting held on 12 June 20 were confirmed and signed by the Chair as a correct record.

NOTED that Mrs Jenkins thanked Mrs Keelan for preparing the agenda for the meeting and for the quality of the Minutes.

5. MATTERS ARISING FROM THE MINUTES OF 12 JUNE 20

(a) Budget Update (Minutes No. 6(g))

NOTED that

- (i) a second meeting had been postponed by the LA. The School had shared its deficit recovery plan with the LA but had not yet received a response. It was reported from the recent SBM forum meeting that out of 72 participating schools a number of them were also engaged in deficit recovery plans. The School's current 2020/21 in-year deficit was predicted to be -£486k;
- (ii) teacher pay rises for 2020/21 had not yet been confirmed although an announcement was expected sometime in July / August. Support staff pay rises had also not been announced even though they were due and would be back dated to 1 April 20;
- (iii) Mr Hyland has met with Ms Fernandez to review the budget and confirmed that he was satisfied that everything was being done to manage the in-year deficit;
- (iv) it was **questioned** and **explained** that the LA did have a policy for investigating schools who were reporting a revenue surplus in their third quarter. Where the response from the school justifying the retention was not

deemed acceptable the money was reclaimed by the LA. It was confirmed that the LA had reduced the percentage schools could carry over from one financial year to the next;

- (v) it was **questioned** and **explained** that the School did ask parents for an annual voluntary donation to help support overall funding however it was optional and not compulsory.

(b) Black Lives Matter (Minutes No. 10(b))

NOTED that the first working party meeting had taken place on 18 June 20 and had been well attended including representatives from SLT, recent NQTs, all faculties and the Chair of Governors. Aims, Values and an Action Plan had been agreed around the framework of the recently published Runnymede Report: Race and Racism in English Secondary Schools. The vision and aims were structured around meaningful and lasting change with a number of different strands including students, staff, policies, curriculum and would inform a new SLT CIP objective to ensure accountability. A short term goal was to produce an anti-racism video. The script had been shared with all staff and Governors were invited to participate. Ms Douglas would oversee equalities with plans to produce an annual equalities report. Working party meetings would take place termly with a smaller steering group meeting half termly and reporting to SLT and in turn to Governors.

Mrs Jenkins thanked Ms Douglas and Ms Wiggins for their work and support with embedding a culture of anti-racism in the School.

RESOLVED that any Governor wishing to be involved in the working party contact Mrs Jenkins.

ACTION: Governors

CORE FUNCTION: ENSURING CLARITY OF VISION, ETHOS AND STRATEGIC DIRECTION

6. REPORT OF THE HEADTEACHER

RECEIVED a verbal report of the Headteacher, Daniel Bruton. The following matters arose from discussion of the headlines and in response to Governors' questions. Mr Bruton thanked Governors for their recent visits to see how the School was operating and its planning for September opening to all staff and students.

(a) COVID-19 Risk Assessment

NOTED that the Risk Assessment had been discussed and reviewed by relevant persons on 30 June 20 and revisions formally shared with unions and all staff. The School was currently operating with 6 bubbles including three Year 10 and three childcare bubbles. Childcare would not continue over the summer as all staff needed a proper break.

In addition to the bubbles small groups of students would be attending for face to face lessons including Year 10 Art students and Year 12 Philosophy and Religion students. One to one appointments were being planned for all Year 12 students with their form tutors for an end of year review meeting.

A final Risk Assessment review and planning meeting would take place on 17 July 20. Government guidance would continue to be monitored over the summer break and the Risk Assessment reviewed and updated accordingly should the guidance

change before September. It was **questioned** and **confirmed** that social distancing measures in the classrooms would include all desks facing forward and a 2 metre distance between the teacher and the students. Teachers would not be able to move freely around the classroom as space did not allow for adequate social distancing. A one way system around the School was being planned to reduce as far as practicable the number of interactions.

(b) Individual Risk Assessments / Staffing and Availability to Work

NOTED that individual risk assessments for members of staff who had identified themselves as vulnerable, shielding or looking after vulnerable family members had been carried out. Mr Bruton thanked Alison Stanley for all her support with completing risk assessments.

(c) New Timetable and Social Distancing

NOTED that there were now six bubbles each with a bespoke timetable to ensure social distancing at all times during the School Day. Twelve members of staff were in each day currently looking after 40 students. Even with the planned additional small groups numbers of students were not expected to go above 60. The Risk Assessment capacity was for 75 students.

(d) Curriculum Plan, Quality of Work and Feedback and Assessment

NOTED that Governors were invited to attend the Google Meet CPD meeting following the Governor meeting.

It was **questioned** and **confirmed** that

- Year 10 attendance with online lessons had been good. Approximately 10% of Year 10 students had been hard to reach;
- it was hoped that the promised 46 computers from the Government would be delivered before the end of term;
- virtual form time was being implemented a couple of times a week;
- the Year 9 curriculum had stopped for non-core subjects and the new GCSE curriculum for option subjects had been introduced;
- attendance at lessons was being monitored by class teachers in particular where students were starting the lesson but not remaining. Behaviour was generally good. Students were growing in confidence using the technology;
- there would be no formal teaching for Years 7 and 8 in the last week of term to offset staff workload and a gruelling term of online teaching;
- leadership had reflected on when was the best time assess students and agreed that no end of term exams or assessments would be carried out. Assessment would take place in the autumn term as part of the long term curriculum plans and information used to address any gaps or misconceptions.

(e) Year 7, Year 11, Year 13 Transition

NOTED that

- (i) a series of online Q&A meetings had been hosted for the parents of the incoming Year 7 students. SLT were contacting every parent for a catch up social call and to answer any individual questions. A series of short induction videos were being planned for the website and social media. Very

close attention was being paid to ensuring a comprehensive induction before settling into learning;

- (ii) bridging work for Year 11 and Year 13 was coming to an end. Plans were in place for GCSE and A Level results days. The School was confident in the grades submitted for GCSE calculated grades but was expecting that overall grades would be reduced by the exam boards.

It was **questioned** and **explained** that parents could ask for the teacher grades submitted to exam boards under a Subject Access Request. Parents would be carefully signposted to this information.

- (iii) Year 9 option letters had gone home to parents and there had not been many requests for subject changes.

(f) Communication

NOTED that an end of term letter was due out to parents the following week with plans for September.

(g) Budget Update

NOTED this item had been dealt with under Matters Arising.

(h) Recruitment and Staffing

NOTED that the School was fully staffed for September.

(i) Safeguarding

NOTED that day to day issues were being monitored and responded to by the welfare team.

(j) Chace Priorities

NOTED that the School's priorities had been updated but overall targets remained the same for 2020/21 given the disruption caused by the pandemic in 2019/20. The 2020/21 revised priorities were shared. Priority 3a was updated to now include the careers strategy. Additional priorities added included

- 3b: implement strategies to overcome the disruption to learning due to COVID 19;
- 5d: ensure equality of opportunity for all and to ensure that racism and all discrimination is challenged.

The additional target of 3b had been added to individual CIPs.

RESOLVED that the updated priorities be sent to Governors.

ACTION: Mrs Keelan

(k) Keeping Chace Under Review (KCUR)

RECEIVED the 2020/21 Keeping Chace Under Review plan for 2020/21, a copy of which is included in the Minute Book.

NOTED that work scrutiny, learning walks and form time learning walks continued however in response to looking at workload in the Spring term the learning walk and the work scrutiny had been combined.

RESOLVED that the 2020/21 KCUR schedule be sent to Governors.

ACTION: Mrs Keelan

(l) September Planning

NOTED that planning for September was shared but caveated around the new guidance which was due to be published.

The School was committed to all students returning in full-time year group bubbles. There was a concern around maintaining social distancing both between year group bubbles and between staff and students. Plans to minimise interactions included staggered start and end times using a range of entrances and exits for year groups, a one way system around the school, rearrangement of desks to face forward in classrooms and ensuring a 2 metre distance between the teacher and students. No formal teaching would take place in the first week to ensure that students and staff could adjust and settle. There would be minimum movement for KS3 and zoned outdoor space for break and lunchtimes. TAs would not be able to work with students in the same way and thought was being given to how to use and deploy them. Food served in the diner would be simple to ensure that students moved through the area swiftly. To ensure adequate social distancing for staff where staff faculty offices were small the library was being used to accommodate a number of work stations. The Behaviour Policy and the use of relocation was being reviewed and updates would be shared with all staff at the September INSETS. Heads of Faculty were being asked to review the use of equipment and resources to mitigate the risk of spreading any possible contamination from the virus.

OTHER BUSINESS

7. GOVERNOR TRAINING AND DEVELOPMENT

NOTED that no training had been attended due to lockdown and since the last Full Governing Body meeting on 12 June 20.

8. GOVERNOR VISITS

NOTED that Mrs Ballantine and Mr Hyland had visited the School on 24 June and 26 June respectively to see how lockdown procedures were in operation. Both Governors reported that it was clear that robust procedures were in place to keep bubbles separated and staff socially distanced from each other and from the students. Hand gel was available at key points in the School and outside each of the classrooms being used. Students were actively reminded and encouraged to use the hand gel on entering their classroom. Each student had their own work station. Both Governors agreed that it was good to see students in School. Mr Bruton thanked Governors for taking the time to visit and reminded all Governors that they were welcome to visit the School and to contact Mrs Keelan if they wished to arrange a visit.

9. DATES OF FUTURE MEETINGS

RESOLVED

(a) the following meeting dates for the academic year 2020/21

- Full Governing Body meetings: 9 September; 9 December; 24 March 2021; 30 June 2021;
- Resources: 21 October; 10 February 2021; 12 May 2021;
- Teaching and Learning: 23 September; 3 February 2021; 12 May 2021;
- Rapid Recovery: 18 November; 3 March 2021; 9 June 2021;
- GPG: 18 November; 3 March 2021; 9 June 2021;
- Discipline: 25 November; 17 March 2021 23 June 2021.

(b) a future Full Governing Body meeting be convened before 9 September if required.

10. AOB

NOTED that

- (a) Mrs Jenkins thanked Governors for their support throughout a very difficult term and asked for Governors' thanks to be passed onto the whole School community;
- (b) Governors were invited to contact Mrs Jenkins over the summer if needed.

CLOSE OF MEETING

11. ITEMS TO REMAIN CONFIDENTIAL

RESOLVED that no items needed to be regarded as confidential.

Confirmed and signed at a
meeting of the Governing
Body held on the day
of 2020