

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
	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 Velda Ewen	4 December 2019	3 December 2023
	Mrs Hilary Ballantine	4 December 2019	3 December 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 Clerk

The meeting was preceded by Governor training on the new Ofsted Framework.

4 DECEMBER 2019
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.

3. **MEMBERSHIP**

NOTED;

- (i) the removal of Susan Erbil due to a delayed DBS application.
- (ii) the resignation of Andrew Gaudion with effect from 1 November 2019. Governors recognised Andrew Gaudion’s contribution to the Governing Body.

RESOLVED that Hilary Ballantine and Velda Ewan be appointed with immediate effect. Governors welcomed Ms Ewan to the GB.

NOTED that there was now one vacancy for a co-opted Governor. An email had been sent to the medical community to advertise the position. Suggestions of potential candidates from Governors were welcomed.

4. **MINUTES**

The Minutes of the meeting held on 4 September 2019 were confirmed and signed by the Chair as a correct record.

5. **REPORT OF THE HEADTEACHER**

RECEIVED the written Report of the Headteacher, Mr Daniel Bruton, a copy of which is included in the Minute Book.

NOTED the safeguarding data from the Summer Term 2019;

Number of:	Summer Term (Spring 2019 numbers in brackets)
Child protection (Safeguarding) referrals to social care.	0 (0)
Allegations against staff reported to Lead Officer for Child Protection	0 (0)
Equal Opportunities	4 (3)
Disability	12 (7)
Homophobic	1 (3)
Equalities	3 (13)
Racist	1 (1)
Sexist/sexual inappropriacy	
Exclusions Fixed Term (5 days or fewer)	25 (43)
Exclusions Fixed Term (More than 5 days)	0 (2)
Exclusions Permanent	0 (1)
Serious Bullying Incidents	7 (3) that led to Full Day Relocation 0 (1) that led to exclusion
CAMHS referrals	8 (2)
Subject to a Child Protection Plan	3 (4)
Subject to Children in Need Plan	11 (8)
Looked After Children	5 (8)

PREVENT	0 (0)
Restraint	1 (1)

REPORTED that;

(i) Funding

The School had received two consecutive Requires Improvement judgements and was therefore eligible for up to three days support from an NCE and up to £16,000 to address the needs identified by the NCE. A suited NCE had been identified, the Headteacher from the Compton School in Barnet and a visit was planned for 5 December 2019 where school documentation would be reviewed, and the SIP would be looked at with further discussion regarding next steps.

(ii) Budget

The predicted deficit budget had been reduced from £256,000 to approximately £85,000. The in-year deficit was around £150,000. The School discussed the options of increasing class sizes to 30 students as well as structural changes, although these options would take a long time to regain money. English and Maths classes had an average of 21 students. The School would begin to raise class sizes next year. In response to a **QUESTION**, the School had removed some subject options and was at risk of reducing this further. This would be discussed in more detail by the Resources committee. Ms Jenkins, Mr Hyland, Mr Bruton and Ms Fernandez attended a meeting with the Director of Education to discuss planning to reduce the deficit.

(iii) Improved outcomes

Chace Community had improved outcomes which had led to overall average progress. Attendance had significantly improved and was now at 95.16%, which was above the national average. Persistent absenteeism had decreased and was better than national average, at 11%. A Parent Support Advisor was thanked for their support with parents and for carrying out home visits. Parents were contacted when students did not arrive at school. Fixed term exclusions and relocations continued to decrease.

(iv) Crime

There had been an increase in recent crime rates in the local area. The School now had a very good Safer Schools Officer. The School would attend a committee meeting with 'Love Your Doorstep' in January to discuss local crime. Crime mapping around local schools would be useful. In response to a **QUESTION**, students often did not record crime soon enough. Local police had supported with reports of crime but there was a need for more officers in Chace Ward. The Headteacher received overnight reports of crime and would support students affected. Parents and

students would be reminded to report crime via phoning 101 in the next Chace Bulletin.

ACTION: ANNA KEELAN

(v) Vacancies and Staff Development

Agency staff were now being looked at to fill the Teacher of Technology vacancy. Justin Wing was congratulated for his appointment as ICT and Data Manager. The School was using an unqualified teacher to fill the part-time English Teacher vacancy. Staff were pleased with the publication of 'The Learning Rainforest' and Tanya Douglas was thanked for her hard work with this. The School continued to take several approaches to professional development including whole school, group and individual. The professional development theme continued to focus on planning to use lesson time productively.

(vi) Student Leadership

The Student Council had four sub committees; Charities, Environment, Communications and Teaching and Learning. The Salvation Army had visited the School to meet with the Council and they had agreed non-uniform day would raise money to support homeless people.

(vii) Post 16

The deadline for UCAS was 15 January 2020. The School was carrying out mock interviews for Oxford candidates before the end of term. Work experience would take place for students at the end of Year 12. Work had been done to professionalise the 6th Form through promoting a culture of excellence, pride and community cohesion. The 6th Form motto was 'Chase your dreams and don't quit'.

(viii) Pupil Premium (PP)

The Teaching and Learning Committee had revised the 2019 PP review and the PP Strategy Statement for 2019/20. Both documents were on the school website.

(ix) Year 11

Current predictions: Attainment 8 was 43.47. Progress 8 was 0.01. There had been a decrease in the number of students achieving a Grade 5+ in English and Maths. Some students achieved a Grade 5+ in one subject but not the other. The School was working to narrow the gaps for key groups; boys, PP, the most able students, and students not reaching Grade 5+ in both English and Maths.

(x) Governors were thanked for visiting the School and for their hard work and dedication. Thanks were also given to the office and support staff.

6. TEACHING AND LEARNING

RECEIVED the Minutes of the Teaching and Learning Committee meeting on 25 September 2019, a copy of which are included in the Minute Book. The following matters arose from discussion of these Minutes.

REPORTED that the School Development Plan had been reviewed. All Governors were encouraged to visit the School and to ask questions. The Highly Able policy had been agreed.

7. **RESOURCES**

RECEIVED the Minutes of the Resources Committee meeting on 16 October 2019, a copy of which are included in the Minute Book. The following matters arose from discussion of these Minutes.

REPORTED that there had been a useful presentation on PP Strategy Statement 2019/20. School finances were looked at in detail. The SFVS would be submitted by 19 December 2019. The deficit budget was discussed and possible future savings including subjects offered and class sizes at A Level were to be discussed at the next meeting.

RESOLVED to ratify the following policies:

- (i) Pay Policy for Teachers
- (ii) Teachers' Appraisal Policy
- (iii) Pupil Premium Strategy Statement
- (iv) Year 7 Catch Up Premium Statement

8. **GOVERNORS' PLANNING GROUP (GPG)**

RECEIVED the Minutes of the Governors' Planning Group meeting on 13 November 2019 and these were signed as a correct record.

REPORTED that the GPG had reviewed and recommended

- (i) The management of employee absence and ill health capability procedure for all teaching and support staff;
- (ii) Teacher Appraisal Policy
- (iii) Charging and Remission Policy
- (iv) Disciplinary Procedure Maintained Schools PRUs Academies and Others Sept 2018
- (v) Educational Visits Policy
- (vi) Fire Safety Policy

- (vii) Fixed Term Employment Guidance and Procedure for Termination Sept 2018
- (viii) Literacy Policy June 2019
- (ix) Redundancy Redeployment Reorganisation Schools Staff Policy Procedure Sept 2018
- (x) Safer Recruitment Policy Model Schools PRUs Academies and Others Aug 2018
- (xi) Visitor Behaviour Policy Nov 19
- (xii) Whistleblowing Policy for Schools Nov 19

9. **PAY PANEL**

RECEIVED the minutes of the Pay Panel on 13 November 2019, a copy of which are included in the Minute Book.

REPORTED that the Pay Panel met once a year. The role of the Pay Panel was to scrutinise decisions on the pay awards for all staff. The review process was robust and fair. In answer to a **QUESTION**, evidence of meeting teacher standards was used when carrying out appraisals. When staff were unsuccessful at meeting appraisal targets they stayed within the appraisal cycle and might consider gathering evidence for the following year.

10. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

- (i) **RECEIVED** an overview of the 2019 new OFSTED framework.

REPORTED that;

- (a) Governors discussed the definitions of important terms that related to the Ofsted framework; intent, implementation, pedagogy, sequencing/progression and memory curriculum.
- (b) Ofsted inspections would focus on four key areas, Quality of Education (intent, implementation and impact), Behaviour and Attitudes, Personal Development, and Leadership and Management. Deep Dives would involve Heads of Departments. Inspectors would look at four to six subjects that were strong, improving and those that require development. The Single Central Register would be checked during the inspection.
- (c) In response to Governor **QUESTIONS**, the School did not off roll students and had average movement of students. Staff Workload and Wellbeing was a new focus of Ofsted inspections and the School had added this to the SIP. Two years ago 95% of students continued into further education or training. The School was still responsible for students in alternative provisions.

- (d) Quality of education should be consistent across lessons. The curriculum must have appropriate content choices and sequencing. Inspectors would look at progress since the last inspection, subjects offered and timetables. The curriculum should give pupils cultural capital through trips and a broad subject offer. SEND or disadvantaged students should not have a reduced curriculum. Chase Community followed the curriculum and additionally offered Drama. 54% of students at Chase Community were entered into EBACC. Quality of Education was a large focus of Ofsted inspections. Deep Dives would involve learning walks for inspectors to meet children and to follow up with teachers.
- (e) Governors discussed subjects that may be looked at during Deep Dives. English was a consistently strong subject at the School and results were above average. Art, Textiles and PE were also very strong subjects. Maths was a subject that was developing. Issues in Maths had been recognised and results were improving. There was a very good Head of Maths and the curriculum was sequenced well. In response to a **QUESTION**, Science was a developing subject. There had been a big improvement in Science results, particularly at the top end. Science staffing had been stabilised and leadership and management was improving.

In response to a **QUESTION**, Humanities performed reasonably well. History had previously plateaued but there had been an improvement this year. The quality of teaching was good. There was a recruitment issue in Geography and outcomes hadn't improved rapidly enough. Sociology and Psychology were strong subjects.

75-80% of students studied a Language at GCSE. Languages had good quality of teaching and outcomes were improving. In response to a **QUESTION**, Vocational Studies were weaker subjects and the School was struggling with recruitment. BTEC students did well at Level 3. IT was not a particularly strong subject and there was not much curriculum time. IT teachers were hard to recruit, and IT was not offered at KS4. BTEC IT was offered at Level 5.

The quality of teaching had improved in Music and there were many students studying Music in Year 10. Drama and Media performed less well.

- (f) Ofsted inspectors would review a minimum of six books in classes that they visited, and they would scrutinise from at least two year groups in depth.
- (g) Governors felt it would be useful to have another training session focussing on the role of Governors in Ofsted inspections and how they best could support the School during their visits.

(ii) Governor Visits

REPORTED that;

- (i) Careers teaching was impressive, and students were engaged at an early stage. Post 16 was continuously improving;
- (ii) The School was managing SEN resources well and staff were keen for more training;
- (iii) A premises walk looked at behaviour and high achievers which were both shown to be good;
- (iv) Questionnaire reviews from parents, students and staff displayed a good overall picture of the School;
- (v) Year 7 enrichment had been interesting to Governors and the next round of enrichment would take place in January.
- (vi) A Health and Safety visit was completed.

NOTED that it was useful for link Governors to know when department meetings were. Anna Keelan would send dates of these to Governors.

ACTION: ANNA KEELAN

11. NEW SAFEGUARDING BRIEFING

NOTED that Safeguarding will not be graded specifically in the new Ofsted Education Inspection Framework for September 2019, but it will be referenced in the Leadership and Management section of the report.

12. ANY OTHER BUSINESS

NOTED that the Chair approved a French Trip for February 2020.

13. DATES OF FUTURE MEETINGS

NOTED future meeting dates:
25 March 2020
1 July 2020

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