

12 JUNE 2020

MINUTES - PART 1

GOVERNING BODY OF CHACE COMMUNITY SCHOOL Churchbury Lane, Enfield, EN1 3HQ Tel: 020 8363 7321 The meeting took place online via zoom	
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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 Mrs Hughes and Ms Hurst.

RESOLVED to consent to these absences.

NOTED the absences of Ms Wahid and Ms Medcalf.

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.

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 22 May 20 were confirmed and signed by the Chair as a correct record.

NOTED that the accuracy and content of the Minutes was praised by Mrs Jenkins.

5. MATTERS ARISING FROM THE MINUTES OF 22 MAY 20

NOTED that there were no matters arising not included elsewhere in the Minutes.

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 his deputies, Ms Douglas and Mr Vekaria, for all the work they had been doing on both the curriculum and with safeguarding. Mr Bruton also thanked Ms Keelan for her assiduous support with health and safety.

(a) COVID-19 Risk Assessment

RECEIVED the COVID-19 Risk Assessment, a copy of which is included in the Minute Book.

NOTED that the Risk Assessment had been discussed and agreed by relevant persons on 26 May 20 and formally shared with unions on 28 May 20 and then with all staff. It had been shared with the Schools Health and Safety team (SH&ST) at the LA for them to have oversight and provide guidance and feedback if required. Feedback from the LA's SH&ST had been positive as had feedback from the GMB union which had described the risk assessment as one of the most comprehensive it had seen.

A full review meeting was planned for 30 June 20 with key members of staff to include planning for small group sessions and a review of DfE guidance.

It was **questioned** and **confirmed** that Mrs Jenkins had attended the risk assessment meeting on 26 May 20 to ensure that there was a governance sounding board when completing the risk assessment and so that the Governing Board was kept informed. Mrs Jenkins had also attended a tour of the School to observe the protocols and procedures which had been put in place.

It was **questioned** and **explained** that the risk assessment was a working document which all staff could feedback into as they adjusted to the evolving situation in School. Governors were invited to visit the School to observe the processes in place and test the robustness of the operational decisions.

It was **questioned** and **confirmed** that the risk assessment made specific reference to Black, Asian and Minority Ethnic (BAME) communities.

It was **questioned** and **confirmed** that older members of staff were being individually risk assessed however no individual had raised a specific concern regarding returning to School.

It was **questioned** and **explained** that in the very rare event of a student having a meltdown there was a process in place for managing incidents of this kind including the use of PPE. Letters had gone home to all parents of children attending to clarify the expectations on behaviour and adherence to social distancing and health and safety protocols.

(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 were being carried out. Individual risk assessments were being RAG rated according to individual risk factors. From 15 June 20 the School was opening up to additional Year 10 and Year 12 students who would be in teaching bubbles alongside the two childcare bubbles.

(c) New Timetable and Social Distancing

NOTED that each bubble had a bespoke timetable to ensure social distancing at all times during the School Day.

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

NOTED that there had been a move towards more online teaching for Year 10 and Year 12 with at least one face to face lesson per subject per week taught as a timetabled lesson. All staff had received training in how to use Google Meet and Google Classroom and safeguarding protocols has been shared regarding delivering online lessons including giving access to the lesson to another member of staff and asking students to not use the video function.

Regarding quality assuring the curriculum all SLT line managers had met with their faculties to discuss

- what key content had been taught / set in their subject by all teachers in Year 10 and 12 and how did they know;
- what key content had not yet been covered;

- what key non-negotiable content must be taught to all Year 10 and 12 classes in the four weeks from 15 June 20 to 17 July 20 and would consistency across subject teachers be ensured;
- what work had had been or needed to be undertaken to condense topics/units in 2020/21 and who would quality assure and ensure appropriate curriculum coverage

Notes of all meetings had been recorded.

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

- teachers were ensuring access for all students. Students who were unable to either access online platforms due to internet restrictions or hardware were being sent work home to complete in hard copy format;
- all students were familiar with the online learning platforms being used by the School so there were no barriers to learning from the platforms being used;
- the SEN team were supporting students with EHCPs to ensure that learning was differentiated and accessible;
- students who were not accessing learning were being tracked and information shared with Heads of Learning to follow up with families. Attendance in online lessons was using the normal system of registering by Progresso and absence was being monitored and followed up where more than one lesson was being missed;
- attendance could not be enforced in the usual way during lockdown however the School was doing everything it could to engage with students and follow up where there were issues.

From 15 June 20 some Year 10 and Year 12 students would be returning to School and the School had made careful plans to ensure that the strict timetable for each of the bubbles was adhered to. Concern was also expressed about Year 10 students accessing online lessons as per the timetable due to being out of routine with learning habits. Some students were not participating in online lessons and staff were being creative around how they engaged with students and encouraged them to turn on their microphones. Sophie Brown was using influencers in her year group to get other students engaged.

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

- when students entered a virtual classroom they were agreeing to be recorded;
- all class teachers had given access to their Head of Faculty to attend their lesson to ensure quality control and adherence to safeguarding protocols;
- engagement was monitored by the class teacher through questioning however for less able students TAs might do some pre teaching to support a lesson or they may follow up with individual students after a lesson.

Mrs Jenkins commented that the Year 12 online teaching had been superb and students were continuing with a normal teaching routine. Dr Francis commented that feedback in the community had been very positive regarding the level of contact and engagement from the School.

There was a discussion around plans for Y11 results day in August and the School was waiting for further DfE guidance.

Assessment / exam weeks were to be moved to the Autumn term and Year 11 PPEs to the beginning of January. Year 13 mock exams would take place at the beginning of December.

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

NOTED that

- (i) the incoming Year 7 intake had been adversely affected by the confirmation of the opening of the new Wren Academy and confirmed numbers had fallen from 210 to 190. Churn was continuing and it was likely that the numbers may fall further. It was likely that the School would need to timetable for a 7 form intake rather than 8 which would impact on the offer of two languages on the timetable. Induction for parents and children was being organised and likely to take the form of a virtual tour and introduction. School visits to local primary schools were also being planned.

It was **questioned** and **confirmed** that teachers would probably need to do their own baseline assessments of the incoming Year 7 students as many of them would not have attended lessons for a considerable period of time.

- (ii) all students in Year 9 had picked their option subjects. The School was in process of writing to parents to confirm. It was acknowledged that some Year 9 students had lost their motivation for subjects they were no longer going to study. To re-engage Year 9 students it was proposed that individual subject teachers deliver some taster lessons in their option subjects to give students a head start with Year 10 learning and help restart and refocus students with their learning;
- (iii) Year 11 students were being set transition work for subjects they were wanting to continue with in Year 12.

(f) Communication

NOTED that all letters to parents had been shared with Governors as well as key messages to staff via the Staff bulletin updates. Governors acknowledged that communication from the School with Governors, staff, parents and students had been excellent.

(g) Budget Update

REPORTED that the predicted in-year deficit had reduced from £617k by £90k due to the School claiming funding back from the ARP. The school's follow up meeting with Sangeeta Brown Resources Manager at the LA had been postponed due to technical issues.

RESOLVED that feedback from the meeting with the LA be reported at the next Governing Body meeting on 01 July 20.

ACTION: Clerk, Ms Fernandez, Mr Hyland

(h) Recruitment and Staffing

NOTED that there had been

- one resignation in English which would be covered by the HLTA continuing to teach for an additional term;
- one resignation in History and recruitment was in process.

(i) Teacher Upper Pay Applications

NOTED that Ms Douglas was leading training for individual members of staff regarding the process to apply for Upper Pay Scale (UPS). Staff would not be held to account for a data target but may provide evidence of having made progress towards that data target.

(j) Safeguarding

NOTED that day to day issues were being monitored and responded to by the welfare team. Phone calls home to all students on a three weekly rota were continuing. Food parcels from the School's foodbank were being organised and delivered or collection was being arranged from the School.

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 22 May 20.

8. GOVERNOR VISITS

NOTED that no Governor visits had taken place due to lockdown.

9. LOCAL AUTHORITY REFERRALS

NOTED that the Governors Information Pack for Summer 2020 had been shared.

10. AOB

(a) Support from Governors

NOTED that Governors asked if the School's senior leadership felt that it had the support it needed from the Governors and if not what further support did it need and how could Governors better support the School during this unusual time. Mr Bruton encouraged Governors to provide individual feedback either through challenge or endorsement and by checking in with how things were going. Questions and feedback were useful in prompting the School to consider things Governors may want a report on. Governors were also invited to visit the School to see it in action and evidence reported processes and procedures.

It was **questioned** and **confirmed** that the School was not yet clear from the LA regarding plans to offer a summer school for students.

(b) Black Lives Matter

NOTED that Governors asked what the School was doing to engage with the Black Lives Matter campaign and support the anti-racism agenda. It was explained that the School promoted equality and was anti-racist and this culture was supported through assemblies, shared resources, discussion around the right kind of activism and using the curriculum. However, it was recognised that it could do more. An Anti-Racist Working Party had been organised and the first meeting was taking place on 18 June 20 to look at policies, curriculum, behaviours, and culture and

Governors were invited to attend. The purpose of the working party was to ensure sustainable long-term action and effort.

RESOLVED that feedback from this meeting be reported at the next meeting of the Governing Body on 1 July 20.

ACTION: Clerk, Ms Douglas

(c) Governors' Thanks

NOTED that Governors asked for their thanks and appreciation of all the hard work to be shared with the whole School team

11. DATES OF FUTURE MEETINGS

RESOLVED that the next meeting of the Governing Body take place on 1 July 20 at a time to be confirmed via zoom.

CLOSE OF MEETING

12. 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