


18 NOVEMBER 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 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
	Vacancy		
	Vacancy		
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	

* Denotes Absence

Also Attended:

Tanya Douglas – Deputy Headteacher
Pritam Vekaria – Deputy Headteacher
Marianne Page - Clerk
Simone Fernandez – School Business Manager (SBM)
Gwyneth Hamand - SIA

1. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from Chris Hyland, Vicki Morgan and Mumina Wahid.

RESOLVED to consent to these absences.

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 AND CONSTITUTION

(a) Parent Governors

The Chair said she had received 3 expressions of interest for the two vacancies and had spoken to each of them.

RESOLVED that a Parent Governor election be arranged by Anna Keelan

ACTION: Anna Keelan

(b) Co-opted Governor

(i) **NOTED** Tracey Jenkins' term of office expires on 1 January 2021; Tracey said she had discussed this with the Governor Support Service Manager, Sujal Zaveri. In accordance with protocol a nomination was made and seconded and it was

RESOLVED that Tracey Jenkins be co-opted as governor with effect from 2 January 2021 expiring on 1 January 2025.

ACTION: Clerk

(ii) **NOTED** the ongoing vacancy and the potential involvement of a Salvation Army representative.

RESOLVED that this be held over to the Governing Body to be held on 24 March 2021 as it was not a priority to fill the vacancy during the pandemic.

ACTION: Tracey Jenkins / Clerk

4. MINUTES and MATTERS ARISING

The Minutes of the meeting held on 9 September were confirmed and signed by the Chair as a correct record.

(a) Minute 5(a) a governor volunteer was still required to join Tracey Jenkins on the anti-racism group

ACTION: all Governors

(b) Minute 6(b) annual governance statement – Tracey Jenkins said she would share this at the 9 December governing body meeting

ACTION: Tracey Jenkins/ Clerk

(c) Minute 7(a) Committee Membership – General Data Protection Regulation vacancy. Governors were advised that the contract with a GDPR provider via the Local Authority (LA) was coming to an end in January 2021. During the continuing pandemic this was a

concern and the Headteacher was looking into how this might be covered on an interim basis and would bring information to the next meeting on 9 December 2020. Gwyneth Hamand undertook to follow up future LA support with Peter Nathan, Director of Education, the appropriate contact as advised by Daniel Bruton.

RESOLVED that Tracey Jenkins fill this role as she had relevant work experience.

ACTION: Gwyneth Hamand/ Daniel Bruton/ Clerk

(d) Minute 12 Mandy Hurst confirmed that she was enrolled on the Special Educational Needs (SEN) governor training on Monday 23 November.

(e) Minute 9(f) **RESOLVED** to approve the Recovery Curriculum.

5. MODELLING SCHOOL BUDGET

Minute 7 below also refers.

NOTED

(a) loss of revenue from Lettings during the pandemic

(b) the small profit from catering was no longer possible during the pandemic

(c) staff in self-isolation had an impact on staffing in school

(d) the second round of Covid related expenditure bids were awaited from central government; Peter Nathan, director of Education was following this up with the Department for Education (DfE)

(e) governors were keen that the curriculum offer remained attractive and Daniel Bruton added that the school continued to offer the ethos of a caring and nurturing environment; the students were known to staff owing to smaller class sizes and the vision and values of the school were upheld by all.

(f) Daniel Bruton and Simone Fernandez presented a model of school budgeting over the coming five years based on a Year 7 intake of 160 compared to the current school five year budget. The outcome of this modelling was to stabilise the in-year deficit.

6. TEACHING AND LEARNING COMMITTEE

RECEIVED the minutes of the meeting dated 23 September 2020 a copy of which is included in the Minute Book.

Jenny Francis, Chair of the Teaching and Learning Committee, went through the Minutes:

(a) the homework project is working well

(b) governors are involved with reviewing the curriculum

(c) regrettably a learning walk had been missed owing to the pandemic

(d) the next Leadership Development Time meeting will be held on 8 December at 15.30 hopefully in a Covid safe way in school so that Jenny Francis, Hilary Ballantine and Gwyneth Hamand could attend; Tanya Douglas, Deputy Headteacher, said that a

Dragons' Den theme meeting would be held and she would circulate details to governors

ACTION: Tanya Douglas

- (e) virtual results had been discussed as well as target setting using Fisher Family Trust and CATs
- (f) Daniel Bruton took the opportunity to say that data entry had been done and there had not been anything exceptional; Years 11 and 13 had been offered a lot of on-line teaching
- (g) Jenny Francis had been in school between lockdowns on 7 October to speak with Year 7 who had articulated how pleased they were to be in school and had settled in well
- (h) the Headteacher's learning walk had had to be postponed owing to students not being in school
- (i) Tracey Jenkins would meet with Pritam Vekaria, Deputy Headteacher, to discuss attendance and behaviour in place of Chris Hyland.

ACTION: Tracey Jenkins

Tracey Jenkins took the opportunity to thank all the staff for what they were doing and to report that parents were extremely appreciative of their incredible efforts.

7. RESOURCES

RECEIVED the notes of the meeting dated 21 October 2020.

- (a) Second Quarterly Report – a copy of the return is included in the Minute Book.
- (b) Scheme of Financial Delegation – a copy is included in the Minute Book.

NOTED that subject to a couple of minor amendments were required to personnel responsibilities it was

RESOLVED to approve the Scheme of Financial Delegation.

ACTION: Simone Fernandez

- (c) Schools' Financial Value Standard (SFVS) – a template is included in the Minute Book. Governors were invited to submit any questions to the SBM by email

ACTION: all Governors

NOTED Minute 5 above also refers.

Governors wished to record their thanks to the Headteacher and SBM for all their work on the finances during this challenging time.

RESOLVED to share the final SFVS at the Governing Body on 9 December 2020 ready for signing off and submitting in time for the deadline of end December 2020.

ACTION: Simone Fernandez

8. DATES OF FUTURE MEETINGS

NOTED the following meeting dates

- Full Governing Body: 9 December; 24 March 2021, 30 June 2021
- Rapid Recovery: 3 March 2021, 9 June 2021
- GPG: 3 March 2021; 9 June 2021
- Discipline: 25 November; 17 March 2021, 23 June 2021

- Resources: 10 February 2021; 12 May 2021
- Teaching and Learning: 3 February 2021; 12 May 2021.

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