

22 MAY 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

Mrs Jenkins prefaced the meeting to explain that due to the unusual circumstances there would be a focus on key items on the agenda and taking Governor questions.

1. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from Mrs Hughes and Mr Wing.

RESOLVED to consent to these absences.

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. Although feelers had been put out to identify suitable candidates the School had not yet received any expressions of interest.

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 4 December 19 were confirmed and signed by the Chair as a correct record.

NOTED that due to the implementation of lockdown the Full Governing Body meeting due to take place on 25 March 20 was cancelled.

5. MATTERS ARISING FROM THE MINUTES OF 4 DECEMBER 19

(a) Headteacher's Report – Minute 5 (iv) Crime

NOTED that pupils and parents/carers had been reminded, in the Chace Bulletin, to report crime.

(b) Governor Learning & Development Opportunities – Minute 10 (ii)(vi)

NOTED that link Governors had been made aware of the dates of departmental meetings.

6. GOVERNORS' ICE PACK

NOTED that the Impact – Challenge – Evidence (ICE) Pack for Governors was shared.

RESOLVED that this item be deferred to the next appropriate Full Governing Body meeting.

ACTION: Clerk

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

7. REPORT OF THE HEADTEACHER

RECEIVED the written report of the Headteacher, Daniel Bruton, a copy of which is included in the Minute Book. The following matters arose from discussion of the report and in response to Governors' questions.

NOTED that due to the Headteacher's report reporting only on the Spring term Governors' questions focussed on how the various aspects of the School had been managed during the closure due to COVID19. A number of related questions were taken under item 8.

(a) Vacancies

REPORTED that the resignation date for the Summer term was 31 May 20. One resignation had been received and a member of staff was retiring. Two temporary appointments had been extended for the Autumn term. Two appointments had been made in Science including an NQT and a part-time agency teacher. The School was waiting for the final confirmation of the number of SEN students in the new intake before considering any TA appointments. It was confirmed that the School would not appoint anyone that they have not been able to see teach.

(b) Safeguarding

NOTED that for the Spring Term 2020 there had been

- no child protection (safeguarding) referrals to social care;
- no allegations against staff reported to the Lead Officer for Child protection;
- the following equal opportunities incidents reported: Disability (4), Homophobic (12), Equalities (1), Racist (3) and Sexist/Sexual inappropriacy (1);
- 25 fixed term exclusions;
- no fixed term exclusions over 5 days;
- no permanent exclusions;
- 7 serious bullying incidents;
- 8 referrals to CAMHS;
- 3 subject to a child protection plan;
- 11 subject to a child in need plan;
- 5 looked after children;
- no PREVENT referrals;
- 1 incident of restraint.

ACCOUNTABILITY AND COMPLIANCE

8. TEACHING AND LEARNING

(a) Minutes

RECEIVED the Minutes from the Teaching and Learning Committee meeting held on 5 February 2020, a copy of which is included in the Minute Book. These were agreed as an accurate record and signed by the Chair.

NOTED that there had been no meeting of the Teaching and Learning Committee on 13 May 20 due to the School's closure.

In light of the lockdown due to coronavirus the following items which superseded the Minutes were highlighted to Governors.

(b) Teaching and Learning During School Closure

NOTED that it was **questioned** and **confirmed** that

- (i) the work set by staff in subject areas was being monitored for quality through virtual learning walks focusing on the quality of work set, monitoring of assessment and feedback and the extent to which the curriculum plan was being followed. It was accepted that Heads of Faculty and Heads of Department needed to take more accountability and would do so after half term on a weekly basis. End of term assessments for Year 10 and Year 12 students were being postponed to the beginning of the next academic year;
- (ii) a range of learning had been offered to students. The online platform Show My Homework (SMHW) was being used to set all work and every student had a password and access. The majority of work could be accessed from the student's phone. As many laptops and Chrome Books as the School could supply had been provided to both staff and students where needed. The School had placed a request through the LA to the DfE for 43 laptops for disadvantaged students however it was waiting to receive either the whole allocation or a partial allocation. Online video platforms were being used to deliver learning to Year 10 and Year 12 alongside a strict safeguarding protocol which staff were adhering to. A successful twilight had been delivered to all teaching staff regarding the use of online video platforms. Teachers were expected to set 60 minutes per week per subject for KS3 and 90 minutes per week per subject for KS4. Work submitted by students online through SMHW including assessments were being monitored by class teachers and feedback was provided through the comments section on SMHW. Differentiation was in place for key groups of students for example using the principles of instruction for tasks set modifying levels of explanation and modelling. High starters were being monitored by Hugh Halford to ensure that the level of challenge was raised for these students. Mrs Jenkins had been very impressed with the online teaching for Year 12 students where form tutors had been checking in with their form groups and learning being delivered as if the students were in school. Mr Bruton confirmed that he had received a number of thank you letters from parents and carers for the level of support and checking in which had been taking place;
- (iii) the Student Progress team were monitoring individual SEN and EHCP students through one-to-one phone calls and following adapted individual provision maps to take account of the change of learning circumstances;
- (iv) a rolling programme of phone calls were being conducted by Heads of Learning (HoLs) and the Welfare Team to ensure that every family was contacted every two to three weeks. Individual subject teachers were letting HoLs know where there were specific issues of learning engagement so that these could be followed up. Where issues of IT were identified teachers were adapting their practice and arranging for hard copy lessons to be posted home. On the rare occasions where there was no response to telephone calls then staff from the welfare team would go and visit families to check on well-being;
- (v) Year 12 were being pushed to continue with their learning as normal. Bridging courses were being put in place for Year 11 students who were wanting to transition into the Sixth Form with an expectation that they

complete the curriculum for any courses they wished to continue to study. There were some bridging activities in place for Year 13 students who were planning to go to university. It was highlighted that there was not enough provision being put in place either by local colleges or by the LA;

- (vi) a number of conversations were taking place with Heads of Faculty (HoFs) regarding long term curriculum plans and recovering lost time. Some faculties were now using online video tutorials to demonstrate practical techniques for example Art. Maths were using Maths Watch and tutorial videos.

(c) Process of Exam Grading

NOTED that it was **questioned** and **confirmed** that

- (i) the estimated grade for each student in each subject, for examination boards to award an assessed grade, had been reached through a process of non examined assessment results, prior attainment, PPE results and teacher predictions. Teacher predictions were then ranked for each subject following moderation. Moderation was conducted by HoFs following specific criteria to ensure consistency between teachers and included looking at the previous term's predictions and previous year's grades;
- (ii) the data produced was being scrutinised at student level by SLT to ensure consistency and that the predictions could be validated by evidence. Anomalies were being challenged and referred back to HoFs and HoDs for moderation with discussions at meetings being minuted. The data would be uploaded to individual exam boards for a final calculated grade to be awarded in August. It was confirmed that the School was confident in the quality of its predictions, the evidence for them and in its values and principles of ensuring that the process was fair and transparent and that it supported future pathways for students. Teachers had been instructed not to disclose any final grades to either students or parents as this was not at their discretion to do so. The grade awarded would come only from the exam board;
- (iii) the current predicted Attainment 8 score was 47.5%, Progress 8 was +0.3 and predicted number of students achieving a grade 5+ English and maths was 40%;
- (iv) students completing BTECs were completing the required coursework. The School had only received guidance regarding BTEC prediction submission on 8 May 20 and was in the process of predicting unit grades and ranking individual students. There was a concern regarding the current BTEC cohort accessing the higher level BTEC curriculum in the Sixth Form;
- (v) the School was not predicting grades for private candidates where there was insufficient evidence.

(d) Safeguarding

NOTED that it was **questioned** and **confirmed** that

- (i) the School was tracking all students firstly through wellbeing calls and email communication with students via the HoL. Students identified as vulnerable had bespoke risk assessments in place and depending on their assessment were receiving up to two calls a week and home visits in accordance with the statutory requirement to have the highest level of support for these students;

- (ii) two students had been identified from child protection referrals and moved onto the vulnerable list;
- (iii) foodbank vouchers had been shared with families in need alongside the School delivering food parcels;
- (iv) the free school meal voucher system, after an initial external administrative difficulty, was now running smoothly;
- (i) the School was currently looking after between 10 and 13 vulnerable students and children of key workers per day. It was expected that the number would increase from 1 June 20 and students would be placed into two bubbles. The current group of children had really bonded together and were happy in school.

Mrs Jenkins asked for Governors' thanks to be passed onto all staff for the care taken to safeguard and support all students.

(e) School Re-opening

NOTED that it was **questioned** and **confirmed** that

- (i) the School was expecting to open with modified provision and logistics to Year 10 and Year 12 students from 15 June 20;
- (ii) a whole school risk assessment meeting was taking place on 26 May 20 to plan;
- (iii) the expectation was that one mandatory online lesson was delivered per subject per week. The twilight on 3 June 20 was being used to support teachers with training on Google Meet to support online lesson delivery and understanding of supporting safeguarding protocols including using audio only and the chat function for questions;
- (iv) staff considering themselves vulnerable, looking after vulnerable dependents or shielding were being asked to complete individual staff risk assessments. This process had not yet been completed and the School was not yet clear how many staff might not be in a position to return to work from 15 June 20;
- (v) official consultation with unions was taking place on 28 May 20.

9. RESOURCES

(a) Minutes

RECEIVED the Minutes from the Resources Committee meeting held on 12 February 2020, a copy of which is included in the Minute Book. These were agreed as an accurate record and signed by the Chair.

NOTED that there had been no meeting of the Resources Committee on 20 May 20 due to the School's closure.

The following items were highlighted to Governors.

(b) Budget 2020/21 and 3 Year Plan

RECEIVED the Budget 2020/21 and 3 Year Budget Plan 2020/21 to 2022/23, a copy of which is included in the Minute Book.

NOTED that

- (i) the 3 Year Budget was intended to provide an itemised summary of all expenditure as agreed between the Headteacher and the School Business Manager;
- (ii) the total deficit balance carried forward to 2020/21 was -£41,091;
- (iii) the School was predicting in-year deficits for 2021/22 and 2022/23 of £608,207 and £1,307,717 respectively;
- (iv) it was **questioned** and **confirmed** that
 - the 2020/21 budget took into account the full year effect of 7.12% increase in teachers' employers' pension contributions plus the anticipated but not yet confirmed 3.5% payrise. It also took into account the anticipated but not yet confirmed 2% payrise for support staff which was to be backdated to 1 April 20;
 - the 2020/21 budget had been predicated on 210 students in the new Year 7 intake rather than a full cohort of 224 students;
 - the predicted in-year deficit for 2021/22 since the report produced for Governors had increased to £617k due to a teacher opting back into the pension scheme;

RESOLVED to ratify the 2020/2021 Budget and the 3 Year Budget Plan 2020/21 to 2022/23 and that it be signed by the Chair of Governors and Headteacher.

ACTION: Mrs Jenkins, Mr Bruton, Ms Fernandez

(c) Meeting with the Director of Education on 13 May 20

REPORTED that Mr Bruton, Ms Fernandez and Mrs Jenkins attended a virtual meeting on 13 May 20 with Peter Nathan (Director of Education), Sangeeta Brown (LA Resources), Louise McNamara (Assistant Head of Finance) and Sarah Fryer (Head of LA Schools Personnel) to review the School's deficit budget. There was a discussion around the extent of the predicted in-year deficit for 2020/21. It was explained that until pupil numbers were confirmed for the new intake it was more difficult to make any firm budget plans. It was acknowledged that although current numbers stood at 212 pupils it was likely that this number could be affected by the outcome of the decision for the opening of the new Wren Academy on the Chase Farm site. The decision was not due to be made public until the end of June. Mr Bruton was in regular contact with School Admissions regarding pupil numbers.

It was **questioned** and **explained** that the School was also not able to predict its expected Sixth Form numbers. The number of Year 11 students staying on in Sixth Form had been increasing with an extra 10 students staying on compared with previous years. With the current situation it may be that more students would choose to stay on but it was unclear what the impact of calculated grades would be in enabling students to study on the right pathways.

(d) Policies

RECEIVED the

- Fire Risk Assessment;
- Health & Safety Policy;
- Model Complaints Policy;
- Management of Medicines Policy.

a copy of which is included in the Minute Book.

NOTED that the timelines in the Complaints Policy had been revised by the LA to take account of the current COVID19 situation. The updated Policy was on the School's website.

RESOLVED to agree the Policies for use by the School.

ACTION: Mr Bruton

10. GOVERNORS' PLANNING GROUP

REPORTED that the GPG had reviewed and recommended the following Policies

- Freedom of Information Policy (no changes);
- Governors' Allowances Policy (no changes);
- Bullying and Harassment (no changes)
- Capability Procedure Maintained Schools PRUs Academies and Others Sept 2018 (no changes)
- Close Relationships at Work (no changes)
- Flexible Working application and confirm form (no changes)
- Flexible Working Arrangements Guidance and Procedure October 2015 (no changes)
- Grievance Procedure for use by Schools PRUs and Employees (no changes)
- Support Staff Appraisal Policy and Procedure (no changes)
- Induction Probation and Assessment Period for Support Staff in Schools Feb 2020 FINAL red (LA updated policy);
- Lettings Policy (updated charges shown);
- Numeracy Policy March 2020 (updated)
- Policy statement for the website (updated)
- Staff Professional Learning & Development Policy Feb 2020 (updated)

It was **questioned** and **confirmed** that all policies were scrutinised at the GPG meeting on 4 March 20. In addition the Child Protection and Safeguarding Policy had been revised with a safeguarding addendum to take account of the changes as a result of the lockdown. The amended Policy was on the School's website.

ACTION: Mr Bruton

OTHER BUSINESS

11. GOVERNOR TRAINING AND DEVELOPMENT

NOTED that no training had been attended due to lockdown and since the last Full Governing Body meeting on 4 December 19.

12. GOVERNOR VISITS

NOTED that the following visits had taken place before lockdown

- Ms Hurst on 07 January 20 – English Faculty Development Time meeting;
- Ms Ewen and Mrs Ballantine on 22 January 20 – Careers Fair;
- Ms Morgan on 06 and 20 February 20 – ASP training and careers meeting with Ms Roper.

13. LOCAL AUTHORITY REFERRALS

NOTED that the Governors Information Packs for Spring and Summer 2020 had been shared.

14. GOVERNOR SUPPORT SERVICE CLERKING SERVICE LEVEL AGREEMENT (SLA)

NOTED that this item was being deferred to the next appropriate Full Governing Body meeting.

15. ADMISSION NUMBERS

NOTED that the School was unable to confirm its admissions numbers for 2020/21 due to the unknown impact of the opening of the New Wren Academy.

16. AOB

NOTED that there was no additional business.

17. DATES OF FUTURE MEETINGS

RESOLVED

- (a) that the next meeting of the Governing Body take place on 12 June 20 at 2pm via zoom;
- (b) the following date for the Governing Body meetings:
 - 1 July 20.