

**8 SEPTEMBER 2021**

**MINUTES - PART 1**

<b>GOVERNING BODY OF CHACE COMMUNITY SCHOOL</b> Churchbury Lane, Enfield, EN1 3HQ Tel: 020 8363 7321	
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**MEMBERS**

<b>Position</b>	<b>Name</b>	<b>Date of Appointment</b>	<b>End of Term of Office</b>
LA Governor	Mr Chris Hyland (Vice-Chair)	24 March 2021	23 March 2025
Parent Governors (4)	Ms Vicki Morgan	31 January 2018	30 January 2022
	Ms Emma Medcalf-Doey*	31 January 2018	30 January 2022
	Ms Jo Mercer*	01 December 2020	30 November 2024
	Ms Helen Green	01 December 2020	30 November 2024
Staff Governor	Ms Melanie Nathan	30 June 2021	29 June 2025
Co-opted Governors (8)	Mrs Anna Constantinou	08 September 2019	07 September 2023
	Ms Sharen Furlong	08 February 2021	07 February 2025
	Mrs Tracey Jenkins (Chair)	2 January 2021	1 January 2025
	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
	Vacancy x 2		
Headteacher	Ms Tanya Douglas	1 April 2021	-

\* Denotes Absence

**Also Attended:**

Pritam Vekaria (DHT)

Simone Fernandez (SBM)

Hannah Lauras (Clerk)

***NOTED*** that Items 1 and 2 were then followed by Item 5, chaired by the Clerk. The appointed Chair then took over from Item 3 onwards.

1. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from Ms Medcalf-Doey, and Mrs Ballantine.

**RESOLVED** to consent to these absences.

**NOTED** the absences of Ms Wahid and Ms Mercer.

**RESOLVED** to not 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) Roles within the Governing Body

**NOTED** that Governors were asked to consider the list and email their interest in specific areas to the Chair.

**ACTION: ALL GOVERNORS/CHAIR**

(b) Parent Governor

**NOTED** that a new Year 7 parent had shown in interest in becoming a Parent Governor. It would be valuable to have a male parent governor, but there were already four Parent Governors, and therefore, this would need to be considered further.

**ACTION: CHAIR/VICE-CHAIR/SLT**

(c) Succession Planning

**NOTED** that succession planning was needed because the Chair had been Chair, and Governor at the school for a long time.

**ACTION: CHAIR/VICE-CHAIR/SLT**

4. MINUTES AND MATTERS ARISING FROM THE MINUTES

**RECEIVED** the Minutes of the meeting held on 30 June 21, which were **confirmed** and **signed** by the Chair as a correct record.

The following matters arose from the Minutes:

(a) Reading Strategy

**REPORTED** that the reading strategy was part of the whole Chace improvement plan (CIP) and was now on the school website. However, the school is still gathering data on reading ages this term to see impact. The HEADTEACHER would provide more information to the Teaching and Learning Committee on the 29 September.

**ACTION: HEADTEACHER**

(b) Exclusions

**NOTED** that the Governors had requested more details in future on whether exclusions were repetitions of the same children, or multiple children.

5. ELECTION OF THE CHAIR

(a) Term of Office

**NOTED** that it was agreed that the Chair's and Vice-Chair's new terms of office would be for two years.

(b) Election of Chair

**RESOLVED** in the absence of another candidate Mrs Jenkins be Chair of the GB for another term of office.

(c) Election of Vice-Chair

**RESOLVED** that Mr Hyland be Vice-Chair of the GB for another term of office.

**NOTED** that there would be discussions of more ways the GB could support Mr Hyland in his role as Vice-Chair.

**ACTION: CHAIR/VICE-CHAIR**

6. GOVERNANCE ARRANGEMENTS

(a) Code of Conduct (NGA 2021 uploaded)

**RESOLVED** to adopt the Code of Conduct, which would be signed by the Chair.

**ACTION: CHAIR**

(b) Governance Annual Statement

**RESOLVED** that the Chair would prepare the statement for ratification at the next meeting.

**ACTION: CHAIR**

- (c) Register of Business Interests (annual requirement and with change in circumstance)

**NOTED** that Governors were reminded to complete the declaration pages on their GovernorHub profile page and confirm that they were correct.

**ACTION: ALL GOVERNORS**

- (d) Keeping Children Safe in Education 2021

**NOTED** that Governors were reminded to complete the declarations page on their GovernorHub profile page to confirm that they had read the guidance.

**ACTION: ALL GOVERNORS**

- (e) GovernorHub

**NOTED** that Governors were reminded to update their profiles, including Training details, DBS checks and contact details.

**ACTION: ALL GOVERNORS**

7. COMMITTEE COMPOSITION AND ORGANISATION

- (a) Review of Governing Body's Committees and Panels

**NOTED** that, as had already been stated, the Chair would review and report back on the Governing Body's Committees and Panels.

**ACTION: CHAIR**

- (b) Annual Review of Governing Body's Delegation

**RECEIVED** the Organisational Arrangements document.

**NOTED** that the Chair would undertake the required annual review of the Governing Body's delegation of its responsibilities with the Headteacher and would present the outcomes.

**ACTION: CHAIR/HEADTEACHER**

8. CHACE AIMS VISION AND VALUES

**RECEIVED** a copy of the Chace Vision and Values.

**REPORTED** by the headteacher that

- bringing in the new vision and values had been a real success so far. The children had grasped the concept of belonging, responsibility, and excellence very quickly. The new Year 7 children could recite them already. Unlike the old values, the children were able to talk about and explain these new values. The SLT had been able to refine into one sentence what they hoped for all the children in the school.
- it was also apparent to the children and staff alike, how school rules would lead to the values. Hearing the staff using that language, from expectations to excellence, indicated that the new vision and values were fitting in with the school. It already seemed habitual and the staff had been very positive about it.
- ‘Belonging’ helped the children to wear their uniform with pride. The new line up routine also seemed to be successful so far. The children seemed to understand why and the fairness of it. There seemed to be a calmness to it, and today, the children went to line up by themselves. The Year 7’s appeared to have adopted this particularly well;
- in the next few weeks, the SLT would be discussing in meetings how to encourage good practice around the new values. Children would be included in this action.
- – following a **question** on whether the values would be displayed in the classrooms – they had to be careful because too many posters could deter the children from paying attention. However, they would be putting a poster of the values with the school motto at the bottom around the school and there would be one in every classroom.
- they were yet to decide on the school brand. They wanted the children to be involved in the branding.
- – following a **question** on whether there would be new lanyards for school Governors – it was confirmed that Governors could have a new lanyard. It would take time to complete all the branding, changing things gradually over time such as the new website. The School wanted to use a professional company for the final product. They wanted to credit Jordan Bonner for the new lanyards.
- The new lanyard linked to the value of ‘belonging’. This was extremely important for their work on LGBT and anti-racism awareness. They wanted to launch this to increase the children’s awareness of diversity, being able to bring one’s whole self to school, as well as equality monitoring and homophobic abuse and bullying issues. This was the school making a statement of their inclusivity.

(a) Improving Outcomes

**REPORTED** that

- regarding teaching and learning, they were examining how they were embedding it, new routines, and consistent teaching across the school. Ofsted would be most interested in the quality of the curriculum and how they were embedding it.
- regarding Covid-19, it was important to be prepared for eventualities of old regulations having to be re-implemented. In compliance with Government regulations, the school had prepared an outbreak management plan. This would be available to view in the staff bulletin this week. Furthermore, they were also monitoring gaps in education during isolation, and considering which children would be most suitable for the national tutoring programme.
- the tracking and monitoring of exclusions would be discussed in depth in SLT meetings. They wanted to keep these numbers in their target range and keep children in class as much as possible.
- this term the School would be running a curriculum review, looking at the breadth of their curriculum and whether they were running a curriculum for the much smaller numbers that they had. They had based their budget on a greater number of students than had joined in Year 7. There was an open evening that would take place on the 20 September to help increase student numbers.
- the School were investing in advertising themselves. They were the only secondary school in the Enfield Town schools' partnership and looking at how to improve this partnership. They had also spent money on a school prospectus and photographer. The photographer would be coming back to the school for some final shots. Governors were invited to attend if they had not had their photo taken. This would be for the open evening, prospectus and website.
- The plan incorporated the Ofsted priorities.

(b) Exam Review

**RECEIVED** a copy of the Exam Profile 2021.

The Headteacher went through and highlighted key findings from the Exam Profile 2021. It was further **NOTED** that:

- they had seen an improvement in all areas. However, the process for this year had been difficult due to having no guidance on what assessment materials would be used and limited guidance on mark schemes. The centre had been visited and examined English, Psychology, and Spanish. They had talked through the subjects. There had been challenges but the school had passed the process.
- it was possible that results may go down this year as the hope is that students would sit external exams. The exam review meetings would be reinstated this year, beginning on the 20 September. They were inviting at least the core subject leads to attend those. This would allow middle leaders to be held accountable for good outcomes, and support with sustaining them.
- the post-16 results showed strong pass rates, with a big increase in the average point score. Most students would be going to the destination of their choice. Out of 80 students, 49 got their first-choice university, 5 got their second choice, 4-5 went through clearing, and only 10 did not get into university, but had planned other destinations.
- the Level 3 BTEC average point scores had gone down. With the coursework element of BTECs, it was possible that these were more in line with the true results.
- – following a **question** on whether there had been monitoring from exam boards – they had sent away samples which had now all been passed.
- – following a **question** on whether the review meetings had been set up – these would be started on Monday. The HEADTEACHER was asked for the dates for individual subjects.

**ACTION: HEADTEACHER**

- – following a **question** on Covid-19 testing, there would be testing tomorrow and then Friday and then it would be done. They had only had one positive test on the first day back.
- there were two reports of new Year 7 children appearing very happy and settled, and their parents being impressed with the welcome from the school.

10. SINGLE CENTRAL REGISTER

**NOTED** that the Chair would visit the school to review it unannounced this half-term.

11. SCHOOLS FINANCIAL VALUE STANDARD

(a) Amendments

**REPORTED** that there had not been any amendments made since the Summer term. However, the SBM would need to update it when the restructure is finalised. Governors were asked to send amendments. The SBM could recirculate it.

12. GOVERNOR TRAINING

**NOTED** that it was recommended to do some Governor training. It could be interesting, and it was an opportunity to meet some interesting people too. A lot of it was still taking place online so it was easily accessible. Governors were reminded that their school-based booker was Jo Hamilton. If they did not have Jo Hamilton's contact details, they could get in touch with the Chair, who would be able to put them in touch with Jo Hamilton.

**ACTION: ALL GOVERNORS**

13. DATES OF FUTURE MEETINGS

(a) Dates of Future Meetings

**NOTED** that the dates would be sent around to the Governors.

**ACTION: CHAIR**

(b) Reintroduction of Additional Meetings

- As an RI school they needed additional scrutiny and change to be rapid. Therefore, they would be re-establishing Rapid Recovery additional meetings consisting of the Headteacher, members of the Governing Body, a national leader in education, and a school improvement advisor. It would be valuable to hold the new headteacher to account, and it was likely to be the Ofsted year.
- these meetings would be half-termly, with five across the year starting in Autumn term 2. It would be helpful to have them on a Wednesday. They could talk about the structure of these meetings, and what would be most beneficial. Dates would be reviewed and circulated.

**ACTION: CHAIR**

- it would be a good idea to change the name of these meetings so they would not be interpreted as failure, but as serving a different function than before. The HEADTEACHER would consider and let the Chair know.

15. AOB

(a) Open Evening

**NOTED** that – following a **question** on whether the school would like Governors to attend the Open Evening on the 20 September – Governors were very welcome to attend. They were asked to email the Chair who could then allocate them around.

**ACTION: ALL GOVERNORS**

(b) Chair's Closing Comments

The Chair thanked everyone for attending the meeting. She would be in touch about exam reviews, and roles and responsibilities, as discussed earlier in the meeting.

Confirmed and signed at the Committee meeting  
held on 2021

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Chair

**GOVERNING BODY OF CHACE COMMUNITY SECONDARY SCHOOL**  
**COMMITTEE MEMBERSHIP 2021-22**

**RESOLVED** that

- in the event of a casual vacancy or the unavailability of a specific member of a Committee/Panel the Governing Body authorise the Chair to appoint any Governor to join that Committee;
- the membership of the Governors' various Committees and Panels with delegated responsibilities be as follows:

(a) Teaching and Learning

Hilary Ballantine  
Anna Constantinou  
Mandy Hurst  
Tracey Jenkins  
Mumina Wahid  
Also Attending:  
Anna Keelan (Clerk)

(b) Resources Committee (Staffing, Finance and Premises)

Chris Hyland  
Tracey Jenkins  
Emma Medcalf  
Vicky Morgan  
(Chair, Vice Chair and Headteacher ex officio)  
Also Attending:  
Anna Keelan (Clerk)  
Simone Fernandez-SBM

(i) Appointment of Headteacher and Deputy Headteacher

Chair, Vice Chair  
Headteacher (for Deputy Appointment)

Plus three other Governors and a representative from the LEA. (The Headteacher is excluded from the Panel when appointment of a Headteacher is under consideration)

(ii) Appointment of Posts with 4 or more Responsibility Points

Chair, Vice Chair  
Headteacher

Plus one other Governors and Deputy Headteacher.

(iii) Other Teaching and Non-Teaching Posts

PO1 and above - Chair, Vice Chair, Headteacher, Deputy Headteacher plus one Governor.

All other posts – delegated to the Headteacher.

(iv) Staff Capability and Staff Dismissal Appeal Committee

Up to and including dismissal delegated to the Headteacher. Appeal Panel to comprise 2 or 3 Governors drawn from the Resources Committee.

(v) Staff Grievance

2 or 3 Governors drawn from the Resources Committee.

\*initial and appeals panels required with a minimum of 3 Governors, ensuring that there is no overlap of membership.

(vi) Redundancy and Re-deployment of Teaching and Support Staff

Initial and appeals panels to be drawn from 2 Governors from the Resources Committee.

(vii) Staff Salary Assessment (or Pay) Committee

Chair and Vice Chairs

(c) Student Discipline Committee

Hilary Ballantine

Mandy Hurst

Chris Hyland

Tracey Jenkins

(Clerk)

*Other Governors by invitation*

(d) Governors Planning Group

Chairs of Committees and the School Leadership Team

(e) Complaints against the School

The Chair of Governors plus 2 other Governors as available.

(f) Complaints against the Curriculum

A Panel of 3 Governors drawn from the Governing Body to be convened as required.

(g) Governor Recruitment Panel

A Panel of 3 or 5 drawn from the Governing Body to be convened as required.

The Governing Body is asked to consider the appointment of a Governor Recruitment Panel who will take on responsibility of identifying the current skill set of the Governing Body, any gaps in the skill set, and to then seek to identify suitable candidates for the Governing Body to appoint, to fill vacancies on the Governing Body.

(h) Governors with Individual Responsibilities

- Mandy Hurst English and Literacy
- Maths and numeracy
- Chris Hyland More Able and Governor Training and Development
- Emma Medcalf Health and Safety
- Tracey Jenkins Looked After Children, Safeguarding & Child Protection
- Tracey Jenkins KS3 including transition
- KS4
- Vicki Morgan KS5 and careers
- SEND and Inclusion
- Tracey Jenkins and Anna Constantinou Pupil Premium
- Tracey Jenkins Science
- Finance
- GDPR