

Churchbury Lane
 Enfield Middlesex
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 Headteacher: T Douglas BA (Hons) MA NPQH



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3 July 2024

MEMBERS

Position	Name	Date of Appointment	End of Term of Office
LA Governor	Mr Chris Hyland (Vice-Chair)	24 March 2021	23 March 2025
Parent Governors (4)	Ms Kirstie Barrett	8 December 2022	7 December 2026
	Mr David Behling	4 December 2023	3 December 2027
	Vacancy x 2		
Staff Governor	Ms Melanie Nathan *	30 June 2021	29 June 2025
Co-opted Governors (8)	Ms Anna Constantinou	08 September 2019	07 September 2023
	Mrs Tracey Jenkins (Chair)	2 January 2021	1 January 2025
	Ms Mandy Hurst *	5 December 2022	4 December 2026
	Ms Karen Khwaja	8 December 2022	7 December 2026
	Vacancy x 4		
Headteacher	Ms Tanya Douglas	1 April 2021	-

*denotes absence.

Also Attending:

Natalie Slade (DHT)
 Krysia Sosin (DHT)
 Simone Ferndandez (SBM)
 Mandy Newell (Clerk)

MINUTES PART 1

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mandy Hurst and Mel Nathan.

RESOLVED to agree to these absences.

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 AND CONSTITUTION**

(a) Co-opted Governor

NOTED the vacancies. The Chair informed Governors that she had received some interest about becoming a Governor from two GPs with mental health and wellbeing backgrounds and a Health and Wellbeing Coach. She explained that she needed to check logistics before finalising anything. Interest had also been received from a potential Governor who had been on the Governing Body of another local school. He had a financial background which would be valuable to the Governing Body. The Chair said she hoped to have positive news about this potential appointment in September.

(b) Parent Governor

NOTED the vacancies and that a Parent Governor election would be held in September. The Headteacher informed Governors that discussions with parents at the Excellence evening last night had shown many of them were keen to feedback positively about the School and she considered that a section on the feedback form could be added to enquire as to whether anyone was interested in becoming a Parent Governor.

4. **MINUTES/MATTERS ARISING FROM THE MINUTES**

The minutes of the meeting held on 20 March 24 were agreed as a correct record.

RESOLVED the minutes be signed on GovernorHub.

ACTION: CHAIR

The following matters arising were discussed.

(a) Membership and constitution (Minute No. 3(a))

NOTED that the Chair had written to Vicki Morgan to thank her for her time on the Governing Body and in turn Vicki Morgan had written back to the Chair to say how much she had enjoyed being a Governor.

(b) Governance Statement (Minute No. 4)

RESOLVED that this be completed by the Chair and brought to the Governing Body in September for agreement.

ACTION: CHAIR

5. REFLECTION ON VALUES

REPORTED

- (a) by the Headteacher that the SLT Vision Weekend and HOF/HoL Conference focused on leadership development and school culture at Chace. Time had been spent thinking about the School values and what they meant for students in the way they displayed the values day to day. This work that had now been started would now shape the positive behaviour policy, including rewards and sanctions. The Headteacher said she was excited for Governors to also have some input into this work. As a result of this Governors were asked to consider what they felt could be included under each Value Heading of Belonging, Responsibility and Excellence;
- (b) Governors divided into groups for ten minutes and wrote down their ideas. These were then shared and the Headteacher congratulated them on their input and said she was delighted that many of their ideas reflected those of the SLT and Middle Leaders. The plan was to take many of the ideas and compile them into a document that could be “lived and breathed” by all the School community. The Headteacher said that whilst she could not use all the ideas she planned to include the essence of everyone’s thoughts and produce a succinct document that would link to the Behaviour Policy.

6. REPORT OF THE HEADTEACHER

RECEIVED the report of the Headteacher, Ms Tanya Douglas, a copy of which is included in the Minute Book and available to view on GovernorHub.

REPORTED that Governors were guided through the report and the following matters were highlighted;

- (a) the focus on the Summer term was the exams and ensuring that the students got the qualifications they required to move on to the next stage of their education/lives. The Headteacher was pleased to inform Governors that the conduct during the exams had been positive. The School had two inspections, one from JCQ and one for a document/admin check. They had passed with flying colours in all areas. Governors were reminded that the Year 11 data would present challenges but everyone was very proud of the students as they had been engaged with their revision and their conduct in the exam rooms had been exemplary. There had been more access arrangements than the Headteacher could ever remember due to anxiety and mental health issues. Staff were hoping for better results than the predictions indicated. The Headteacher commented on the excellent invigilation team that were in place and a party had been held to thank them for all their hard work. She said she was very proud of everyone involved in the exam process;

- (b) KS3 internal exams had taken place in the hall following the main exams. The Headteacher emphasised the importance of the students training for their public exams and these internal exams had been conducted in the same way as GCSEs. Years 9 and 10 were currently completing CATS testing;
- (c) as the end of term approached, the Headteacher said they were reflecting on the successes of the year and June was an important time when staff worked on their priorities for next year. The Headteacher was delighted about the way the students looked in their new uniform and free uniform items had been given to the new Year 11's. Anna Constantinou commented that they were very excited to be wearing the new uniform and overall the students were embracing the change. The Chair considered that they looked very smart out in the community too;
- (d) the priorities for the rest of the term were to celebrate the students' success. The Excellence evening held last night had been a wonderful event and there would also be rewards assemblies and end of year celebrations. The first culture day for the School would be held on 18 July. The timetable was being finalised for next year as were the Chace priorities and new line management structures with staffing changes;
- (e) in September there would be a new streamlined School Improvement Plan (SIP) with a focus on positive behaviour and rewards. All students would be in the new uniform and there would be a review of the meeting cycle/directed time for teachers to make phone calls and have restorative conversations with Students. Greater investment and training in Pastoral Teams and structures would be put in place;
- (f) parent and staff questionnaires had been completed. A letter would be sent to parents about the results of their questionnaire and it was pleasing that the staff one had shown that the workload scores looked positive. The Headteacher said they wanted to support staff throughout their days and recognised the issues around in year admissions and the need to ensure the behaviour team could cope. The School had many issues linked to mobility;
- (g) staffing was reviewed and Governors were informed that since Spring 2024 there had been seven new starters, one change of role and nine resignations or ending of contracts. There were vacancies for a TA/HLTA and a DT Technician. An interview for the DT Technician would be taking place shortly. An induction day had been held on Monday for new starters and gone very well. The attendees already felt part of the team and the Headteacher was delighted to inform Governors they now had a Subject Leader for geography. There were still gaps in geography due to staffing issues and there were minimal gaps in science. Two of the staff leaving had very long service at the School and this would be mentioned in the parent bulletin. There would be a loss of staffing in maths but Governors were assured that good agency staff were in place. However, it was recognised the situation would impact on this subject.

RESOLVED that the Chair write to the long serving staff members who were leaving this term.

ACTION: CHAIR

- (h) a Teaching and Learning update was provided by Krysia Sosin who informed Governors that the highlight of the term was a Teach meet to celebrate professional development. Everyone was able to feedback using Jam board and this had been very successful. The whole event had been a great celebration and this would carry on next year with a focus on “What do Students have to do to show that they are actively participating”. This year the focus had been on promoting active participation for teachers. Four ECTs would be completing their two-year programme this summer, with a further five due to carry on into ECT year 2. Three trainee teachers from Middlesex and Goldsmiths, as well as the first Salaried SCITT geography teacher would successfully gain QTS this month;
- (i) the summer Census had been completed and submitted to the LA. Currently there were 1038 Students on roll;
- (j) Governors reviewed the detailed attendance data. Natalie Slade explained that the attendance team had continued to focus on reducing persistent absence. Since September 2023, there had been over 150 parents meetings regarding attendance and persistent absence concerns. The School now had a permanent Educational Welfare Officer, after having three consecutive temporary officers. It was hoped that this would bring stability and consistency to the fining process. Governors noted the attendance comparison to seventeen other Enfield secondary schools who submitted their data to the Department of Education and were informed that it was important to note that in all areas, the data Nationally and for Enfield secondary schools had declined. The attendance rate for the School was 91.2% compared to the average in Enfield secondary schools of 92.5%. Following discussion, Natalie Slade explained that there had been a large number of Looked After children (LAC) in Year 11 and this was a key attendance area. Half of the LAC children were now moving on;
- (l) there were two behaviour support panels on 26 June and 3 July. The parents who had come into School today had heard from an external expert which was very effective. However, there remained the problem that the parents of some of the most challenging students did not come into School when they were invited to do so. In response to Governor’s questions, the Headteacher said that this was the situation in many other schools, not just at Chace, and it was hard to engage with some parents.
- (m) the safeguarding and pastoral update for the Spring Term 2024 was reviewed.

There had been

- 2 official written complaints;
- 22 Children Looked After.
- 3 Child Protection (Safeguarding) referrals to social care;
- 8 children subject to a child protection plan;
- 7 children subject to a child in need plan;
- 0 allegations against staff reported to the Lead Officer for Child Protection;
- 6 reported racist incidents;
- 3 homophobic/sexual orientation incidents;
- 0 reported serious bullying incidents;
- 0 any significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;
- 0 permanent exclusions, 23 Suspensions (summer term until 21.6.24 – 11 suspensions).

The Headteacher explained that suspension data was higher than last year but physical assaults had reduced due to the work being conducted with certain students. The reasons for exclusions were verbal threats against a member of staff, persistent, disruptive, defiant behaviour, physical assaults on students, physical assault on staff, swearing at staff, possession of a prohibited item, setting of the fire alarm and non-acceptance of school code of conduct;

- there had been five managed moves, two in Year 8 and three in Year 10. One of the Year 8 moves had been unsuccessful. There had been ten Students in Alternative Provision (AP), one in Year 8, two in Year 10 and seven in Year 11. In response to a Governor’s query, the Headteacher said that she would expect less AP this time next year;

Karen Khwaja commented that it was pleasing to see the reduction in homophobic incidents since the Autumn term.

- (n) Alex Greig would be leading on student Leadership and Rewards next year due to the fact Phil Jones was leaving the School;
- (o) post 16 students had successfully completed their A Level and BTEC exams and their conduct, focus and attendance had been excellent. The Spring 2 predictions for Years 12 and 13 were all an improvement on the predicted grade or VA from the same data collection this time last year. Students had received supervised study if required. Year 13 had received their offers and Year 12 had just begun the UCAS process. Governors were delighted to note the amount of extra-curricular activities on offer for the students;
- (p) Governors noted the breadth of work being done around careers across the School and the number of trips and visits including two universities that took place. Teachers had taken part in Unifrog training to help embed this excellent resource and Year 9 had a Unifrog live launch as part of their enrichment day;

- (q) forthcoming events for the rest of the term listed in the report were highlighted to Governors who were invited to attend if they wished to do so. Events for next year would be in place by September and details of these would be sent to Governor's on a termly basis;
- (r) Krysia Sosin gave a curriculum update and informed Governors that English and maths deep dives occurred in June alongside the Whole School Learning Walk. Details of these deep dives would be issued to Governors next term. These developmental reviews showed continued strengths in the core curriculum areas as well as key areas to develop. It was important to review how these areas were using their additional curriculum time across the two week timetable and the impact this was having. Student voice in Quality Circles was a vital part of the review to ensure students were able to articulate their learning. Additionally the Curriculum in Computing at KS3 was being reviewed before the end of term to establish the impact of this new course. All subject areas were in the process of reviewing their curriculum ready for next year and ensuring that Active Participation was embedded into the curriculum delivery across the school;
- (s) Data headlines, Pupil Premium Performance and improving outcomes for pupils at GCSE would be discussed at the next meeting when the outcomes were available. The Headteacher said she considered they were moving in the right direction. The Year 10 data was looking positive and the KS3 data was now more in line with where they wanted it to be. A huge amount of work was being conducted around raising standards. The School still had some Covid catch up funding and it was planned to use this for purchase PIXL membership, for example, but they would need to ensure the money was spent wisely as the funding had now ended.;
- (t) Governors noted the information contained within the Chace Improvement Plan section of the report and the areas highlighted in blue;
- (u) work was currently underway on access arrangements for Year 10 going into Year 11 and it was hoped that there would be less than this year. A SEND transition day had been planned and all students with an Educational Health Care Plan and identified vulnerable Students had been invited to attend. They would meet their key workers and complete a number of activities to prepare for September;
- (v) Chris Hyland had completed his termly health and safety visit and was satisfied all was in order. He had considered the diner looked fabulous with the addition of the new artwork and he had received an update on the new build. The SBM was working with the contractors across the School and plans for the summer works were in place. The roof of the Expressive Arts Block was being replaced, the sixth form toilet block was being refurbished along with the disabled toilet and staff toilet on the third floor. The ground floor was being repainted and floor work was

being undertaken in the drama rooms and dance studio. The diner was being repainted;

- (w) the SBM updated Governors on the finances and explained there had been an in year overspend but with some staff resignations where positions had been made part-time or not filled at all, it meant that the in year budget was now balanced and this looked to be the case for the next two years;
- (x) Natalie Slade informed Governors about the community links and outside agencies and said that the School had continued to utilise and take advantage of any opportunity presented to students. Year 10 students won the Use Your Voice debating competition against Bishop Stopford. The following interventions were still taking place and a second part time counsellor was working with mainly sixth form students, in order for them to be supported.
 - Brilliant Club
 - Success Club
 - BSS mentoring and behaviour panels
 - Nessie - art therapy
 - Orchardside
 - Use Your Voice
 - Sixth Form Counselling

In response to discussions, Natalie Slade said she was working hard to ensure there were activities for students between 3-5pm which was the risk time for problems to occur. The students had also taken part in two mini concerts, one at St Andrews Primary School and one at the Salvation Army Headquarters. Both audiences had thoroughly enjoyed these;

- (x) Governors had visited the School regularly this term but these were not necessarily recorded officially. Chris Hyland said that there used to be a book in reception which Governors signed every time they came into the School and it was agreed that this should be reinstated. The Headteacher thanked them for the work they did when undertaking their visits.

NOTED that the Headteacher thanked Governors for their support and hard work over the last year and said she considered they were a strong team. In turn the Chair thanked the Headteacher and the other contributors for the very informative report and all that they did for the School.

7. **CURRICULUM**

RECEIVED the minutes of the meeting held on 8 May 2024, a copy of which is included in the Minute Book and available to view on GovernorHub.

NOTED the contents.

RESOLVED to ratify the following policies;

- Assessment, Feedback and Marking Policy – Summer 2024
- Home Learning Policy- Summer 2024
- Positive Behaviour Policy – Summer 2024
- Safeguarding Child Protection and Confidentiality Policy – Summer 2024

8. RESOURCES

RECEIVED the minutes of the meeting held on 15 May 24, a copy of which is included in the Minute Book and available to view on GovernorHub.

REPORTED that Chris Hyland considered that the School’s performance reflected the incredible hard work that had been done by the SBM and SLT to manage the budgetary situation. He pointed out that the School was a very large business and that every decision that was made had an impact. The overspend situation had been rectified but there was a need to be aware it could happen again. There was a need to ensure some budget was put aside to fund the exciting projects planned and to be aware that when the new build was completed there would be money needed that would not come from the DfE. In summary, there remained a need to be prudent with expenditure but Chris Hyland considered the Headteacher and SBM were doing an excellent job in making suitable operational decisions which resulted in the fantastic school that was being seen today.

RESOLVED to ratify the following

- three year budget plan.
- Health & Safety Policy
- Fire Safety Policy
- Business Continuity Plan
- Emergency Plan
- Code of Conduct
- Complaints Procedure
- Management of Medicines

9. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

NOTED that Training could be booked through the link below and then the School based booker, Simone Fernandez, would get an email to approve the booking and then send out the necessary emails with further information.

<https://traded.enfield.gov.uk/thehub/professional-learning-portal/governors>

10. LA REFERRALS/POLICIES

RECEIVED the following policies.

- Employee rights to request Flexible Working Arrangements Policy and Procedure- April 2024;

- Paternity Leave Provisions Teaching and Support Staff – April 24;
- Special Leave Provisions – April 24.

RESOLVED to ratify the above policies.

11. GOVERNORS NEWSLETTER

NOTED the information in the Governors Newsletter Summer 2024 available on Governor Hub.

12. DATES OF FUTURE MEETINGS

RESOLVED the meeting dates for the next academic year be as follows;

DATE	MEETING	TIME
AUTUMN TERM		
18 September 2024	Full Governing Body	6pm
2 October 2024	Curriculum Committee	6pm
9 October 2024	Discipline Committee	6pm
16 October 2024	Resources Committee	6pm
6 November 2024	Pay Panel/Governors Planning Group/Behaviour Steering Group	6pm
4 December 2024	Full Governing Body	6pm
SPRING TERM		
29 January 2025	Curriculum Committee	6pm
5 February 2025	Resources Committee	6pm
26 February 2025	Discipline Committee	6pm
5 March 2025	Governors Planning Group/Behaviour Steering Group	6pm
19 March 2025	Full Governing Body	6pm
SUMMER TERM		
7 May 2025	Curriculum Committee	6pm
14 May 2025	Resources Committee	6pm
21 May 2025	Governors Planning Group/Behaviour Steering Group	6pm
11 June 2025	Discipline Committee	6pm
25 June 2025	Full Governing Body	6pm

13. ITEMS TO REMAIN CONFIDENTIAL

RESOLVED that no items should be dealt with on a confidential basis.

The Chair closed the meeting by reminding Governors that she was up for re-election next term and that whilst she was happy to continue as a Governor and Chair, she asked any other Governors to consider whether they might wish to take on the role of Chair. Chris Hyland said he was happy to continue as Vice Chair but other Governors were welcome to consider this role too. The Chair thanked the Headteacher and SLT for all their hard work this year and she also thanked the Governing Body for their contribution to the School and their support.