

Churchbury Lane
 Enfield Middlesex
 EN1 3HQ
 Headteacher: T Douglas BA (Hons) MA NPQH



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20 MARCH 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)	Mrs 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 Vicki Morgan *	23 March 2022	22 March 2026
	Ms Karen Khwaja	8 December 2022	7 December 2026
	Vacancy x 3		
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

An apology for absence was received from Vicki Morgan.

RESOLVED to consent to this absence.

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

REPORTED that Vicki Morgan was sorry to have to resign with immediate effect due to personal reasons. She had spoken to the Chair.

NOTED

- (i) that Governors were sorry to hear that Vicki was leaving and thanked her for all she had done during her time on the Governing Body.
- (ii) the vacancies and that the School was working with the LA to try to fill these. The Chair suggested that a skills audit be held and pointed out that whilst she and the Vice- Chair had no plans to leave the Governing Body, it was important to think about succession planning. Governors were asked to consider if they might know of anyone who might be interested in joining the Governing Body. There was a need to consider the gender and ethnicity of the Board moving forward.

RESOLVED that the Chair write to Vicki Morgan formally to thank her for her time on the Governing Body.

ACTION: CHAIR

(b) Parent Governor

NOTED the vacancies and that a Parent Governor election would be held soon.

(c) Committee Membership

RESOLVED that David Behling be appointed to the Resources Committee.

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

The minutes of meeting held on 6 December 23 were agreed as a correct record.

RESOLVED the minutes be signed on GovernorHub.

ACTION: CHAIR

The following matter arising was considered

Governance Annual Statement (Minute No 4 (a))

NOTED this had not yet been completed.

RESOLVED that the Chair produce a Governor statement and circulate it for approval at the next meeting.

ACTION: CHAIR

5. 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

- (a) the Headteacher thanked Governors and staff for all their work during what had been a very positive Spring term. The key issues on page one of the report were highlighted and noted;
- (b) the Challenge Partners review had gone well and a copy of the report was available to view on GovernorHub. The Headteacher said that investing in external validation had been beneficial. At the recent visit it had been said that the School was effective (ie good). There had been an HMI Inspector on the panel so everyone was very pleased with this outcome. The Headteacher thanked Krysia Sosin for her work on leading this review but she also mentioned the range of other people who had made it such a great event. The Students had done the School proud and demonstrated their loyalty and trust and the a great relationship they had with the School. They were now talking about the curriculum confidently and more consistently;
- (c) On 8th - 9th March 2024, the Headteacher, Simone Fernandez and Natalie Slade had attended the ASCL Annual Conference in Liverpool. As always, the Headteacher said that the conference gave them a clearer perspective on the national picture of education including the staffing, attendance and behaviour crisis that was being faced. Governors were assured that everyone at Chace worked hard on behaviour and standards and would be working further over the coming months to strengthen the systems and Student behaviour. This work had already begun and improvements were being seen in Student conduct in the community and during social time. The focus now was to improve systems so that from September some deep cultural work could be done around the Chace values and expectations;
- (d) the Headteacher was delighted to inform Governors that the Year 7 intake from September was full. The LA had made 170 offers and 50 of these were siblings. There was likely to be some movement before September but with a small waiting list it was expected the year group would remain full. A transition meeting was due to take place next week and for those people who did not put Chace as their first choice there would be a tour of the School and a 1:1 chat with the SLT. Kirstie

Barrett commented that despite the issues with the postal system it had not prevented everyone seemingly receiving their offer letter on Friday morning and everyone she knew had been so pleased to have been offered a place at the School. She considered that the transition from Year 6-7 had been a good experience for her daughter and her second daughter was very excited to be coming to the School. Governors were delighted to hear this. The Chair and Mandy Hurst had both overheard conversations in Enfield where people had also been saying how happy they were about getting a place at Chace. The Headteacher was delighted to hear this and said a second welcome letter would be sent from the School. She recognised the need to find a bonding activity for the Year 7's to replace Tolmers;

- (e) the Year 9 options evening had been well attended and there would now be focus on Year 11 and 13 as the exam period got closer;
- (f) Staffing – there had been five appointments and one staff member had changed roles. A KS3 Maths Coordinator had been appointed and the staff member taking on this role had been at the School for a couple of years. A Numeracy Lead had also been appointed as had a Subject Leader for Business and Economics in the Sixth Form. In response to a question from Mandy Hurst, it was clarified that the post of Head of the Science Faculty was being advertised externally and an advert was out for the Head of MFL. There had been four resignations;
- (g) Teaching and Learning - Krysia Sosin guided Governors through this part of the report. She explained that whole School CPD had continued to develop active participation and teaching and learning breakfasts were held and praise given when ever possible. The impact of the work around T&L could be seen and drops ins had shown that a high percentage of lessons showed a real strength. CPD was in place to ensure this could be seen in every class and a work scrutiny had taken place today. Support was in place for the Early Careers Teachers (ECTs) and they were doing well as were the Trainee teachers. Extra support was available from the Mentors and work was ongoing to look at how to challenge staff in the School. There were a number of staff on NPQs and the SLT were also developing their skills. Both internal and external CPD was on offer and the School utilised that on offer from the Compton Hub. Krysia considered that the Challenge Partners visit had been extremely valuable. Whilst they did not always want to think about Ofsted a visit like this helped to keep skills at the forefront of everyone's minds and ensure they were ready when a visit did take place. Krysia said that there was a real team effort over the three days of the visit and there had been very positive feedback.
- (h) Students - Governors were guided through the Student section of the report and reviewed the data tables and the current status of looked after children. The Headteacher explained that there were 22 LAC students but this number would reduce when the Year 11 Students left;
- (i) Attendance – Governors noted the attendance tables for all year groups and the update from Natalie Slade. Following discussion and questions, Natalie explained that the Head of Learning was focussing on a group of Year 9 girls who were

truanting. Measures were in place to uphold the values of the School and the Educational Welfare Officer (EWO) was involved and meetings held with the parents/Students to discuss the importance of attendance. Governors' attention was drawn to a table which gave an attendance comparison to seventeen other Enfield schools. Natalie Slade pointed out that the demographics of these Schools varied a great deal and she asked Governors if they found this information useful. They said that they did. The table highlighted the fact that Chace attendance was very close to the Enfield average;

(j) Safeguarding and pastoral update

Since the last meeting there had been;

- 14 complaints. The Headteacher was pleased to inform Governors that there had been a positive response to the action taken by the School after complaints from the neighbours in Churchbury Road. The SLT had undertaken extra duties to ensure the children stopped hanging around in the road. The Headteacher said she was planning her first community newsletter so that people living close to the School were made aware of events that would be taking place at the School. She also planned to use this forum to highlight achievements;
- 22 Children Looked After; PLA
- 9 Child Protection (Safeguarding) referrals to social care/MASH;
- 11 Children subject to Child Protection plan;
- 6 Children subject to a Child in Need plan;
- 1 allegation against staff reported to the Lead Officer for Child Protection;
- 13 reported racist incidents;
- 0 reported serious bullying incidents;
- 16 suspensions. These were for persistent defiant behaviour, physical assaults on Students, swearing at staff, setting off a fire alarm and causing damage. Following discussion, Natalie Slade said they were looking at de-escalation and resolution meetings in respect of the physical assaults which were the main reason (8 out of 16) for a suspension being issued this term. They were working to ensure the ethos of the School permeated through everything to reduce the number of assaults taking place. There had been no permanent exclusions;
- the Behaviour Panel had been held in February and four Students had been seen by the panel. Five more had been seen on 19th March and two Year 8 girls had attended this term's Governors Discipline Committee. The Chair and Mandy Hurst said they would be conducting more discipline meetings this term and it was confirmed this had been agreed by the Headteacher and Natalie Slade. The girls in Year 9 who were truanting would be on the list;
- there had been four Managed Moves. Two were successful, one was pending sign off and one had been unsuccessful. Karen Khwaja asked if the School had more Managed Moves coming to Chace than others did. It was explained that since the report was produced there had been a serious

incident in Year 10 involving two Students. One was being managed move to Highlands and the other to Southgate which meant the School now had a 0 aggregate figure;

- 6 Students were in Alternative Provision.

- (k) Equal Opportunities - the Headteacher was delighted to inform Governors about the excellent work being done in this area. Alex Grieg was leading on this and Student Voice was in place. A deeper discussion around this could be held at a future meeting;
- (l) Student Leadership and Rewards - the Headteacher commented that she felt it would be wonderful to see some of the Students in Governor meetings to enable Governors to be more aware of how able some of them were. Sixth form students continued to be excellent role models around the school, the recent Head Student election was one of the most professional that had been seen. Students continued to be involved in mentoring and volunteering across the school. One exciting recent development had been the introduction of the TEFL course where Students were accessing an accredited course in exchange for volunteering in EAL lessons;
- (m) Post 16 – Mel Nathan was pleased how many Students were undertaking Extended Project Qualifications (EPQ's) which helped with their UCAS applications. 69 out of 75 Students had applied for university and all but two had been offered places with the majority being offered all five choices. Three current Year 13s had finished their EPQs. Many of the post 16 Students were involved in university visits and enrichment opportunities. An excellent tracker around sixth form supervised study was now available and it was sincerely hoped that all the Students achieved the outcomes they deserved. There was an excellent ethos in the Sixth Form and 170 Year 11's had applied to join in September. The Headteacher recognised some Students would wish to go elsewhere but planned to hold discussions with those who had put Chace as their second choice;
- (n) Careers – Amanda Roper's section of the report was reviewed and Governors were delighted to see that the most recent Compass evaluation showed that the School was performing above the national average in the Gatsby benchmarks. Governors noted the number of trips and activities available for the Students;
- (o) Forthcoming events - Governors were invited to attend the future events listed in the report and the Headteacher explained that a Culture Day had been added on the 18th July;
- (p) Curriculum - Krysia Sosin informed Governors that there were no major changes planned for next year and they would continue to embed the two week timetable. Discussion with the Heads of Faculty were taking place to start to evaluate the impact of this and the opportunities and challenges for the curriculum this structure allowed for;

- (q) Data - the year 11 Autumn 2 data had been shared with Governors in January. A second set of PPEs had now taken place along with Year 13 assessments. A further update for Governors would be available after Easter. There were high hopes for Year 11 this year and the Headteacher said further discussions would take place at the next Curriculum Committee. Geography remained an area of concern and work with an outside agency had taken place. All the SLT were working with the PP shifters to help increase these Student's grades. For the academic year 2023/24, NTP funding could be used to pay for 50% of the total cost incurred by a school to deliver tutoring. Online science tutoring was taking place for a group of students based on underachievement in year 10 and was available every Tuesday after school from home. The Tutors were provided with a list of topics by the Science department for areas to focus on and close gaps from year 10;
- (r) School Improvement Plan - the Headteacher explained that the areas highlighted in blue were updates. She drew Governor's attention to the continuing work on the rebranding of the School. The Summer polo shirts were now being launched and Students seemed to be keen to purchase these and were looking forward to wearing them. The Students were excited about the School values and work was being conducted around producing wall art with the help of external companies. The Expressive Arts Block building needed to be maintained and the Headteacher said she was keen to have a wall full of colourful art within it. Gina Panayi was working on this;
- (s) Send and Alternate Provision (ARP) - Natalie Slade explained that over the last term they had been working on finalising the ARP curriculum and had recently had a successful ARP review which highlighted many strengths. A Provision Map for SLT and the pastoral teams had been developed and staff had been using this for collating all provisions the Students received and they were using the Round Robin tool to collate and share information on Students. This platform still needed to be rolled out fully to the wider staff body. This year Pupil Passports using the Provision Mapping Tool were being introduced and would replace Student Thumbnails. These would initially be introduced for all Educational Health Care Plan (EHCP) Students. These maps included Student Voice strategies to support the student and any targets or strategies shared by any external reviews or agencies such as SALT (Speech and Language Therapy), Educational Psychologists, Occupational Therapists and CAMHS. It would also include targets where relevant for Students who had EHCPs or those who were Looked After. During this term the School had received its EHCP allocation for the new Year 7 intake and there were some complex needs to be prepared for. Currently the School had been allocated 9 students with 2 of those for the ARP. In addition there were 3 pending students. The consultations for these were still ongoing. Overall SEN students accounted for 21% of the School population and 44 of the SEN students had an EHCP.
- (t) Health and Safety - the Spring term monitoring update had taken place and Chris Hyland had attended. There were no concerns to report;

- (u) Finances - the SBM reminded Governors that at the start of this financial year they had predicted an estimated end of year credit of £562,987 - 6.38% of the total budget which was therefore already above the 5% threshold carry forward allowable. Since then further savings had been made due to staffing that was allocated in the budget being difficult to recruit to and resulting in larger savings than anticipated. Oncosts alone had saved £165k. The SBM said they had budgeted for some roles that had not yet been filled and one confirmed appointment which would start in September. Adverts were being placed for the vacancies and it was hoped to have some if not all filled by September. A request to retain surplus balances and transfer money to Capital was submitted with the third quarter return. Confirmation of receipt of the application was acknowledged and the outcome was awaited. It was hoped approval would be given and following this the transfer to Capital would take place leaving a year-end balance of £610k to be carried forward to the 2024/25 financial year;
- (v) Pupil Premium - the SBM reminded Governors that additional to main school funding, Pupil Premium (PP) was intended to address the current underlying inequalities between children eligible for free school meals (FSM) and wealthier peers by ensuring that funding to tackle disadvantage reached the pupils who need it most. The allocation for 2023/24 was £347,185. New ideas to help PP were planned for next year and this would be discussed at the Resources Committee;
- (w) Community Links and Outside Agencies - Natalie Slade explained that she was working with a wide range of companies and people to ensure a broad offer for the Students. She highlighted the fact that Safe Boxing was working well and was held on a Monday afternoon. Use Your Voice was also proving very valuable. Work was being done with the police around safety in the community. The Chair commented that she had visited a Year 12 compulsory enrichment session and found it to be excellent. She congratulated Mel Nathan and Amanda Roper on the work they were doing.

NOTED that the Headteacher thanked all Governors for their time during the Spring term and recognised the many areas in which they helped the School community. She also welcomed the way in which they challenged the SLT to make them accountable. The Chair thanked the Headteacher and all the contributors for the informative report and congratulated everyone on the work they were doing.

6. CURRICULUM

RECEIVED the minutes of the meeting held on 31 January 2024, a copy of which is included in the Minute Book and available to view on GovernorHub.

NOTED the contents and Mandy Hurst commented that a great deal of what the Committee had discussed was included in the Headteacher's report. She highlighted the fact that the Committee had received an excellent presentation from Carly Lynch covering the work being conducted around interventions.

RESOLVED to ratify the following policies;

- Special Educational Needs Policy;
- Looked After Children Policy.

7. **RESOURCES**

RECEIVED the minutes of the meeting held on 7 February 2024 and the Service Level Agreements, copies of which are included in the Minute Book and available to view on GovernorHub.

NOTED the contents. Chris Hyland commented that most of the headlines were contained within the Headteacher’s report and he was delighted that the headline figures were superb. He very much hoped the School would be able to keep the money over the 5% threshold and be able to invest it in future projects. The SLAs had been reviewed in detail at the meeting.

RESOLVED to agree

- (a) the third quarterly return;
- (b) the service level agreements.

8. **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 would then send out the necessary emails with further information. Governors were encouraged to undertake training and it was clarified that the School paid for this on a pay as you go basis.

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

9. **ADMISSION NUMBERS 2023-24**

NOTED that admission numbers had been discussed in depth in the Headteacher’s report. The School had 170 and was full. The Chair commented that this was a great achievement and she was very proud that people now wanted their children to come here. The numbers were also very good for the budget. The Headteacher said she had to update the LA Admissions booklet and the School was featured on the front cover this year. The booklet listed spaces and waiting lists and she was delighted that Chace had a small waiting list.

10. **LA REFERRALS/POLICIES**

RECEIVED the following policy

- Safer Recruitment Policy

RESOLVED to agree the above policy.

11. **DATES OF FUTURE MEETINGS**

NOTED future meeting dates as

8 May 2024	Curriculum Committee	6pm
15 May 2024	Resources Committee	6pm
22 May 2024	Governors Planning Group	6pm
12 June 2024	Discipline Committee	6pm
3 July 2024	Full Governing Body	6pm

12. **ITEMS TO REMAIN CONFIDENTIAL**

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