

ENFIELD GRAMMAR SCHOOL
Full Governing Body
Minutes of the meeting held on 16th July 2020 at 6pm
Via Zoom due to Covid-19 Lockdown

Present:

Mrs A Williams (Chair of Governors)	Mr C Hide
Mr G Jones-Owen (Vice Chair of Governors)	Mrs T Holloway
Mr C Lamb (Headteacher)	Ms H Ashley-Fraser
Rev'd S Griffiths	Mrs E Underwood
Mr S Berkkun	Mr D Willett
Mr P Collard	Mr A Yilmaz
Mr S Gilmore	Ms J Gray

In attendance:

Mrs D Burke (Deputy Headteacher)
Mr S Purrier (Deputy Headteacher)
Mrs L Culora (School Business Manager)
Mr D Wragg (Assistant Head & Head of 6th Form)
Ms N Faverjon (Assistant Head, Learning & Teaching)
Dr V Currie (Assistant Head, Head of Lower School)
Mr M Pieri (Assistant Headteacher, KS4)
Mrs L Murphy (Clerk)

Apologies:

Mr K Altmann
Mrs V Thompson

1. Welcome, apologies for absence and declarations of interest

- 1.1 Mrs Williams welcomed those present to the meeting.
- 1.2 Apologies for absence were accepted from Mr Altmann and Mrs Thompson.
- 1.3 No declarations of interest were made.

2. Approval of minutes of the meeting held on 2nd April 20 and 18th June 20, and matters arising not covered on the agenda

- 2.1 The minutes of the meeting held on 2nd April 20 and 18th June 20 were approved.
- 2.2 Action Points –
 - i) Mrs Williams informed the Trustees that she has spoken to Ms Sparks-Baker with regard to her interest in being a Community Governor and will get the necessary forms to her. The Trustees agreed with this.
 - ii) Mr Purrier confirmed that parents on the waiting list are contacted to ask if they still require a school place.
 - iii) Mr Jones-Owen, Mrs Williams, Mr Collard and Mrs Culora will meet with accountancy firms in the Autumn Term. The action is carried forward to September.

ACTION: Mr Jones-Owen, Mrs Williams, Mr Collard and Mrs Culora to meet with accountancy firms in the Autumn Term.

iv) This action is carried forward to September.

ACTION: Mr Jones-Owen to provide more information re Bee Keeping in September.

- v) This action will take place in the Autumn Term.
- vi) Mr Purrier informed the Trustees that there does not appear to be any seasonal pattern with bullying and there has been a drop in second incidences.
- vii) Action completed
- viii) Action completed
- ix) Mrs Culora will circulate the comparison with RPA and another insurance broker to Mr Jones-Owen, Mrs Williams and Mr Collard. The Trustees agreed that they could make a recommendation on who to insure with.

ACTION: Mrs Culora to circulate comparison with RPA and another insurance broker to Mr Jones-Owen, Mrs Williams and Mr Collard who will make a recommendation.

- x) This will be presented at the Strategy Day on 12th September 2020.
- xi) The extra training days did not take place due to Covid-19. Mr Lamb will circulate Inset and training dates for next academic year to the Governors.

ACTION: Mr Lamb to circulate Inset and training day dates for the next academic year to Governors.

- xii) Completed.
- xiii) Completed.
- xiv) Completed
- xv) Mr Lamb informed the Trustees that the two new CIF bids were not successful. We will get the score in August and will have until September to appeal. Mr Lamb will find out where we can apply for funding for fire doors/fire escape repairs.

ACTION: Mr Lamb to find out where to apply for funding for fire doors/fire escape repairs.

3. Headteacher's report including update on Covid-19

- 3.1 The Headteacher's report was circulated to all Trustees before the meeting.
- 3.2 Mr Lamb informed the Trustees that the school has successfully planned weekly for education during Covid-19 pandemic, and also strategically for a return to normal education.
- 3.3 The Home School Agreement Addendum was circulated to Trustees prior to the meeting. Mr Lamb discussed the paper which has previously been agreed at the Full Governing Body meeting on 18th June 2020. The Trustees were happy to agree this.
- 3.4 The Covid-19 Planning and Review document was circulated to the Trustees prior to the meeting. Mr Lamb discussed the document which included the partial opening of school to Years 10 & 12, Online Engagement, 1-1 Pastoral Meetings, Year 10 & 12 Online Lessons, Year 6 Transition, EGS Community and Planning for Whole School Opening in September.
 - 3.4.1 Mr Lamb informed the Trustees that 90 pupils have confirmed that they will be attending Transition School and forms are still being returned.

- 3.4.2 Mr Purrier and Dr Currie are monitoring the most vulnerable students.
- 3.4.2 Information on the phased return to school is being sent to parents' tomorrow. This will give parents clear details on when their child is due in school. Blended learning will include online lessons, with children who are not in school being taught via Google Classrooms supplemented by tasks using various other platforms.
- 3.4.3 Ms Ashley-Fraser asked if provision for children of keyworkers will continue and Mr Lamb confirmed that school will close for the summer therefore provision will stop unless Government Guidance changes.
- 3.4.4 Mr Lamb informed the Trustees that a document is being sent to parents' tomorrow which includes answers to frequently asked questions on behaviour, and will include new detention details. It is not a change in policy but an overview.
- 3.5 There were no further questions on this item.

4. Budget

- 4.1 A copy of the 2020/2021 Budget was circulated to the Trustees before the meeting which is based on the current number of students. We are expecting a surplus of around £145k this year which will pull forward into the next three years.
- 4.2 Mrs Culora discussed the circulated budget and informed the Trustees that the staff (Teachers and Support Staff) 3% pay rise has not yet been confirmed.
- 4.2.1 SLS, who manage our 3G pitch, are looking like they will not survive Covid-19 so we are currently looking at proposals for the service they provide. There will be no change to the users but the manning of the pitch will be taken over by the school. Mrs Culora will look at costs for this and circulate figures once she has them.

ACTION: Mrs Culora to look at costs for manning 3G pitch and circulate figures to Governors.

- 4.2.2 Catering will provide a limited Tuck provision from September so this will affect their income.
- 4.2.3 Cleaning may go up slightly as we may need a cleaner on both sites during the day.
- 4.3. Mrs Culora informed the Trustees that she hopes we will move to the National Funding Formula next year.
- 4.4 Mr Collard asked if there are any planned dates to restart lettings? Mrs Culora replied that most will be in September but possibly some in August. She is waiting for risk assessments from users.
- 4.5 The Budget Forecast submission to the ESFA has been delayed until September/October so there will be a further budget update in September. Mrs Williams asked if we should sign this budget off now and Mr Collard replied that Resources and Management Committee were happy to approve it at their meeting on 2nd July 2020, and he proposes that we agree as a Full Governing Body today. All Trustees agreed with this.

5. School Strategy

5.1 Mr Lamb informed the Trustees that emphasis has been on Covid-19 preparation. The School Strategy going forward will be shared at the Strategy Day on 12th September 2020.

5.2 Mr Lamb shared 'My Strategic Vision' with the Trustees. This included the 5 following points:

- To maintain Single Academy Trust Status
- To make good the fabric of both sites
- To become an Outstanding Academy
- To make sure we are financially solvent
- Make Grammar a place all staff enjoy working at

This will be discussed further at the Strategy Day.

5.3 Mr Lamb circulated a document prior to the meeting on Criteria for Good and Outstanding for Leadership and Management, and discussed the content with Trustees. To reach Ofsted Outstanding all points in 'Good' must be attained as well as the 5 points in 'Outstanding'. The SLT completed a Self Evaluation Form and came up with the colour coding for where they think they are, then used the same words against the Ofsted criteria to start planning. This will be presented in more detail at the Strategy Day.

5.4 Mr Lamb informed the Trustees that all SLT have completed a 360 SEF from which they have written individual leadership and management action plans. Mrs Williams asked the SLT how they have found doing this? All felt it was a positive exercise. Mrs Williams asked if the 360 SEF will be rolled out to the whole school staff and Mr Lamb replied that yes it would.

5.5 There were no further questions on this item.

Rev'd Griffiths left the meeting at 7.15pm.

6. School Development Plan

6.1 This is to be discussed further at the Strategy Day.

7. Trustees Calendar Dates

7.1 The new Trustees Calendar Dates were circulated prior to the meeting.

7.2 The Trustees agreed the new dates.

8. Policies

8.1 **Equality and Diversity** – There are no changes to this policy except for the action plan. Mr Lamb informed the Trustees that he is concerned with certain areas and would like to do some work with parents on Black Lives Matter following criticism from some parents. He has asked advice from the Borough and is sending a letter to parents tomorrow regarding this. These changes to the policy action plan were agreed by the Trustees.

8.2 **Children with Health Needs Who Cannot Attend School** – Mr Purrier outlined the policy and this was then agreed by the Trustees.

9. Committee Updates

- 9.1 **Standards and Achievement** – Mrs Williams informed the Trustees that this committee had been discussing data and how it is being processed.
- 9.2 **Resources and Management** – All updates from this committee have already been discussed at this meeting. Mr Collard informed the Trustees that we need to discuss pupil rolls in the future and ways to make the school more attractive to new students at the Strategy Day.
- 9.3 **Stakeholders** – Mr Berkkun informed the Trustees that Stakeholders have been looking at pastoral care during the Covid-19 pandemic, the new app for parents, feedback forms from parents evening, and the new website.
- 9.4 **Admissions** – Mrs Williams informed the Trustees that the committee have been discussing Year 7's coming into the school, and that no appeals have been granted.
- 9.5 A list was circulated prior to the meeting detailing the committee preferences of the four new governors.
- Ms Gray – Resources and Management & Standards and Achievement
 - Mr Yilmaz - Resources and Management & Admissions
 - Mrs Underwood - Standards and Achievement
 - Mr Willett - Standards and Achievement & Admissions
- These preferences were agreed by the Trustees.

10. Any Other Business

- 10.1 Mr Lamb informed the Trustees that pupil numbers were up to 150 for Year 11 going into Year 12.
- 10.2 Mr Lamb invited the Trustees to a socially distanced gathering at the school on Monday at 12.30pm.
- 10.3 Mr Willett asked what provision is being made for competitive sport from September. Mrs Burke informed the Trustees that there is a PE Curriculum but no window has been given to re-open competitive sport. We are expecting additional Government guidance in the middle of August.
- 10.4 Mr Lamb invited the Trustees to attend results day on 13th August for 'A' Level and 20th August for GCSE.
- 10.5 Ms Ashley-Fraser offered to attend a Black Lives Matter meeting on behalf of the school. Mr Lamb will send her details of the meetings.

ACTION: Mr Lamb to send Ms Ashley-Fraser details of Black Lives Matter meetings.

- 10.6 Mr Hide thanked all staff for their work and support during Coved-19. Mrs Williams added her thanks to all staff.

There being no further business, the meeting closed at 7.45pm.

Action points arising from the meeting:

Action	Responsibility
Mr Jones-Owen, Mrs Williams, Mr Collard and Mrs Culora to meet with accountancy firms in the Autumn Term.	Mr Jones-Owen Mrs Williams Mr Collard Mrs Culora
Mr Jones-Owen to provide more information re Bee Keeping in September.	Mr Jones-Owen
Mrs Culora to circulate comparison with RPA and another insurance broker to Mr Jones-Owen, Mrs Williams and Mr Collard who will make a recommendation.	Mrs Culora
Mr Lamb to circulate Inset and training day dates for the next academic year to Governors.	Mr Lamb
Mr Lamb to find out where to apply for funding for fire doors/fire escape repairs.	Mr Lamb
Mrs Culora to look at costs for manning 3G pitch and circulate figures to Governors.	Mrs Culora
Mr Lamb to send Ms Ashley-Fraser details of Black Lives Matter meetings.	Mr Lamb