

ENFIELD GRAMMAR SCHOOL
Full Governing Body
Minutes of the meeting held on 19 September 2019

Present:

Ms H Ashley-Fraser	Mr C Hide
Mr S Berkkun	Mrs T Holloway
Mr P Collard	Mr C Lamb (Headteacher)
Mrs R Collis (Chair of Governors)	Mrs V Thompson
Mr S Gilmore	Mrs A Williams (Vice Chair of Governors)

In attendance:

Mrs D Burke (Deputy Headteacher)	Ms N Faverjon (Assistant Headteacher)
Mrs C Culora (Assistant School Business Manager)	Mr S Purrier (Deputy Headteacher)
Dr V Currie (Assistant Headteacher)	

Apologies:

Mr K Altmann	Mr G Jones-Owen
Rev'd S Griffiths	Mrs C Holmes (School Business Leader)

1. Appointment of Chair of the Governing Body

Mrs R Collis was nominated and seconded for the position of Chair. There were no further nominations. The vote was unanimous and Mrs Collis took up her role of Chair, from item 2 onwards. Mrs R Collis agreed to the appointment for this academic year only, remaining as Chair until the July 2020 Governing Body meeting.

2. Appointment of Vice Chair of the Governing Body

Mrs R Collis explained that 2019/20 was a transitional year in order to move towards the new governance structure and therefore two Vice Chairs were required. Mrs A Williams and Mr G Jones-Owen were nominated and seconded for the position of Vice Chairs. There were no further nominations. The vote was unanimous and Mrs A Williams and Mr G Jones-Owen were elected as Vice Chairs.

It was noted that Mrs A Williams' areas of responsibility would centre around safeguarding and wellbeing whilst Mr G Jones Owen would focus on finance and premises.

A trustee proposed that the elections for Chair and Vice Chair could take place every two years, but after discussion, it was agreed that the positions must be elected annually.

Mr P Collard joined the meeting.

3. Welcome, apologies for absence and declarations of interest

3.1 Mrs R Collis welcomed those present to the meeting.

3.2 Apologies for absence were accepted from Mr K Altmann, Rev'd S Griffiths, Mr G Jones-Owen and Mrs C Holmes.

3.3 No declarations of interest were made.

- 3.4 Mrs R Collis advised that she had received resignations from Ms N Irish, Mrs S Melandri and Mrs J Woodward over the summer break.
- 3.5 Mrs R Collis also informed Trustees that Mrs M Pope, Clerk to the Governing Body, had resigned and that Mrs L Culora, Assistant School Business Manager, would be clerking the meetings until a new Clerk was appointed.

4. Minutes of the meeting held on 18 July 2019

- 4.1 Mr C Lamb raised his concerns regarding the way in which an item had been raised at the end of the Governing Body meeting on 18 July 2019 as the content of this had not been minuted. Mr Lamb explained that the Trustees had raised their concerns regarding the Site Team and their reduced overtime payments as they were worried that this had been mis-reported previously.

Mr C Lamb explained that he wanted his formal response minuted.

Mr C Lamb informed Trustees that he had spoken to the Site Manager who had confirmed that there was not an issue with the change in payment structure for the site team's overtime payments.

- 4.2 The minutes of the meeting held on 18 July 2019 were approved and signed by the Chair of Governors.
- 4.3 Mr S Purrier informed the Trustees that the new Student Council elections would be taking place during September.
- 4.4 It was noted that the new school menus had not been circulated to Trustees.

ACTION: Mrs L Culora to circulate the new menus to Trustees.

- 4.5 Mr C Lamb advised Trustees that the new catering food supplier had been appointed but that there had been some initial issues with delivery times and missing items.
- 4.5.1 Mrs R Collis asked whether there was a clause in the contract whereby the school could cancel the agreement if the service continued to be unacceptable. Mr C Lamb confirmed that there was and that the school would continue to monitor the situation.
- 4.6 Mr S Purrier informed Trustees that only 4 Year 11 students had not been given permission to go out at lunchtime.
- 4.6.1 Mr C Lamb explained that the Local Authority had stated that the school remains responsible for Year 11 students who are off site at lunchtime but that the school did not agree that 'loco parentis' was legally binding, and that parents have given their explicit consent for their sons to be offsite. Mr C Lamb confirmed that at a recent meeting with the Local Authority, they seemed content with our risk management of situation.
- 4.7 Mr C Lamb informed Trustees that the school had a new Safer School's Police Officer, based at the school full time.
- 4.8 Mr S Purrier advised that there had been 19 fixed term exclusions since 4 July 2019 and that this was an increase on the previous year. It was noted that the school was rigorously applying the school rules and sanctions.

5. Governing Body structure/strategy

5.1 Mrs R Collis outlined the proposed changes to the Governing Body structure which had been circulated to all Trustees on 20 July 2019.

5.2 Following a discussion of the Governing Body structure, the Trustees agreed that the Strategic Development Committee be dissolved and the work of this committee would be dealt with at the full Governing Body meetings.

ACTION: Mrs L Culora to add "School Strategy" as a standing item to all full Governing Body meetings agendas.

ACTION: Mrs L Culora to remove the Strategic Development Committee meetings from the Trustees' calendar and re-circulate.

Mrs D Burke joined the meeting.

5.3 Mrs H Ashley-Fraser suggested that, should the need arise, working parties could be established to work with the school on specific projects.

5.4 The second proposal suggested by Mrs R Collis was the appointment of the role of Vice Chair to each committee. After discussion, the only Trustees who were able to commit to the role was Mrs V Thompson who was elected as Vice Chair of Stakeholders and Mrs H Ashley-Fraser who was appointed as Vice Chair of Admissions.

5.5 Mrs R Collis explained that whilst she understood that Trustees did not have more time to commit at present, she was concerned that the Governing Body was not supporting the school as much as it could and that she was keen for the leadership of the school to be more cohesive.

5.6 Mr C Hide informed the Trustees that he was in dialogue with the National Governors' Association (NGA) regarding the possibility of the school changing its articles of association in respect of the number of Trustees required to sit of the school's Governing Body.

5.7 The Trustees noted that there were currently 3 Parent Trustee vacancies. Mrs R Collis explained that it was difficult to fill skills gaps with Parent Trustees as the Governing Body does not have control over who is appointed. The possibility of stipulating a specific skill set for new Parent Trustees was discussed.

ACTION: Mrs R Collis and Mrs A Williams to draft parent governor election letter.

5.8 Mr S Berkkun informed the Trustees that a member of teaching staff had expressed an interest in becoming a Staff Trustee.

5.8.1 A member of SLT raised their concerns regarding Staff Trustees and confidentiality. Mrs R Collis confirmed that all Trustees are aware of their responsibility to the Governors' Code of Conduct and that all staff and parents looking to join the Governing Body will have an initial meeting prior to nomination with the Chair/Vice Chair, during which matters such as these are discussed.

ACTION: Mr S Berkkun to refer the member of staff interested in becoming a Staff Trustee to Mrs R Collis.

5.8.2 Mrs R Collis stated that it would be beneficial to have a member of support staff on the Governing Body

ACTION: Mr C Lamb to inform staff of the Staff Trustee vacancies during briefing.

5.9 Mrs A Williams informed the Trustees that Mrs Sparks-Baker (who had served as Chair some time ago) had expressed her interest in joining the Governing Body

ACTION: Mrs A Williams to follow up with Mrs Sparks-Baker regarding joining the Governing Body.

5.10 Mrs R Collis stressed the importance of Associate SLT members for each committee and it was agreed that the following would remain in place:

Mrs D Burke - Standards and Achievement Committee

Mr S Purrier - Stakeholders and Admissions

Mrs C Holmes - Resources and Management

5.11 Mrs R Collis explained the importance of the Governing Body and SLT working cohesively to set the strategic direction of the school together. Mrs D Burke stated that she did not agree and that she has a 3-year curriculum vision for the school. Mrs R Collis reiterated that whilst SLT members have development plans, it did not feel as though the Governing Body and SLT were setting the vision together.

5.11.1 Mrs H Ashley-Fraser commented that it did not seem as though the Governing Body had the same insight into the vision of the school as the SLT.

5.11.2 Mrs D Burke stated that communication between SLT and the Governing Body could be improved.

5.11.3 It was agreed that the Governing Body and SLT should meet offsite before Easter to work together on a whole school strategic plan.

ACTION: Mrs L Culora to circulate possible meeting dates in order to arrange an "away day".

5.12 It was agreed that the meeting agendas needed to be more focussed and that meetings needed to be more decisive.

5.13 Mrs R Collis stated that the school must prepare papers in a timely manner so that Trustees received them 7 days prior to the meetings. Mrs L Culora explained that the school do endeavour to meet this deadline but that agendas are not always shared with the school early enough. Mrs D Burke also commented that the timing of some data drops make Governing Body paper deadlines difficult to achieve.

ACTION: Mrs L Culora to look at timetable of agenda production and paper deadlines to ensure that they are realistic and achievable.

5.14 The following Committee Chairs were elected:

Standards and Achievement - Mr K Altmann

Resources and Management - Mr P Collard

Admissions - Mrs A Williams

Stakeholders - Mr S Berkkun

5.15 Mr C Hide was appointed as Responsible Officer.

5.16 After discussion, it was agreed that each committee will have a Member amongst their numbers, as follows:

Standards and Achievement - Mrs A Williams

Resources and Management - Mr P Collard, Mrs R Collis and Mr C Hide

Admissions - Mrs A Williams

Stakeholders - Rev S Griffiths

5.17 The following changes to the Committee memberships were agreed:

- Mr G Jones-Owen added to Resources and Management Committee and Stakeholders Committee.
- Mr C Hide added to Standards and Achievement Committee.
- Mrs H Ashley-Fraser added to Admissions Committee.
- Mrs R Collis removed from Stakeholders Committee.
- Mr S Berkkun removed from Admissions Committee.

5.18 The following changes to the Trustee specialist roles/Subject Trustees were agreed:

- Mrs V Thompson - Stakeholder Engagement
- Sixth Form - Mr C Hide
- Pupil Premium - Mrs T Holloway
- H&S - Mr S Gilmore
- Equality and Diversity - Mrs H Ashley-Fraser
- English and Media - Mrs T Holloway
- Citizenship - Rev S Griffiths
- Art - Mrs H Ashley-Fraser
- Computing - Mr P Collard
- Economics/Business - Mr G Jones-Owen

5.19 It was reported to Trustees that Mr G Jones-Owen had recently attended the "Meet the Tutor" evening which was a great success. He had commended the staff and students present and had asked that his thanks be passed on. He had also commented on the state of some of the rooms at the lower school and Mr C Lamb advised that there was a rolling programme of refurbishment in place.

ACTION: Mr C Lamb to pass on thanks from Mr G Jones-Owen to the staff and students present at the 'Meet the Tutor' evening.

5.19.1 Mrs R Collis highlighted the importance of Trustees' presence at Parents' Evenings and it was agreed that a 'Doodle' schedule would be circulated so that Trustees could sign up for the events that they were able to attend.

ACTION: Mrs L Culora to circulate Parents' Evening dates via a 'Doodle'.

- 5.19.2 The Trustees noted that the Prospective Parents' Evening was being held on Monday 7 October 2019.
- 5.19.3 Mr S Gilmore sought clarification as to the role of Trustees at Parents' Evenings and Mr P Collard advised that Trustees usually seek feedback from parents and encourage them to complete the school's feedback forms.
- 5.20 The Terms of Reference were discussed and it was agreed that for the appointment of a School Business Leader, the recruitment panel must consist of the Headteacher, Chair of Governors, Vice Chair of Governors and 1-3 Governors.
- 5.20.1 It was agreed that at each committee meeting the relevant terms of reference should be approved.

ACTION: Mrs L Culora to add terms of reference to each meeting agenda.

- 5.21 The Trustees' Code of Conduct was approved.
- 5.22 The Trustees were reminded to complete their declaration of business interests and return to Mrs L Culora.

ACTION: Trustees to complete their declaration of business interests and return to Mrs L Culora as soon as possible.

- 5.23 The Trustees were reminded that governor training was available through the Local Authority (LA) and that bookings should be made via Mrs L Culora

ACTION: Mrs L Culora to circulate the list of LA training available to Trustees.

- 5.24 Mrs R Collis suggested that the new Clerk be appointed as an employee of the school so that they can provide a full service to the Trustees. It was noted that this would require the Trustees' budget to be increased from £9,000 to £15,000.

- 5.24.1 After discussion, it was agreed that a new Clerk should be recruited and employed by the school.

ACTION: Mrs R Collis and Mrs L Culora to prepare an advert and job description for the position of Clerk to the Governing Body and start the recruitment process.

6. 2018/19 Budget

- 6.1 The Trustees discussed the budget report which had previously been circulated and noted that the current in-year deficit was £85,000 which had been achieved through cost savings throughout the year and an increase of income, mainly through lettings, catering and LA funding.
- 6.1.2 Mrs L Culora explained that the in-year deficit figure was subject to change as further accruals/pre-payments may be identified during the end of year audit and that CIF income and expenditure had not yet been accounted for (as advised by Price Bailey).
- 6.1.3 A Trustee asked whether capitation budgets were set lower for 2019/20 if they were not spent in 2018/19 and Mrs L Culora confirmed that this was not the case. Mrs D Burke stated that capitation budgets were set based on the need for the year and not historical spend.

- 6.2 Mr C Lamb outlined the main spending priorities for 2019/20 which included the formation of two science laboratories at the lower school, the resurface of the lower school playground, the application of CIF funding, the introduction of a marketing budget and H&S remedial works.
- 6.2.1 Mrs R Collis asked how many classrooms would be needed to ensure that Years 7 and 8 could remain static on one site and Mrs D Burke estimated this to be 8 classrooms.
- 6.2.2 It was noted that the return of the CLC building could provide much needed classrooms subject to some renovation works.
- 6.2.3 In response to a question from a Trustee, Mr C Lamb confirmed that the school had a rolling programme of refurbishment.
- 6.2.4 Mr C Lamb explained that the marketing budget was required to improve the school's social media presence, improve the displays around the schools and to advertise the school in general.
- 6.2.5 Mr C Lamb advised that the school was considering using an external company to run the school's social media (Twitter and Facebook) accounts. In response, a Trustee suggested whether a member of staff would be better placed to take on this task.
- 6.3 Mrs R Collis asked whether the school's prospectus was ready for the upcoming Prospective Parents' Evening and Mr C Lamb confirmed that it was.
- 6.4 Mrs A Williams commented that the School should actively celebrate its successes to help promote a positive image of the school.

7. Key Stage 4 and 5 Results

- 7.1 Mrs D Burke provided the Trustees with an overview of the Key Stage 5 results, explaining that the data provided included the results of the collegiate students.
- 7.1.2 The Trustees noted that the overall attainment of students was higher than last year and that student progress remained positive.
- 7.1.3 The Trustees noted that 44.9% of grades were A*- B for A-Level, 37.5% of grades for A*- B across all courses and that the overall attainment grade was C.
- 7.1.4 Mrs D Burke explained that, unfortunately, there were 15 U grades and that these subject areas would be having meetings to ascertain why these grades were not higher.
- 7.1.5 In response to a question from a Trustee, Mrs D Burke commented that the grade boundaries of some subjects had moved significantly which had affected the accuracy of predicted grades.
- 7.1.6 Mrs D Burke informed the Trustees that 3 students had secured places at Oxford or Cambridge and that the school was extremely proud.
- 7.1.7 Mr C Lamb stated that Ms E Igbokwe, Head of Sixth Form, had done a great job leading sixth form this year.

- 7.1.8 Mr S Purrier commented that the school was committed to supporting boys to ensure that they continue their courses through to the end of Year 13 and that this was not the case at all schools. It was noted that the school is inclusive and puts the needs of the students first.
- 7.2 Mrs D Burke provided an overview of the KS4 results and informed Trustees that the school now had a positive progress score, currently +0.12
- 7.2.1 The Trustees noted that the English department had performed well this year and that they hoped this good work would continue under the leadership of Mr M Hurley, Head of English.
- 7.2.2 Mrs D Burke highlighted that during the year the school had experienced staffing issues in Maths, English and Science which made their results even more impressive.
- 7.2.3 The Trustees noted that the progress score for Maths was +0.58
- 7.2.4 Mrs D Burke informed Trustees that the Learning and Teaching strategies were working well and that open and honest departmental discussions had a positive impact on the quality of teaching.
- 7.2.5 Mr C Lamb thanked Mrs D Burke and Ms N Faverjon for their hard work and the noticeable increase in the grades the students had achieved and the positive progress score which the school had achieved.
- 7.2.6 The Trustees also thanked Mrs D Burke and Ms N Faverjon for their hard work throughout the year.
- 7.3 Mrs R Collis asked whether the school was aware of why some of the high achieving pupils had decided not to study their A-Levels at Enfield Grammar School.
- 7.3.1 Mrs D Burke questioned the evidence base for this comment as the data i.e. increase in attainment, did not support this claim.
- 7.3.2 Mr S Purrier stated that it is difficult to compete with schools which offer a modern learning environment with coffee shops onsite which appeals to some students.
- 7.3.3 Mrs D Burke stated that currently there are approximately 110 Year 12 students (including approximately 6 external students) and of those who have left the School, around 15 were high achieving students.

Mrs V Thompson and Mr S Berkkun left the meeting.

- 7.3.4 Mr S Purrier commented that the school has a very supportive sixth form and that the students who start in Year 12 are supported all the way to the end of Year 13.
- 7.3.5 Mr C Lamb explained that they did approach those students who decided to leave the school but that the feedback was very limited.
- 7.3.6 Mr C Lamb asked Mrs R Collis why her son had decided not to stay on at the school's 6th Form and Mrs Collis explained that her son believed that he would get an overall better academic experience elsewhere.

- 7.3.7 Mrs D Burke commented that the 6th Form student numbers seem to be the same year on year and that more students were securing places at top universities so she did not believe that there was an issue.

8. School Development Plan (SDP)

- 8.1 Mr C Lamb outlined the SDP and explained that the new headings were in line with Ofsted terminology.
- 8.2 It was noted that the document was a draft and that Trustees' feedback was welcome.
- 8.3 Mr C Lamb explained that under each strategic objective, there was a detailed action plan which could be explored further during the relevant committee meetings.
- 8.4 Mrs T Holloway asked whether the SDP had been communicated to staff to ensure that they felt part of the school's journey. Mr C Lamb confirmed that all staff would be made aware of the SDP and how they can contribute to the success of the school now that Trustees were supportive of the plan.
- 8.5 The Trustees thanked Mr C Lamb for the SDP and agreed that this should be a standing item on each committee meeting agenda.

ACTION: Mrs L Culora to add SDP to all committee meeting agendas.

9. Headteacher's Report

- 9.1 Mr C Lamb reported that there were 181 Year 7 students currently on roll.
- 9.2 Mr C Lamb informed Trustees that the school now had a full time Safer Schools Officer on site.
- 9.3 Mr C Lamb confirmed that an internal candidate had successfully applied for the position of Safeguarding and Wellbeing Co-ordinator.
- 9.4 The Trustees noted that a member of staff had been successful in securing a place on the National Professional Qualification (NPQH) for Headship course.
- 9.5 Mr C Lamb informed Trustees that a newly appointed teacher within the maths department had resigned with immediate effect and that a long-term supply teacher was being sought.
- 9.6 Mr C Lamb informed Trustees that he would be awarding 3 members of staff an honorarium payment to recognise the significant contribution they made to the school over the summer holidays through the construction of 4 new music practice rooms, the formation of a new waiting area and school office as this had saved the school a considerable sum of money.
- 9.7 Mr P Collard asked whether the IT project had gone well and Mr C Lamb confirmed that the project had been delivered on time and that the IT team had worked very hard. However, it was noted that communication could have been improved in order to manage staff's expectations.

10. Policies

10.1 The Child Protection (CP) policy was approved and Mr S Purrier confirmed that all staff were required to read the new Keeping Children Safe in Education document and complete CP Educare training modules.

10.1.1 It was agreed that all Trustees should confirm that they have read the KCSIE document and completed the Child Protection Refresher 2019 Educare module.

ACTION: All Trustees to confirm that they have read the KCSIE document and completed the Child Protection Refresher 2019 Educare module.

10.1.2 In response to a question from a Trustee, it was noted that Mr S Purrier would confirm if section 128 checks had been carried out on Trustees.

ACTION: Mr S Purrier to confirm if section 128 checks had been carried out on Trustees.

11. CIF Update

11.1 Mr C Lamb informed Trustees that following a rigorous tendering process, the working party recommended that DBC be appointed as the contractor for the two roofing projects.

11.1.1 After discussion, the Trustees approved the appointment of DBC.

12. Any other business

12.1 Mrs R Collis thanked the SLT members for attending the meeting.

There being no further business the meeting closed at 9.25pm

Action points arising from the meeting:

Action	Responsibility
Circulate the new menus to Trustees.	Mrs L Culora
Add "School Strategy" as a standing item to all full Governing Body meetings agendas.	Mrs L Culora
Remove the Strategic Development Committee meetings from the Trustees' calendar and re-circulate	Mrs L Culora
Draft parent governor election letter	Mrs R Collis Mrs A Williams
Refer the member of staff interested in becoming a Staff Trustee to Mrs R Collis.	Mr S Berkkun
Inform staff of the Staff Trustee vacancies during briefing.	Mr C Lamb
Follow up with Mrs Sparks-Baker regarding joining the Governing Body.	Mrs A Williams
Circulate possible meeting dates in order to arrange an "away day".	Mrs L Culora
Look at timetable of agenda production and paper deadlines to ensure that they are realistic and achievable.	Mrs L Culora
Pass on thanks from Mr G Jones-Owen to the staff and students present at the 'Meet the Tutor' evening.	Mr C Lamb
Circulate Parents' Evening dates via a 'Doodle'.	Mrs L Culora
Add terms of reference to each meeting agenda	Mrs L Culora
Complete their declaration of business interests and return to Mrs L Culora as soon as possible.	All Trustees

Circulate the list of LA training available to Trustees.	Mrs L Culora
Prepare an advert and job description for the position of Clerk to the Governing Body and start the recruitment process.	Mrs R Collis Mrs L Culora
Add SDP to all committee meeting agendas.	Mrs L Culora
Trustees to confirm that they have read the KCSIE document and completed the Child Protection Refresher 2019 Educare module.	All Trustees
Confirm if section 128 checks had been carried out on Trustees.	Mr S Purrier