

ENFIELD GRAMMAR SCHOOL

Full Governing Body

Minutes of the meeting held on 12 December 2019

Present:

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| Mr K Altmann | Mr C Hide |
| Ms H Ashley-Fraser | Mrs T Holloway |
| Mr S Berkkun | Mr C Lamb (Headteacher) |
| Mr P Collard | Mrs A Williams (Chair of Governors) |
| Ms J Gray | |
| Rev'd S Griffiths | |
| Mr G Jones-Owen (Vice Chair of Governors) | |

In attendance:

Mrs D Burke (Deputy Headteacher)
Mrs C Culora (Assistant School Business Manager)
Mrs C Holmes (School Business Leader)
Mr S Purrier (Deputy Headteacher)
Ms L Murphy (new Clerk)

Apologies:

Mr S Gilmore
Mrs V Thompson

1. Welcome, apologies for absence and declarations of interest

- 1.1 Mrs A Williams welcomed those present to the meeting.
- 1.2 Apologies for absence were accepted from Mrs V Thompson and Mr S Gilmore.
- 1.3 No declarations of interest were made.
- 1.4 Mrs Williams reminded trustees that Mrs R Collis had resigned from her position as Chair of Governors due to several ongoing issues that had made her position at the School untenable.
 - 1.4.1 Mrs Williams and the trustees expressed their thanks to Mrs Collis for her significant contribution to the School and agreed that a farewell should be organised around Easter.

2. Minutes of the meeting held on 19 September 2019

- 1.1 Mr Collard requested that he be added as a named member of the Resources and Management committee under point 5.16.
- 1.2 The minutes of the meeting held on 19 September 2019 were approved.
- 1.3 Mrs Culora confirmed that a parent governor election was underway and that the closing date for the ballot was 18 December 2019.

- 1.4 Mrs Culora confirmed that there was one staff governor vacancy. Mr Lamb agreed that he would notify staff of the vacancy at the INSET day on 6 January to encourage applications.

ACTION: Mr Lamb to inform staff of the staff governor vacancy at the INSET day on 6 January 2020.

- 1.5 Mrs Williams informed trustees that she had not yet spoken to Ms L Sparks-Baker with regard her interest in being a co-opted trustee.

ACTION: Mrs Williams to obtain contact details for Ms L Sparks-Baker and make contact regarding her potential appointment to the Governing Body.

- 1.6 Mrs Williams welcomed Ms L Murphy, Clerk to the Governing Body, and reminded all committee Chairs that they need to liaise with Ms Murphy to ensure that agendas are set in advance of meetings to allow those responsible for preparing reports enough time to do so.

ACTION: Committee Chairs to ensure that agendas are set well in advance of the meeting.

- 1.7 It was agreed that Ms Murphy will email trustees one week before parents' evenings to remind them that they are required to attend.

ACTION: Mrs Murphy to email trustees one week before each parents' evening as a reminder to attend.

- 1.8 Mrs Williams reminded all trustees that they must complete a declaration of business interests form if they have not already done so.

2. Headteacher's Report

- 2.1 It was noted that the Headteacher's report had been circulated prior to the meeting.

- 2.2 Mrs Williams asked whether the School was actively seeking students to replace those that leave mid-year. Mr Purrier confirmed that the waiting list is managed well and that some students are attending the School as "managed moves" from other schools via the Fair Access Panel (FAP).

- 2.3 Mrs Williams asked if those on the waiting list are sent a continuing interest form and Mr Lamb informed trustees that he would check this with Mrs Shirley and provide an update to trustees.

ACTION: Mr Lamb to confirm whether continuing interest forms are sent to parents on the waiting list.

- 2.4 Mr Jones-Owen asked whether the School had any concerns regarding the fall in numbers of those on roll and Mr Lamb informed trustees that he was concerned regarding the year 11 student numbers but that there were many reasons for this including managed moves and families moving out of Enfield.

- 2.5 The trustees noted that there had been an increase in the number of students with EHCPs attending the School.

- 2.6 The trustees discussed the attendance figures and it was noted that in years 7-11, attendance was above the national average.
- 2.6.1 It was noted that the sixth form attendance figures seemed low but Mrs Burke explained that the figures in the report were not accurate as they did not show study periods and actual attendance at individual lessons.
- 2.6.2 The trustees discussed ways in which the sixth form attendance could be configured differently to help improve accuracy and it was suggested that the percentage of attendance to all lessons be provided.
- 2.6.3 It was agreed that Mrs Burke would look at an improved way of reporting sixth form attendance.

ACTION: Mrs Burke to look at an improved way of reporting sixth form attendance.

- 2.7 Mrs Williams asked whether there was an attendance percentage that would trigger an Ofsted, but Mrs Burke said that there was no trigger. Mr Lamb informed trustees that the School aim for 95% attendance across all year groups.
- 2.8 The trustees noted positive KS4/5 outcomes and congratulated the staff on all of their hard work over the 2018/19 academic year.
- 2.8.1 It was noted that there had been some issues in producing the Year 10 progress data and that this would be circulated to trustees in due course.

ACTION: Mrs Burke to circulate Year 10 data once available.

- 2.8.2 Mrs Burke explained that the reliability of the predicted grades would not be fully known until more year groups had sat their GCSE exams as currently there is no data i.e. a correlation cannot yet be made between KS2 base data and exam results.
- 2.9 Mrs Williams commented that the number of homophobic incidents had increased and asked whether there were specific reasons for this. Mr Lamb confirmed that there did not seem to be a specific trigger.
- 2.10 Mrs Williams asked whether the number of referrals compared to last year and Mr Lamb informed trustees that we did not have data for last year. Mr Lamb expressed how valuable he felt the new referral data was and that it was now clear to see how many students are being referred to student support under the new monitoring system introduced by Mr Purrier.
- 2.11 Mrs Williams asked whether there were any staff who were not able to gain the CPD that they would like and Mrs Burke confirmed that the School ran numerous internal CPD sessions and that those staff who required/requested external CPD have been accommodated.
- 2.11.1 Mrs Burke informed trustees that the impact of CPD is shown through the improving results and also through the appraisal process.

3. School Business Leader Update

- 3.1 Mrs Holmes informed trustees that the CIF projects were progressing well and on budget, with minimum disruption to the School.
- 3.1.1 Mrs Holmes informed trustees that due to the final tender prices received for the two roofs, the contingencies were £68,000 for the art roof and £8,500 for the science roof. It was noted that currently the main contingency spend had been on the science roof and Mrs Holmes was looking at whether the contingency amounts could be transferred between the projects.
- 3.2 Mrs Holmes informed trustees that ArtArchitects had been appointed to prepare the 2019/20 CIF bid and that the sixth form house roof and lower school main roof had been identified as the most likely projects to succeed. It was noted that a decision will be made at the end of March 2020.
- 3.3 The trustees noted the staff sickness absence data and it was noted that excluding long term sick leave, the absence rate was fairly low.
- 3.3.1 A trustee asked whether 38% of teaching staff taking sick leave was of concern to the School and Mrs Holmes confirmed that, at present, this was not of great concern. Mrs Williams pointed out that Ofsted would review sickness absence figures at the next inspection. Mr Lamb commented that there seemed to be a link between teachers at risk of being on a capability plan and long term sickness absence.

4. Accounts

- 4.1 Mr Collard explained that the recent year-end audit had been run well and that the School's systems were praised by the external auditors.
- 4.1.1 Mr Collard gave an overview of the accounts for the year ended 31 August 2019 and the trustees discussed the management accounts summary. It was noted that the unrestricted funds were £439,000 which would be carried forward to 2019/20.
- 4.1.2 Mr Collard expressed his appreciation for the tight budget control during 2018/19 and congratulated those responsible.
- 4.1.3 Mr Collard informed trustees that Mr Miller, Price Bailey, had commented that the pension fund deficit was not an issue and that this would continue to be controlled through employer contributions.
- 4.1.4 The key risk for the School was staffing costs and Mr Miller categorised this risk as medium. It was noted that this is kept under constant review by the School and all variances were reported to both the Resources and Management Committee as well as the full Governing Body.
- 4.1.5 Mr Collard explained that the School's carry forward of £439,000 was at the lower end of comfortable as ideally a month's operating costs is desirable.
- 4.1.6 Mr Hide, Responsible Officer, explained that he was comfortable with the findings of the annual audit and that the systems and processes in place were effective.
- 4.1.7 The trustees approved that annual accounts for the year ended 31 August 2019.

4.2 Mrs Williams questioned whether the School needed to consider appointing a new external auditor and, after discussion, it was agreed that Mrs Holmes should seek three quotations from alternative accountancy firms.

4.2.1 It was noted that with regard to value for money, Price Bailey, were up to date with all academy requirements as Mr Miller sits on the ESFA board.

ACTION: Mrs Holmes to seek three quotations from alternative accountancy firms.

5. 2018/19 Budget

6.1 The Trustees discussed the budget report and noted that the School was currently forecasting an in-year surplus.

6.2 The trustees noted that the supply budget had been increased by £10,000 due to the current absence levels.

6.3 The trustees noted that the building maintenance budget had been increased to £100,000.

7. Strategy

7.1 Mr Lamb presented a summary of the School's vision, as follows:

- Maintain single academy status.
- Maintain the school sites.
- Gain an "outstanding" Ofsted.
- Remain financially solvent.
- Ensure that staff enjoy working at the School.

7.2 The trustees noted the need to be "Ofsted ready" and that under the new framework, it would be more difficult to obtain this rating.

7.3 Mr Lamb explained to trustees that staff morale was low amongst some staff.

7.4 Mr Lamb highlighted the importance of an open relationship between the SLT and governing body and suggested that a standing item on the agenda should be "what keeps you awake at night" as this would provide an opportunity for the leadership of the School to come together and find solutions to the main issues that the School faces.

7.5 Mr Jones-Owen commented that the vision for the sixth form required development and that he would like to see the provision grow with more students staying on after Year 11.

7.6 The trustees agreed that each committee should continue to focus on areas of the SDP at each committee meeting as this was working well.

7.7 Mrs Holloway asked whether all staff are aware of the priorities of the School and how they can contribute to the success of these. Mr Lamb confirmed that this will be addressed at the next INSET day.

ACTION: Mr Lamb to ensure that all staff are aware of the School's priorities and how they can contribute to the success of the School.

8. Relationship and Sex Education Policy

- 8.1 Mr Purrier informed the trustees that a consultation meeting had taken place with parents and that 14 families attended. The meeting was well received and allowed for good discussion, finishing on a positive note.
- 8.2 The trustees thanked Mr Turner for facilitating the consultation meeting.
- 8.3 The trustees approved the Relationship and Sex Education policy with a two year review date (or earlier if there were any legislative changes).

9. Terms of Reference

- 9.1 It was noted that all committees had reviewed their terms of reference, with the exception of the Admissions Committee who had not yet met.
- 9.2 The trustees reviewed the proposed changes and approved the terms of reference.

ACTION: Add terms of reference to the next Admissions agenda.

10. Committee Updates

- 10.1 Mr Collard provided an update of the Resources and Management Committee during the Autumn term, specifically:
- The ICT failure which resulted in no systems being accessible for 1 ½ days. It was noted that the system back up was an issue and that this had now been addressed.
 - The budget had been closely scrutinised and monitored with all variances explained.
 - The catering provision continued to be monitored and the December figures showed a balanced budget (without FSM).
 - CIF projects were progressing well and on budget.
- 10.1.2 Mr Collard expressed his thanks for the amount of work that had been carried out to the premises plans enabling the Committee to have a better understanding of the work involved in maintaining the sites.
- 10.2 Mr Altmann provided the governing body with an update of the key points reviewed/monitored by the Standards and Achievement Committee during the Autumn term, specifically:
- KS5 results and their continued upward trend with a progress score of +0.05
 - School continuing to improve their predictions v outcomes.
 - Great achievement of 3 Year 13 students who secured university places at Cambridge and Oxford.
 - Higher percentage of boys securing Russell Group university places.
 - KS4 progress score of +0.131.
 - KS4 results continuing to improve.
 - KS4 PP and non PP gap increased slightly but still remains lower than the national average.
 - English grades were very positive and much improved.
- 10.2.1 It was noted that the Committee would be looking at KS3 data at the next meeting.

10.2.3 Mrs Burke informed trustees that one subject area, Computer Science, had not performed as well as expected and that a robust exam review had taken place. Mr Lamb explained that an external review of the subject was due to be carried out and that a discussion regarding future plans for the subject would follow.

10.2.4 It was also noted that KS5 maths was underperforming and that a follow up meeting would be held in January to address any issues arising from the exam review meeting.

10.3 Mr Berkun informed trustees that the Stakeholders Committee had focussed on the following during the Autumn term:

- Increasing membership of the School's alumni.
- Security issues at School including the introduction of the Love Your Doorstep patrol, the installation of CCTV cameras around the upper school and the installation of more CCTV cameras inside the School.
- Parental engagement and the plans for more parental talks to take place during the Spring and Summer terms.
- Promoting FEGS events further to school staff and students to aid support for fundraising opportunities.

10.3.1 It was noted that the Committee will be focussing on behaviour and wellbeing at the next Committee meeting.

10.3.2 Mr Berkun informed trustees that a new app had been launched to help improve communication with parents/carers.

10.4 Mrs Williams informed trustees that the Pay and Performance Panel had met and approved the appraisal process and subsequent pay awards, including the Headteacher.

10.4.1 The trustees noted that no appeals had been received.

10.5 Mrs Williams informed trustees that the Admissions Committee had received a written report this term.

10.5.1 The trustees noted that X sport places and X music places had been offered.

10.5.2 Mrs Williams informed trustees that music applications were lower this year and Mr Lamb noted the need to be more proactive in publicising the School's music and sport places.

11. Any other business

12.1 Mrs Williams informed trustees that the parent governor election had been carried electronically and that this had resulted in a much better response rate.

12.2 The trustees noted that Mr Hide had prepared a music report following his subject link governor visit to the department.

12.3 Mrs Williams requested that all governors visit their allocated department(s) before the next Standards and Achievement Committee meeting in March 2020.

12.4 Mr Jones-Owen raised the idea of the School becoming involved with bee keeping at the lower site as this could improve well-being and also link to improved business acumen.

- 12.4.1 Mr Berkkun commented that he was happy to help with the initiative.
- 12.4.2 The trustees approved of the initiative in principal and Mr Jones-Owen agreed to find out more about the initiative and pass the details to Mr Lamb.
- 12.4.3 It was noted that a full risk assessment would need to be carried out together with a consultation.

ACTION: Mr Jones-Owen to provide Mr Lamb with further information regarding the bee keeping initiative.

Mrs Ashley-Fraser left the meeting at 7.40pm

- 12.5 Mr Hide suggested that a paragraph inviting ex-students to join the Old Boys' Association be added to the Bungey letters, which was approved by the trustees.

ACTION: Mr Collard to amend Bungey letters to include reference to the Old Boys' Association.

- 12.6 Mr Lamb informed trustees that he had recently met with four Sandwell Council Educational Psychologists as the School had committed to the Sandwell Well-being Charter Mark.

- 12.6.1 Mr Lamb explained that this was an opportunity for the School to commit to improving the mental health and well-being of both staff and stakeholders.

- 12.6.2 Mr Lamb informed trustees that the first element of the charter mark was an emotional health and well-being audit. This would then be followed by a bespoke action plan for the School.

There being no further business the meeting closed at 7.45pm

Action points arising from the meeting:

| Action | Responsibility |
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| Inform staff of the staff governor vacancy at the INSET day on 6 January 2020. | Mr Lamb |
| Obtain contact details for Ms L Sparks-Baker and make contact regarding her potential appointment to the Governing Body. | Mrs Williams |
| Ensure that agendas are set well in advance of the meeting | Committee Chairs |
| Email trustees one week before each parents' evening as a reminder to attend. | Mrs Murphy |
| Confirm whether continuing interest forms are sent to parents on the waiting list. | Mr Lamb |
| Look at an improved way of reporting sixth form attendance | Mrs Burke |
| Seek three quotations from alternative accountancy firms. | Mrs Holmes |

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| Ensure that all staff are aware of the School's priorities and how they can contribute to the success of the School. | Mr Lamb |
| Add terms of reference to the next Admissions agenda | Mrs Murphy |
| Provide Mr Lamb with further information regarding the bee keeping initiative. | Mr Jones-Owen |
| Amend Bungey letters to include reference to the Old Boys' Association. | Mr Collard |