

**ENFIELD GRAMMAR SCHOOL**  
**Full Governing Body**  
**Minutes of the meeting held on 2<sup>nd</sup> April 2020**  
**Via Zoom due to Covid-19 Lockdown**

**Present:**

Mrs A Williams (Chair of Governors)	Ms J Gray
Mr G Jones-Owen (Vice Chair of Governors)	Mrs T Holloway
Mr C Lamb (Headteacher)	Mrs V Thompson
Mr K Altmann	Mrs E Underwood
Mr S Berkkun	Mr D Willett
Mr P Collard	Mr A Yilmaz
Mr S Gilmore	

**In attendance:**

Mrs D Burke (Deputy Headteacher)  
Mr S Purrier (Deputy Headteacher)  
Mrs C Culora (School Business Manager)  
Mrs L Murphy (Clerk)

**Apologies:**

Rev'd S Griffiths  
Mr C Hide  
Ms H Ashley-Fraser

**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 Rev'd Griffiths, Mr Hide and Ms Ashley-Fraser.
- 1.3 No declarations of interest were made.
- 1.4 For the minutes, this meeting was held via Zoom due to the current Covid-19 National Lockdown.

**2. Approval of minutes of the meeting held on 12 December 2019 and matters arising not covered on the agenda**

- 2.1 The minutes of the meeting held on 12<sup>th</sup> December 2019 were approved.
- 2.2 Mrs Williams informed the Trustees that she had not yet spoken Ms Sparks-Baker with regard to her interest in being a co-opted Governor.

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

- 2.3 Mrs Williams asked if we contact parents on the waiting list in June/July to see if they still require a school place? Mr Purrier informed the Trustees that he would ask Mrs Shirley to confirm this.

***ACTION: Mr Purrier to ask Mrs Shirley if we contact parents on the waiting list in June/July to ask if they still require a school place.***

- 2.4 Mr Jones-Owen informed the Trustees that his meeting with the accountancy firms would now take place in the Autumn term, and will include Mr Collard, Mrs Williams and Mrs Culora.

***ACTION: Mr Jones-Owen to meet with accountancy firms in Autumn Term.***

- 2.5 Mr Jones-Owen informed the Trustees that he will provide further information regarding bee keeping in September.

***ACTION: Mr Jones-Owen to provide further information regarding bee keeping in September.***

- 2.6 Mr Collard informed the Trustees that the Bungey letters were being sent out in September and would include reference to Old Boys' Association.

***ACTION: Mr Collard to amend Bungey letters being sent out in September to include reference to the Old Boys' Association.***

### **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 Mrs Williams asked how we are getting on with scoring GCSE and 'A' Levels? Mrs Burke replied that all staff have been asked to predict grades for students up to the Friday that they left. We will need to provide evidence for these predictions.

- 3.2.1 Mrs Williams asked if we had evidence that the boys have improved since they took their mocks? Mrs Burke assured her that we do.

- 3.2.2 Mr Lamb expressed his disappointment that we will not be able to show the upward trend in the Progress 8 score that he was expecting in August. We will be able to report what we expect to achieve and he is expecting this to be validated by the DfE.

- 3.3 Mrs Williams asked if the Bullying and Racist Incidents data was seasonal? Mr Purrier agreed to check the past data and report back to Governors.

***ACTION: Mr Purrier to check past data to see if Bullying and Racist Incidents are seasonal.***

- 3.4 Mr Willett asked what the reaction was from the pupils regarding their current situation? Mr Lamb replied that a lot of the boys were disappointed and scared but have been reassured with their predicted grades.

- 3.5 Mrs Williams asked if there was much coursework still to be completed? Mrs Burke informed the Trustees that assignments need to be finished and practicals need to be done.

- 3.6 Mrs Williams asked if our budget covered CPD and did everyone get on the courses they wanted to do? Mr Lamb replied that as far as he was aware all staff did the courses that they requested.
- 3.7 Mrs Williams asked Mrs Burke what is happening with her NPQH? Mrs Burke replied that it is effectively frozen. It has a moveable deadline to a maximum of 18 months but she was unsure how this will be managed going forward.
- 3.8 **COVID-19 Update** – Mr Lamb informed the Trustees that in summary the situation has been fine but hard work. There have been between 1-4 children attending school where distance safeguarding procedures are in place. Staff have been great in coming together and we have received a lot of positive comments from parents as well as some constructive criticism which is being taken on board.
- 3.9 **Home Learning** – Mrs Burke informed the Trustees that it has taken a lot of organising but the staff have been amazing. Some of the boys have felt overwhelmed with the work set. There has been some confusion with different resources being used and some information not being uploaded so staff have been advised to put everything on Real Smart. There will be no extra learning set above what is usually given for the Easter Holidays.
- 3.10 Mrs Burke and Mr Purrier will be sending home a letter to all boys regarding structuring their day to include home learning and some exercise. They are being encouraged to contact staff with any problems and staff are replying to all enquiries. After Easter staff will also be contacting all boys who have not logged in with a positive phone call to help them complete set tasks.
- 3.11 **Safeguarding and Well Being response to Coronavirus** – Mr Purrier gave an overview of the Action Plan that had previously been shared with SLT. The main points of this were:
- i. Most vulnerable at time Zoom calls with Family Based Solutions (student and parent approved)
  - ii. Daily Notice and Well Being Classroom for Year 7-11 (686 students as of 25/3/20)
  - iii. Sixth Form classroom pages to continue
  - iv. SSC staff priority call list for keep in touch calls
  - v. TA and SENCO EHCP priority call list
  - vi. BSS mentors to maintain contact and AP students
  - vii. Staff Google Classroom set up on 24/3/20 to support all EGS staff
  - viii. Key worker timetable in school provision
- 3.12 Mr Purrier informed the Trustees that a system is still in place to refer pupils to Social Services should the need occur. They will be keeping an eye on vulnerable children case by case.
- 3.13 Mrs Williams thanked all staff on behalf of the Governors.
- 3.14 Mrs Williams thanked Mr Lamb for the letters sent in communication to parents. Mrs Holloway agreed that from a parent's perspective communication from the school has been excellent.
- 3.15 Mrs Holloway asked if it were likely that more children of Key-workers would be in school after Easter? Mr Purrier said it will depend on shift patterns and if other parents start to volunteer at this point.

3.16 Mr Altmann asked how the Free School Meal voucher system was working and if we were expecting more children to apply to the council due to the current financial difficulties? Mr Lamb informed the Trustees that 100 out of 144 children had collected a voucher. Mrs Culora confirmed that two new Free School Meal applications had been made already.

3.16.1 Mrs Williams informed the Trustees that Free School Meal Applications can be made on the Enfield Council website and would send the link to Mrs Culora to be included in a letter to parents.

***ACTION: Mrs Williams to forward Free School Meal link on Enfield Council website to Mrs Culora.***

3.17 Mrs Williams asked if the school had prepared a letter to be sent in the event of the death of a child, parent or staff member due to Coronavirus? Mrs Culora agreed to prepare a letter in case this happened.

***ACTION: Mrs Culora to prepare a letter to be sent in the event of the death of a child, parent or staff member due to Coronavirus.***

3.18 Mrs Williams asked if there was any Emergency Planning in place? Mr Lamb advised that we have a Business Contingency Plan for crisis situations, and an instant log of action and a record of budget costs incurred from this situation.

#### **4. Budget**

4.1 A copy of the 2019/2020 Budget Tracker was circulated before the meeting which represented an overview should the school not re-open until September 2020.

4.2 Mr Jones-Owen informed the Trustees that the Insurance Broker would like to do a presentation to the school in May 2020. Mr Jones-Owen would provide the details to Mrs Williams and Mr Collard.

***ACTION: Mr Jones-Owen to provide the details of Insurance Broker presentation to Mrs Williams and Mr Collard.***

4.3 Mrs Culora informed the Trustees that she has asked the Grounds Maintenance Staff to put an immediate stop on the 3G pitch maintenance but to continue with other works.

4.4 Mrs Culora confirmed that the ski trip has been cancelled by the operator so there is no financial cost to the school. There may be £800 of Parent Pay fees to pay, and the Music Tour is under review which the school are not cancelling as £1k will be lost if we do. Mrs Culora is liaising with the tour operator.

4.5 Mrs Williams asked Mrs Culora if there were any areas of the budget that worry her? Mrs Culora replied only the lack of additional income. Mr Collard added there is a big impact due to catering salaries still to be paid when there is no income from the service.

4.6 Mrs Culora advised the Trustees that the Free School Meal Voucher figure will reduce as we will be using the Government Scheme in future.

4.7 Mrs Williams asked what is happening with teacher recruitment? Mrs Culora informed the Trustees that there is 1 new teacher starting after Easter, 1 teacher in May and a TA in September. Mrs Burke has started timetabling for September.

4.8 Mrs Williams thanked Mrs Culora for the Budget report.

4.9 Mrs Culora asked that the Capital Expenditure shown on Page 3 of the Budget Tracker be approved? This was agreed by the Trustees.

## 5. School Strategy

5.1 Mr Lamb informed the Trustees that the five points noted on the previous minutes still stand and will be discussed at the Strategy Day. This has been agreed for 12<sup>th</sup> September 2020.

## 6. School Development Plan

6.1 Mr Lamb agreed that the SEF on 4<sup>th</sup> September 2020 is ready and the draft of this will be presented at the next Full Governing Body Meeting in July.

***ACTION: Mr Lamb to present CEF at the next Full Governing Body meeting.***

## 7. School Term Dates

7.1 The new School Term Dates were circulated prior to the meeting. These are in line with the LA dates.

7.2 Mr Lamb proposed 189 teaching days with an extra day to be used for training as in previous years. Mr Collard asked Mr Lamb to provide details of how this extra training day was used? Mr Lamb agreed to do this.

***ACTION: Mr Lamb to provide details of previous extra training day after the Easter holidays.***

7.3 The Trustees agreed the new term dates.

## 8. Policies

8.1 **SEND** – This policy was agreed by the Trustees.

8.2 **LAC** – This policy was agreed by the Trustees. Mrs Underwood agreed to be LAC Governor.

8.3 **NQT Induction** - This policy was agreed by the Trustees. Mr Willett agreed to be NQT Governor.

8.4 **Home School Agreement** – Mrs Culora agreed to circulate this to the Governors and the item will be added to the next agenda.

***ACTION: Mrs Culora to circulate Home School Agreement to the Governors and Clerk to add item to the next agenda.***

8.5 **Equality and Diversity Policy** – It was agreed to review this policy at the next meeting. Mrs Murphy will circulate the papers to the Governors prior to this.

***ACTION: Clerk to circulate Equality and Diversity Policy to the Governors and add item to next meeting.***

- 8.6 **COVID-19 School Closure Arrangements for Safeguarding and Child Protection** – The Trustees agreed that this policy should be COVID-19 specific and could be amended if other extenuating circumstances require. The Policy was agreed by the Trustees subject to ‘Enfield Grammar’ being inserted instead of ‘School Name’.

***ACTION: Mr Purrier to amend COVID-19 School Closure Arrangements for Safeguarding and Child Protection Policy to show ‘Enfield Grammar’ instead of ‘School Name’.***

- 8.6.1 Mr Lamb thanked Mr Purrier for putting the document together.

## **9. Committee Updates**

- 9.1 **Standards and Achievement** – Mrs Burke and Mr Lamb will look at any questions from Mrs Holloway regarding KS3 data and feed back to her and the Trustees.

- 9.2 **Resources and Management** – Mr Collard confirmed both CIF projects have been completed on time and in budget. Mrs Culora informed the Trustees that we are still waiting to see if savings from the Art Project can be used to offset the overspend on the Science Project.

- 9.2.1 Mr Lamb agreed to email Trustees regarding the two new CIF bids – one for the sixth form house roof and one for the whole lower school roof.

***ACTION: Mr Lamb to email Trustees regarding the two new CIF bids.***

- 9.2.2 Mr Collard informed the Trustees that in house catering is going to be reviewed at the end of the year.

- 9.3 **Stakeholders** – The Trustees had no questions for the Stakeholders Committee.

- 9.4 **Admissions** - The trustees had no questions for the Admissions Committee.

- 9.5 **Sickness Absence Report** – This report was circulated prior to the meeting. There were no questions regarding this report.

## **10. Any Other Business**

- 10.1 Mr Gilmore asked if Mr Lamb had any idea when school would re-open? Mr Lamb thought that some year groups may be returning before the end of Summer Term.

- 10.2 Mr Lamb asked if the Governors would agree to pay Support Staff additional hours for coming into school during the Easter Holidays, and teaching staff £100 per day. The Trustees agreed this.

There being no further business, the meeting closed at 7.50pm.

**Action points arising from the meeting:**

<b>Action</b>	<b>Responsibility</b>
To obtain contact details for Ms L Sparks-Baker and make contact regarding her potential appointment to the Governing Body.	Mrs Williams
To ask Mrs Shirley if we contact parents on the waiting list in June/July to ask if they still require a school place.	Mr Purrier
To meet with accountancy firms in Autumn Term.	Mr Jones-Owen
To provide further information regarding bee keeping in September.	Mr Jones-Owen
To amend Bungey letters being sent out in September to include reference to the Old Boys' Association.	Mr Collard
To check past data to see if Bullying and Racist Incidents are seasonal.	Mr Purrier
To forward Free School Meal link on Enfield Council website to Mrs Culora.	Mrs Williams
To prepare a letter to be sent in the event of the death of a child, parent or staff member due to Coronavirus.	Mrs Culora
To provide the details of Insurance Broker presentation to Mrs Williams and Mr Collard.	Mr Jones-Owen
To present CEF at the next Full Governing Body meeting.	Mr Lamb
To provide details of previous extra training day after the Easter holidays.	Mr Lamb
To circulate Home School Agreement to the Governors and Clerk to add item to the next agenda.	Mrs Culora
To circulate Equality and Diversity Policy to the Governors and add item to next meeting.	Clerk
To amend COVID-19 School Closure Arrangements for Safeguarding and Child Protection Policy to show 'Enfield Grammar' instead of 'School Name'.	Mr Purrier
To email Trustees regarding the two new CIF bids.	Mr Lamb