



ENFIELD GRAMMAR SCHOOL
Full Governing Body
Minutes of the meeting held on 17th September 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	Mrs V Thompson
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)
Mrs L Murphy (Clerk)

Apologies:

Mr M Pieri (Assistant Headteacher, KS4)
Mr A Yilmaz

No Apologies Received:

Mr K Altmann

1. Appointment of the Chair of the Governing Body

Mrs Murphy advised the Trustees that Mr Jones-Owen had been nominated for Chair of Governors by Mr Collard and seconded by Mr Hide. Mr Jones-Owen left the meeting and all the Trustees agreed the appointment. Mr Jones-Owen returned to the meeting and accepted the role.

2. Appointment of the Vice Chair of the Governing Body

Mrs Murphy advised the Trustees that Mrs Williams had been nominated for Vice Chair of Governors by Mr Collard and seconded by Mr Hide. Mrs Williams left the meeting and the all Trustees agreed the appointment. Mrs Williams returned to the meeting and accepted the role.

3. Welcome, apologies for absence and declarations of interest

- 3.1 Mrs Williams agreed to chair this meeting and welcomed those present.
- 3.2 Apologies for absence were accepted from Mr Pieri and Mr Yilmaz.

3.3 Mrs Williams proposed we do not accept any apologies from Mr Altmann and agreed to have a conversation with him regarding his future participation on the committees.

3.4 No declarations of interest were made.

4. Approval of minutes of the meeting held on 16th July 2020, and matters arising not covered on the agenda

4.1 The minutes of the meeting held on 16th July 2020 were approved.

4.2 Action Points –

- i) Mr Collard informed the Trustees that Price Bailey had gone over and above during Covid-19, and that Landau Baker have been appointed as Independent Auditors. He proposed that going out to tender be deferred for the next 12 months. All Trustees agreed with this.
- ii) Mr Jones-Owen advised the Trustees that he feels this is not the right time to take resources from the school. Mr Lamb would like to meet with the Beekeepers. Mr Jones-Owen will set up a meeting within the next four weeks.

ACTION: Mr Jones-Owen to arrange a meeting with the Beekeepers and Mr Lamb within the next four weeks.

- iii) Mrs Culora, Mr Jones-Owen, Mr Collard and Mr Hide reviewed the current insurance brokers and RPA and decided to go with RPA.
- iv) Inset dates are now in the pack. The October inset is on appraisals and the January one is Child Protection Training.
- v) Mr Lamb could not find anywhere to apply for funding for fire doors apart from CIF so they will need to be paid for by the school. Mrs Culora met with a company who carried out an initial fire door survey. Areas of the school will be prioritised and costs taken from the premises budget.
- vi) SLS have gone into administration. A new company called EduLettings have taken over the contract. They will now make termly payments. The £50k guaranteed from SLS is no more and we are waiting to hear from the administrators how much in the £ we get from that. The new managed service is going very well and they have secured all the previous bookings back. The profit share is more that we had with SLS. Mrs Williams asked if we lost any money with SLS. Mrs Culora confirmed we have.
- vii) Mr Lamb advised the Trustees that the Black Lives Matter meeting will be held in the next three weeks and he will let Ms Ashley-Fraser know as soon as the date is set.

4.3 There were no matters arising not covered on the agenda.

5. Governing Body Structure/Strategy

5.1 The current Governing Body structure was circulated to the Trustees prior to the meeting. Mrs Williams discussed the various committees and asked if everyone was happy with the current structure? All Trustees agreed the current way of working was sufficient.

5.2 Specialist Roles were discussed. Rev Griffiths requested he be sent dates of School Council Meetings. Mr Purrier agreed to do this. Mrs Williams agreed to contact Mr Altmann (Governor for SEND & MFL) who has not visited the school and has not attended some committee meetings. Mrs Thompson agreed to take over the SEND role. Mr Willett agreed

to be Governor for PE, Mrs Underwood for History & Mr Jones-Owen for Geography. Mrs Williams explained the role of subject Governor is to build good relationships with the departments and report to Standards and Achievements committee once a year.

ACTION: Mr Purrier to communicate dates of School Council meetings to Rev Griffiths.

ACTION: Mrs Williams to contact Mr Altmann to discuss Committee membership.

ACTION: Mrs Burke to send Governors a list of department contacts for each subject.

5.3 Parents Evening – First date is 5th October (Prospective Parents Evening) and will be held via Zoom. Mr Jones-Owen offered to participate. At the moment all Parents Evenings will be virtual and links will be on the School Website. Governor volunteers will be discussed at the next meeting.

ACTION: Clerk to add 'Governor attendance at Parents Evenings' to next agenda.

5.4 The Governors Code of Conduct was circulated prior to the meeting. It was agreed that no changes were to be made.

5.5 The Committee Terms and Conditions were circulated prior to the meeting. It was agreed that no changes were to be made.

5.6 Mrs Williams informed the Trustees that everyone must complete a Business Declaration of Interest form and return it to the Clerk. Any changes to individual circumstances during the year must be communicated to the Clerk.

6. Budget

6.1 A copy of the 2020/2021 Budget was circulated to the Trustees prior to the meeting and Mrs Culora outlined the changes.

6.1.1 There are two Covid catch-up grants, one Years 7-11 and one Years 16-19, and these are paid in November and early next year. We have 36 Enfield County girls coming into Grammar and only 5 going out. Lettings have been put down as we are unsure when they will be fully opened up. Mr Collard asked if the £50k income for the 3G pitch is a reasonable figure? Mrs Culora agreed it was and they were actually aiming for £100k. We also have a £15k booking from a Performing Arts school which started earlier in the month.

6.1.2 Mrs Williams asked if we had received all the money we were due from the Government to get Covid ready? Mrs Culora informed the Trustees that we could not claim any extra funding.

6.1.3 We have had confirmation that the Support Staff pay rise is 2.75% and this has been applied. We are assuming all teachers are moving up the scale as Performance Management is slightly different this year.

6.1.4 CIF has been left in the budget as Artarchitects have appealed against the application for the 6th Form House and Lower School roofs.

6.1.5 Catering has been increased in order to get all the boys through safely at lunchtime. We have introduced a takeaway option which is working well. Mr Collard informed the Trustees that we need to monitor catering costs. This will be discussed in the next Resources committee meeting.

- 6.1.6 Extra money has been allowed for photocopying as text books cannot be carried between zones.
- 6.2 IT are looking to upgrade the wifi in school to accommodate students who are not in the IT rooms for their IT lessons. We are also looking to replace some of the interactive screens which will also come out of the IT budget.
- 6.3 Mrs Williams asked if the end of term figures carried forward were any greater than expected? Mrs Culora informed the Trustees that we were expecting approximately £280k to be carried forward but we are waiting for the audit to move items around. Cumulatively we are in the black for the next three years. Mrs Williams thanked Mrs Culora for her hard work.
- 6.4 There were no further questions on this item

7. KS4/KS5 Results Overview

- 7.1 Mrs Burke circulated a presentation showing the results from KS4 /KS5 prior to the meeting.
- 7.2 Mrs Burke informed the Trustees that the majority of the results presentation will be discussed at the Standards and Achievement Committee. Mrs Burke explained the content of the circulated slides and informed the Trustees that staff have put in a lot of time and effort to get the results right. The data trends are broadly in line with most subjects from previous years.
- 7.3 Mrs Williams asked if the change in the way the results were managed meant any boys did not get into the universities they wanted to? Mrs Burke informed the Trustees that 5 boys were currently waiting as they either did not know where they wanted to go out of 2 or 3 choices, or that they didn't get their first choice and were deciding what to do next. Some boys got on courses that they would not usually have access to and 2 boys have deferred to next year. Many apprenticeships have been cancelled so some boys have since applied to university and have been offered places.
- 7.4 Mr Lamb congratulated the 6th Form team for their hard work handling results week and Mrs Williams requested that thanks be passed on to all staff from Governors.
- 7.5 There were no further questions on this item.

8. School Development Plan

- 8.1 This was to be discussed at the Strategy Day that has been delayed due to Covid restrictions. Mr Jones-Owen suggested that Mr Lamb circulate the current School Development Plan for next Full Governing Body meeting in December and a new Strategy Day be arranged for the new year.

***ACTION: Mr Lamb to circulate the School Development Plan to Governors by December meeting.
ACTION: Clerk to circulate dates for a Strategy Day in January 2021.***

- 8.2 Mrs Burke informed the Trustees that the School Development Plan is currently used by staff as part of planning and requested that the year be finished before any changes in the system? Mrs Williams replied that the current plan is a live document and any changes will evolve so the system used now should continue.

9. Headteachers Report including Update on Covid-19

- 9.1 Mr Lamb informed the Trustees that we do not have 100% of students back as there is a phased return to school. This has given everyone a chance to re-acclimatise to the environment and he feels that it has gone well. Any issues are being fed to the SLT by staff and are being dealt with. The boys have been fantastic and the atmosphere in the classrooms has been great. We are allowing some boys to wear masks due to medical circumstances. Three students have been sent home with Covid symptoms and they are self-isolating whilst waiting for test results. Parents will be informed only in the event of a positive case.
- 9.2 Mrs Williams asked how the staff were feeling? Ms Gray replied that most staff were pleased to be back in school and felt that bubbles were working well. Mrs Burke informed the Trustees that there has been a sense of normality and the staff have been amazing. Next week will be the real test when all pupils are back.
- 9.3 Mr Lamb informed the Trustees that there has been positive feedback from the Pulse staff questionnaire. We are above national average in every category. The two lowest are 'Resources' and 'Work Load'. Once there is a second set of data from this questionnaire the results will be fed back to staff and strategies put in place to alleviate the work load. Mrs Williams requested that the Pulse results are shared with the Stakeholders Committee. Mr Lamb agreed to this.

ACTION: Mr Lamb to present Pulse Questionnaire results at next Stakeholders meeting.

- 9.4 CIF – As discussed earlier in the meeting the CIF appeal has been submitted and Mr Lamb is hopeful that the funding be given for this year but if not next year.
- 9.5 Mr Lamb thanked Mrs Culora and her finance team, and the SLT for the outstanding work they have done. Mrs Williams added the thanks of the Governors to this.

10. Policies

- 10.1 **Child Protection Policy.** This policy is based on the local authority model and was circulated prior to the meeting. The policy was agreed by the Trustees.
- 10.2 **Positive Behaviour Policy** - This policy overview was sent to parents in July 2020. The policy was circulated prior to the meeting and was agreed by the Trustees.

11. Any Other Business

- 11.1 Mr Purrier thanked Mus and his site team who have been incredible over the past few months after being inundated with requests. They are an asset to the school.

ACTION: Mr Purrier to pass on thanks to the Site Team from Governors for all their hard work over the last few months.

- 11.2 Mr Lamb thanked the Governors for all their support.
- 11.3 Mrs Thompson informed the Trustees of 'Let's Talk Enfield Town' who have won £9m from TFL to regenerate the town centre. As the Upper School is in close proximity to the town

she suggested the boys get involved with the consultation and workshops for residents, business owners, visitors and students. Mrs Williams asked if this could be built into Citizenship? Mr Purrier informed the Trustees that people from the Local Authority came into speak to year groups last year. Mr Lamb emailed ways to get involved to the SLT.

11.4 Mr Jones-Owen thanked Mrs Williams for stepping up to the role of Chair at the beginning of the year and doing a fantastic job.

11.5 Mr Hide thanked Mr Wragg for the Year 13 presentation earlier in the evening.

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

Action points arising from the meeting:

Action	Responsibility
Mr Jones-Owen to arrange a meeting with the Beekeepers and Mr Lamb within the next four weeks.	Mr Jones-Owen
Mr Purrier to communicate dates of School Council meetings to Rev Griffiths.	Mr Purrier
Mrs Williams to contact Mr Altmann to discuss Committee membership.	Mrs Williams
Mrs Burke to send Governors a list of department contacts for each subject.	Mrs Burke
Clerk to add 'Governor Attendance at Parents Evenings' to next agenda.	Clerk
Mr Lamb to circulate the School Development Plan to Governors by December meeting.	Mr Lamb
Clerk to circulate dates for a Strategy Day in January 2021.	Clerk
Mr Lamb to present Pulse Questionnaire results at next Stakeholders meeting.	Mr Lamb
Mr Purrier to pass on thanks to the Site Team from Governors for all their hard work over the last few months.	Mr Purrier