



**ENFIELD GRAMMAR SCHOOL**  
**Full Governing Body**  
**Minutes of the meeting held on 10<sup>th</sup> December 2020 at 6pm**  
**Via Zoom due to Covid-19 Lockdown**

**Present:**

Mrs A Williams (Vice Chair of Governors)	Mr C Hide
Mr G Jones-Owen (Chair of Governors)	Mrs T Holloway
Mr C Lamb (Headteacher)	Ms H Ashley-Fraser
Mr S Gilmore	Mrs E Underwood
Mr S Berkkun	Mr D Willett
Mr P Collard	Mrs V Thompson
Mr A Yilmaz	Ms M Jeffrey
Mr R Cathline	

**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 6<sup>th</sup> Form)  
Ms N Faverjon (Assistant Head, Learning & Teaching)  
Dr V Currie (Assistant Head, Head of Lower School)  
Mrs L Murphy (Clerk)

**Apologies:**

Rev Griffiths

**Apologies not received:**

Mr M Pieri (Assistant Headteacher, KS4)

**1. Welcome, apologies for absence and declarations of interest**

- 1.1 Mr Jones-Owen welcomed those present to the meeting.
- 1.2 Apologies for absence were accepted from Rev Griffiths.
- 1.3 There were no apologies from Mr Pieri.
- 1.4 No declarations of interest were made.

**2. New Governors**

- 2.1 Mr Jones-Owen informed the Trustees that Ms Gray has resigned as a Staff Governor.
- 2.2 Mr Jones-Owen introduced and welcomed Ms Jeffrey as the newly elected Parent Governor.

2.3 Mr Cathline was asked to leave the room whilst the Trustees voted on his appointment as a Co-opted Governor. The Trustees voted unanimously. Mr Cathline re-joined the meeting and was informed of the decision and welcomed.

### **3. Approval of minutes of the meeting held on 17<sup>th</sup> September 2020, and matters arising not covered on the agenda**

3.1 The minutes of the meeting held on 17<sup>th</sup> September 2020 were approved.

3.2 Action Points –

- i Mr Lamb and Mr Jones-Owen met with the Bee Keepers Association. A suitable site has been identified at the lower school but the project has been put on hold until spring.
- ii Mr Purrier will send details of School Council meetings to Rev Griffiths.

***ACTION: Mr Purrier to send details of School Council meetings to Rev Griffiths.***

- iii Mr Jones-Owen spoke to Mr Altmann who has stepped down as a Trustee. This means there is a vacancy for Chair of the Standards and Achievement committee. Mrs Williams has agreed to cover this in Spring – following this we hope to have appointed a new Chair.

iv – ix All actions complete.

### **4. Committee Updates**

4.1 **Resources and Management** – Mr Collard gave an update on the Resources and Management Committee. The Trustees agreed to:

- go ahead with re-submitting the CIF bid for the roofs using Art Architects
- replace the lower school boilers using the Capital Funding money
- convert an art room into a second science lab/art studio
- refurb/replace fire doors
- purchase wifi boosters
- a rise in the cost of tuck prices

Mr Collard informed the Trustees that the committee agreed with the 3 year budget.

4.2 **Admissions** – Mrs Williams informed the Trustees that the committee had discussed ways to increase music and sport scholars as well as the 6<sup>th</sup> form numbers. They also discussed falling pupil numbers in primary schools, retaining pupils and reasons for in year leavers.

4.3 **Standards and Achievement** – Mrs Williams informed the Trustees that this committee had discussed CAGs and how data is presented to Governors including KS3 data. She also reiterated the need for a new chair of this committee.

4.4 **Stakeholders** – Mr Berkun informed the Trustees that this committee had discussed the following:

- The School Development Plan and steps needed to build on this to obtain outstanding with Ofsted
- Support around Child Protection
- Pastoral care around Covid
- How to manage parent evenings
- Student survey responses

- Unconscious bias training
- Fundraising in school

## 5. Headteachers Report including update on Covid-19

5.1 A report was circulated to the Trustees prior to the meeting. Mr Lamb discussed the report and highlighted the main points:

- Pupil intake in Year 7 is 173 which is a concern. The Wren has had an impact on Enfield schools
- Numbers next year are looking good but remain a concern. Mr Jones-Owen emphasised the point that this would need to be a key part of the School's strategy over the next 3-5 years
- In year movement is problematic due to pupils moving out of London
- There is a greater number of girls attending courses at Grammar than the other way round
- Pupil Premium numbers are even across the school
- EHCP numbers are being carefully monitored
- Attendance due to Covid is not being chased as it could be due to anxiety of parents not sending children in
- Absence of Data Manager and it's impact
- The number of incidents has dropped
- The amount of CPD run in house
- Staff absence through sickness is down

5.2 Mr Jones-Owen informed the Trustees that we need to improve the marketing of the school via social media platforms. Mrs Culora informed the Trustees that a campaign to improve Twitter was started in September.

5.3 Mrs Burke informed the Trustees that Year 11 and 13 data is now available and will be circulated following this meeting.

***ACTION: Mrs Burke to circulate Year 11 and 13 data to Governors following this meeting.***

5.4 Mrs Williams asked if data for previous years can be provided in this report so that comparisons can be made? Mr Purrier agreed this could be included for the next meeting.

***ACTION: Mr Purrier to add data on incidents from previous years for Governors to compare figures.***

5.5 Ms Faverjon informed the Trustees that the biggest challenge this term has been having PGCE students in taking into account timetabling and social distancing. In the Spring term we will have 1 MFL student in school, 1 in Science, 1 in English and 1 in Business. We have had to turn down other placements.

## 6. Budget

6.1 The Budget document was circulated to the Trustees prior to the meeting. Mrs Culora discussed the report and highlighted the main points:

- There may be a slight increase in Pupil Premium

- The teacher pay grant/pension grant will be included in National Funding Formula next year
- LA Authority has increased due to number of EHCP children applying
- 3G pitch income has been reduced
- Catering income has been dropped due to absence rates
- Lettings are reduced due to Covid
- Covid Catch Up Grant has been awarded
- Staffing assumes one person will leave and not be replaced
- Catering expenditure increased due to extra packaging

6.2 Mrs Culora informed the Trustees that there is a project to install LED lighting across both sites saving approximately £20k per annum. The Government is offering a grant called the 'Public Sector Decarbonisation Scheme' which is free. The deadline is 11<sup>th</sup> January 2021. An application can be put forward on our behalf. If we are not successful in this application we can still apply through Salix which is not interest free and we will have to repay the loan. Mr Jones-Owen suggested a working party be set up to progress this scheme as it has a short timescale. Mr Lamb requested that the wifi boosters also be agreed via this working party. Mr Collard agreed to arrange this and recommend back to Governors when they have looked at the report. A decision will be made via email and circulated to the Governors.

***ACTION: Governors to contact Mr Collard if they would like be part of the working party. Mr Collard to circulate decision on LED lighting project and Wifi boosters via email to Governors***

6.2.1 Mrs Williams asked if we could use the same scheme for the boilers? Mrs Culora replied that the scheme asks you to commit to looking at grants from the Government to seek funding but you are not bound to them.

6.3 **The Annual Accounts and Management Letter** were circulated to the Trustees prior to the meeting. Mr Collard displayed the Management Letter on the screen and discussed the content. We are in a good financial position for the next two years as we are carrying forward a good reserve. The Auditors are confident that we are a well run school.

6.3.1 Mr Yilmaz requested that the list of Governors in the Trustees' Report and Financial Statements be updated to include all the new members.

***ACTION: Mrs Culora to update list of Governors on page 1 of Trustees' Report and Financial Statements***

## **7. School Strategy (including Strategy Day)**

7.1 Mr Jones-Owen proposed to postpone the Strategy Day booked for 23<sup>rd</sup> January 2021 until the end of March 2021. The Trustees agreed this. Mr Jones-Owen will email Trustees with the new details.

***ACTION: Mr Jones-Owen to email Trustees with revised details of Strategy Day.***

## **8. School Development Plan**

- 8.1 The School Development Plan was circulated to Trustees prior to the meeting. Mr Lamb discussed the plan and requested that each committee select two bullet points to discuss at their meeting. Mr Collard agreed that this is the way Resources have always set their agenda to include this and would like a bit more detail on the selected points. Mr Jones-Owen suggested reviewing the document at each committee meeting to decide what needs to be seen in the future.

***ACTION: Clerk to add School Development Plan at each committee as a standing item.***

## **9. Policies**

- 9.1 Attendance Policy – This is a Local Authority template that has been completely rewritten.
- 9.2 Mr Cathline offered to outline some suggestions for Mr Purrier to look at regarding the policy before it is agreed by the Trustees.

***ACTION: Mr Cathline to send suggestions re Attendance Policy to Mr Purrier.***

***ACTION: Clerk to add Attendance Policy to next FGB agenda.***

## **10. Parents Evenings**

- 10.1 Mr Lamb informed the Trustees that their attendance is not required at Parents Evening as these are being held virtually using the 'School Cloud' app.
- 10.1.1 Ms Jeffrey asked if the school is charged for this app and Mr Lamb confirmed it was around £1k.

## **11. FECS**

- 11.1 A report was circulated to the Trustees prior to the meeting. Mr Jones-Owen suggested inviting the Chair of FECS to the next Stakeholders meeting. Mr Willett suggested including FECS in the Strategy Day.

***ACTION: Clerk to invite Chair of FECS to the next Stakeholders meeting and Strategy Day.***

## **12. Any Other Business**

- 12.1 Mr Lamb informed the Trustees that the school has raised £1k for hampers that will be distributed to 9 families who have expressed a need.
- 12.2 Mr Lamb thanked the SLT and the Governing Body for their hard work over the year.
- 12.3 Mr Cathline asked if there were any plans to survey parents or pupils. Mr Purrier replied that a link to a survey will be sent out with the Parents Evening details on School Cloud. He also informed Mr Cathline about the 2 student surveys that have been carried out so far this year.

12.4 Mrs Williams requested that SLT and all staff be thanked for their work during this difficult year. Mr Hide added that the Office staff have been incredible and essential to the smooth running of the school.

There being no further business, the meeting closed at 8.20pm.

**Action points arising from the meeting:**

	<b>Action</b>	<b>Responsibility</b>
i	Mr Purrier to send details of School Council meetings to Rev Griffiths.	Mr Purrier
ii	Mrs Burke to circulate Year 11 and 13 data to Governors following this meeting.	Mrs Burke
iii	Mr Purrier to add data on incidents from previous years for Governors to compare figures.	Mr Purrier
iv	Governors to contact Mr Collard if they would like be part of the working party. Mr Collard to circulate decision on LED lighting project and Wifi boosters via email to Governors	Mr Collard
v	Mrs Culora to update list of Governors on page 1 of Trustees' Report and Financial Statements	Mrs Culora
vi	Mr Jones-Owen to email Trustees with revised details of Strategy Day.	Mr Jones-Owen
vii	Clerk to add School Development Plan at each committee as a standing item.	Clerk
viii	Mr Cathline to send suggestions re Attendance Policy to Mr Purrier.	Mr Cathline
xi	Clerk to add Attendance Policy to next FGB agenda.	Clerk
x	Clerk to invite Chair of FECS to the next Stakeholders meeting and Strategy Day.	Clerk