



## ENFIELD GRAMMAR SCHOOL

### Full Governing Body

Minutes of the meeting held on 1 April 2021 at 6pm (via Zoom due to Covid-19)

#### Present:

Mrs A Williams (Vice Chair of Governors)	Mr E Raman
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 M Bowe
Mr P Collard	Ms M Jeffrey
Mr R Cathline	

#### In attendance:

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

#### Apologies:

Mr C Hide  
Rev'd Dr S Griffiths  
Mr M Pieri (Assistant Headteacher)  
Mr A Yilmaz

#### Apologies not received:

Mrs V Thompson  
Mr D Willett

#### 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'd Dr Griffiths, Mr Pieri, Mr Hide and Mr Yilmaz.
- 1.3 Apologies for absence were not received from Mrs Thompson and Mr Willett.
- 1.4 No declarations of interest were made.

#### 2. Approval of minutes of the meeting held on 10 December 2020 and 4 March 2021, and matters arising not covered on the agenda

- 2.1 The minutes of the meeting held on 10 December 2020 were approved for accuracy.
  - 2.1.1 Mr Jones-Owen highlighted that Mr Altmann had stepped down as a trustee and therefore there was a vacancy for the Chair of the Standards and Achievement Committee, which Mr Cathline had agreed to fulfil. The trustees approved the appointment of Mr Cathline as Chair of the Standards and Achievement Committee.



- 2.1.2 Mr Jones-Owen informed trustees that Mrs Stephanie Field was currently developing the School's social media presence and that a further updated would be provided at the next full GB meeting.

**ACTION: Clerk to add Social Media and Website to the next full GB agenda.**

*Mrs T Holloway joined the meeting.*

- 2.1.3 The trustees noted that all action points had been completed, with the exception of adding comparative data to future reports. Following a brief discussion, it was agreed that all data in the Headteacher's report should have comparative data of previous years/terms and key characteristics in order to provide further context.
- 2.1.4 The trustees agreed that the Chair of the FEGS committee should be invited to the next Stakeholders Committee meeting but not the Strategy Day at this stage.

**ACTION: Clerk to invite Chair of FEGS to the next Stakeholders Committee meeting.**

- 2.2 The minutes of the EGM held on 4 March 2021 were approved for accuracy.
- 2.2.1 Mr Wragg provided the trustees with an updated figure for applications into sixth form, which was now 181.
- 2.2.2 It was noted that the School would produce a road map with regard to sixth form becoming co-ed and that the trustees were all in agreement that this option be explored further, taking into account the areas of concern raised at the meeting on 4 March 2021. It was noted that these discussions would form part of the Strategy Day in June 2021.

### **3. Committee Updates**

- 3.1 **Standards and Achievement Committee** – Mrs Williams informed the Trustees that the meeting held on 25 March 2021 focussed on KS3, 4 & 5 performance data. The trustees noted that an in-depth KS3 data report had been discussed and that going forward, each meeting would focus on a particular key stage.
- 3.1.1 Mr Cathline highlighted the need for the key stage performance data presentations to Governors be standardised. Mrs Burke noted that a standardised presentation style may be possible, although each key stage is different in how it is reported. Mrs Burke will discuss this with Key Stage leads.
- 3.1.2 Mr Jones-Owen reminded governors of the importance of reading the minutes of all committee meetings so that any relevant questions can be raised at the full governing body meetings. Mrs Ashley-Fraser commented that she does not currently receive the minutes of all committee meetings.

**ACTION: Clerk to ensure that minutes of all committee meetings are circulated to all trustees once approved.**

- 3.2 **Admissions Committee** – Mrs Williams informed trustees that the Admissions Committee had met on 11 March 2021 and that the main focus of the meeting was pupil numbers and the Year 6 to 7 recruitment drive. It was noted that there are currently 181 students who have accepted places for September 2021 and that the School did not have a waiting list for the new Year 7 cohort.



3.2.1 Mr Purrier informed trustees that the School would be holding a May half term “taster day” for current Year 5 students to promote the School and that an outreach programme was being developed with feeder schools.

3.3 **Stakeholders Committee** – Mr Berkkun informed the trustees that the Stakeholders Committee had met on 28 January 2021 and that the main points of discussion were:

- Extra-curricular activities
- Pastoral care during lockdown and the online provision
- Student wellbeing
- Staff Pulse survey
- Student council

3.4 **Resources and Management Committee** – Mr Collard gave an update on the Resources and Management Committee meeting that took place on 25 February 2021.

3.4.1 The Trustees noted that the catering provision had been discussed in-depth due to the financial impact on the budget and it was noted that this would remain in house for a further year with a review in Spring 2022.

3.4.2 Mr Collard informed trustees that the School Business Manager was currently seeking quotations for a science laboratory refurbishment at the lower school. Mr Collard requested that this be considered via email once all quotes had been received. The trustees agreed that a written proposal should be emailed once finalised for trustee approval.

**ACTION: Mrs Culora to circulate science laboratory briefing paper with costings to trustees for approval via email.**

3.4.3 Mr Collard confirmed that following governing body approval, the LED project was in progress. Mrs Culora informed trustees that Price Bailey had reviewed the agreement and confirmed that it met the requirements of an operating lease and that works were due to start on 12 April 2021.

3.4.4 Mr Collard informed trustees that following the tender for cleaning services, Ridge Crest had been appointed with effect from 1 April 2021.

#### **4. Headteachers Report including update on Covid-19**

4.1 The Headteacher’s report was circulated to the trustees prior to the meeting. Mr Lamb invited questions from trustees.

4.2 Mr Jones-Owen asked whether the school was concerned regarding the pupil numbers in Year 7 (now 176). Mr Purrier informed trustees that this had been discussed at the Admissions Committee meeting and that this year movement was higher than usual due to the availability of places at many schools. It was agreed that a narrative should be added to any areas of the Headteacher’s report where data is of concern.

**ACTION: Mr Purrier to add commentary to the pupil number section of the Headteacher’s report to inform trustees of reasons for in-year movement.**

4.2.1 Mr Jones-Owen informed trustees that Year 7 recruitment was a main focus for the School and that this was needed due to the increased competition from other local schools.



- 4.3 Mrs Williams asked whether there were any students who had not returned to school following lockdown and Mr Purrier confirmed that there were a few students and that the school was in contact with these families.
- 4.3.1 Mrs Holloway asked whether those students who had not returned to school were receiving school work online and Mr Purrier confirmed that they are.
- 4.3.2 Following a discussion regarding the recording of absences, the trustees noted that Covid related absence i.e. shielding and isolating would not affect students' attendance data.
- 4.4 Mr Lamb shared his concern regarding the Year 11 and 13 data as many students were not currently working at or beyond their targets. However, it was noted that the students have six weeks to demonstrate their knowledge/ability to secure the grades that they deserve.
- 4.5 Mr Purrier informed trustees that the School was continuing to develop working partnerships with many external agencies and that the pastoral team was supporting many students.
- 4.6 Mr Lamb informed trustees that he was currently studying for his NPQEH, part of which consisted of excellent coaching which he has procured for the SLT.
- 4.7 Mr Lamb informed trustees that the School remained committed to carrying out unconscious bias training despite the government's recent report.
- 4.8 Mr Cathline queried whether Mr Pieri had completed his child protection training and Mr Purrier confirmed that this was booked for May 2021.
- 4.9 Mrs Ashley-Fraser commented that the pupil progress data is difficult to interpret and it is therefore not clear with regard to how the students are performing. Mr Cathline explained that this had also been raised at the Standards and Achievement Committee meeting and that the reports would be reviewed and standardised by Mrs Burke. Mr Cathline informed trustees that the School is also arranging training both with Mrs Burke and externally via the School Improvement Partner at the Local Authority.
- 4.10 Mrs Jeffrey asked whether the School could explain the staff absence data further and Mr Lamb confirmed that, although staff absence had decreased during lockdown, some staff absence was due to stress and that staff wellbeing was a concern for the SLT that was being addressed. It was agreed that comparative data be added to the absence report to provide more context.
- 4.10.1 Following a discussion regarding the content of the Headteacher's report, it was agreed that a working party be established to work with Mr Lamb to look at the content and format of the report. Mrs Burke highlighted that the way in which data is reported follows the ESFA reporting requirements and that this should be taken into account to avoid creating additional work. Mr Cathline, Mrs Williams, Mr Berkkun, Mrs Holloway and Mrs Burke agreed to form the working party.

**ACTION: Mr Lamb to form working party to review the content and format of the Headteacher's report.**

**ACTION: All trustees who would like to be part of the Headteacher's report working party to email Mr Lamb.**



## 5. Risk Register

- 5.1 Mr Lamb explained that the risk register was reviewed at all committee meetings, focussing on their areas of responsibility.
- 5.2 Mr Lamb informed trustees that risk number 30 had been amended to reflect that, in addition to progress/attainment, there were other factors affecting the School's reputation.
- 5.3 Mr Jones-Owen highlighted the need for the governing body to undertake a skills audit to ensure that there was the correct level of expertise and relevant skill sets. It was noted that this would also inform future trustee recruitment.

**ACTION: Clerk to work with Mr Jones-Owen on the trustee skills audit and circulate to all trustees for completion ahead of the Strategy Day in June.**

- 5.4 Mr Cathline questioned whether an amber rating of 12 with regard to pupil numbers seemed low. Mr Lamb agreed to review this risk.

**ACTION: Mr Lamb to review risk level with regard to pupil numbers.**

## 6. Budget

- 6.1 The budget tracker was circulated to the trustees prior to the meeting. Mrs Culora invited questions from trustees.
- 6.2 Mr Collard informed trustees that the Resources and Management Committee had reviewed the budget, in detail, at their meeting on 25 February 2021 and that whilst there was some movement on individual budget lines, the bottom had not significantly changed.
- 6.3 Mrs Culora informed trustees that the collegiate income and expenditure had been updated to reflect the confirmed courses and that this would be invoiced to Enfield County in April 2021.
- 6.4 Mrs Culora highlighted that the cost of the replacement of the boilers was likely to be higher than first anticipated and that trustees would be kept informed.
- 6.5 Mrs Culora informed trustees that departmental budgets were currently under review and it was anticipated that savings would be made ahead of the year end.
- 6.6 The trustees noted the impact of the pandemic on the School's private income streams.

## 7. School Development Plan

- 7.1 Mrs Williams asked whether there was due to be an enclosure for this item and Mr Lamb informed the trustees that the school development plan was currently being prepared and would be ready for the next full GB meeting.

**ACTION: Mr Lamb to share the school development plan document with trustees at the next full GB meeting.**

**ACTION: Clerk to add school development plan to the next full GB agenda (with enclosure)**



7.2 Mr Jones-Owen asked whether the school development plan feeds into the 5-year strategy and Mr Lamb confirmed that it does. Mr Lamb explained that the school development plan would focus on the educational elements of the 5-year strategy.

## 8. Policies

8.1 The Attendance Policy was circulated prior to the meeting and Mr Purrier confirmed that following feedback from Mr Cathline, the Attendance Policy had been amended (changes shown in red).

8.1.1 Mrs Williams asked what the School's attendance target was and Mr Purrier confirmed that it was 97%.

8.1.2 Following discussion, the policy was approved.

8.2 The SEND Policy was circulated prior to the meeting. Mr Purrier informed trustees that the SEND Policy had been reviewed with minimal changes (shown in red). Mr Purrier explained that the School's use of CATs was not yet known, so the policy had been worded to reflect this.

8.2.2 Mrs Williams suggested that the SEND governor should not be named in case of in-year changes. This was agreed.

**ACTION: Mr Purrier to remove named governor in the SEND policy.**

8.2.3 The trustees approved the SEND policy.

8.3 The LAC Policy had been circulated to trustees prior to the meeting. Mr Purrier confirmed that there were no material changes (all changes shown in red).

8.3.1 The trustees approved the LAC Policy.

## 9. Unconscious bias training

9.1 Mr Jones-Owen informed trustees that he was committed to ensuring that the governing body receives unconscious bias training and that he has arranged online training via iHASCO. Mr Jones-Owen explained that all governors will have access to an online training platform and will receive an email invitation shortly.

9.2 Mrs Jeffrey conveyed her thanks to Mr Jones-Owen and Mr Lamb with regard to their commitment to continuing to promote the need for training and awareness of unconscious bias despite the publication of the recent government report.

## 10. Strategy update

10.1 Mr Jones-Owen confirmed that the Strategy Day has been booked for 26 June 2021 and that the key focus would be on how Enfield Grammar can become the "go-to" school for Year 7 and Sixth Form.

## 11. Term dates

11.1 The proposed term dates had been circulated prior to the meeting. Mr Lamb explained that the proposal was for 5 INSET days plus 1 additional non-teaching day, where the time would be worked during training twilight sessions resulting in the School providing 194 teaching days.



11.1.2 Mr Cathline asked whether the School would finish at 11.30am at the end of term and Mr Purrier confirmed that this was not the case and that students would finish at 1pm so that only 1 period of teaching was affected.

11.2.3 The trustees approved the proposed term dates for 2021/22.

**ACTION: Mr Lamb to ensure that the term dates for 2021/22 are communicated to parents and added to the School website.**

## **12. Any Other Business**

12.1 Mr Lamb thanked SLT, school staff and the governing body for their hard work throughout the past term.

12.2 Mr Cathline asked whether the curriculum was being reviewed following the publicity regarding the treatment of women in society. Mr Lamb agreed that this was the optimum time for this review and that the schemes of learning were already being reviewed in addition to the cross curricular lessons that were being developed for PSHE.

**ACTION: Mr Lamb to ensure that curriculum review takes place with regard to the treatment of women in society.**

12.2.1 Mr Wragg informed trustees that he was currently working on an induction programme for sixth form students in partnership with Enfield County School.

12.3 Mr Cathline asked why policies are not approved at committees and whether they needed to be discussed at full GB meetings. Mrs Culora informed trustees that most policies were discussed at committee level but that some statutory policies required full GB approval and could not be delegated.

12.4 The proposed local authority service level agreements (SLAs) were circulated prior to the meeting. Mrs Culora provided an overview and requested that these be approved. Following a discussion, the trustees approved the SLAs for 21/22.

12.5 Mrs Jeffrey and Mrs Holloway thanked the school for the smooth student transition back to school following the national lockdown.

12.6 Mrs Jeffrey asked whether the School were aware of a law mentoring programme aimed at Year 11 students and an access programme for Caribbean students that was being run by Oxford University. Mr Purrier agreed to liaise with Mrs Jeffrey to ensure that Mr Wragg and Mr Pieri received the contact details for both courses.

**ACTION: Mr Purrier to liaise with Mrs Jeffrey to ensure that Mr Wragg and Mr Pieri received the contact details for the Year 11 law mentoring programme and the Year 12 access programme for Caribbean students.**

12.7 Mrs Burke informed trustees that she was currently drafting the School's Teacher Assessed Grades (TAG) policy and whilst it did not require governor approval, it does require governors to be aware of its content. It was agreed that Mr Cathline, Chair of the Standards and Achievement Committee and Mrs Williams should be sent the draft policy.

**ACTION: Mrs Burke to send draft TAG policy to Mr Cathline and Mrs Williams.**



There being no further business, the meeting closed at 8pm

**Action points arising from the meeting:**

	<b>Action</b>	<b>Responsibility</b>
1	Clerk to add Social Media and Website to the next full GB agenda	Clerk
2	Clerk to invite Chair of FEGS to the next Stakeholders Committee meeting	Clerk
3	Clerk to ensure that minutes of all committee meetings are circulated to all trustees once approved	Clerk
4	Mrs Culora to circulate science laboratory briefing paper to trustees for approval via email	Mrs Culora
5	Mr Purrier to add commentary to the pupil number section of the Headteacher's report to inform trustees of reasons for in-year movement	Mr Purrier
6	Mr Lamb to form working party to review the content and format of the Headteacher's report.	Mr Lamb
7	All trustees who would like to be part of the Headteacher's report working party to email Mr Lamb	Trustees
8	Clerk to work with Mr Jones-Owen on the trustee skills audit and circulate to all trustees for completion ahead of the Strategy Day in June	Clerk Mr Jones-Owen
9	Mr Lamb to review risk level with regard to pupil numbers	Mr Lamb
10	Mr Lamb to share the school development plan document with trustees at the next full GB meeting	Mr Lamb
11	Clerk to add school development plan to the next full GB agenda (with enclosure)	Clerk
12	Mr Purrier to remove named governor in the SEND policy	Mr Purrier
13	Mr Lamb to ensure that the term dates for 2021/22 are communicated to parents and added to the School website	Mr Lamb
14	Mr Lamb to ensure that curriculum review takes place with regard to the treatment of women in society.	Mr Lamb
15	Mr Purrier to liaise with Mrs Jeffrey to ensure that Mr Wragg and Mr Pieri received the contact details for the Year 11 law mentoring programme and the Year 12 access programme for Caribbean students.	Mr Purrier
16	Mrs Burke to send draft TAG policy to Mr Cathline and Mrs Williams	Mrs Burke