



ENFIELD GRAMMAR SCHOOL
Full Governing Body

Minutes of the Meeting on Thursday 16th September 2021 at 6pm (via Zoom)

Present:

Mr G Jones-Owen (Chair of Governors)	Mrs T Holloway
Mrs A Williams (Vice Chair of Governors)	Mrs E Underwood
Mr C Lamb (Headteacher)	Mr M Bowe
Mr S Gilmore	Rev'd Dr S Griffiths
Mr S Berkkun	Ms M Jeffrey
Mr P Collard	
Mr R Cathline	
Mr A Yilmaz	

In attendance:

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

Apologies:

Mr M Pieri (Assistant Headteacher)
Mr D Willett
Mr C Hide

Apologies not received:

Ms H Ashley-Fraser

1 Welcome - Appointment of the Chair of the Governing Body

- 1.1 Mrs Field welcomed everyone to the meeting and advised the FGB that Mr Jones-Owen had been nominated for Chair of Governors and Mrs A Williams had been nominated for Vice-Chair of Governors by Mr Collard, Mr Hide and Mrs H Ashley-Fraser prior to the meeting.
- 1.2 Mr Jones-Owen left the meeting and the Board voted Mr Jones-Owen into office. Mr Jones-Owen returned to the meeting and accepted the role.

2 Welcome from the Chair - Appointment of the Vice-Chair of the Governing Body

- 2.1 Mr Jones-Owen welcomed everyone to the meeting and presided over the vote for Vice-Chair.
Mrs A Williams left the meeting and the Board voted Mrs A Williams into office.
Mrs A Williams returned to the meeting and accepted the role.

3 Apologies for Absence and Declarations of Interest

- 3.1 Apologies for absence were received from Mr Pieri, Mr Hide and Mr Willett and accepted by the Committee.
- 3.2 No apologies were received from Mrs H Ashley-Fraser.
- 3.3 There were no declarations of interest made.



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4 Approval of minutes of the meeting held on 15th July 2021 and matters arising not covered on the agenda

- 4.1 The Minutes were circulated to the Trustees prior to the meeting.
Mr Berkun pointed out that Mrs Burke's job title was wrong and should be Deputy Head Teacher rather than Assistant Head Teacher.
The minutes were then approved for accuracy.

4.2 Actions from previous minutes:

1. Mr Lamb did not report back to the FGB with a timeline as all points recommended from the Complaints Appeals findings had already been actioned / put in place. Mr Jones-Owen asked that Mr Lamb should still share all actions with the FGB. Mr Lamb agreed to share this Mr Jones-Owen and Mrs Williams.

In summary:

- Amended the attendance monitoring policy to include provision of work to be set, where appropriate. Where the absence of the student is not due to illness or the fault of their own.
- CCTV policy updated which will go to the appropriate committee for approval. Meetings with staff related to this point have taken place.
- Seclusion guidelines amended and Mr Purrier has trained relevant staff members.
- Will try to have more consistency when communicating with parents

Mr Lamb concluded that the school had agreed with all the recommendations made and have worked to implement all.

Mr Collard queried Point 3 of the recommendations 'assurances that in future the correct procedure will be followed when dealing with initial complaint's: that the Head Teacher not be involved in the investigation of a complaint at Stage 1 so that they are free to investigate at Stage 2.

Mr Lamb has confirmed that this has been amended.

2. Complete – the meeting took place and a report will follow.
3. Complete
4. Complete
5. Complete – a full report will be at the Resources & Management Committee. Mrs Culora advised that she will give a verbal update to the FGB later in the meeting in AOB.
6. Complete – documents were circulated.
7. Complete – Mr Jones-Owen will discuss this within the agenda item.
8. Complete – Mr Lamb will discuss this within the agenda item.
9. Complete – Mr Lamb will discuss this within the agenda item.
10. Complete – many Governors confirmed that they were following the school on various social media platforms.
11. Not complete – Mrs Field still to action – Google forms are ready to be emailed out and all New Pupil forms now include the social media permission item. Mrs Field to liaise with Mrs Culora regarding the emailing of the forms to parents.
12. Complete



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Actions:

- Clerk to add FGB Minutes from 15th July to website Governance page
- Mrs Field to email out Parental Permission Google Link Forms to parents to collate permissions

5 Governing Body Structure

- 5.1 Mr Jones-Owen advised that he still had to speak to Mr Bowe and Mr Yilmaz with regards to sitting on sub-committees and any specialist or link roles.
- 5.2 Mr Jones-Owen advised that he had been looking at the Stakeholders Committee and been in discussion with Mr Berkkun who has stepped down as Chair. Mr Jones-Owen agreed to take on the position as Chair for the committee and thanked Mr Berkkun for his 2 year term as Chair.

Mr Jones-Owen advised that the Stakeholder Committee would be focusing on the strategy and delivery of the school's 5 year development plan.

- 5.3 The Clerk gave a brief outline of the document that was circulated prior to the meeting and highlighted the subject and link role governor places that were not yet allocated. The Clerk will re-circulate the documents and allow Governors to self-refer for optional link roles.
- 5.4 Mr Jones-Owen advised the committee that the yearly Declarations of Business forms would be sent to all Governors and for them to return these ASAP.
- 5.5 Mr Jones-Owen advised the committee that the yearly Governors Code of Conduct would be sent to all Governors for their reference.
- 5.6 Clerk advised that the next Resources & Management Sub-Committee meeting had been re-scheduled to 7th October 2021. The current Trustees Calendar would have to be updated and recirculated.
- 5.7 Mr Jones-Owen confirmed that all meetings this term would be held via Zoom until the next FB in December which he would like to hold back in school face to face.

Actions:

- Clerk to update Governing Body Sub-Committee documents with Stakeholder update
- Clerk to re-circulate updated Summary of Governing Body document
- Clerk to email Declaration of Business forms to all Governors and to collate them on return
- Clerk to circulate the Governors Code of Conduct to all Governors
- Clerk to update and re-circulate the Trustees Calendar



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6 Head Teacher's Report (HTR) – Mr Lamb

6.1 Written Head Teachers Report for FGB

Mr Lamb is currently re-designing the format of the HTR that goes to the FGB and will include all major headlines from each committee (discussion points, actions that have arisen and the impact of current actions).

Items that have historically been included in the HTR such as exclusions, punctuality, SEND, children in need data, will now go the Standards Committee
Once the new HTR is finalised, Mr Lamb will share it with the FGB

6.2 CIF

The work on the Lower school has commenced with regards to the architect has drawn up the plans and going out to tender.

The school did not meet the deadline for appealing the bid for the House, however, the architects did not think the school would be successful as the basis of the appeal had to be that the ESFA had made an error in it's calculations/decision, and this was not the case.

The appeal would go back to the Resources Committee to consider and re-bid for 2022/23.

6.3 Mr Lamb advised that student KM (who was injured in an accident in Enfield Town last term) came into school recently and saw some of his friends. An occupational Therapist plans to visit on-site and Mr Lamb is planning to do some more fundraising to help in ongoing support throughout the year.

6.4 Vaccinations for 12-15 Year Olds

A letter was sent out to parents detailing the plans by Public Health Enfield for the vaccination of 12-15 year olds and linking to the consent form.

Public Health Enfield is dealing with this fully; logistics, administration, consent and the school is not involved in any of the planning, implementation or discussions on consent. If a parent has not given their consent, the student will not be able to have the vaccine at that time even if he would like to have it – Public Health Enfield will have to take up this discussion with the family together.

The date planned is on 8th October to coincide with the flu vaccine.

6.5 Test Centre

Mr Lamb informed the GB that Mr Wragg had been the lead on the organising and running of the school Covid test centre this time and that it had run very well. Mr Lamb thanked Mr Wragg for all his work.

6.6 Prospective Parents Open-Evening

Mr Lamb informed the GB that the date set for the open evening was 4th October 2021 and the plan was to open up both Upper and Lower this year.

The Lower School would be able to showcase Music, Science, PE, DT and Food Tech departments. This will really help to boost the scholarship departments to promote themselves.

Mr Lamb advised that he would be focussing on the school's USP of being a very good



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school for boys.

Leading up to the Open-Evening, the school will be ramping up its social media presence with respect to promoting the school and the Boy to Man marketing campaign.

Mr Jones-Owen said that the open-evening plans sounded very good and he asked that Governors should attend if possible.

- 6.7 Mr Lamb thanked the GB for agreeing to close the school early on Friday 24th September in order for all the staff to attend the Unconscious Bias training and invited Governors to email him if they would like to attend online.

Mr Jones-Owen added that the GB had a commitment around EDI and that he was looking at running a session attached to the next FGB meeting in December.

7 Risk Register – Mr Lamb

Mr Lamb advised that he had circulated the draft version of the Risk Register prior to the meeting but this had now been updated again adding in some of the mitigating strategies to ensure that the risks being mitigated. SLT are now happy the register is now covering all of the risks and that the risk rating is correct.

Mr Lamb advised that he is happy for it to sit in each committee as a standing item. It is now ready for the Governors to look at and decide on what items to be discussed or reviewed or anything that they feel should be added on to it.

Mr Lamb clarified that the most up to date live document is the one circulated by Mrs Culora just prior to this meeting and not the one that was circulated with the agenda.

Mr Jones-Owen added that it would now be the responsibility of the Sub-Committee Chairs to identify which item/s of the Risk Register they wanted to cover during their next meeting and liaise with Mr Lamb.

Mr Jones-Owen and Mrs Williams will be looking at the Risk Register and identify any items they feel should be addressed by the Full Governing Body.

The Risk Register should be a standing item on all committee agendas and Mr Jones-Owen wanted to ensure that the GB actively looks at it regularly.

Actions:

- Clerk to ensure Risk Register is a Standing Item on all committee agendas

8 Budget Report – Mrs Culora

- 8.1 **Staffing Costs** - This Budget now reflects that the teaching staff will not receive an increase in the year ahead. Normally, this figure increases each year reflecting pay increases as teachers move up their pay scales.
Support Staff are looking at receiving a pay increase of 1.75% which had been due to go



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through in April but has still not passed through the Unions.

- 8.2 **Collegiate** - figures have been updated. There may still be some more changes until the courses settle down but presently, the school has slightly less girls from County coming in.

8.3 **Ball Hall Lettings / Nuffield Gym**

Nuffield have now left the site (left early in agreement with the school). Enfield Grammar School has now taken on the lettings directly and the Site Team are dealing with this. Some overtime has been allocated to Site Team to cover their extra work on Sundays. Mrs Culora advises that, based on the current bookings, this could raise an income of £30,000.

The gym is now shut to the public.

Mrs Culora is currently looking at a proposal where a Personal Trainer will let the premises and allocate to a team of Personal Trainers with their personal clients.

In addition, the studio is currently let to dance groups such as Zumba and the spinning studio will be let.

Mrs Culora will be bringing the whole proposal to the Resources and Management Committee.

Mrs Culora advised that the staffing of the reception area needs to be looked at as it is not sustainable for members of the Site team to be manning this area on a daily basis.

Mr Collard agreed that the proposals Mrs Culora has put together look attractive and that the school can now take full advantage of the Ball Hall and Gym facilities and income. Mr Collard explained that over the past 5 years the school has paid off the cost of the gym equipment.

Mrs Culora then advised that she was confident that this route would be the most profitable for the school and not go down the route of trying to run a gym open to public membership which, to date, had not been a profitable partnership.

It was confirmed that the school was not in breach of any contract to offer public/community access to these facilities and that Nuffield had made an attractive offer to their current members who wished to transfer over to the main Nuffield gym in Enfield Town.

- 8.2 **Previously Looked After Children** – this has been stripped out of the budget and Mrs Culora is looking at spending this more directly on those children

- 8.3 **IT Expenditure** – has been slightly increased by due to 2 more projectors that were required by the school.

- 8.4 **Catering** – Catering is still running at a budgeted loss, however, the Resources Committee will be looking into this at one of their meetings in the coming year.

In summary, Mrs Culora had no great financial concerns for the future and that the next 2 years were looking good. The school may have a £200,000 surplus at the close of the year due to savings made and lettings. Mrs Culora will have a full report for the Resources &



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Management Committee.

Mr Collard stated he thought it was a very balanced budget and similar to what was presented in July 2021.

Rev Dr Griffiths left the meeting at 7pm as previously advised and agreed.

9 School Development Plan (SDP) – Mr Jones-Owen

6.1 Mr Jones-Owen informed that the SDP is divided up between the sub-committees with the purpose of looking such things as how to get the school to an outstanding position with Ofsted, quality provision of education, staff and pupil wellbeing, Sixth Form, Year 7 and more.

Mr Jones-Owen feels this sits well with the Stakeholders Committee would take it on board as a main agenda item to look at how the SDP is reported and how/if it will be split between other the committees.

Mr Jones-Owen asked that, for this term, Mr Lamb continue to work with the current form of the SDP and will bring the proposals from the Stakeholders Committee back the FGB in December.

Mr Lamb added that SLT felt it had to link in with the 5 pillars but was happy for it to go to Stakeholders for discussion.

Actions:

- Mr Jones-Owen to bring the SDP to the FGB in December

10 Positive Behaviour Policy – Mr Lamb & Mr Purrier

10.1 Mr Lamb informed the Governors that the school had just undergone training by Enfield Trauma Informed Practice (E-TIPs) which was very good, informative and positive.

The idea of Trauma Informed Practice is that behaviour should be treated as a symptom and for school staff to get to know the pupils instead of sanctioning them.

One way is to focus on how a member of staff speaks to a pupil to limit a reaction of said pupil that then ends in a sanction being given. Mr Lamb and Mr Purrier feel very positive that this is a route the school wants to take and are invested in training staff to have a better approach and better strategies in place.

Mr Purrier along with SLT have been reviewing the behaviour grid, looking at complaints, items that have come up over the year and have adapted the sanctions page of the policy with purpose of making the behaviour policy clear and easy to follow for staff, students and parents with clear boundaries and expectations outlined.



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Mr Lamb explained that there is more E-TIPs training to come and that the policy will continue to adapt throughout the year as new or altered practices are introduced into the school and to staff.

Mr Collard wanted to point out that although the policy was called Positive Behaviour Policy the majority of it was about sanctions and he hoped that the training mentioned above, that the results would feed it's way into the Policy.

10.2 Mr Cathline asked if feedback from the parent's consultations had been incorporated into the Behaviour Policy?

Mr Purrier answered that some awards and sentences/wording had been adapted, appendices included, updated the behaviour grid, linking to other policies to make the policy easier and clearer for staff to follow.

Mr Cathline stated that the Dress Code was not in the policy and that there should be a clear link to this.

Mr Purrier continued to inform the GB that Hannah Hall, the Behaviour Consultant for the Local Authority, has already given her feedback to Mr Purrier with regards to the Behaviour Policy document that she has read. Hannah is due to spend a day with Mr Purrier going around the school this half-term.

Mr Purrier stressed that the Behaviour Policy is constantly evolving and presently, he is trying to build E-Tips into the policy.

Mr Cathline asked if there was the opportunity to wait for Hannah Hall's report before the GB approved the Policy.

Mr Purrier answered that although he will be happy to take on board any recommendations, however, these may not be included in the Policy itself until the next review.

10.3 Mr Cathline advised Mr Purrier that he would email his findings and comments regarding the Behaviour Policy directly to him.

10.4 Mr Cathline also wanted to make clear that he was not happy with the sanction of detentions especially with regards to their safety when making their way home late in the day.

Mr Purrier acknowledges this and takes the issues around detentions very seriously and the school does everything to ensure the safety of the boys.

10.5 Mr Jones-Owen suggested that any amendments put forward should be looked at by the Standards & Achievement Committee before the end of the year.

Actions:

- Mr Purrier to share Hannah Hall's report

11 EDI Policy – Mr Lamb



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11.1 Mr Lamb and Mrs Culora had edited the Policy and Mr Cathline had then looked through it and agreed that it was much better. Mr Lamb advised that he thought the Policy was now compliant.

Mr Cathline also commented that Mrs Ashley-Fraser had confirmed that she was comfortable with the final version.

The EDI Policy was then voted on and approved by the FGB.

12 Accessibility Policy – Mr Lamb

12.1 Mr Lamb informed the GB that the policy was compliant and the action plan is currently working well.

12.2 Mr Cathline questioned the use of the wording 'ongoing' and stated that there should be fixed dates in place.

Mr Lamb explained that 'ongoing' meant that the school would constantly be meeting the needs of the students but this could change depending on what needs students brought to the school.

Mr Lamb agreed to review the policy and to see if he could include any fixed dates for some points/items.

Mrs Culora asked for clarification for the date review wording for some of the items in the Policy as needs and practices can change throughout the term as well as the year.

It was agreed that where some dates can be added, such as 'on a termly basis' this would be amended.

Mr Gilmore suggested that maybe a review date could be input and would sit better with some area that are prone to change and adaptations.

Mrs Jeffrey added that all policies should always have a review date.

Mr Wragg added that maybe action plans / ongoing items be made as an appendix as these items can be amended at any time where appropriate without having to come back to the FGB for approval as a full Policy review would.

Mrs Culora clarified that, in this case, the first page of the document that was circulated prior to the meeting, was the Policy and the Action Plan could be made as an appendix to enable live amendments throughout the year without requiring Governor approval.

13 Child Protection Policy – Mr Purrier

13.1 Mr Purrier advised the GB that the CP Policy has to be updated in accordance with Keeping Children Safe In Education (KCSIE) 2021 that he has cross-referenced the policy with The Key to ensure it was compliant.



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There have been 5 key changes that have already been shared with staff;

- knowing and understanding
- awareness and how to respond
- peer on peer
- child criminal exploitation
- Concerns over staff

During the inset day, staff went through the changes and had to complete a quiz. Records are kept by the school to ensure all staff have completed all necessary training.

CPOMS has been brought in this year and all staff have had to sign up for it. This is a new system for making child protection, mentoring and SEND referrals

Staff have to complete the Educare modules (summary updates on KCSIE)

The Child Protection Policy was then voted on by the FGB and approved.

13.2 Mr Collard pointed out that the policy states that all Governors will read the KCSIE document which is a very lengthy document.

Mr Purrier answered that Part 1 was the most important part but he will check on requirements and then share a link with the Governors with regards to what was required they read.

13.3 Policy was then voted and approved by the FGB on the basis that Mr Purrier would come back with the details of the KCSIE for the Governors

Actions:

- Mr Purrier to check the parts of the KCSIE document that the Governors are required to read and to share a link to it.

14 Any Other Business

14.1 Mr Lamb informed the FGB that a parent on the EDI parent working party, had organised for the school to receive a donation/funding of £2000 through her work. The parent has offered to come into the school to have a look at what else she may be able to raise some funding for through her employers (The Capital Group).

Mr Lamb thanks Mr Cathline for his introduction to the parent and he thanked the parent for this support and financial help.

14.2 Mr Collard made reference to a letter received by the Trust from Baroness Berridge with regards to the structure of Governing Bodies.

Mr Collard advises that it will soon be mandatory for SATs to have members that are independent of the governing body and that those members be the majority of the GB. This is not currently the case within our GB and so some changes will have to be made in the future and that this is currently being looked into.



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14.3 Mrs Williams asked if the school had had any positive Covid cases. Mrs Culora answered that there had been a couple of students who had been positive but they had not returned to school at the beginning of term. No positive Covid cases were recorded in the school test centre and no cases have been identified since. All students have been given self-testing kits to take home.

Actions:

- To look at the Governing Body structure in the next FGB as per the letter received
- Covid-19 to be added as a standing item to the Head Teachers Report and the FGB committee meetings.

Mr Jones-Owen thanked the Committee and the meeting finished at 8.08pm

Action Points arising from the meeting on 16 th September 2021:		Responsibility
1	Mr Lamb to share with the Chair and Vice-Chair of the FGB his timeline and actions of the school with regards to the Complaint Panel recommendation	Mr Lamb
2	Clerk to add FGB Minutes from 15 th July to website Governance page	Clerk <i>completed</i>
3	Mrs Field to email out Parental Permission Google Link Forms to parents to collate permissions	Mrs Field <i>completed</i>
4	Clerk to update Governing Body Sub-Committee documents with Stakeholder update	Clerk <i>completed</i>
5	Clerk to re-circulate updated Summary of Governing Body document	Clerk <i>completed</i>
6	Clerk to email Declaration of Business forms to all Governors and to collate them on return	Clerk <i>completed</i>
7	Clerk to circulate the Governors Code of Conduct to all Governors	Clerk <i>completed</i>
8	Clerk to update and re-circulate the Trustees Calendar	Clerk <i>completed</i>
9	Clerk to ensure Risk Register is a Standing Item on all committee agendas	Clerk <i>completed</i>
10	Mr Jones-Owen to bring the SDP to the FGB in December	Mr Jones-Owen
11	Mr Purrier to share Mrs Hannah Hall's report (Behaviour) – any observations from Governors to be discussed at Standards	Mr Purrier
12	Mr Purrier to check the parts of the KCSIE document that the Governors are required to read and to share a link to it.	Mr Purrier
13	To look at the Governing Body structure in the next FGB as per the letter received	Mr Jones-Owen Clerk
14	Covid-19 to be added as a standing item to the Head Teachers Report and the FGB committee meetings.	Mr Lamb Clerk <i>completed</i>