



**ENFIELD GRAMMAR SCHOOL**  
**Full Governing Body**

**Minutes of the Meeting on Thursday 9<sup>th</sup> December 2021 at 6pm (via Zoom)**

**Present:**

Mr G Jones-Owen (CoG , Foundation Trustee & Member)  
Mrs A Williams (V- CoG, Foundation Trustee & Member)  
Mr C Lamb (Headteacher)  
Mr P Collard (Foundation Trustee & Member)  
Mr A Yilmaz (Parent Governor)  
Mrs E Underwood (Parent Governor)  
Mrs T Holloway (Parent Governor)  
Ms H Ashley-Fraser (Community Governor)  
Mr R Cathline (Co-Opted Governor)

**Apologies:**

Mr S Gilmore (change of role to Member)  
Mr M Bowe (Staff Governor)  
Ms M Jeffrey (parent Governor)  
Mr D Willett (Parent Governor)  
Ms N Faverjon (Assistant Headteacher)  
Mrs D Burke (Deputy Headteacher)

**In attendance:**

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

**Apologies not received:**

Mr M Pieri (Assistant Headteacher)  
Mr C Hide (*change of role to Member*)  
Rev'd Dr S Griffiths (*change of role to Member*)  
Mr S Berkkun (Staff Governor)

**1 Welcome, Apologies for Absence and Declarations of Interest**

- 1.1 Mr Guy Jones-Owen (Chair) welcomed everyone to the meeting that followed on from the BH presentation delivered by Sula Graham from Holler.
- 1.2 Apologies for absence were received from Mr Gilmore, Mr Bowe , Ms Jeffrey, Mr Willett, Ms Faverjon, Mrs Burke and accepted by the Committee
- 1.3 No apologies were received from Mr M Pieri, Mr Hide, Rev'd Dr Griffiths, Mr Berkkun
- 1.4 There were no declarations of interest

**2 Approval of minutes of the meeting held on Thursday 16<sup>th</sup> September 2021, and matters arising not covered on the agenda**

- 2.1 The Minutes were circulated to the Trustees prior to the meeting.  
3 points were identified that required amending by the Clerk prior to re-circulation.  
The minutes were then approved for accuracy.
- 2.2 Actions from previous minutes:
  1. Complete – Mr Lamb shared the document he had brought to the meeting with the committee showing the recommendations made from the Complaints Panel findings and the updates/action that had been subsequently taken by the school.
  2. Complete
  3. Complete – Mrs Field advised that although every parent and student in the school



## ENFIELD GRAMMAR SCHOOL

### Full Governing Body

had now received these permission forms, the return of permissions was incredibly low and that trying to obtain consent to use images was a constant struggle. Year 7 are all fine as social media was included in the New Pupil Form so going forward year on year consent will be recorded on SIMS.

Mrs Williams asked if the school carried out yearly checks on parental details saying the consent could be added on and also suggested emailing the consent forms again which Mrs Field agreed could be done.

Mrs Field also offered that staff could take some of the responsibility by asking parents within their emails when they were organising any events.

Mr Purrier added that they should have a discussion about this as the school may be able to help collate consent during the upcoming parents evenings in the new year.

4. Complete
5. Complete
6. Complete
7. Complete
8. Complete – Mr Jones-Owen noted that the clerk would be looking at spreading out some of the meetings for the next academic year as there are a couple of periods when there are 3-4 meetings in a row.
9. Complete
- 10.
11. Complete – the Behaviour Policy and review of the Hannah Hall report is to be added to the next FGB agenda and is being covered in the next Standards committee meeting.
12. Complete - On the agenda
13. Complete - On the agenda
14. Complete - On the agenda

#### **ACTIONS:**

- Mrs Field to email Parental Consent Forms again
- Mr Purrier and Mrs Field to consult regarding the potential of gathering parental consent during the upcoming parents evenings in the new year
- Trustees Calendar to be looked at to ensure adequate spacing between meetings for the next academic year
- Behaviour Policy and review of the Hannah Hall report to be added to the agenda of the next FGB and Standards meetings

### **3 Committee Terms of Reference – Mr Jones-Owen**

- 3.1 There have been no changes to date made to the Terms of Reference of the FGB, however, Mr Jones-Owen is currently reviewing the Terms of all committees, in particular Standards and Stakeholders, to ensure all are covering the correct responsibilities and making them more strategic.



**ENFIELD GRAMMAR SCHOOL**  
**Full Governing Body**

**4 Governors Code of Conduct: Review & Approval – Mr Jones-Owen**

- 4.1 It was advised that no changes had been made to the Code of Conduct since the last review.
- 4.2 Mr Jones-Owen advised that all SLT should read the first 3 items laid out in the document under 'The Governing Body Core Strategic Functions': establishing strategic direction, ensuring accountability, ensuring financial probity.
- 4.3 Mr Jones-Owen also advised that all Governors should be aware of the commitment that is expected of them.

*Mr Jones-Owen then addresses the FGB to advise that he would be moving item no. 9 Admissions Criteria & Consultations forward to be discussed next due to time constraints and the importance of this item.*

**9 Admissions Criteria & Consultations: Year 7 and Year 12 – Mr Lamb**

- 9.1 The two relevant documents were circulated prior to the meeting. Mr Lamb gave a summary around the issues regarding:
  - Current Year 7 Admission criteria including the missed reviews of, and the question of having or removing the 7 feeder schools.
  - The proposed change to co-ed admissions for Year 12.
- 9.2 The school solicitors have gone through and drawn up the newly proposed admission documents. The main change for the Year 7 criteria would be for the feeder school clause to be removed and to be replaced by the 'distance' clause. The solicitors advised that there should be a clear link and relationship between Enfield Grammar and the feeder schools and that it was also not usual to have as many as 7 feeders.
- 9.3 Mrs Ashley-Fraser stated that she is strongly in favour of removing the feeder school clause and to promote the all-boys school to the whole Borough and not just to the schools nearby.
- 9.4 Mr Lamb added that after discussions with SLT, it was determined that the feeder school clause was not felt to have any impact on admissions and would be happy to remove it, however, if in the future, the school became over-subscribed again, this criteria would come into play again and would lean towards being a local community school. Mr Wragg confirmed that it was possible to add or remove any admission criteria with a consultation and that even without any proposed changes to admission criteria, this should still be consulted on every 7 years.
- 9.5 Mr Purrier pointed out the following that impacts the school admissions currently;
  - that possibly parents from other primary schools are put off applying due to the priority given to the feeder schools
  - there are fewer students in the Borough applying for places



## ENFIELD GRAMMAR SCHOOL

### Full Governing Body

-the Wren Academy has definitely taken students from our closest feeders  
-that the school isn't receiving any positive impact from the current feeder schools – they do not seem to be engaging with Enfield Grammar

- 9.6 The consolation documents need to be circulated to parents of the school, neighbouring schools in the Borough, local community connections and the local authority. Mr Wragg advised that the consultation had to go out by 17<sup>th</sup> December to enable the required 6 week period which is a set period not determined by the school.
- 9.7 The committee then voted (show of hands) to agree to go consultation with regards to removing the feeder school clause from the Year 7 admissions criteria:  
7 out of 8 Governors voted in favour of removing the feeder school clause.
- 9.8 The committee then voted (show of hands) to agree to go to consultation with regards to the school admission criteria to change to co-ed in KS5;  
8 out of 8 Governors voted in favour.

## 5 Committee Updates

### 5.1 Stakeholders

Mr Jones-Owen (Committee Chair) summarised the points covered in the meeting on 18<sup>th</sup> November 2021:

- Discussion on strategies for the school.
- Added the Student Council as a standing item to the agenda. 3 students attended the meeting and gave an update to the committee.
- FECS Chair attended the meeting (this is also now a standing item on the agenda) to give an update on events, accounts, bids and support. The FECS chair also advised that they had 3 new parents on board from Year 7 and that the FECS committee would like more support from the school and governors.
- Mr Jones-Owen told the FGB that he is now the link governor for FECS and will be attending their meetings held on the 1<sup>st</sup> Monday of every month (term time only).
- Stakeholders discussed the current situation and consultation required for the Sixth Form changing to Co-Ed.
- Year 6 recruitment was discussed. It was noted that there were less applications into Year 7 this year with the Wren Academy identified as having a significant impact on admission places.
- EDI – Mrs Faverjon has a plan to re-structure the current EDO working party splitting it into sub-committees who will then have a specific focus.
- Wellbeing / Pulse Survey – It was highlighted that only about 30% of staff tend to complete this survey. This will be looked at again in more detail at the next Stakeholders meeting.
- PE – Mr Wragg will be undertaking a review of the PE Department.



**ENFIELD GRAMMAR SCHOOL**  
**Full Governing Body**

**5.2 Admissions**

Mrs Williams (Committee Chair) summarised the points covered in the meeting on 14<sup>th</sup> October 2021:

- The concern over not having a PAN of 180.
- Discussed the Year 5/6 recruitment drive.
- Consultation on admission criteria.
- The fact that the Borough has a falling number of pupils that will be looking for secondary places next year and the knock on effect this will have.
- The reputation of Enfield Grammar School.

**5.3 Resources & Management**

Mr Collard (Committee Chair) summarised the points covered in the meeting on 25<sup>th</sup> November 2021:

- ICT Report delivered by Mr Bentley (ICT Manager)
- Renewing the LGFL contract. Receiving a better deal than previous, offering improved infrastructure and security
- Planning approval received for the current CIF bid. Tender is going out with a view for works to commence in April during the Easter break and will continue on through the summer term.
- A second CIF bid has been put in for the sixth form house.
- Lettings – the ball hall lettings is now under the control of the school and the revenue has seen an increase up to a possible £40000.
- Lettings – An new contract is being drawn up with personal trainer who will oversee the gym and bring in a team of personal trainers. This contract looks to bring in between £800 to £2000 per month. Looking to commence in January 2022. He will also oversee the gym for Junior Gym.
- LED lighting project – seems to be successful with savings already identified and the actual lighting around the school is much improved. The committee will look at the data again in 3 months' time.
- Internal Scrutiny – The auditors had been in to look at the business continuity risks which had previously been identified.
- The pay & Performance committee had met in October and had approved all the Head Teacher recommendations for pay increases for the teaching staff. The committee also awarded the Head Teacher 1 point on his scale for his management of the school over the pandemic and for partly meeting his targets.
- Health & Safety – Mrs Culora is looking at software which will track and manage all the administration.
- Pupil Premium money, Covid Catch-Up grant and Tutor Funding have all been added as standing items to the Resources agenda. The Educational Endowment Foundation (EEF) advisor visited the school to help formulate reporting on pupil premium spending to comply with the 2021 requirements - waiting on feedback from this.
- SIMS – the contract for the MIS is due for renewal, however there is concern over the costs and implementation of it changing over to be cloud based and being tied in to a 3 year contract. The way SIMS is pushing through and with a deadline date



## ENFIELD GRAMMAR SCHOOL Full Governing Body

of 31<sup>st</sup> December has made Mrs Culora and many schools very concerned over the lawfulness of this and the DfE is looking into the details. 3 comparison quotes are required and a decision made by the end of term.

- Budget and Accounts – the September surplus has now increased to £80000 – details of the budget (income and expenditure) is laid out in the documents previously circulated.

### 5.4 Standards & Achievement

Mr Cathline (Committee Chair) summarised the points covered in the meeting on 2<sup>nd</sup> December 2021:

- The committee had received data training from Mrs Burke and had received the new style KS Reports.
- Discussed the review of mixed ability groups.
- Received Attendance and Exclusion updates from Mr Purrier.
- Discussion over 'Homework' which is ongoing and reviewing the way it is set and the amount that is set.
- The Behaviour Policy and Hannah Hall report will be discussed in more detail at the next meeting.
- Pupil Premium – Mr Pieri delivered a detailed presentation. There was a meeting with Mark Rowland scheduled with regards to the reporting on how pupil premium is used/spent and how the school is required to publish the information. PP information is required to be published on the website by the end of term. Awaiting feedback on Mr Rowland's initial findings.

## 6 Chairs Update – Mr Jones-Owen

### 6.1 FGB Structure – Mr Collard

Mr Collard gave a rundown of the changes to the Academy Trust and structure of;

-Academy Trust is a Charitable Trust limited by Guarantee and made up of Trustees and Members

-Members oversee the Trusts activities (hands-off role – similar as shareholders of companies)

-Trustees make up the Board which runs the day to day business of the school

The Academies Handbook now states that the majority of Members should be independent of the Trustee Board.

To comply with this the following re-shuffle has happened:

-2 Foundation Trustees are stepping down from the Board but will become Members of the Trust (Rev Dr S Griffiths and Mr C Hide).

-Mr S Gilmore has resigned from the Trustee Board and has agreed to become an independent Member as well.

-Mr Jones-Owen, Mr P Collard and Mrs A Williams are all Foundation Trustees and Members

This now shows we are moving towards fulfilling the mandate of the DfE.



**ENFIELD GRAMMAR SCHOOL**  
**Full Governing Body**

The role of the Responsible Officer has ceased and is replaced by the Internal Auditors who are employed by the Trust.

Mrs Ashley-Fraser asked Mr Collard to clarify the process of electing/allocating the role of Member.

Mr Collard explained that they had decided that current Members are able to appoint or remove any persons in the role of Member or Trustee.

**6.2 Governor Training & Subject Links – Mr Jones-Owen**

The Clerk is collating all governor training to ensure continuous professional development and understanding of the key roles.

Some governors still need to complete the Unconscious Bias training which is open to complete for another 8 weeks only. New links will be issued if there are any problems logging into the training.

It was noted that all governors to consider training on Complaints Panels and Exclusion Panels.

The Key offers free e-module training that can be undertaken at any time and all governors have access to their account.

Most subject links have now been allocated. Mr Cathline to take on a specialist role link.

**6.3 KCSIE – Mr Purrier**

The relevant presentation outlining all points for this item had been circulated to the committee prior to the meeting.

Mr Purrier explained that there had been updates to the document 'Keeping Children Safe In Education' (KCSIE) from 2020/21 and that a Handbook for Governors, outlining all the main points, had also been circulated for them to read.

Mr Purrier stressed that it was important for all Governors to read the full document as the Board is responsible for safeguarding.

Mr Purrier explained that every 3 years the INSET Day in January is dedicated to Child Protection and that all staff are required to confirm that they are up to date with reading and training regarding Safeguarding.

The main changes/updates this year have been:

- Safeguarding Information for ALL Staff - Staff to know and understand, support
- The Management of Safeguarding - awareness and how to respond, record-keeping
- Safer Recruitment
- Allegations and Safeguarding Concerns made against Staff and Contractors
- Child on Child Sexual Violence and Sexual Harassment - Peer on Peer abuse
- Child Criminal Exploitation (CCE)
- Mental Health
- Online safety



**ENFIELD GRAMMAR SCHOOL**  
**Full Governing Body**

Mr Cathline said that he had seen a great display board within another school that spotlighted the safeguarding team and their qualification which also made it easier for students to identify who they could contact if needed. It was suggested that this could be done as well in EGS.

Mr Jones-Owen advised that he had the details/image of this and that he would forward it to Mr Purrier to have a look.

Mr Purrier thanked Dr Currie for everything she does in her safeguarding role in Lower school with behaviour and safeguarding and stressed how important the work the Safeguarding Team undertake.

**ACTIONS:**

- Clerk to amend Mr Jones-Owen from a Community Governor to a Foundation Trustee
- All Governors to check and update their training and advise the Clerk of such
- Mr Jones-Owen to forward the email showing the display board of the safeguarding team to Mr Purrier
- Mr Purrier and Clerk to look into producing a display board showing the Safeguarding Team, provision/resources available and staff qualifications

**7 Head Teacher's Executive Summary – Mr Lamb**

7.1 Mr Lamb introduced his new style of reporting updates to the FGB in the form of the Executive Summary which would set out key items that have affected / are affecting the school: successes, challenges and developments.

7.2 **Successes:**

Finances - Mr Lamb thanked Mrs Culora for the management of the budget and the healthiness of the finances.

EDI – Mr Lamb said this was a successful and significant undertaking and thanked Mr Cathline for his help and support with this.

ETIPS initiative – changing the culture of the school and the understanding and support of the pupils.

7.3 **Challenges:**

Staff sickness in the autumn term – currently have approximately 10-11 teachers off. Supply teachers coming in to cover but are also going off sick.

Mr Cathline asked if the school was getting any help financially from the government with regards to the extra costs in employing supply staff to cover staff absences.

Mrs Culora advised that they were not and didn't think this was likely as the threshold to qualify for assistance was extremely high, however, she will look into it.

Site/Premises – management of the estates is a massive remit and the additional pressure with the site manager being off was pronounced. The school would look into an additional





## ENFIELD GRAMMAR SCHOOL Full Governing Body

position within the site team.

Mr Lamb suggests that it would be worth looking into a long-term strategic plan for the school; he would like to start discussions around the school become a single site school in the future (based at Lower).

Quality of Education – returning from Covid has been challenging, however, some of this is being addressed in the January Inset training day which will have a focus on marking and feedback.

Student Wellbeing – is a complicated issue within the school. The job of child protection covered by Mr Purrier, Dr Currie and the team is enormous, picking up new cases every week. Mrs Yianni is developing many supportive projects with groups of boys.

ETIPS – demanding on teachers.

Pupil Premium Strategy - is demanding on teachers due to improving quality first teaching and is evidence based and the school is now expected to personalise the learning and nurture experience for each PP boy (300-400 students).

### 7.4 **Developments:**

Governing Board restructure by Mr Jones-Owen is positive and becoming more strategic and the development of some of the sub-committee responsibilities.

Co-Ed admission in KS5.

Successful CIF bid now means the works can commence. However, this will have a significant impact on 6 classrooms by taking them out of action throughout the summer term. Need to find a solution for these classes / re-house them.

Mr Lamb would like feedback on his new Executive Summary from the Governing Board with regards to the new format, how the information is delivered and how useful it is for the Board.

### **ACTIONS:**

- The Governing Board to feedback to Mr Lamb on his new Executive Summary

## **8 Budget – Mrs Culora**

8.1 The main income changes were the grants received by the government and SLT are working on allocating the funds to various initiatives including extra tutoring, additional wellbeing practitioners.

Mrs Culora has set the grants up on Sage so that they can be tracked (allocation and use of) and will be brought to the R&M committee meetings.

8.2 £11,000 has been received to be used for the set up the Covid Test Centre in January 2022 which will be led by Mr Wragg.



**ENFIELD GRAMMAR SCHOOL**  
**Full Governing Body**

8.3 Currently have a surplus of £83,000.

Mr Cathline asked if some of the surplus funds could be used to employ a relief caretaker to help with some of the basic refurbishments within the school to relieve some of the pressure on the existing team.

Mrs Culora answered that she had approached the site team with this option, however, they did not want to pursue this. Mrs Culora will still look into the potential of bringing further tradesmen in, however, the rolling refurbishments works are currently progressing well.

Mrs Culora clarified that the major stress points with regards to the site were more major projects such as the roof repairs, window replacements over the 2 sites.

Two projects being actioned this year are the Lower School toilets and Upper School MFL toilets.

8.3 Due to the accounts being received late, the question arose as to approve them either by an EGM or via email.

Mr Jones-Owen and Mr Collard agreed to discuss how to proceed after the meeting.

8.4 Mr Collard thanked Mrs Culora for her continued work especially for having prepared the papers and attended the last Resources meeting whilst she was ill.

Mr Cathline added a thank you to Mr Purrier for the same with regard to the last Standards meeting.

**ACTIONS:**

- Accounts to be approved – Mr Jones-Owen and Mr Collard

**9 Admissions Criteria & Consultations**

*Item covered earlier in the meeting*

**10 Governor Recruitment – Mr Jones-Owen**

10.1 Mr Jones-Owen summarised that there were currently two Parent Governor vacancies and that the Clerk had sent out an election letter to all parents of the school. To date, 4 personal statements has been received in from nominees.

The closing date for the application is Monday 13<sup>th</sup> December.

The next action to take will be to send out ballot papers for parents to vote for their candidate choice.

10.2 There are a couple more Governing Board vacancies to be filled;

1. Community Governor -Mr Jones-Owen has moved over to be a Foundation Trustee
2. Foundation Trustee - Mr Hide has moved over to become an independent Member

Mr Jones-Owen advised that recruitment of 2 new (non-parent) governors will be



**ENFIELD GRAMMAR SCHOOL**  
**Full Governing Body**

discussed in the New Year.

**11 Any other Business**

- 11.1 Mr Lamb thanked the Governing Body for their continued support. Mr Lamb advised about the staff drinks at the end of term (Friday 17<sup>th</sup> December), however, due to Covid, he may cancel the invitation for governors to attend.
- 11.2 Mr Lamb advised that he had cancelled both the Prize-Giving (Year 13 Awards) and the Jingle & Mingle events scheduled for the 15<sup>th</sup> December, due to the current Covid-19 situation and guidelines.
- 11.3 Mrs Williams asked about a date for the Members AGM - Mr Jones-Owen advised that he would liaise with Mrs Williams tomorrow with regard to this.
- 11.4 Mrs Ashley Fraser advised that, due to her role as an Asset Manager for the largest Housing Association in the UK, she would investigate and have discussions with partners regarding the replacement of the school fence and would just need to know if there are any restraints to what sort of fence can be erected. Mr Jones-Owen thanked Mrs Ashley-Fraser for this suggestion and confirmed that they could enter discussions about this in the new year.
- 11.5 There was no other business brought up.

Mr Jones-Owen thanked all the staff in the school on behalf of the Governing Body and also thanked the Governing Body for their support.

Mr Jones-Owen wished everyone a Merry Christmas and the meeting ended at 8.41pm.

Action Points arising from the meeting:		Responsibility
1	Clerk to add CCTV Policy to the next Resources committee meeting	Clerk
2	Mrs Field to email Parental Consent Forms again	Mrs Field
3	Mr Purrier and Mrs Field to consult regarding the potential of gathering parental consent during the upcoming parents evenings in the new year	Mr Purrier Mrs Field
4	Trustees Calendar to be looked at to ensure adequate spacing between meetings for the next academic year – ready for September 2022	Clerk Mr Jones-Owen
5	Behaviour Policy and review of the Hannah Hall report to be added to the agenda of the next FGB and Standards meetings	Clerk
6	Clerk to amend Mr Jones-Owen from a Community Governor to a Foundation Governor	Clerk - <i>complete</i>
7	All Governors to check and update their training and advise the Clerk of such	All Governors



**ENFIELD GRAMMAR SCHOOL**  
**Full Governing Body**

		Clerk
<b>8</b>	Mr Jones-Owen to forward the email showing the display board of the safeguarding team to Mr Purrier	Mr Jones-Owen
<b>9</b>	Mr Purrier and Clerk to look into producing a display board showing the Safeguarding Team, provision/resources available and staff qualifications	Mr Purrier Mrs Field
<b>10</b>	The Governing Board to feedback to Mr Lamb on his new Executive Summary	Mr Jones-Owen
<b>11</b>	Accounts to be approved – Mr Jones-Owen and Mr Collard	Mr Jones-Owen Mr Collard