



ENFIELD GRAMMAR SCHOOL
Full Governing Body

Minutes of the Meeting on 31st March 2022 at 6pm (via Zoom)

Present:

Foundation Trustees: Mr P Collard, Mrs A Williams (Vice-CoG)
Community Governor: Mrs H Ashley Fraser, Mrs H Lovell
Parent Governors: Mrs T Holloway, Mr D Willett, Mrs E Underwood, Mr A Yilmaz
Ms M Thomas, Mr N Churcher
Staff Governor: Mr M Bowe, Mrs J Foxley
Co-opted Governor: Mr R Cathline
Headteacher: Mr C Lamb
Associate members: Mrs L Culora
Senior Leadership Team: Ms N Faverjon, Mr D Wragg

In Attendance: Mrs S Field (Clerk)

Authorised Absence: Mr C Hide (Foundation Trustee/Member)
Rev'd Dr S Griffiths (Foundation Trustee/Member)

Apologies Received: Mr Jones-Owen (CoG), Mr Purrier (Associate), Mrs Burke (Associate),
Mrs Jeffrey (Parent Gov), Dr Currie (SLT)

No Apologies Received: Mr Pieri

1 & Welcome, Apologies for Absence and Declarations of Interest

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- 1.1 Mrs Williams (Acting Chair) welcomed everyone to the meeting.
All present proceeded to introduce themselves for the purposes of welcoming the new governors.
- 1.2 Apologies for absence were received from Mr Jones-Owen, Mr Purrier, Mrs Burke, Mrs Jeffrey, Dr Currie and accepted by the Committee
- 1.3 No apologies were received from Mr Pieri.
- 1.4 There were no declarations of interest.

3 Approval of minutes of the meeting held on 9th December 2021 and matters arising not



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covered on the agenda

- 3.1 The Minutes were circulated to the Trustees prior to the meeting. There were no other matters arising.
The minutes were then approved for accuracy.
- 3.2 Actions from previous minutes:
1. Completed – on July Agenda
 2. Completed – sent out on 16th March 22
 3. Covered by point 2 above
 4. Trustees Calendar to be looked at by Mr Jones-Owen and Clerk in the summer term
 5. Completed – on agenda
 6. Completed
 7. Noted – on-going – Mrs Williams reminded everyone that they should notify the clerk if they undertake any training or attend any webinars so that the training file can be updated. Mrs Williams also advised that the new governors should take a look at what training is available and undertake as much as they can to educate themselves on all matters of governance to help them with fulfilling their role. A record of training is also required by Ofsted.
 8. Completed
 9. Completed in Upper School – Lower School to be checked
 10. Completed – informal verbal feedback given by Mr Jones-Owen
 11. Completed – accounts were approved at the AGM

Actions:

- Trustees Calendar to be looked at by Mr Jones-Owen and Clerk in the summer term
- Clerk to check if Safeguarding display board is in Lower School

4 Committee Updates – Committee Chairs

4.1 Stakeholders

The Stakeholders Committee holds the school accountable on it's progress against it's strategic aims; the 5 Pillars (document circulated).

Mrs Williams (on behalf of Mr Jones-Owen) summarised the points covered during the latest meeting in January 2022:

- Update from FEGS (Friends of Enfield Grammar School): Mrs Jones-Owen has become the link Governor for FEGS. All Governors have been invited to join the 100Club.
- Inconsistency of homework set especially during holiday periods has been brought up by Parent stakeholders, including work set when a student is absent from school. After a recent parental survey on homework, the school will be looking at streamlining expectations. This is also being looked at in the Standards Committee.
- Pillar 1: School Admissions Year 7 and Year 12 - Admission numbers falling within the Borough. The LA (Local Authority) is looking at possibly making clusters of schools. EGS (Enfield Grammar School) has been approached already by 2 schools with the



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prospect of becoming a multi-academy. Mrs Jones-Owen would like to look at forming a multi-academy sooner rather than later so that EGS is in the position of choosing who to partner with. An Honorarium position has been created (to support and push forward with the recruitment drive.

- Pillar 3: EDI – Ongoing work led by the EDI Working Party headed up by Mrs Faverjon. Many projects, training, education are in motion. A Honorarium position has been created to help support and administer the projects and liaise between the sub-committee groups.
- Pillar 5: Health & Wellbeing – Mr Lamb collates the feedback generated from the regular internal staff pulse survey that is emailed out. Ongoing challenge with persuading staff to complete this, approx only 58% completion rate.
- PE Department Update – Looking at reaching out to those who applied under scholarships but were unsuccessful and convincing them they still had a very good chance of admission. Discussions on GB support of the PE department and their sports clubs.
- Update given on the recent Governor elections.

4.2 Admissions

Mrs Williams (Chair) summarised the points covered during the latest meeting in March 2022:

- Year 7 Admissions: 180 places offered
- Year 12 Admissions: 175 applicants and Mr Wragg has conducted meetings with our internal students and has also interviewed the external candidates.
- Looked at a strategic plan to recruit more pupils into Year 7 (including Year 5 outreach). There is a decrease in number of secondary school aged children in Enfield, and in addition, being a boys school, we can only take a certain percentage of them. Dr Currie is leading the recruitment drive.
- Recent Admission Consultation
- Risk Register: pupil numbers is high risk as it directly affects funding amounts for the school.
- Scholarship ties – being handed out in the assemblies.

4.3 Resources & Management

Mr Collard (Chair) summarised the points covered during the latest meeting in March 2022:

- CIF Project: grant received towards the repair to the Lower School roof and fire exit staircase. The cost has increased from £322,000 to £415,000, however, after some re-design of the staircase, there is hope the cost will decrease a bit. The work is starting in April (during the Easter break) and will continue till August.
- Pupil Premium: presentation of the new document detailing how the funding is spent.
- New Gym contract (school lettings): Julius is now running the gym and is leasing to personal trainers. Julius is also running the Junior Gym for our students. The school is now overseeing the sports hall lettings. The income has significantly increased (approx up by £40,000) under these new schemes in comparison to when Nuffield



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was managing the site.

- School Development Plan – Catering: will be looking at tenders to outsource in a bid to improve quality and management as well as a reduced cost to the school – will start looking/tendering in the autumn term.
- Budget – this is on the agenda (item 7).
- LED Lighting: since the recent installation of LED lighting throughout the school, the costs have been monitored and although it's still early days, and with the increase in energy costs, the figures look encouraging as well as the significant improvement of lighting around the school.
- Internal Audit: the next audit will have a focus on Cyber Security.
- Approval of Policies.

4.4 Standards & Achievement

Mr Cathline (Chair) summarised the points covered during the latest meeting in March 2022:

- EDI Update
- Pupil Premium draft document: will be uploaded to the website.
- KS3 Data Report: low results were recorded in the core subjects (English, Maths and Science). Various reasons have contributed towards this and strategies are being put in place to improve results. Further updates will be given at the next meetings.
- Homework: discussions on setting guidelines to improve consistency and clarify frequency, types of tasks set etc. A document will be produced for after the Easter break and uploaded to the website for reference by parents.
- Attendance & Exclusions: latest statistics were presented that showed that the school levels were better than the national average. There has been an increased focus on attendance by the school with some new strategies introduced.
- Behaviour: update on the behaviour policy and discussions over the Hannah Hall report. There is consultation currently so findings will be discussed in the next meeting.
- BCB (Black Caribbean Boys) Performance: update given on their performance and looking at implementing new strategies to improve this, including their attendance and punctuality.
- Decolonisation of the Curriculum: this is currently in progress by the school. Mr Cathline explained to the Governors what was meant by the decolonisation of the curriculum.
- PE Department updates: the various issues have been moved to separate meetings with Mr Wragg, Mr Cathline, Mr Willet, Mr Jones-Owen and Mr Kendrick.

5 Chairs Update – Mrs Williams



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- 5.1 **Link Governors** – Mrs Williams explained that all subjects and specialist roles within the school should have a link governor attached. Mr Jones-Owen has been working on this recently and most governors have now been allocated a link.

A link governor is expected to carry out a visit to the school (which must be pre-booked and you must sign in on arrival) at least once a year and to report back to the GB. There is a Link Governor Report template that can be used for this which outlines what sort of questions you should be asking.

Mr Churcher advised the committee that he had not yet been allocated a link.

- 5.2 **Governor Training** - Mrs Williams reminded everyone that they should notify the clerk if they undertake any training or attend any webinars so that the training file can be updated. Mrs Williams also advised that the new governors should take a look at what training is available and undertake as much as they can to educate themselves on all matters of governance to help them with fulfilling their role. A record of training is also required by Ofsted.
- 5.3 Dr Lovell asked about the availability of Governor ID passes. Clerk advised that she would liaise with Mr Bentley to organise these.

Actions:

- Clerk to find out if the signing in book for Governors is still in the office and if not, to set up a new one
- Mr Jones-Owen to allocate a link role to Mr Churcher
- Clerk to organise school ID fobs with Mr Bentley for the new governors

6 Head Teacher's Executive Summary – Mr Lamb

6.1 Successes:

CIF bid and planning of CIF - To make good the aging building and to have won funding for the majority of the works. A letter will be sent to parents to explain the works scheduled for the lower school and how this will effect the students on a daily basis.

'Churn' - Resignations and retirement of some support staff has given the opportunity to for their roles to be re-structured helping with efficiency and possible cost saving on salaries. Details will come to Governors on all new roles and recruitment next term.

Year 7 cohort starting in September 2022 - 180 admission applications looking positive.

6.2 Challenges:

Staff Absences – Absences remain high (mix of sickness and Covid) and there is a lack of quality supply/cover staff. Absence seems to be affecting all schools. Cover is costly and also can affect the behaviour of the students due to not having consistency and known teachers. Mrs Williams queried a 'return to work' guideline so all staff were aware of the school expectations and procedures.



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Quality of Education – Marking and feedback in exercise books is inconsistent and poor. The school is working on bringing this back in line with expectations and to meet high quality; Mr Wragg and Mrs Faverjon will be working on this next term.

6.3 Developments:

Admissions Consultation – Changes in admission criteria. EGS Sixth Form to become Co-Ed from September 2023. EGS already takes collegiate from Enfield County girls school in the sixth form and there is definitely a demand for more female places. Mr Lamb thanked Mrs Culora, Mr Wragg for all their work on this and thanked the Governors for their support.

Government Education Whitepaper – It has been advised that all schools need to be in a MAT (Multi-Academy Trust) by 2030, with MATs looking after about 7000 pupils each. The school now has to decide what approach to take;

1. EGS can ask to join an existing MAT – Mr Lamb thinks it would be fairly easy to be accepted by a trust as EGS is currently 'good' moving to 'outstanding' and in a positive financial position.
2. EGS can create it's own MAT – approach LA or SAT's (Single Academy Trusts) to join us. There have already been a few conversations on this having been contacted by a couple of schools recently. It should be noted that this option involves a lot of work.

Mrs Williams confirmed that this was high on the agenda for Mr Jones-Owen and herself to start discussing and investigating alongside Mr Lamb.

The white paper also advised that schools need to work towards having outstanding teachers for all pupils involving higher salaries but also creating an environment where behaviour and attendance in schools is better and allows teachers to work effectively.

Mrs Williams asked Mr Lamb if there were any implications for EGS from the green SEND paper that was published.

Mr Lamb advised that he needed to look into it more, however, undoubtedly, there would be cost implications. Miss Ladas (SENCo) is looking into it and will write a summary for Mr Lamb

6.4 Risk Register:

There is an increased 'threat' on no. 36 as a result of the White Paper (change of funding policy and introduction of new education priorities by Government) – this falls under the discussion on moving towards MATs and the pressure to do this sooner rather than later. The school will do all it can to mitigate the risks.

Mrs Williams asked if the risk on no. 35 (effect of the pandemic; H&S, safeguarding, results, and absences) was still high and having an adverse effect. Mr Lamb advised that this has slightly reduced now but is still impactful.

7 Budget – Mrs Culora

The Finance documents were circulated to the FGB prior to the meeting.



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7.1 Income:

- Catering (in red) is under where it had been expected to be. This is due to supplier issues, school closures, impact from Covid.
- Covid Absences/Staffing has increased costs.

Received additional income from the government; Covid grants for the mass testing and Covid vaccinations both held onsite – this has helped to improve the overall income.

7.2 Expenditure:

- Staff leaving and not being replaced like for like has helped decrease the expenditure.
- The school had to increase its contribution towards the CIF project due to the increased works cost around the staircase.
- Cleaning costs have reduced slightly.
- Exam fees have come in higher than expected. A-Level exams were higher than expected plus 2 more exam safes had to be purchased.
- Expenditure of the Covid grant was not as much as presumed so there was a saving on the amount not spent.
- Recruitment costs increased – Opting to use an agency to recruit the replacement Deputy Headteacher has impacted and the subscription to TES increased by £3000 (this was non-negotiable). Mrs Culora will be looking into alternative options for next year.

7.3 Other items connected to the budget:

Catering – looking into alternative suppliers for next year. Mrs Culora is reviewing the frameworks available for this. Food costs have increased and supply of products was a challenge.

Stationary Supplies – purchasing costs have increased so Mrs Culora will be looking into this.

Gas Supply – the school contract was locked in for 3 years so, luckily, will not be experiencing the huge increase for this for a while.

Electricity Supply – the current contract expires in October so there will be a significant increase in costs.

School Rebuilding Programme – the school has been successful in getting through to the next round. There are school buildings requiring some rebuilding, maintenance, new roofing, new classrooms etc. They will be coming to the school to conduct a survey and look at the Condition Survey.

CIF – will be looking at the next round of CIF project funding. Currently awaiting decision on funding for replacement of the Sixth Form House roof.

7.4 Mr Collard thanked Mrs Culora for her efficiency and excellent work on controlling the school budget.

7.5 Mrs Culora wanted to note that grants from Government are accounted for in the year they are received (i.e. Covid grant), so, although the funds are in the bank, on paper it cannot be carried over, therefore, it shows that the school has an over-spend for the current year (but there is no actual over-spend).

7.6 The DfE has offered the school a School Resource Management Advisor. This is a free



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service. They conduct a review of the school finances to see if the Academy is saving money where it can, receiving value for money and looking at the frameworks used. This is to identify if any other savings can be made.

- 7.7 **Benchmark Report** – This report shows comparisons between schools. Mrs Culora advised that she had now included narratives to help clarify various points. Most notably that the school is on two sites which significantly impacts costs (especially staffing and facilities) and also the amount of high salaried staff the school has.

Mr Lamb thanked Mrs Culora for her work on the budget.

8 CIF Project: Ratification of Increased Costs – Mr Lamb
(Lower School Roof and Fire Escape Stairs)

- 8.1 Mr Lamb summarised that it has all gone through the Resources and Management Committee, contracts had been signed and the works scheduled. The FGB have previously agreed for the works to go ahead, however, this approval would be for the increase in costs. Mrs Williams added that the Foundation Trustees had agreed to put in the extra money if required.

Mrs Williams led the voting by asking for a show of hands from the GB to approve the increase in costs.

The vote was a unanimous show of hands: the increase in costs has been agreed by the FGB.

9 Admission Criteria Changes 2023 – Mrs Williams

- 9.1 EGM Minutes – The Minutes had been circulated to the GB prior to the meeting. Mrs Williams asked the GB if anyone had any questions about the Minutes.

Mr Collard stated that, with regard to Page 1 (Year 7 and Sixth Form), it advises that Mr Wragg would send a response to any persons who had made a comment on the consultation form. Mr Collard advised that he had not yet received any such response.

Mr Wragg and Mrs Williams then clarified, that the decision had been made to note any responses within the published information on the website. Mr Collard added that there was no specific answer to comments he had made. Mr Wragg asked Mr Collard to approach Mr Jones-Owen with regard to this point.

Mrs Williams added that she will discuss this further with Mr Jones-Owen.

The Committee then approved the Minutes.

- 9.2 Mr Wragg and Mrs Culora are working on updating the admission criteria within documentation for the LA and in preparation for the next round of admissions.

- 9.3 Mrs Williams advised that the Admissions committee would start the process on the admission consultation / review of admission criteria a year earlier next time to allow the school to forward their views to the admissions committee allowing enough time for



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discussion prior to any EGM. This should be diarised for 4 years' time.

Actions:

- Admission Criteria Consultation to be diarised for commencement in 4 years' time (Admissions Committee)

10 School Term Dates – Mr Lamb

The calendar of proposed term dates (2022/23) including INSET days had been circulated to the GB prior to the meeting.

Mrs Williams advised that the dates worked out well with Barnet and Hertfordshire this time

There were no questions raised by the committee.

Mr Lamb asked if the FGB was happy to approve the proposed dates including the INSET days.

Mr Cathline asked, that with the occasional ask to close the school for an additional day, would that take the school below the required amount of days (195) the school was obliged to be open. Mr Lamb answered, that as an Academy, this was not a requirement, however, the school is open 189 days plus the 5 INSETs and that he is comfortable with the provision. It was also stated that EGS provided 35 hours per week schooling against the required 32.5 hours.

The Committee then agreed that the proposed dates could now be published on the website.

Actions:

- Mrs Field to publish school calendar dates on the website

11 Any Other Business

11.1 MFL (Modern Foreign Languages) Link Report – Mr Yilmaz

Mr Yilmaz summarised his report that had been circulated to the GB prior to the meeting.

One area of concern Mr Yimaz highlighted was the low numbers of Sixth Formers taking a MFL at A-Level. Mr Yilmaz feels that becoming co-ed in 2023 gives an opportunity to increase numbers by targeting Year 11 leavers in the schools where a language is not offered at A-Level.

There is also the possibility of introducing an additional language in the future although funding currently does not really allow for this. One language he feels would be good to offer is Mandarin.

Mrs Williams asked if Foreign Exchanges were still being offered. Mrs Faverjon explained that with Brexit and Covid has made this quite challenging, however, it is something that can be looked at.



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Dr Lovell asked what the competition was like with other schools with regard to MFL provision. Mr Wragg answered that not many schools offered a language in year 12 due to the lack of demand from students. There were only ever a handful of students (or less) looking at a language from schools such as Latymer, Highlands, Enfield County. Currently, there is only 1 student in EGS that has put French down as an option choice.

Mrs Williams suggested that the report from Mr Yilmaz still be brought to the next Standards meeting.

11.2 Policies – Mrs Culora

Mrs Culora advised that a decision was required about whether all policies should still come to Governors for approval or if only the Statutory ones had to. Including if time could be saved at meetings with those policies that were not changing and/or were adopted from the LA.

This needs to be looked at by Mr Jones-Owen and the Clerk.

11.3 Staff Leaving – Mr Lamb

There are several members of staff leaving including Mrs Burke and Mrs Plumb (25 years at the school).

All Governors are invited to the speeches in the main hall from 1pm and then at the Kings Head pub from 2.30pm.

Mrs Williams confirmed that there will be a Governor gift to Mrs Burke.

11.4 Mr Lamb thanked the Governors for their contribution to the cost of the refreshments for the end of term/leaving do.

Mr Lamb also thanked all the Governors for all their help, work and support.

Mrs Holloway thanked all the school staff for everything they are doing in quite a difficult time.

11.5 Dr Lovell (Link Governor for Music) advised the committee that she had attended the Battle of the Bands music concert and said it had been a great event and wanted to thank the Music Department.

11.6 Mrs Ashley-Fraser wanted to inform everyone that some of the members of the GB are looking into the possibility of a raised charter mark or something similar.

11.7 Mr Cathline wanted to know the outcome of the Parents Evening survey.
Mr Lamb advised that the school only received 8 responses from potentially over 1000 parents; very disappointing result. The school needs to look into how this can be improved. Mr Cathline suggested that it may help to explain what the survey is about and why plus follow it up with feedback. Mr Lamb noted this and would take this to SLT.

Actions:

- MFL Link Report to be brought to Standards – clerk to add to the next agenda
- Review of Policy approval by committees to be looked at (statutory/non-statutory)



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Mrs Williams thanked the new Governors for coming 'on board' and the whole Committee. Mrs Williams also thanked the entire school staff.

The meeting finished at 7.58pm

Action Points arising from the meeting:		Responsibility
1	Trustees Calendar to be looked at by Mr Jones-Owen and Clerk in the summer term	Clerk Mr Jones-Owen
2	Clerk to check if Safeguarding display board is in Lower School	Clerk <i>Completed: Safeguarding boards are up on both sites</i>
3	Clerk to find out if the signing in book for Governors is still in the office and if not, to set up a new one	Clerk <i>Completed: both sites have a Governors signing in book in the office</i>
4	Mr Jones-Owen to allocate a link role to Mr Churcher	Mr Jones-Owen
5	Clerk to organise school ID fobs with Mr Bentley for the new governors	Clerk <i>Completed: Fobs to be issued at the next Stakeholders meeting in May</i>
6	Admission Criteria Consultation to be diarised for commencement in 4 years' time (Admissions Committee)	Clerk
7	Mrs Field to publish school calendar dates on the website	Mrs Field <i>Completed</i>
8	MFL Link Report to be brought to Standards – clerk to add to the next agenda	Clerk <i>Completed</i>
9	Review of Policy approval by committees to be looked at (statutory/non-statutory)	Mr Jones-Owen Clerk