

ENFIELD GRAMMAR SCHOOL
Full Governing Body



Minutes of the meeting held on 7 July 2022 at 6pm

Present:

Foundation Trustees: Mr G Jones-Own (CoG), Mr P Collard (online) & Mrs A Williams (Vice-CoG)
Community Governor: Mrs H Lovell
Parent Governors: Mrs T Holloway, Mr D Willett, Mrs E Underwood, Mr A Yilmaz, Ms M Thomas, Ms M Jeffrey (online) & Mr N Churcher
Staff Governors: Mr M Bowe & Mrs J Foxley
Co-opted Governor: Mr R Cathline
Headteacher: Mr C Lamb

In Attendance:

Mrs L Culora (SBM & Clerk)
Dr V Currie (Assistant Headteacher)
Ms N Faverjon (Assistant Headteacher)
Mr M Pieri (Assistant Headteacher)
Mr S Purrier (Deputy Headteacher)
Mr D Wragg (Acting Deputy Headteacher)

Apologies:

Rev'd Dr S Griffiths (Foundation Trustee)
Mr C Hide (Foundation Trustee)

No Apologies Received:

Mrs H Ashley Fraser

1. Welcome, apologies for absence and declarations of interest

- 1.1 Mr Jones-Owen welcomed those present at the meeting and sent Mr Collard well wishes.
- 1.2 It was noted that no apologies had been received from Mrs H Ashley-Fraser.
- 1.3 There were no declarations of interest.

2. Approval of the minutes held on 31 March 2022 and matters arising not covered on the agenda

- 2.1 The minutes were approved for accuracy.
- 2.2 Mrs Williams asked if the error regarding the MFL report had been rectified and Ms Faverjon confirmed that this had been amended.
- 2.3 It was noted that the action points had been completed with the exception of:



- “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.” Mrs Culora advised that there was a book at lower but that it had not been used and that Governors used the general signing in book at the upper.

3. Committee Updates

3.1 Admissions Committee

- 3.1.1 Mrs Williams informed trustees that the admission consultation for entry in Year 7 had been completed and that the Year 7 admissions criteria had been simplified, with the removal of feeder schools and out of borough places and the introduction of a general distance criteria.
- 3.1.2 Mrs Williams also confirmed that the consultation for the sixth form admissions criteria had also been completed, which now enabled girls to be on roll at Enfield Grammar School from September 2023.
- 3.1.3 Mrs Williams informed trustees that during the year the committee had focussed on improving the school’s scholarships through increased marketing, in-school activities and outreach work.
- 3.1.4 Mr Purrier informed trustees that for the Year 7 cohort starting in September 2022, 177 students had accepted their places with 2 unconfirmed. Mr Jones-Owen explained to trustees that the school was working on its student intake strategy and that this would be focussed on in 2022/23.

3.2 Resources & Management Committee

- 3.2.1 Catering – Mr Collard informed trustees that it had been agreed that a review would be carried out of in house vs. outsourced catering and that quality of provision is the major driving force, not economic benefit. The use of an external consultant was discussed alongside using the government framework for competitive tendering.
- 3.2.2 As the 2021/22 school budget was in a healthy position with savings realised throughout the year and the DFE has awarded us a further £180K, of which £75K is received in this academic year, to cover increased costs, it was proposed that some of the savings and additional funding be spent during this academic year to improve facilities and teaching resources.

Mr Collard explained that Mrs Culora has provided full proposals for the toilet refurbishment projects, 3 competitive tenders were received following the meeting and that the most economically advantageous was from K-Side who the School has used successfully before for building the 3G Pitch changing rooms and the new Science Laboratories at the Lower School.

The Committee agreed by email to recommend acceptance of the K-Side quote in time to proceed through the summer holidays. The total cost for all 3 projects £63,359.

- 3.2.3 Mr Collard informed trustees that the school had proposed to install new SMART interactive Whiteboards and that demonstrations were being run and quotations sought through the government’s CPC Framework, with a view to installation during the summer.



- 3.2.4 Mr Collard informed trustees that the school was reviewing whether the purchase of a new minibus was required (that does not require a D1 licence to drive).
- 3.2.5 Mr Collard informed trustees that the priorities for next year were to ensure that:
- Decoration of classrooms to upgrade learning environments.
 - Attend to urgent buildings and equipment issues.
 - Introduce a fully operational maintenance schedule using recently acquired logging and tracking software, with status reports provided to Resources Committee.
 - Apply for new CIF bids, possibly using a specialist company.
 - Determine best course of action with regard to catering, with the aim of improving the food quality.
 - Ensure IT support is fully resourced and delivering the best learning tools.

3.3 Stakeholder Committee

- 3.3.1 Mr Jones-Owen explained to trustees that the committee had move away from its old format and was a more strategic committee aligned to the 5 strategic pillars.
- 3.3.2 Mr Jones-Owen informed trustees that this year they had received informative updates from the School Council, providing an insight into the views of the students.
- 3.3.3 Mr Jones-Owen explained to trustees that the committee had focussed on PE, one of the school's scholarship subjects.
- 3.3.4 Mr Jones-Owen informed trustees that the committee had reviewed progress data in Maths, English and Science due to concerns being raised at a recent meeting. The HoDs of these departments provided an update, which highlighted that their barriers to students achieving their benchmark grades included Covid and its effects on students as well as staffing.
- 3.3.5 Mr Jones-Owen explained to trustees that they had also received a Music Department update from Mr Ness, outlining the challenges and successes. M Jones-Owen commented that the department has a great deal of potential and that the school was currently recruiting a new Head of Department as Mr Ness was leaving at the end of the academic year. It was noted that Dr Lovell had been appointed as the link governor for the Music Department.
- 3.3.6 Mr Jones-Owen outlined the focus for the committee for next year, which would be centred on pillar 5; Wellbeing.
- 3.3.7 Mr Jones-Owen explained that the school had made a great deal of progress with the EDI objectives and that this would continue to be driven forward next year.

3.4 Standards and Achievement Committee

- 3.4.1 Mr Cathline informed trustees that the committee had undertaken a "deep dive" in English, Maths and Science and that the main areas affecting the progress of students was the effect of Covid-19, cover issues and staffing.



- 3.4.2 Mr Cathline explained that he had worked with the school to agree the performance data content of the committee reports to ensure that trustees have a better understanding.
- 3.4.3 Mr Cathline informed trustees that committee had worked with the school to improve the pupil premium strategy and that, Mrs Holloway (PP Governor) would continue to work with Mr Lamb to develop this further.
- 3.4.4 Mr Cathline commented that a lot of work had been undertaken with regard to EDI and that the school had made good progress with their objectives.
- 3.4.5 Mr Cathline informed trustees that there would be an additional Standards and Achievement Committee meeting in September to ensure that full discussions can take place and that results and key stage data can be focussed on.
- 3.4.6 Mr Cathline commented that the committee will continue to build on its performance this year to help support the school in improving student outcomes.

4. Chair's Update

- 4.1.1 Mr Jones-Owen informed trustees that the committee roles and memberships had been agreed and that the newly appointed trustees would sit on the following committees/have the following specific roles:

- Mr N Churcher – Resources & Management Committee and role of Responsible Officer
- Dr H Lovell – Standards & Achievement Committee, Admissions Committee and role of Music Link Trustee
- Ms J Foxley – Standards & Achievement Committee
- Ms M Thomas – Standards & Achievement Committee, Citizenship Link Trustee and Parental Engagement Trustee

- 4.1.2 Mr Jones-Owen also informed trustees that he would be joining the Resources and Management Committee.

- 4.1.3 Mr Wragg commented that there was not currently a Sixth Form link trustee and Mr Jones-Owen confirmed that he would review this and action before the next GB meeting in September.

ACTION: Mr Jones-Owen to consider role of Sixth Form link trustee and agree who will take on this role before next Full GB Meeting on 15 September 2022.

- 4.2 Mr Jones-Owen explained to trustees that a review of KS3 data was due to take place but that the timing of the data drops did not allow for this and so this will be covered in the Standards and Achievement Committee meeting.

- 4.3 Mr Jones-Owen informed trustees that Ms Field, Clerk to the Governors, had decided that she would not be able to continue to minute the meetings due to other commitments and that it was proposed that Ms Field would continue to provide administrative support the governing body and that Mrs Culora would take on responsibility for agenda preparation and minute



taking. Mr Jones-Owen explained that the proposal had been costed and that there was not a significant increase expected.

4.4 Mr Jones-Owen commented that the trustee meeting dates schedule had been circulated to trustees and that key school dates were also included.

4.4.1 Mr Jones-Owen asked if the parents' evenings were going to be face to face in the next academic year and Mr Lamb confirmed that they would remain online (following feedback from parents/carers and staff).

4.4.2 Mrs Williams commented that if the parents' evenings were no longer face to face, the trustees needed to consider which school events they would be able to attend. In response, Mr Purrier suggested that trustees could attend the Meet the Tutor event and the Open Evening. It was also suggested that trustees attend the Sixth Form Open Evening and the GCSE Options Information Session.

ACTION: Ms Field to update the trustees' calendar of events to include key school events that trustees can attend.

4.5 Mr Jones-Owen referenced the government's White Paper regarding the drive for all academies to become multi academy trusts and informed trustees that this would be a focus for the governing body in 2022/23.

4.6 Mr Jones-Owen informed trustees that Matt Miller would be presenting to the governing body on 15 September (during the business meeting) regarding Ofsted and governance.

5. Headteacher's Executive Summary

5.1 The school's SEF had been circulated prior to the meeting and Mr Lamb provided some context regarding the layout of the document, informing trustees that the SEF had been carried out against the Ofsted criteria Mr Lamb explained that in order for the school to be able to secure an outstanding rating, all of the "good" criteria had to be met and whilst he was not concerned with the SEF, he felt that during the autumn term, the school had lost some momentum and that in 2022/23, all staff need to strive for outstanding. Mr Lamb explained that the SLT had RAG rated each Ofsted criteria to demonstrate where we are as a school in each of the criterion with evidence against each one.

5.1.1 Mr Lamb informed trustees that in order to secure a good rating, all areas under Quality of Education must be good and that the SLT had some challenging conversations when reviewing each of the criterion. Mr Lamb commented that the SEF ratings are lower than the SLT would have wanted but that he is confident that this will be much improved in the autumn term.

5.1.2 Mr Lamb commented that students' behaviour is not good enough and that staff will realign in September and so it is key that this does not slip as the term progresses. Mr Lamb expressed that staff will be held to account and that expectations will remain consistently high.



- 5.1.3 Mr Lamb commented that he felt students would “up their game” during an Ofsted visit but that marking and feedback/learning over time would require evidence and that “upping our game” on the day in this respect would not be possible.
- 5.1.4 Mr Lamb informed trustees that the SEF was a true reflection of the current position of the school but that he was not concerned.
- 5.2 The SDP priorities were also shared ahead of the meeting and Mr Lamb explained that the priorities were divided into the Ofsted areas.
- 5.2.1 Mr Collard questioned how the trustees would be able to hold the school to account on the SDP as the document did not detail how each objective would be met. Mr Lamb explained that for each area e.g. Quality of Education, there is an action plan with detailed plans of how each objective will be reached, by when and by whom. Mr Lamb further explained that he would expect the relevant committees to review the objectives linked to their responsibilities throughout the year and that SLT would present the relevant action plan to allow for questioning and updated on progress.
- 5.2.2 Dr Lovell asked for clarification regarding the thresholds of amber to green and asked how the trustees will be able to assure themselves that the areas of concern are improving. Mr Lamb replied that the RAG ratings are based on full SLT discussions and will be explored at each committee meeting in detail.
- 5.2.3 Mr Willett asked if the school had been disproportionately affected by Covid-19 compared to other schools. Mr Lamb commented that all secondary schools are having similar issues.
- 5.2.4 Mrs Williams asked what the response would be if Ofsted ask us what our priorities are. Mr Lamb replied that he would quote the strategic pillars and the SDP Priorities.
- 5.2.5 Mr Lamb explained that Quality of Education was currently amber as although our data is good and our outcomes are positive, marking and feedback is not good enough currently and that Ofsted will focus on this. Mr Lamb informed trustees that low level disruption in class is also an area of concern, which would affect the rating of the Quality of Education.
- 5.2.6 Mr Cathline asked why the overall effectiveness of safeguarding was blank and Mr Lamb clarified that this was RAG rated as green.
- 5.2.7 Mr Wragg informed trustees that the Ebacc criterion in the SEF document is not RAG rated as red as we do offer the Ebacc route for students but that the Ofsted wording around this refers to the school’s ambition (which we do not share). Mr Lamb commented that the school would need to ensure that the narrative around this point was considered as whilst we offer Ebacc we do not enforce it or strive for all our students to take this route.
- 5.2.8 Mr Collard asked if there was an action plan for the finance and premises objectives and Mr Lamb confirmed that this was currently being worked on.
- 5.2.9 Mr Jones-Owen commented that he felt that the three documents; SEF, SDP and Action Plans would provide trustees with sufficient information, which can be discussed at committee



meetings. Mr Lamb asked the Committee Chairs to ensure that the SDP Priorities are discussed further at the Committee meetings.

ACTION: Committee Chairs to ensure that SDP Priorities are added to the Committee meeting agendas.

- 5.3 Mr Lamb informed trustees that Geoff Cole, School Improvement Advisor from the Local Authority, was working with the school focussing on Geography, Literacy and Sixth Form. Mr Lamb explained that Geoff will conduct a review of the agreed subjects/departments and work with staff to upskill them ready for an Ofsted visit and commented that it was vitally important for middle leaders to be upskilled with regard to Ofsted.
- 5.3.1 Mrs Williams asked if there was a particular department that Mr Lamb would not want a “deep dive” in. Mr Lamb replied that he would prefer it if open bucket subjects were not chosen.
- 5.3.2 Mr Cathline commented that Ofsted will look at the ISDR and will ascertain if the school has addressed the issues raised during the last inspection and that it will be problematic if this has not been addressed. Mr Wragg replied that when reviewing the Quality of Education, the ISDR has been used. Mr Wragg confirmed that the performance of middle attainers is addressed in the Quality of Education action plan.
- 5.3.3 Mr Pieri informed trustees that during Kingsmead’s recent Ofsted inspection, the deep dive was in ICT and that he will be seeking feedback to help our preparations.
- 5.3.4 Mr Wragg commented that Ofsted will deep dive in core subjects and Mr Lamb confirmed that Ofsted will look at ISDR, results and the last inspection prior to the visit.
- 5.3.5 Mrs Holloway informed trustees that students will be asked about prior learning and how this links to their current studies and it was therefore important for students to understand this. Mrs Williams asked whether students are asked about their learning during lesson observations and Mr Lamb confirmed that they were. Mrs Holloway asked if HoDs seek feedback from students about their learning and Mr Lamb confirmed that currently only SLT carry out observations but that the accountability of middle management would be driven forward this year.
- 5.4 Mr Lamb informed trustees that the CIF building project was on track and due to finish over the summer holidays.
- 5.5 Mr Lamb explained that the exam season had been difficult to deliver this year with rooming, access arrangements, shortage of invigilators and the behaviour of a minority of students being the main challenges. In order to aid planning for next year, Mr Lamb confirmed that a review of the exam season had been undertaken.
- 5.5.1 Mr Jones-Owen suggested that the school could seek additional volunteers by contacting parents and governors.
- 5.5.2 Mr Lamb thanked Mr Wragg and Mr Purrier for their hard work in organising the 2022 exam series.



- 5.6 Mr Lamb informed trustees that the refurbishment of the 3 toilet blocks would be going ahead over the summer period.
- 5.7 Mr Lamb informed trustees that the school would be starting the rolling programme of replacing the school's classroom projectors and screens with interactive boards and that Mrs Culora would be using the CPC Framework to secure pricing and award the contract, subject to governor approval.
- 5.7.1 Mr Cathline asked if the school had received the SMART board demo and Mr Lamb confirmed that the board had been onsite for staff to use and that demonstrations showing the full functionality of the board had also been delivered. Mr Collard informed trustees that he had attended one of the demos and that he was impressed with the number of tools/features available for different subject areas.
- 5.8 Mr Cathline asked if the funding requests made by art had been funded and Mrs Culora confirmed that a number of purchases were authorised under the recovery premium cost centre.
- 5.9 Mr Lamb informed trustees that the school had delivered a lot of work and made excellent progress with the EDI objectives this year, led by Ms Faverjon.
- 5.9.1 Mr Lamb explained that the parent working group were currently working on the objectives for 22/23 and these will be presented to the governors in due course.
- 5.9.2 Mr Lamb informed trustees that whilst the Flair Survey data was upsetting to read, it did provide invaluable insight into the issues faced by students and staff at the school and would help to inform the EDI objectives and action plans.
- 5.9.3 Mr Lamb explained to trustees that a survey regarding student sexism had been completed to staff and that the results showed that staff do feel that they experience sexism at school (from the students) and that the SLT were working on an action plan to address this.
- 5.9.4 Mr Lamb commented that he was very grateful to the pastoral team who provide excellent care for our most vulnerable students and that it is incredible what goes on "behind the scenes" to keep our students safe. Mr Lamb expressed his thanks to school staff for their hard work and commitment. Mr Lamb made reference to the TIPS passports that were being written this term by Mrs Yianni and that these were exemplary and key to staff's understanding of our students.
- 5.10 Mr Lamb informed trustees that one of the biggest challenges this year was recruitment and that this would continue to be an issue next year, with a national shortage of both teaching and support staff. Mrs Culora commented that one of the HR objectives is to develop and implement a Recruitment and Retention Strategy.
- 5.11 Mr Lamb explained that the Local Authority is seeking additional ARPs in Enfield to address student need and that he was exploring the possibility of the school opening an ARP for Autism, with a meeting arrange later in the term to explore this further.



5.12 Mr Lamb thanked Mrs Culora for her work in preparing the application and securing a place for the school on the government's School Rebuilding Project. Mr Lamb explained that the school had been identified as a priority school and that meetings were taking place with the DfE with a view to start the feasibility of the project in August.

6. Budget Update

6.1 The budget for 21/22 had been circulated to the trustees ahead of the meeting. Mrs Culora outlined the main areas of expenditure and savings, noting a projected surplus of £245k.

6.1.1 Mrs Culora explained that the main savings made this year were due to staff leaving mid-year and not being replaced. It was noted that this had created pressure on some members of staff and that ideally the restricting of support staff would have happened sooner, but that this was not possible. Mrs Culora explained that some departments had picked up additional classes (rather than continue with supply) in the summer term for the benefit of the students' learning.

6.1.2 Mrs Culora explained that the catering income was less than expected and that this had been monitored throughout the year and that whilst expenditure was lower than expected, a loss of £100k was expected due to staffing costs. Mrs Culora informed trustees that she was exploring the use of the ESPO framework to determine if this would be the best route for the tendering of catering services with a view to outsource in 22/23.

6.1.3 Mrs Culora provided an overview of the additional government and local authority grants that had been issued in response to Covid-19 and the increase in energy and staffing costs.

6.2 The 2022/23 budget had been circulated prior to the meeting. Mrs Culora explained that the budget for 2022/23 was balanced but that currently there were in-year deficits for 23/24 and 24/25.

6.2.1 Mrs Culora explained that a 3% pay rise had been factored in for teaching staff and a 2% rise for support staff and that the budget assumption was that anything in excess of this would be government funded.

6.2.2 Mrs Culora informed trustees of the impact of gas and electricity costs on the school's budget and, in response to a trustee question regarding level of increase, explained that the electricity costs would be increasing in October 2022 due to the current contract ending and that gas costs would be increasing from May 2023 as the school was still under their existing contract until then. Mrs Culora informed trustees that the school uses a broker, Zenergi, to secure energy costs.

6.2.3 Mrs Culora explained that budget assumptions had been made using the ASCL budget planning advice note, known government funding, auditors advice and school priorities.

6.2.4 Mrs Culora informed trustees the catering provision, which is forecast to continue to make a loss in future years, is under review and that a tender process will be conducted in 22/23 to explore if these losses can be reduced by outsourcing and also to improve quality of food.



- 6.2.5 Mr Cathline asked whether the in-year deficits projected for future years was an issue and Mrs Culora responded that the school was in a financially secure position and that staffing, which was the main expenditure and above national average, would continue to be kept under review, with teacher loadings and role needs being assessed. Mrs Culora explained that the school has a number of UPS3 teachers and Mr Lamb commented that there will be more rigorous management of staff to ensure that they are performing to the required standard. Mrs Culora also identified that there are a significant number of TLR holders and that this would be reviewed in 22/23 with a view to make cost savings in future years. Mrs Culora confirmed that this year 2 teaching staff and 2 support staff who had left were not being replaced.
- 6.2.6 Mr Lamb thanked Mrs Culora for her management of the school's budget.
- 6.2.7 Mrs Culora informed trustees that the spending priorities for 22/23 would be the catering review (and possible outsourcing), continuation of support and teaching staff review and the procurement of interactive boards.

7. Policy Approval

- 7.1 The policies due for approval had been circulated ahead of the meeting. Mr Cathline questioned the process regarding policy approval and Mrs Culora explained that some policies need to be approved by the full governing body and that others could be signed off by the Headteacher or a committee of the governing body. It was agreed that Mrs Culora would share the policy schedule link and that the levels of sign off for each policy should be reviewed and agreed at the next governing body meeting

ACTION: Mrs Culora to re-share the policy schedule and add "Policy Approval Process" to the next governing body meeting agenda.

- 7.2 The following policies were approved by the governing body:
- SEND
 - Data Protection
 - LAC (& PLAC)
 - Provider Access
 - Tendering.
- 7.3 Mr Cathline commented that he felt the behaviour policy needed a wider consultation and review and questioned how much of the feedback provided by Hannah Hall had been reflected in the policy as it was not clear. Mr Purrier explained that the policy had been reviewed taking into account feedback from Hannah Hall, TIPS strategies and consultation with students, SLT and middle leaders. Mr Purrier further explained that the visit with Hannah Hall (and her subsequent report) was very positive and that the school had taken on-board a lot of her feedback, including her recommendations for the seclusion room.
- 7.3.1 Mr Purrier stated that the new policy had clearly defined responsibilities for all staff to ensure accountability at all levels and further incorporated the school's TIPS approach. Mr Lamb commented that the felt that the policy was detailed and relevant and that it was consistent



implementation of the policy by staff that was the main issue. Mr Purrier agreed that the main focus was to ensure staff apply the policy in a consistent and fair way and that this will be an area covered on the INSET day in September.

- 7.3.2 Mr Lamb commented that the Flair Survey, student surveys and the staff Gender Equality Survey had flagged areas that needed to be addressed and that following a review of the results, clear action plans were being created, including the updating of relevant policies. Mr Lamb explained that one of the issues highlighted was the lack of understanding regarding pathways to reporting and dealing with certain incidents.
- 7.3.2 Mr Lamb and Mr Purrier agreed with Mr Cathline that a consultation with parents would take place in 22/23 so that all stakeholders were involved with the policy changes going forward.
- 7.3.3 Mr Cathline asked if an analysis of behaviour had taken place and if a full review of the behaviour policy implementation had been undertaken showing what has worked well and what can be improved (“ebi”). Mr Purrier confirmed that this would be taking place in 22/23.
- 7.3.4 Mr Cathline asked if all staff had read the Behaviour Policy. Mrs Culora replied that whilst staff are asked to read policies we have not been able to ensure that they had fully read them but that with the new compliance system in place, we will be able to see how long each staff member has taken to read the policy.
- 7.3.5 The Behaviour Policy was approved but that a behaviour audit and consultation with take place in 22/23.

ACTION: Mr Purrier to ensure that a behaviour audit and consultation of the Behaviour Policy takes place in 22/23.

ACTION: Mrs Culora to add Behaviour Policy to full GB agenda after Easter (following behaviour audit and policy consultation).

- 7.4 Mr Cathline commented that the school needs to address concerns/issues as they arise, make decisions and enforce them and stop “pushing cans down the road” as this leads to inconsistencies and further issues e.g. use of school planners.
- 7.5 Mr Cathline asked why the positive phone calls home seem to have stopped and commented that communication seems to remain an issue. Mrs Culora replied that a communication plan/strategy was being developed under the Leadership and Management objective next year as the SLT were aware that communication (both with staff and parents) was an area for improvement.

8. Link Reports

- 8.1 The trustee link governor report had been circulated ahead of the meeting and Mr Jones-Owen invited questions from trustees on these reports.
- 8.1.1 Mrs Underwood asked for more information on “Drive to Fly” was as this was praised by the Head of History during her visit. Ms Faverjon explained that this was part of the school’s CPD



Programme and that the history department were excellent and implementing these learning and teaching strategies.

- 8.2 Trustees were reminded to ensure that they visit their relevant departments and to contact Ms Field if they were unable to make contact for any reason.

9. Any other business

- 9.1 Mr Cathline asked why the tutoring sessions were not running over the summer and Mr Wragg replied that it was a 15 hour programme that was being delivered and that only missed sessions were being picked up over the holidays.

- 9.2 Mr Wragg thanked Mr Cathline for his time and support over the last term whilst he was Acting Deputy Headteacher. Mr Cathline thanked Mr Wragg for his transparency and input over the summer term.

- 9.3 Mrs Williams asked if parents still complete survey forms after parents' evenings and Mr Purrier confirmed that these are sent electronically. Mrs Williams suggested sending parents an additional survey at the end of each term and Mr Purrier agreed.

ACTION: Mr Purrier to send termly feedback survey to parents/carers.

- 9.4 Mr Jones-Owen thanked the teaching staff and SLT for their hard work over the year.
- 9.5 Mr Lamb informed trustees that he was responsible for a data breach and that the ICO had reminded the school that personal email addresses were not to be used when corresponding with trustees. Mr Lamb reminded trustees to check their school emails as communications would no longer be sent to personal/work email accounts.
- 9.6 Mr Lamb thanked trustees for their time in supporting the school and commented that he felt their level of challenge and support was at the right level. Mr Lamb expressed that the school has an exceptional governing body.
- 9.7 Mr Lamb invited the trustees to the end of term BBQ on 21 July from 2pm.

There being no further business, the meeting closed.

Action points arising from the meeting	Responsibility
Mr Jones-Owen to consider role of Sixth Form link trustee and agree who will take on this role before next Full GB Meeting on 15 September 2022.	Mr Jones-Owen
Mrs Culora to update the trustees' calendar of events to include key school events that trustees can attend.	Mrs Culora
Committee Chairs to ensure that SDP Priorities are added to the Committee meeting agendas.	Committee Chairs
Mr Purrier to ensure that a behaviour audit and consultation of the Behaviour Policy takes place in 22/23.	Mr Purrier

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Ms Field to add Behaviour Policy to full GB agenda following behaviour audit and policy consultation.	Ms Field
Mr Purrier to send termly feedback survey to parents/carers.	Mr Purrier
Mrs Culora to re-share the policy schedule and add "Policy Approval Process" to the next governing body meeting agenda.	Mrs Culora