

# ENFIELD GRAMMAR SCHOOL

## Full Governing Body Meeting



**FGB September Minutes unavailable –A technical issue resulted in the Minutes being lost from/not saved in the Google Drive. Below is a representation of items covered during the meeting.**

### Summary of FGB given at the December 2024 meeting:

<b>Foundation Trustees:</b>	Mr P Collard, Mr Jones-Owen (CoG), Mrs A Williams (Vice CoG), Ms M Thomas, Rev Dr S Griffiths
<b>Community Governor:</b>	Dr H Lovell
<b>Co-opted Governor:</b>	Ms J Surujpaul
<b>Parent Governors:</b>	Mr N Churcher, Mr R Bird, Ms P Brown, Mr C Lovett, Mr D Normand, Mrs B Sumsion, Ms L Jefferson
<b>Staff Governors:</b>	Ms J Foxley, Ms S Hardy
<b>Headteacher:</b>	Mr C Lamb
<b>Associate members:</b>	Ms M Roberts, Ms J McCall, Mr D Wragg, Mr M Collins, Ms C Demir
<b>Senior Leadership Team:</b>	Ms N Faverjon, Mr C Marshall, Dr V Currie, Mrs Culora
<b>Clerking Team</b>	Mrs S Field, Mrs L Culora

1. The Clerk welcomed everyone to the meeting.

**Apologies** were received for Ms S Hardy and Ms L Jefferson

### 2. **Appointment of the Chair of the Governing Body**

The Clerk asked for any further nominations in addition to Mr Jones-Owen for position of chair. There were no further nominations or candidates put forward. Mr Jones-Owen left the room. The Clerk conducted a vote for the election of Chair. Unanimous vote to elect Mr Jones-Owen for another term as Chair of Governors. Clerk congratulated Mr Jones-Owen as elected for 2024-25.

### 3. **Appointment of the Vice-Chair of the Governing Body**

Mr Jones-Owen asked for any further nominations in addition to Ms A Williams for position of vice-chair. There were no further nominations or candidates put forward. Ms A Williams left the room. Mr Jones-Owen conducted a vote for the election of Vice-Chair. It was a unanimous vote to elect Mrs Williams for another term (2024-25) as Vice-Chair of Governors.

- 4 **Welcome by the Chair of Governors.** There were no declarations of interest. The chair of Governors reminded everyone of their duty to confidentiality.

### 5. **Approval of the minutes of the meeting held on 11 July 2024**

- 5.1 The Minutes were approved for accuracy

The trustees noted that at the last meeting the following were discussed/approved:

- 5.1.3 The minutes of the EGM held on 22 July 2024 were approved.


6. Each committee chair briefly went over what would be their main focus for the year.

### 7. **Chair of Governors & Clerk's Update**

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- 7.1 The Clerk went over the **yearly compliances** reminding all to ensure these were completed ASAP via GovernorHub or email (Declarations of Business Interests, Governors Code of Conduct, Terms of Reference, DBS reconfirmations, KCSIE 2024)
- 7.2 The Clerk advised what **Link** Governors were still not allocated. The following volunteered to take on the roles:  
Curriculum 1 Geography & MFL – Mr D Normand  
Curriculum 1 RE & History – Ms P Brown  
English & Literacy – Ms B Sumsion  
Health & Safety – Ms J Surujpaul
- 7.3 The Clerk went over the **training** focus for the autumn term:  
Safeguarding, The prevent Duty, Cyber Security, Governor Visits. The clerk also reminded those trustees who had not yet completed the Complaints or Suspensions & Exclusions training from the previous term, to do so.
- 7.4 The Clerk gave a brief reminder about the GovernorHub resource portal. Advised of a change of date for the second R&M meeting, advised the music concert dates. School summer newsletter circulated for information.
- 7.5 The Chair of Governors summarised the findings of the Skills audit and advised that a focus to recruit a trustee with some legal (esp. within education sector) would be ideal.
8. Mr Lamb gave his Executive Report to the board including SDP and SEF updates provided and EDI priorities shared.
9. Mr Wragg gave his Sixth Form update
10. Mrs Roberts presented her Finance update plus **Budget** forecast for 23/24 and the setting of the 24/25 budget. It was noted that the budget was approved at a deficit but that a further EGM was held on 22 July to provide further detail with regard to the approved deficit and recovery plan.
11. **Policies:**
- CP/Safeguarding – *see tracked changes* – Policy approved
  - Safer Recruitment – *used to be within Safeguarding Policy* – *LA adopted* – policy approved
  - ECT – *no changes* – Policy approved
  - Children with health needs who cannot attend school – *no changes* – Policy approved
  - LAC/PLAC – *no changes* – full review in July 2025
  - SEND – *no changes* – Policy approved
  - Behaviour (& Relationships) – *newly structured policy (more streamlined)* – due to the whole policy being restructured, more time was required for the governors to consider – agreed to have consultation time and a vote to ratify via google form
  - Provider Access – coming to March FGB
  -  Data Protection – policy approved
12. There being no further business, the meeting closed at 8.30pm

### For Reference: Agenda for FGB September 2024:

Foundation Trustees:	Mr P Collard, Mr Jones-Owen (CoG), Mrs A Williams (Vice CoG), Ms M Thomas, Rev Dr S Griffiths
Community Governor:	Dr H Lovell
Co-opted Governor:	Ms J Surujpaul

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<b>Parent Governors:</b>	Mr N Churcher, Mr R Bird, Ms P Brown, Mr C Lovett, Mr D Normand, Mrs B Sumsion, Ms L Jefferson
<b>Staff Governors:</b>	Ms J Foxley, Ms S Hardy
<b>Headteacher:</b>	Mr C Lamb
<b>Associate members:</b>	Ms M Roberts, Ms J McCall, Mr D Wragg, Mr M Collins, Ms C Demir
<b>Senior Leadership Team:</b>	Ms N Faverjon, Mr C Marshall, Dr V Currie, Mrs Culora
<b>Clerking Team</b>	Mrs S Field, Mrs L Culora

Agenda Item	Responsibility	Enclosure Verbal update	Timing
1. Welcome and apologies for absence	Clerk	Verbal	6.00 – 6:05pm (5 mins)
2. Appointment of the Chair of the Governing Body	Clerk	Verbal	6.05 – 6.10pm (5 mins)
3. Appointment of the Vice-Chair of the Governing Body	Chair	verbal	6.10 – 6.15pm (5 mins)
4. Welcome Any declarations of interest Reminder of a governor's duty to confidentiality	Chair	Verbal	6.15 – 6:20pm (5 mins)
5. Approval of minutes of the meeting held on <b>11 July 2024</b> and matters arising not covered on the agenda	Chair	Enclosure	6:20 – 6:35pm (15 mins)
6. Committee <b>Focus</b> for 2024-25: <ul style="list-style-type: none"> <li>Admissions, Attendance &amp; Behaviour</li> <li>Resources &amp; Management</li> <li>Stakeholders</li> <li>Standards &amp; Achievement</li> </ul>	Committee Chairs: Mrs Williams Mr Collard Mr Jones-Owen Dr Lovell	Verbal	6:35 – 6:55pm (20 mins)
7. Chair's & Governance Professional Clerks Update and Housekeeping: <ul style="list-style-type: none"> <li>Link Roles</li> <li>Training</li> <li>Yearly Compliances 2024-25</li> <li>Calendar</li> <li>Skills Audit</li> </ul>	Chair Clerk	Enclosures	6.55 – 7.15pm (20 mins)
8. Executive Summary to include: <ul style="list-style-type: none"> <li>Start of term</li> <li>Results</li> <li>School Development Plan (SDP)</li> <li>Absence reporting</li> </ul>	Mr Lamb	Verbal	7.15 – 7.35pm (20 mins)
9. Sixth Form update to include Y12 numbers and Y13 results	Mr Wragg	Verbal	7.35 – 7.45pm (10 mins)

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10. Finance & Operations Update (inc Budget)	Ms Roberts	Enclosures	7.45 – 8.05pm (20 mins)
11. Policies to review/approve: <ul style="list-style-type: none"> <li>• CP/Safeguarding (MC/LC) – <i>see tracked changes</i></li> <li>• Safer Recruitment (MC/LC) – <i>used to be within Safeguarding Policy – LA adopted</i></li> <li>• ECT (NF) – <i>no changes</i></li> <li>• Children with health needs who cannot attend school (MC) – <i>no changes</i></li> <li>• LAC/PLAC (RL/JM) – <i>no changes</i></li> <li>• SEND (RL/JM) – <i>no changes</i></li> <li>• Behaviour (&amp; Relationships) (MC) – <i>newly structured policy (more streamlined)</i></li> <li>• Provider Access (careers/AD)</li> <li>• Data Protection (MR)</li> </ul>	Mr Collins Ms Culora Ms Faverjon Ms McCall Ms Roberts	Enclosures	8.05 – 8.25pm (20 mins)
12. Any other business	All	-	8.25 – 8.30pm

Actions from previous FGB (11 July 2024)		Responsibility
1	SLT structure to be circulated to trustees <b>Update:</b>	Mr Lamb
2	Old Boys Alumni update to be provided by Mr Jones-Owen at the next Stakeholders meeting <b>Update:</b> item added to the Stakeholders Agenda	Mr Jones-Owen (Mr Wragg) <b>In progress</b>
3	Clerk to add SDP to next FGB <b>Update:</b> added to September FGB agenda under Executive summary	Mr Lamb/ Ms Field <b>complete</b>
4	Governors to notify the clerk which is their preferred link role <b>Update:</b> On FGB Agenda. Many roles now allocated. 2 governors still to confirm which role. Not all roles will be covered – can some governors double-up?	All Trustees <b>In progress</b> <b>Now complete</b>
5	Mr Lamb to ensure that the school website includes the scholarship programmes for Sport and Music and that the programmes are promoted via social media and school outreach with primary schools <b>Update:</b> Scholarship document now on website on the following pages: Admissions, Policies, Music & Sports	Mr Lamb/ Ms Field <b>Ongoing</b>
6	Mr Lamb to ensure that absence data is provided termly at the Full GB meetings <b>Update:</b> has been added to next FGB agenda and included under FGB responsibilities in Full Membership document	Mr Lamb/Clerk <b>In progress / complete</b>
7	Mr Marshall to look into the details of the National Citizenship Project and discuss with SLT <b>Update:</b>	Mr Marshall
8	Ms Faverjon to ensure that the Smiling Boys' feedback is reflected in the EDI objectives <b>Update:</b> moved to Stakeholder in January 2025	Ms Faverjon <b>In progress</b>

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9	Mr Lamb and Mrs Culora to present the redundancy proposal to trustees in the Autumn term 2024/5 <b>Update:</b> FGB EGM Proposal discussed in July – EGM of P&P in Autumn	Mr Lamb/Ms Culora <b>complete</b>
10	Mr Lamb to ensure that a detailed recovery plan is provided to the Resources and Management Committee at the next meeting <b>Update:</b> added to R&M September meeting	Mr Lamb/clerk <b>In progress/complete</b>
11	Ms Roberts to provide the trustees with updated projected Year-end figures ASAP <b>Update:</b> F&O update on agenda	Ms Roberts <b>In progress</b>
12	Mr Collins to review the Edulink communication tool <b>Update:</b>	Mr Collins

**Next FGB: 19 December 2024**

### ENFIELD GRAMMAR SCHOOL 5 YEAR STRATEGY: *The 5 Pillars*



**TANT QUE JE PUIS**