

**MINUTES OF THE MEETING OF THE  
WALTHAMSTOW SCHOOL FOR GIRLS GOVERNING BODY  
HELD ON WEDNESDAY 11 OCTOBER 2017 AT 6.30 PM  
AT THE SCHOOL**

**Present:** Ms Gillian Barker (Chair)      **Co-opted Governor**

**Co-opted Governors**

Ms Janeen Hayat  
Ms Abisola Ifasawo  
Ms Debbie Lewzey  
Mr Jeroen van Dinteren

**Local Authority Governor**

Councillor Aktar Beg

**Parent Governors**

Mr Joe Billington  
Mr Graham Clifford  
Mrs Nina Mikolajczyk  
Mr Daniel Phelps  
Ms Lydia Sanderson  
Dr Aneela Shah

**Staff Governors**

Meryl Davies (Headteacher)  
Mr Ashesh Ramlagan

**Also Present:** Ms Sally Kennedy (Deputy Headteacher)  
Mr Jonathan Gunzi (Deputy Headteacher)  
Mr Romi Jalil (School Business Manager)  
Mr David Shackson (Assistant Headteacher)

**Clerk to governors:** Lynne Troughton

<b>Minute Reference</b>	<b>Description</b>	<b>Person responsible</b>	<b>Date for completion</b>
7.2	Appointment of associate governor	Governor Services	Next GB agenda
7.4	To update Governor Services on one new governor DBS check	Headteacher	ASAP
8.	Appointments of committees, responsibility link governors, faculty link governors (pages 5 – 7)	Governor Services	Immediately
8.11	Apology for absence from Abisola Ifasawo for pay committee on 30th January 2018 (if required)	Governor Services	January 2018
9.2 (5.6.1)	Update on security and risk assessment	HT/SBM	December

Chair of Governors  
Initials:

			GB agenda
9.2 (6.3)	Governor fact sheets requiring completion outstanding	Gillian Barker Daniel Phelps Joe Billington Graham Clifford	Immediately
9.2 (6.3)	Behaviour visit after half-term (afternoon only)	Gillian Barker Aneela Shah	30/11/2017
9.2 (6.4)	Summary of governing body SIP to be sent to governors.	Gillian Barker	Immediately
9.2 (9.9.2)	The draft Critical Incident Plan to be submitted to GB meeting in December	Governor Services	Next agenda
10.3	Impact of Governance Report – agenda item	Governor Services	December GB agenda
11.2	Skills audit	All governors	ASAP
12.2	Policies for approval in December: Data protection Pay Safeguarding Lettings Access plan	Governor Services	GB Agenda December 2017
13.5	To agree to explore the possibility of expansion	Chair of governors	24/10/17
14.6	Governor working group to meet after half term and Joe Billington to join the working group	Headteacher/CoG	After half-term
15.1	Next governing body meeting 6 December 2017 at 6.30pm.	Governor Services	Immediately
15.2	Curriculum committee meeting moved from 17 October 2017 AT 6.30pm to 1 November 2017 at 7pm.	Governor Services	Immediately
15.3	Staffing committee 7 November 2017 at 6.15pm.	Governor Services	Immediately
15.4	Finance and premises committee on 14 November 2017 at 6.15pm.	Governor Services	Immediately
15.5	Pay committee 12 December 2017 at 6.30pm.	Governor Services	Immediately

## 1. WELCOME AND APOLOGIES FOR ABSENCE

### 1.1 Welcomes

Gillian Barker welcomed those present, particularly Debbie Lewzey who was returning to the governing body, and Jeroen van Dinteren who has newly joined the governing body. There was a round of introductions.

### 1.2 Apologies

There were no apologies other than for lateness.

### 1.3 Quorum

The meeting was quorate, with all 14 governors present.

## 2. DECLARATIONS OF INTEREST

### 2.1 Pecuniary interest forms

Forms were distributed by the clerk and were returned to the clerk for processing and return to the school.

- 2.2 There were no declarations of interest at this point in the meeting but see item 6.1.3.

### 3. ELECTION OF OFFICERS

#### 3.1 Election of chair

The election was conducted by the clerk who asked for nominations for the position of chair. Debbie Lewzey nominated Gillian Barker; Councillor Aktar Beg seconded the nomination. There being no other nominations it was **AGREED** that Gillian Barker be elected chair of the governing body for the academic year 2017/18.

#### 3.2 Election of vice-chair

The election was conducted by the clerk who asked for nominations for the position of vice-chair. Gillian Barker nominated Joe Billington; Ashesh Ramlagan seconded the nomination. It was noted that Joe Billington's term of office ends on 3 December 2017 but there being no other nominations it was **AGREED** that Joe Billington be elected vice-chair of the governing body for the academic year 2017/18.

The chair varied the order of business so that items 7, 8 and 9, be taken at this point in the meeting, to enable senior staff to leave the meeting as early as possible.

### 4. GCSE SUMMER 2017 RESULTS

- 4.1 Mr Shackson gave a Powerpoint presentation on the provisional GCSE data, which is filed with the governors' minutes. He began by explaining what "Progress 8" and "Attainment 8" are, that is, a measure of pupil performance for 8 subjects. The figure at 0.74 for progress and 5.3 for attainment is well above the national average and was the highest the school has ever achieved.

- 4.2 He further explained that the EBacc result represented a grade 4 (a "good pass") or above in English and maths, and at a grade C or above in the following subject areas: sciences, a language, and either history or geography. . The result was 30% of all eligible students achieved grades C or 4 and above. Of the Y11 pupils who actually studied the EBacc subjects, 68% achieved grade C or 4 and above in those subjects. The number taking the EBacc suite of subjects was low compared to previous years.

- 4.3 The previous measure of 5 A\* - C (including English and maths) was 70%; without this it is difficult to know how the school compared with other schools.

- 4.4 Mr Shackson then explained the new grading system where A\* - G is being replaced by grades 9 – 1. However, the match is only comparable at the top and bottom of the scales; the variation in the match is significant between C and E.

- 4.5 Following this, governors were shown the attainment grades, compared to the previous 3 years. This data shows the school continues to maintain a high standard, and very high compared to other schools, particularly at the higher end of achievement.

- 4.6 In the new scoring, the DfE finally decided that 4 represented a "good" pass and 5 represented a "strong" pass.

- 4.7 **Governors asked whether the data was presented in accordance with the new performance measures for schools, and how the low EBacc take-up had affected the results?**

Mr Shackson responded that the new government performance measures were provided by the DfE. The lower Attainment 8 figure was expected, however the progress figure was exceptionally good, exceeded by only 30 non-selective state schools last year (2016) for attainment and progress.

- 4.8 Comparison with Fisher Family Trust data put the school in the top 3% last year and with a higher Progress 8 score, is expected to be higher this year once the national data is available.
- 4.9 “Value added” scores have been scrapped.
- 4.10 The new performance measures are weighted towards academic subjects: previously all subjects were included.
- 4.11 The school’s Progress 8 figure is not expected to change significantly, but could do so following the results of challenges from other schools as it is comparative.
- 4.12 Mr Shackson then addressed the progress data for disadvantaged pupils which is strong and higher than the school’s overall P8 last year. The predictions for disadvantaged pupils in the high attainment band (minus 3 “outliers” – these students were previously identified to governors in a presentation to Curriculum Committee) was that they would be equal to other (non-disadvantaged) pupils last year. The results achieved this year confirmed the predictions.
- 4.13 **Governors asked about the attainment of disadvantaged pupils with low prior attainment?**  
Mr Shackson responded that their attainment appears lower overall as a result of the way that progress and attainment are calculated for lower grades for this year only. Ms Kennedy added that this group had included pupils with significant issues and where keeping them in school so they could take their exams was the desired outcome. Two pupils in this small group made significant progress. Some schools would not go to such lengths to retain such challenging pupils and the aspiration to do so reflects the ethos of the school, however it does have an impact on the results.
- 4.14 **Governors asked on what basis the school challenged exam marking?**  
Mr Shackson explained there was a very limited window to challenge marking and although the school would like to challenge more, of necessity only the most obvious, and those where a few marks would increase the student’s grade, are progressed. The examinations board say they quality-assure the marking. The school is only charged if there is no change to the mark. The system is 100% electronic and unfortunately there were errors identified that indicated some flaws, e.g. where pencil does not show on the scans. The marks of four out of five papers submitted for re-marking in some subjects have been increased. The cost is £35 for a remarking and £22 to review the paper; one subject consists of between 2 and 4 papers. The school has to decide which papers to submit for re-marks based on teacher knowledge of a student’s work and on their predictions. The school would submit more requests if the process were free of charge. The Headteacher added that poor marking was not a new issue: it pre-dated the electronic system of marking but it is prohibitive for disadvantaged pupils. The cost to resubmit all the papers the school would have liked to have checked would have been £1,300. The option of asking parents to pay would be discriminatory. The problem with the system is that markers are increasingly non-specialists and so have a margin of error.
- 4.15 **Governors asked what recourse parents have?**  
Ms Kennedy explained that the lack of recourse is the reason the school focuses on English and Maths and grades 3-4 borderline results. The re-marked result can then be forwarded to the pupil’s college and result in confirmation of a place and avoid the need for maths/English re-takes. Parents are informed in an information pack emailed to parents and given to students that they have the right to request a re-mark. They are given information about grade boundaries and it is left to them to request a re-mark if they wish to. There are undoubtedly injustices within the system.
- 4.16 The chair thanked Mr Shackson and the senior leadership team for the report.  
**AGREED** That the 2017 GCSE results be noted and the subject by subject analysis would be reviewed at Curriculum Committee.

## 5. PUPIL PREMIUM ANNUAL REPORT

- 5.1 Mr Gunzi presented initial headlines for the Pupil Premium annual report. The headlines were tabled at the meeting and are filed with the governors' minutes.
- 5.2 The focus now is on narrowing (not "closing") the gap as that was not realistic. National comparisons are made between disadvantaged and national 'other' pupils rather than in-school variation.
- 5.3 The gaps relating to both progress and attainment are narrower than last year.
- 5.4 The rates of progress are comparable for HPA pupil premium students as for other HPA students, with the exception of the three outliers.
- 5.5 Overall, the figures are very strong. The supporting evidence is very good.
- 5.6 Higher prior attainment is based on a level set by government.
- 5.7 Pupils for whom there was no base data are not included in progress.
- AGREED** That the pupil premium annual report will be reviewed at the next full GB meeting in December.

## 6. SCHOOL ITEMS

### 6.1 Teachers' Pay Increase

- 6.1.1 Mr Jalil explained that the government recommended pay increase is for 2% at the top and bottom of the main scale pay range. However the local authority has recommended that 2% is applied across the whole pay range. The cost of this would be £2,792 in the current financial year. The cost can be absorbed out of savings from supply staff costs.

**AGREED** That a 2% pay award be given to teachers across the whole pay range.

- 6.1.2 The leadership scale has been awarded a 1% increase.

### 6.1.3 **Governors asked about the award for support staff?**

Ashesh Ramlagan declared an interest in this discussion; he remained in the meeting.

Mr Jalil explained that a 2.4% pay increase has been proposed over 2 years. However this is still being negotiated and it is suspected it will be 2%.

### 6.2 Work-related learning and careers policy

- 6.2.1 The policy had been reviewed by Joe Billington due to his knowledge in this area. The Headteacher suggested a number of minor amendments, which she explained at the meeting.

### 6.2.2 **Governors asked what arrangements were in place for pupils to conduct work experience?**

Ms Kennedy explained that pupils are encouraged to find their own work placements. Prospective placement providers are required to complete a safeguarding declaration. Pupils are telephoned within their first week to ensure they are happy with the arrangement and are feeling comfortable; and that the work is proper work experience. For the school to arrange every placement would be an immense challenge and fraught with difficulty. The school wants aspirational placements however, and leaving it entirely to pupils to arrange can also emphasise societal gaps, so they do provide support and intervene as appropriate. Insurance arrangements can also be a barrier. The school plans work placements so that they take place after examinations have finished.

**AGREED** That the work-related learning and careers policy be approved, subject to the amendments discussed.

The Chair thanked Ms Kennedy, Mr Gunzi and Mr Shackson who then left the meeting.

## 7. GOVERNING BODY

7.1 The chair informed governors that Jane Harper has resigned. She would like to invite Ms Harper to serve as an associate governor and explained to the governing body what that involved. Jane Harper has particular experience around facilities and premises, which has been very helpful to the governing body and would be missed.

7.2 The clerk advised that associate governors are appointed annually.

**AGREED** That Jane Harper be invited to become an associate governor.

**Action: Agenda item**

7.3 Following Jane Harper's resignation, the clerk confirmed there would be a vacancy for a governor. Also, Joe Billington's term of office would cease on 3 December 2017.

7.4 DBS checks outstanding: Jeroen brought his DBS documentation into school today for confirmation. (Details were emailed to Governor Services on 12 October 2017.)

**Action: Headteacher**

7.5 National Database of Governors: the database is kept up to date by the school.

7.6 Code of Practice

The clerk circulated copies of the Code of Practice 2017/18. The Chair had circulated details of updates made to reflect the NGA's and LA's latest versions in advance.

Governors approved the updated version. Copies were signed by all those present and returned to the clerk for processing.

## 8. GOVERNING BODY COMMITTEES

8.1 Curriculum Committee

Cllr A Beg

Mr J Billington

Mr G Clifford

Ms N Mikolajczyk

Ms L Sanderson

Ms M Davies

8.2 Finance and Premises

Ms D Lewzey

Ms G Barker

Mr J Billington

Ms J Hayat

Ms A Ifasawo

Mr A Ramlagan

Ms N Mikolajczyk

Ms M Davies

8.3 Staffing Committee

Cllr A Beg

Ms G Barker

Mr D Phelps

Dr A Shah

Mr J van Dinteren

Ms M Davies

8.4 Pay Committee

Mr J Billington

Ms J Hayat

Ms A Ifasawo

Ms D Lewzey  
Ms N Mikolajczyk

8.5 Headteacher's Performance Management

Ms G Barker (Chair)  
Cllr A Beg  
Mr J van Dinteren

8.6 Pay appeals, pupil discipline, staff discipline, staff dismissal, grievances and dismissal and grievance appeals

All non-staff governors to form a pool from which such panels will be constituted.

8.7 Responsibility Link governors

Careers and work-related learning	Joe Billington
Challenge	Lydia Sanderson
Disadvantaged pupils	Abisola Ifasawo
Equalities (including EMA)	Abisola Ifasawo
Health and safety	Ashesh Ramlagan
Safeguarding and LAC	Daniel Phelps (deputy, Gillian Barker)
School Council	Graham Clifford
Governor training	Debbie Lewzey
Data	Graham Clifford
Teaching and learning	Joe Billington

8.8 Faculty Link governors

ADT	Aneela Shah
English and Literacy	Janeen Hayat
Humanities	Aktar Beg
ICT	Joe Billington
LLD	Daniel Phelps
Maths and numeracy	Nina Mikolajczyk
Modern foreign languages	Gillian Barker
Performing arts	Ashesh Ramlagan
Science	Aneela Shah

8.9 Attendance and behaviour

All governors

8.10 Terms of reference

The chair informed governors that the terms of reference of the Headteacher's performance management review panel and the pay committee contained proposed amendments. It was important that governors dealing with these matters were trained.

**AGREED** That the terms of reference of the curriculum committee, finance committee and staffing committee be approved, unamended;  
That the terms of reference of the Headteacher's performance management review panel and pay committee, as amended, be approved.

8.11 Abisola Ifasawo gave apologies for absence from the pay committee meeting in January 2018.

**Action: Governor Services**

## 9. MINUTES

### 9.1 Minutes of the meeting held on 12 July 2017

**AGREED** That the minutes be confirmed as a correct record.

### 9.2 Matters arising

**Item 3.2.1** The meeting between Joe Billington and Jonathan Gunzi has yet to take place.

**Item 5.1.6** The Headteacher confirmed that the school business manager has been trying to progress a security review and risk assessment but one has yet to be completed.

**Action: HT/SBM**

**Item 6.1** The "Impact of Governance" file is now on the website, where governors can access it securely. If governors have any problems logging on, they should contact Ashesh Ramlagan.

**Item 6.2** No comments were received for additions to the list of contents for the governors' reference file.

**Item 6.3** The governor fact sheets requiring completion are outstanding: Gillian Barker will conduct a behaviour visit accompanied by Aneela Shah after half-term (afternoon only)

**Action: Gillian Barker, Joe Billington, Daniel Phelps, Graham Clifford, Aneela Shah**

**Item 6.4** The Chair reported that she had received two suggestions for the governing body SIP relating to the length of meetings and agendas. A summary will be sent to governors.

**Action: Gillian Barker**

**Item 9.9.2** The draft Critical Incident Plan will be submitted for ratification in December.

**Action: Governor Services – agenda item**

**Item 10.3** Link visit to School Council to be carried out by Graham Clifford. Cllr Beg asked to step down from responsibility for disadvantaged students. Abisola Ifasawo appointed instead.

**All other items had been completed or were on the agenda.**

## 10. GOVERNANCE

10.1 As reported above, governance information is now on the website.

10.2 As discussed in item 9.2.

10.3 The "impact of governance report" will be circulated for comment and then for ratification in December.

**Action: Chair and Governor Services**

10.4 The chair brought to governors' attention a checklist of questions and answers in respect of safeguarding. Daniel Phelps and the Chair had worked on this with Ms Pratt (Designated Safeguarding Lead) to ensure that governors have a complete overview of safeguarding in the school and the monitoring processes carried out by **AGREED** That the checklist of safeguarding questions be noted and added to the governance section of the school website.

## 11. GOVERNOR TRAINING AND DEVELOPMENT

11.1 Governors confirmed they had received the governor training booklet 2017/18.

11.2 The skills audit was recirculated. The chair explained that although governors had completed the new skills audit last term, this would need to be completed again for the current academic year. It can be done online or a hard copy can be given to the clerk.

**Action: All governors by Friday 17 November**

**12. ANNUAL CYCLE OF BUSINESS**

12.1 The cycle of business was circulated.

**AGREED** That the annual cycle of business be approved.

12.2 A list of policies due for review this term was provided with governors' papers. It was agreed that the following should come to governors for ratification in December: Critical Incident Plan; Data Protection; Lettings; Pay; Safeguarding; Access Plan. Policies subject to updating should clearly highlight any changes.

**Action: School and Governor Services**

**13. SECONDARY SCHOOLS EXPANSION**

13.1 The chair of governors reported she had received a letter from the borough, asking for expressions of interest in permanent expansion, due to the predicted increase in numbers of pupils seeking secondary transfer in the borough.

13.2 Any expansion would ultimately affect all year groups. The Headteacher elaborated that the borough has a statutory duty to make provision for all pupils applying for a place in the borough. The implications for WSfG is that the school would fill up immediately with an expanded year 7 because it had been significantly oversubscribed last year. However, it was very unclear as to where additional pupils would be accommodated as the current site was already full.

13.3 Responding to governors' questions the Headteacher clarified that expansion would require accommodation for at least 150 pupils.

13.4 It was also the case that some schools in the borough are not full, and expanding WSfG could have an impact on them.

13.5 Taking account of these considerations, governors felt that since exploring the possibility of expansion was not binding, the option should be considered.

**AGREED** That the possibility of expansion be explored but subject to the constraints discussed.

**Action: Chair of governors to respond to LA letter**

**14. GOVERNOR WORKING GROUP**

14.1 The chair reported that the working group had met and discussed the proposals set out in the ASCL's guidance, 'Staying in control of your school's destiny'. They had noted that in the intervening period between the working group being formed and their meeting, the school had gained Teaching and National Support School status and the Headteacher had become a National Leader of Education.

14.2 Looking at the way the school operates, it was noted that the school has much in common with effective MATs such as in relation to the collaborative work with the WF Secondary Challenge Partnership. In addition, the DfE now refers to both MATs and Teaching Schools in connection with school improvement. Therefore most of the benefits of becoming a MAT were already being gained by being a Teaching School.

14.3 The working group concluded that, with a much expanded range of opportunities available to the school in leading a teaching school alliance, the only driver in the future might be financial, however there were no current concerns about the school's financial position

14.4 Following the working group meeting, the Headteacher and chair of governors had attended a conference on becoming a MAT. There were no appreciable benefits that they could ascertain from becoming a MAT and none from joining an existing MAT now that the school was a Teaching School.

14.4 It was noted that schools in NE London have been moved to the East of England region in terms of their teaching school and NLG/NLE system leadership roles.

Developments include involving national leaders of governance in school to school support carried out by teaching schools.

- 14.5 The opportunities arising from the school's new teaching school role need to be given time to get established. The school has to produce an action plan. The working group agreed to look in detail at the school's teaching school bid and to consider how governors could contribute to governance aspects/offering governance support. The working group agreed to meet again after half-term.

- 14.6 Joe Billington will join the working group.  
**AGREED** That the findings of the working group be noted.  
**Action: HT/CoG**

**15. DATES OF FUTURE MEETINGS AND ANY CHANGES**

- 15.1 The next governing body meeting will be on Wednesday 6 December 2017 at 6.30pm.
- 15.2 Curriculum Committee
- 15.2.1 The curriculum committee meeting has been moved from 17 October 2017 to 1 November 2017 at 7pm.
- 15.2.2 The Headteacher proposed that the committee first attends the Year 11 Parent Information Evening taking place at 6pm on 1 November, and that the curriculum committee takes place following that.
- 15.2.3 Ashesh Ramlagan is testing a SIMS module for parent communications and will sign up a focus group for the initiative and invited parent governors to join.
- 15.3 The staffing committee will be held on 7 November 2017 at 6.15pm.
- 15.4 The finance and premises committee will be held on 14 November 2017 at 6.15pm.
- 15.5 The pay committee will be held on 12 December 2017 at 6.30pm.

Ashesh Ramlagan and Romi Jalil left the meeting for consideration of the confidential items.

**16. CONFIDENTIAL MINUTES**

- 16.1 Minutes of the meeting held on 12 July 2017  
**AGREED** That the confidential minutes of the meeting be approved.
- 16.2 Matters arising  
 The chair of governors informed the meeting that she is discussing the matter with the local authority and will update governors at the next meeting.

The meeting closed at 8.55pm.

Chair: ..... (sign)

..... (print) Date:.....

Chair of Governors Initials:
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