

**MINUTES OF THE MEETING OF THE  
WALTHAMSTOW SCHOOL FOR GIRLS GOVERNING BODY  
HELD ON WEDNESDAY 6 DECEMBER 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 (from 6.40pm)  
Ms Debbie Lewzey  
Mr Jeroen van Dinteren

**Parent Governors**

Mrs Nina Mikolajczyk  
Mr Daniel Phelps  
Ms Lydia Sanderson  
Dr Aneela Shah

**Headteacher**

Ms Meryl Davies

**Staff Governor**

Mr Ash Ramlagan (from 7pm)

Also Present: Jonathan Gunzi, Deputy Headteacher  
Sally Kennedy, Deputy Headteacher

Clerk to the Governors: Lynne Troughton

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s)</b>	<b>Completion date</b>
3.2	Gya Niyazi appointed as Co-opted Governor	Governor Services	Immediately
3.3	Jane Harper appointed as Associate Governor	Governor Services	Immediately
4.2	Autumn 2018 – School Meals: Comparison of uptake for the years 2016/17 and 2017/18	Governor Services	First meeting 2018/19
5.4	Health and Safety report paragraph 20 to be amended with dates or periods (eg annually) rather than “ongoing”	Romi Jalil	Immediately
5.5	Please notify governors of the contribution made by Holy Family to the WSfG minibus	Romi Jalil	Immediately
5.6	PE equipment checks: please confirm frequency and notify governors	Romi Jalil	Immediately
5.7	Include in the health and safety report a reference to first aid training certificates dates	Romi Jalil/ Meryl Davies	Immediately
8.1	Include in para 5.4 page 10 the name of the new service (Behaviour, Attendance and	Meryl Davies/ Daniel	Immediately

	Children Missing Education) Wording for short explanation of Operation Encompass, to be added to page 20 of the Safeguarding Policy Query as to whether the Whistle Blowing policy should be part of the Safeguarding Policy? NB. New whistleblowing policy ratified July 2017.	Phelps/ Jonathan Gunzi  Meryl Davies	
11.2	Year 7 Numeracy and Literacy Catch-up Premium 2016/17 report to be presented as a narrative, with numbers rather than forms, to include a glossary, to be checked for accuracy and represented to governors before it is published on the website	Jonathan Gunzi	Spring term Curriculum Committee or FGB
11.3.3	Please include Abisola Ifasawo in the invitation to and circulation for, the January Curriculum Committee	Governor Services	Next cycle
12.1.3	Jeroen van Dinteren appointed Careers and WRL link governor	Governor Services	Immediately
12.1.4	Send link governor guidelines to Jeroen van Dinteren	Gillian Barker	Immediately
12.1.5	Send last maths link governor report to Nina Mikolajczyk	Meryl Davies	Immediately
13.3	Send training log to all governors for updating	Debbie Lewzey	Immediately
13.5	Provide online Safer Recruitment training to governors (particularly committee chairs)	Gillian Barker	Immediately
13.6	Janeen Hayat and Daniel Phelps elected Vice Chairs	Governor Services	Immediately

### 1. WELCOMES AND APOLOGIES

- 1.1 The Chair welcomed those present.
- 1.2 Apologies for absence had been received from Councillor Aktar Beg and Graham Clifford. Abisola Ifasawo and Ash Ramlagan had apologised that they would be late.
- 1.3 The meeting was quorate with 8 members present and 10 members, when Abisola Ifasawo and Ash Ramlagan arrived.
- 1.4 There would be one confidential item that the Chair would address at the end of the meeting.

### 2. DECLARATIONS OF INTEREST

- 2.1 The Headteacher returned her completed annual pecuniary interests form to the Clerk.
- 2.2 There were no declarations of interest in agenda items.

### 3. GOVERNING BODY

- 3.1 The Clerk confirmed there were vacancies for a parent governor and a co-opted governor.

#### 3.2 Election of Co-opted Governor

The Chair proposed the co-option of Gya Niyazi who came a close second in the last co-opted governor appointment process. She and the Headteacher had met with her and the Chair had now contacted her to ask whether she was still willing to join the governing body and she had confirmed that she was.

**AGREED** To appoint Gya Niyazi as a co-opted governor.

3.5 Appointment of Associate Governor

The Chair had spoken to Jane Harper who had confirmed she was willing to serve as an associate governor for those occasions when her expertise was needed.

**AGREED** To appoint Jane Harper as an associate governor.

**4. MINUTES**

4.1 Minutes of the meeting held on 11 October 2017

**AGREED** That the minutes be approved as an accurate record.

4.2 Actions/Matters Arising

Item 9.2 (6.3) The requested fact sheets remain outstanding.

Item 9.2 (6.3) A date has yet to be arranged

Item 9.2 (6.4) The Chair has yet to complete the governor SIP but would welcome ideas for governor development, particularly if governors were attending the governor accreditation programme and could bring ideas from that.

School meals update: This item had been requested following the decision last term to raise the price of school meals. The school business manager had prepared an update showing the last 2 years' uptake for FSM and non-FSM compared to the period since September this year. The figures were not a like-for-like comparison as it does not include Ramadan and other factors that affect uptake, however the uptake looks quite strong. It was recommended that monitoring continue and an annual comparison be presented to governors in Autumn 2018.

**Agenda item:** Autumn 2018 – School Meals: Comparison of uptake for the years 2016/17 and 2017/18

(Abisola Ifasawo arrived during consideration of this item)

4.3 Committee meeting minutes

4.3.1 The new Chair of the Curriculum Committee is Graham Clifford and Vice-Chair is Lydia Sanderson. The minutes of the meeting held on 1 November 2017 were noted.

4.3.2 The new Chair of the Staffing Committee is Jeroen van Dinteren and Vice-Chair is Daniel Phelps. The minutes of the meeting held on 7 November 2017 were noted.

4.3.3 The Chair of the Finance Committee is Debbie Lewzey and Vice-Chair is Janeen Hayat. The minutes of the meeting held on 14 November 2017 were noted.

4.4 Matters arising

4.4.1 The glossary of terms requested in item 7.5.2 of the Finance Committee minutes had been provided.

4.4.2 Security Review

4.4.2.1 The Finance Committee had discussed the security review under health and safety. The School Business Manager looked into the issues: it was confirmed the gates cannot be altered because they are listed but the option of fencing off the grass areas to create an inner fenced off area and trialling the use of the side entrance were discussed. The School Business Manager will consult English Heritage as to whether the first option is feasible.

4.4.2.2 It was noted that security hinged on access procedures: student entrances are locked during the school day and any visitors have to enter the school via the office entrance which has two-stage security and they must sign in and out. The Headteacher added that the building is secure: the matter of complaint concerned the gates being open before and after school. She and the SBM have reviewed security; it is not possible to enter the school from the rear. The incident had concerned a former pupil and occurred off site. She had no concerns about pupil safety or site security.

4.4.2.3 It was agreed to await a further report from the SBM on English Heritage's response

to internal fencing. This report would be made to the Finance Committee.

4.5 Finance Committee Terms of Reference

The Finance Committee terms of reference were amended to incorporate Premises.  
**AGREED** That the revised Finance Committee terms of reference be approved.

**5. HEALTH AND SAFETY ANNUAL REPORT 2016-17**

5.1 The report was circulated in advance to governors.

5.2 Regarding question 7, accidents, governors commented that the trend in pupil accidents and incidents appeared to be upwards, now at 43 compared to 18 two years ago. However, when individual incidents were looked into, most were very minor.

5.3 **Governors asked whether the school kept any radioactive sources for education purposes?** The Headteacher confirmed there were none.

5.4 Regarding the items listed in paragraph 20, the Chair requested dates or periods be inserted rather than "ongoing".

**Action: Romi Jalil**

5.5 **Governors queried whether the school minibus is still used by Holy Family and whether they contributed to the cost?** The Headteacher confirmed that Holy Family do borrow the minibus.

**Action: Romi Jalil**

5.6 **Governors asked whether PE equipment should have been checked since November 2015 (paragraph 20) and whether it should be checked annually?**

The Headteacher agreed it should be checked at least annually.

**Action: Romi Jalil**

5.7 **Governors queried whether item 10 (first aid) should not include that valid training certificates are available for inspection?** The Headteacher agreed there should be a reference to certificates.

**Action: Meryl Davies/ Romi Jalil**

**6. IMPACT OF GOVERNANCE REPORT 2016-17**

6.1 The impact report was circulated with the documents. The Chair informed governors it had again been a useful review exercise. It will be put on the school website and will be included in the governors' file in the secure area for ease of reference.

6.2 The Headteacher commented it was a thorough piece of work.

6.3 Governors thanked the Chair for producing the report and said they found it helpful.  
**AGREED** That the impact of governance report be noted and approved.

**7. CHAIR'S ACTION**

7.1 Discussions with the local authority about school expansion

7.1.1 The Headteacher and Chair of governors had met with the local authority about the possibility of expansion. The authority had brought the data and various issues were discussed, including other provision, bulge classes elsewhere, and academy applications.

(Ash Ramlagan arrived at the meeting at 7pm)

7.1.2 The local authority seem to be very interested in expanding the school. They met with Romi Jalil and Jonathan Gunzi to look at the curriculum and feasibility so clearly see expansion as an option. The school is more cautious around the available space, and its preferred option is the car park at the back and the patio area. This would mean the existing car park could be retained, and there would be capacity for a conference room, if the Council were prepared to put money in.

7.1.3 The officers also looked at the science and ADT room capacity.

7.1.4 The local authority team are returning to the school for a meeting on 14 December

with their next proposals.

7.1.5 The Chair had raised with the officers that a few years ago they persuaded primary schools to expand but it has since been found they had overestimated the number of pupils coming through. The school was concerned not to get caught out by a similar miscalculation. The local authority responded that the data is more predictable at secondary level.

7.1.6 **The synergy between the expansion and teaching school status is a factor. However governors were concerned that with teacher recruitment being such an issue, how much of a concern would that be?** Jonathan Gunzi responded that recruitment would continue to have an impact but teaching school status was an attraction for recruitment and retention. The SLT's view is that it would help for the purposes of attracting high calibre staff.

7.1.7 Ash Ramlagan added that the school knows it is oversubscribed but cannot predict by how much it would be oversubscribed in the future. Meryl Davies responded that it had been part of the thinking of the local authority that the school was oversubscribed.

7.1.8 **Governors asked what the impact would be on the borough's mixed schools?** The Headteacher responded that many parents opt for WSfG as their first preference. If the school had a 6<sup>th</sup> form that would be a big attraction for staff however the borough had decided years ago that 6<sup>th</sup> forms would be a separate provision. The Chair added that gradually some schools have opened 6<sup>th</sup> forms but there is insufficient space at WSfG as it stands.

## 7.2 LA Monitoring Letter

The Chair informed governors that the LA has rated the school as 'green' in terms of support requirements. This means the LA will have only the minimum level of involvement with the school in this respect.

## 8. **POLICIES**

### 8.1 Safeguarding

8.1.1 Jonathan Gunzi, Deputy Headteacher, explained that the policy has to be updated annually and this was done recently to include the new definition of Child Sexual Exploitation.

8.1.2 Governors requested that paragraph 5.4 on page 10, regarding the services, be amended to reflect the new name of the service, namely Behaviour Attendance and Children Missing Education (BACME).

8.1.3 Governors requested that, on page 20, there could be an explanation as to what Operation Encompass is.

8.1.4 The Chair suggested removing "additional" on page 11, paragraph 5.7.

8.1.5 It was queried whether 'Whistleblowing' should have been listed as part of this policy as we have separate Whistleblowing policy (approved July 2017)? The Deputy Headteacher responded this might be an error.

**Action: Daniel Phelps / Meryl Davies / Jonathan Gunzi**

8.1.6 The Headteacher added that school received a powerful training session from police and people involved in Operation Encompass. It included all aspects of child safety including gangs, drug lines, and domestic violence. Waltham Forest is a beacon of good practice in addressing such issues.

**AGREED** That the Safeguarding Policy as amended be approved.

### 8.2 Pay Policy and Procedure

The Headteacher explained this was a simple update of figures to reflect the current STPCD.

**AGREED** That the Pay Policy and Procedure be approved.

### 8.3 External Communications Policy

The Headteacher explained that further discussion has been held in school regarding target response times. The section on Freedom of Information (S.11) is continuously

changing; the school policy is in line with current legislation. There will be training on data protection to bring the school in line with forthcoming changes.

**AGREED** That the External Communications Policy be approved.

8.4 Recruitment and Selection Policy and Procedure

8.4.1 The Headteacher explained that the school needed to relax the 5-day minimum between shortlisting and interview because it was now impractical for recruiting staff. The school now includes interview dates in the advertisements instead.

8.4.2 It was reported that the Staffing Committee had recommended changes to the prohibition checks information. These had been done.

**AGREED** That the Recruitment and Selection Policy and Procedure be approved.

8.5 Maternity Procedure

This procedure had been considered by the Staffing Committee.

**AGREED** That the Maternity Procedure be approved.

8.6 Disciplinary Procedure

This procedure had been considered by the Staffing Committee.

**AGREED** That the Disciplinary Procedure be approved.

8.7 Lettings Policy

8.7.1 The Headteacher explained there were minor changes to the policy.

8.7.2 30 groups are now using the school. The lettings officer is very diligent and takes pride in his success at letting the premises.

8.7.3 **Governors asked how the school made sure the school was not used by organisations whose aims would be counter to those of the school?** The Headteacher responded that the school carries out due diligence to make sure users are appropriate.

**AGREED** That the Lettings Policy be approved.

8.8 Critical Incident Policy

This requires two minor updates: page 5 the new Vice-Chairs' names and page 15 the Chair's and Vice-Chairs' contact details to be inserted.

**AGREED** That the Critical Incident Policy be approved.

8.9 Model financial regulations and standing orders

**AGREED** That the model financial regulations and standing orders be approved.

8.10 Scheme of Delegation

It was noted that paragraph 8(c) should read "payments" (not procedures).

**AGREED** That the Scheme of Delegation be approved.

8.11 **Governors asked, in respect of Freedom of Information requests, what types of information could be redacted before provided?** The Headteacher responded that a request could be refused if people could be identified. She recently received one from a journalist on self-harming and has contacted the head of legal services for advice. She may need to review the FoI policy in the light of the advice. Daniel Phelps will also feed back any guidance he is aware of to the Headteacher.

**Action: Daniel Phelps / Meryl Davies**

**9. HEADTEACHER'S LEADERSHIP REPORT**

The Headteacher's report had been circulated in advance.

9.1 The number of pupils moving schools has increased but the majority are because families have moved out of the area, though one had moved to another school in the borough.

9.2 Attendance has improved.

9.3 Governors asked about progress data for year 7s? The Headteacher responded that progress data would be available in May.

9.5 **Governors when the presentation on teaching and learning would come to governors?** The Headteacher responded it would be taken to the Curriculum Committee in January 2018.

- 9.6 The staffing report covered everything for the last six months: most recent appointments are for internal posts, however the Site Services/Lettings Officer post was an external appointment.
- 9.7 The advertisement for a substantive Head of Humanities would be going out in spring, as would the Head of English who is leaving at Christmas.
- 9.8 The faculty self-reviews referred to in 9b will be submitted to the Curriculum Committee spring term meeting.
- 9.9 Jeroen van Dinteren commented that he is finding the WF Challenge Governor Accreditation Programme (item 10) very interesting especially for self-assessment.
- 9.11 **Governors asked what the school got back by being a teaching school?** The Headteacher explained that the school would receive £60k this year for the teaching school initially, comprising of £20k set up, and the remainder to run the teaching school. The following two year it would receive £50K and £40K respectively to support its teaching school work.
- 9.12 The Deputy Headteacher added that the idea was that after 3 years a school would earn enough from being a teaching school to be self-sufficient. Other schools would buy into the services offered, and once the teaching school had a proven track record, schools would come to it for improvement support. The school was looking into setting up a partnership to improve a number of schools in one go. At the moment the SLT is looking at the CPD angle and working with the Institute of Education and University of East London on ITT.
- 9.13 The school is being visited by colleagues from out of London areas to look at what staff were doing in school, which was good CPD for staff.
- 9.14 On safeguarding, the Chair asked what the school's response had been to "live streams" like Periscope and Omegle. Jonathan Gunzi responded that the SLT had spoken about it at the parent information evening.
- 9.15 Governors suggested putting a link to the CEOP video that has been released on the school website. The SLT confirmed that the information was given to parents at the PIE evenings and details (though not direct links) were on the school website.
- 9.16 Exclusions have returned to former low levels. Last year had been an exception due to a small number of students received from FAP.
- 9.17 On bullying, the school noted that both the children being bullied and children doing the bullying have complex needs and they have engaged the LA's Early Help for both.
- 9.18 **Governors asked how severe the issue of bullying was?** The deputy Headteacher explained that in year 8 bullying tends to be verbal, but could still be serious enough to be defined as bullying. Something was thrown at another student in the other. The incidents were reported to staff by students.
- 9.19 **Governors asked whether statistically should there be more such reports.** The Deputy Headteacher responded that more incidents are reported but most are one-off, which are not regarded as bullying. Such incidents are dealt with very quickly, and a written apology given. This resolves the vast majority of incidents. The approach helps to stop any build-up to bullying. The school has very robust systems for quick reporting and response.
- 9.20 **Governors asked whether the school participates in anti-bullying week?** The Deputy Headteacher responded that the school does participate and in addition, deals with the issue day-to-day, and not just in assembly, so pupils get a chance to discuss it.
- 9.21 The Headteacher invited governors to attend events such as the Presentation Evening the following day and Carol Concert on 14 December.
- 10. SELF EVALUATION FORM (SEF)**
- 10.1 The updated SEF (November 2017) had been circulated with the agenda and the Headteacher informed governors that Ofsted could call at any time and would want to

- see it. It was last presented to governors in July so new governors would not have seen the SEF.
- 10.2 The Deputy Headteacher (KS4) explained that governors were presented with the attainment and progress data at its October meeting. In Section 6 of the SEF the SLT has produced a more compressed snapshot of each year group so governors can see the spread of attainment and pupil premium/non-pupil premium gap in attainment.
- 10.3 The current year 9 data relates to data collection through the previous year. The gap between PP and non-PP is small and has reduced since the pupils entered the school in Year 7. Average attainment has increased so all are making progress.
- 10.4 A further breakdown shows pupils' outcomes in each subject as an overview rather than the detail that heads of faculty use. All 3 prior attainment groups (high, middle, and low) are making progress.
- 10.5 GCSE attainment and progress. 2017 percentage of 9-4/A\*-C is slightly lower due to new grading system for maths and English and the method for calculating Attainment 8 has changed with grade value scaled differently. In due course, when there are trends that could be a concern, the SEF will show how individual pupils might be skewing the data.
- 10.6 The SLT had to make a judgement about foundation and higher tier entries for the new GCSEs: eg. for maths, nationally pupils entered for the higher paper only had to obtain 18% to gain a grade 5, whereas the school had entered a smaller number for the higher paper in 2017 and it was harder to gain a grade 5 for the foundation paper. There is uncertainty with the new specification and the consequence was a small dip but the SLT did not consider this was a fault of teaching and learning: the faculty simply made a decision about their entry pathways and stuck to it. A more flexible approach is being taken now, but the faculty will not return to the previous entry pathway as it is predicted the thresholds will if anything increase in 2018 and pupils could then miss out altogether.
- 10.7 The Headteacher added that nationally, girls outperform boys, except in Maths. Last year the school's disadvantaged pupils did better (P8: 0.62) than those in outstanding schools (Progress 8 graph on page 9) which only averaged 0.47. The school's results were therefore exceptional in that the less able pupils do better than less able pupils in outstanding schools.
- 10.8 The SIP references link the SEF to improvement objectives.
- 10.9 **Governors asked why the quality of teaching and learning assessment (page 3) is 1-.** The Headteacher responded that governors would receive a presentation following faculty self-reviews at the Curriculum Committee in January so the assessment has been left as it is for now. It should convert hopefully by January to a confident 1 (outstanding).

Sally Kennedy left the meeting at 8.15pm

## 11. SCHOOL ITEMS

### 11.1 Pupil Premium Report

- 11.1.1 There have been a number of iterations of the report, which now included a glossary at the back.
- 11.1.2 **Governors asked how significant the provision of counselling and mentoring was for pupil premium attainment?** The Deputy Headteacher responded it was very important, but the essence is what is delivered by the class teacher. To this end, the SLT makes sure staff are constantly reminded and remain aware of the progress being made by pupil premium pupils.
- 11.1.3 **The Chair referred to the last page under plans for usage 17/18 staffing for various interventions and pupil premium oversight and asked whether it was supposed to be used for staffing?** The Deputy Headteacher responded that the

funding can be used for staffing as what is measured is the impact. With the counselling and mentoring, case studies are prepared to demonstrate that these interventions do have an impact.

- 11.1.4 **Governors were pleased to note that pupils self-referred for counselling and asked whether pupil premium pupils were prioritised? They also asked: what had contributed to the increase to 53, from 48 last year?** The Deputy Headteacher responded that priority was given according to need. There are more pressures, and more complex needs contributing to the increase in uptake. Whereas in the past there might be a specific issue resulting in a request, there are now multiple issues and also younger pupils who have received the provision in primary school are more likely to request or respond favourably to an offer of support.
- 11.1.5 **Governors asked whether pupils attached a stigma to counselling?** The Deputy Headteacher responded that counselling was delivered very discretely and there is no stigma attached to it. The school is increasing provision using a trainee social worker who is a trained counsellor.
- AGREED** That the pupil premium report 2016/17 be approved.

11.2 Year 7 Numeracy and Literacy Catch-Up Premium (2016/17)

- 11.2.1 The Chair requested that a glossary be included for this also.  
**Action: Jonathan Gunzi**
- 11.2.2 The Deputy Headteacher explained how the catch-up worked and how pupils move up sets. In year 8, all maths is taught at the same time. There are now only 3 pupils in the lower set so they are progressing very quickly. There is some very good work happening in primary schools contributing to the rapid progress.
- 11.2.3 The Chair asked that an introduction about setting be included and suggested it might be better not to have the forms but just the student numbers. She asked also that something to explain the asterisks be added and that the report be presented as a narrative rather than a grid.
- 11.2.4 It was clarified that NS meant "Not achieved standard" because it was under 100.
- 11.2.5 **Governors asked whether the number of scheduled sessions was sessions attended or scheduled?** The Deputy Headteacher confirmed it was sessions attended. However governors noted there appeared not to be a correlation between number of sessions and how well pupils achieved. Governors asked that the report be represented before it was published on the website.
- AGREED** That the Year 7 Numeracy and Literacy Catch-Up Premium 2016/17 data be noted and that the report be reformatted as recommended by governors.
- Action: Jonathan Gunzi**

11.3 Equality Statement

- 11.3.1 The Deputy Headteacher explained this is reviewed annually. This statement analyses students with 'protected characteristics'. The statement has to be published on the school website, so in order not to identify individuals any groups of less than 6 are redacted.
- 11.3.2 Equality objectives:  
Objective 1: To ensure that students from disadvantaged backgrounds progress significantly above national standards for disadvantaged students.  
Governors already receive information on disadvantaged students. The national data for these disadvantaged students will be available in January and will be reported to the Curriculum Committee.
- 11.3.3 Objective 2: To ensure that students from different ethnic backgrounds progress significantly above the national standards for students from those ethnic groups.
- 11.3.4 **A governor queried the objective of the reporting?** The Deputy Headteacher responded that it enabled governors to be aware of the school's equality objectives

and is also a legal requirement.

- 11.3.5 **Governors asked where the information was collected from?** The Deputy Headteacher responded that the information is taken from SIMS, which in turn is taken from what parents provide on arrival during the transition process.

**Action: Governor Services to include Ms Ifasawo (Equalities link governor) on circulation of Curriculum Committee papers for January meeting**  
**AGREED** That the Equality Statement be approved and published.

Jonathan Gunzi left the meeting at 8.34pm.

## 12. LINK GOVERNOR RESPONSIBILITIES

### 12.1 Link visit schedule

- 12.1.1 The schedule had been circulated with the agenda. The Chair drew attention to the gaps and she had made suggestions for governors who did not have link responsibilities and orphan faculties.

- 12.1.2 Debbie Lewzey agreed to be the link governor for ICT link until a new governor was able to take it on.

- 12.1.3 It was **AGREED** that Jeroen van Dinteren become the link governor for Careers and Work Related Learning.

**Action: Governor Services**

- 12.1.4 The Chair will send information to Jeroen van Dinteren about how the link governor role works: governors are requested to book visits with the relevant head of faculty/post holder via the Headteacher.

**Action: Gillian Barker**

- 12.1.5 Nina Mikolajczyk requested to see the last link report on maths.

**Action: Meryl Davies**

### 12.2 Safeguarding Visit Report

- 12.2.1 Daniel Phelps and Gillian Barker had visited to review the Single Central Record and confirmed there was a robust and well-organised process for managing it. There was a record of DBSs due for renewal and where they were in the process. The process can be protracted and sometimes there is a delay in staff/governors bringing in the required proof of identity/address documents.

- 12.2.2 It was noted that extensive efforts are made to record and document everything that happens, including information on agency staff, where the agency is responsible for the DBS process. Agencies currently confirm in writing that a DBS has been checked. However, governors recommended that the agencies should also confirm explicitly whether or not there is any trace on an individual's DBS. This will be followed up where the agency has not so confirmed. Agency staff often bring their DBS with them to the school for checking.

- 12.2.3 **Governors asked whether agencies were also inspected by Ofsted?** The Headteacher responded the agencies are required to be accredited and the school would expect an agency to disclose anything on the record of a staff member coming to the school.

## 13. GOVERNING BODY DEVELOPMENT

### 13.1 Governing Body SIP

The Chair reported she had yet to complete the governing body SIP but would try to do so before the next meeting or by the Governors' Day.

### 13.2 Skills audit

Completed audits were awaited from Aktar Beg, Daniel Phelps, Abisola Ifasawo, and Debbie Lewzey.

### 13.3 Update from Training Link Governor

Debbie Lewzey requested that governors informed her when they book and attend training. She will send the log to everyone to update with the date of training, who the provider was, and the course attended. This applies to informal as well as formal training.

**Action: Debbie Lewzey**

13.4 Update on training attended or booked

Abisola Ifasawo reported she had attended the Young Governors' Network.

13.5 Safer recruitment

Five governors have not responded, 5 have confirmed they have not been trained but were willing to carry out the training, and 4 have confirmed they are safer recruitment trained (Headteacher, Chair, Daniel Phelps, Graham Clifford). Chairs of committees and link governors should prioritise completing this training as they may be asked to sit on recruitment panels. The Chair, in conjunction with the school, will arrange for an online course for governors to complete.

**Action: School/Gillian Barker**

13.6 Election of vice-Chair

**AGREED** To elect two Vice-Chairs

Janeen Hayat and Daniel Phelps nominated themselves for the positions of Vice-Chair; Gillian Barker seconded the nominations.

**AGREED** That Janeen Hayat and Daniel Phelps be elected Vice-Chairs for the remainder of the academic year.

**Action: Governor Services**

**14. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

14.1 Dates of future meetings

The next governing body meeting is on Wednesday 28 March 2018 (Governors' Day is on 22 March 2018 and all governors are expected to attend where possible)  
Curriculum Committee 23 January 2018  
Pay Committee 30 January 2018 (only if required – t.b.c)  
Staffing Committee 20 February 2018  
Finance and Premises Committee 27 February 2018

14.2 Agenda items

As shown in the actions table pages 1 and 2 of the minutes.

Meryl Davies and Ash Ramlagan left the meeting at 9pm.

**15. CONFIDENTIAL BUSINESS**

The Chair updated governors on a staffing matter (see confidential minutes).

The meeting ended at 21.05

..... (sign)

Chair: ..... (print)

Date: .....

Chair of Governors Initials:
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