

**Minutes of the meeting of the
Governing Body of
Walthamstow School for Girls
held on Wednesday 28 March 2018 at 6.30pm at the school**

Present: Ms Gillian Barker - Chair of Governors – **Co-opted**

Parent Governors

Mrs Nina Mikolajczyk
Dr Aneela Shah (from 7.32 pm)
Mr Graham Clifford (from 6.55 pm)
Dr Rhys Morgan
Ms Lydia Sanderson

Co-opted Governors

Ms Janeen Hayat (from 6.58 pm)
Ms Debbie Lewzey
Mr Jeroen van Dinteren
Ms Gya Niyazi

Headteacher (voting)

Ms Meryl Davies

Staff Governor

Mr Ashesh Ramlagan

Clerk to the Governors: Mrs Ros Tatam

Also present:

Ms Sally Kennedy (Deputy Headteacher) SKE (Left after item 8)
Mr David Shackson (Assistant Headteacher) DSH (Left after item 8)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2	Ms Niyazi and Dr Morgan are to be members of Curriculum Committee.	School and Governor Services (GS)	asap
4.2.1	Size of contribution made by Holy Family to the WSfG minibus to be brought to Finance Committee.	School - RJA	1.5.2018
4.2.3	Chair to send Dr Morgan a copy of the link governor guidelines	Chair	asap
4.4.1	Chair to circulate a summary of the guidance for pupil exclusion panel members and a Decision Tree. Chair to ask GS if a synopsis of the	Chair	Asap Summer term

	exclusions training could be delivered as part of a GB meeting.	Chair	
4.4.2	Report on the Phase 1 of the TLR Review to FGB in May. The preferred model and revised timetable for Phase 2, including an Equalities Impact Assessment, will come to the FGB in July.	School	16.5.2018 11.7.2018
5.1.2	Curriculum Committee to receive a report on using the feedback from international visits to benefit the school.	School	May or October 2018
6.1	Full details of the arrangements/risk assessments for the expedition to Kijoto School in Zanzibar in July to be shared with the Chair.	School	asap
6.2	School to send electronically to all governors the summary of the January 2018 Staff Survey results.	School	asap
7.1	Ms Ifasawo's apologies to be noted for governor meetings up to 30.9.2018.	GS / Clerk	To 30.9.18
8.1	Chair of Finance to quality-assure the SFVS as soon as possible.	Chair of Finance	asap
8.3	Examinations Policy 2017/18 – The completed texts of Appendices G and H to be furnished to governors when completed.	School	When available
8.4.1	Ascertain that the local authority has confirmed in writing that the draft Data Protection policy is in accordance with the legal requirements.	School	asap
8.4.2	Agree a process for destroying (or archiving) files on those alumnae over 26 years.	School	Before 25.5.2018
8.4.3	Request the Data Protection Officer: (a) to confirm that the mechanism for sharing of sensitive personal data between the local authority, the school, and other agencies involved in Safeguarding, is GDPR-compliant; (b) to advise on the policy for retention of emails and personal details submitted in the recruitment process.	School	Before 25.5.2018
8.4.4	Amend draft Data Protection Policy and bring version 3 to governors when available. Clerk to ask whether the requirements of GDPR will be incorporated into the Governor Services Induction programme for new governors	School Clerk	Before 25.5.2018 asap
9.2	Other governors to present completed link governor reports at the May Full GB.	Applicable governors	16.5.2018

1. Welcome and apologies for absence

- 1.1 The Chair welcomed all to the meeting, particularly Dr Rhys Morgan to his first meeting. Introductions were made.
- 1.2 Apologies for absence were received and accepted from Ms Abisola Ifasawo, Mr Daniel Phelps and Cllr. Aktar Beg. The Headteacher explained that Mr Jonathan Gunzi and Mr Romi Jalil were also not able to attend.
- 1.3 The Clerk confirmed that the meeting was quorate (and it remained quorate for the duration of the meeting).

2. Declarations of interest

- 2.1 Declarations of Interest for this meeting were made by Ms Davies and Mr Ramlagan, as members of staff.
- 2.2 The Clerk reminded governors that 'purdah' from political comments or lobbying was now in force, until local elections on 3 May.

3. Governing Body

- 3.1 The Clerk confirmed that membership of the governing body (GB), in accordance with the 'Instrument of Government' - effective from 22 October 2014 - is complete. Cllr. Beg's current term of office is until 31 August 2018. Governors were asked to check their contact details on the sheet from Governor Services (GS) that was circulated.
- 3.2 Committee memberships – new governors: Ms Niyazi and Dr Morgan were both interested in joining the Curriculum Committee, and this was endorsed by the GB.

Action: School and GS to action that Ms Niyazi and Dr Morgan to be members of Curriculum Committee.

4. Minutes

- 3.1 Governors received the minutes of the Full Governing Body meeting held on 6 December 2017 and agreed these to be an accurate record of the meeting. The Chair signed a copy of the minutes and these were retained by the school.

4.2 Matters arising:

- 4.2.1 Re item 5.5: Size of contribution made by Holy Family to the WSfG minibus to be brought to Finance Committee in May.

Action: Size of contribution made by Holy Family to the WSfG minibus to be brought to Finance Committee in May.

- 4.2.2 Re item 11.2: Year 7 Numeracy and Literacy Catch-up Premium 2016/17 – the Chair advised that this report was uploaded onto the website (prior to the Ofsted visit). She will review with Mr Gunzi whether further changes are required to incorporate governors' requested changes.

- 4.2.3 Re item 12.1.5: Maths link governor report – a copy of the previous link governor's report from 2017 had not been sent to Mrs Mikolajczyk as it has yet to be located. Dr Morgan asked to be sent a copy of the link governor guidelines.

Action: Chair to send Dr Morgan a copy of the link governor guidelines.

- 4.2.4 Re item 13.5: online Safer Recruitment training – Governors were reminded to inform Ms Mandy Madhani the school's HR manager when this training has been completed. Mr Ramlagan suggested that documents such as the link governor guidelines could be uploaded to the secure area of the school's website for reference. The Chair agreed.

- 4.2.5 All other action points had been completed or were to be covered on this agenda.

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4.3 Minutes from Committees for information (as circulated)

The draft Minutes of:

- 4.3.1 Curriculum Committee 23 January 2018, and
 - 4.3.2 Staffing Committee 20 February 2018, and
 - 4.3.3 Finance and Premises Committee 27 February 2018
- were respectively noted.

4.4 Matters arising

- 4.4.1 Governors' attention was drawn to the final two pages attached to the Curriculum Committee Minutes, which set out the updates to the Pupil Exclusion Panel Guidance. The Chair had ascertained that there are no Governor Services-run courses on pupil exclusions scheduled for next term, but stressed that this training is important for governors to attend when next available as governors could be called upon to review any permanent exclusions. Meanwhile, she proposed circulating a summary of the guidance for panel members and a helpful decision tree from the DfE's guidance, and to ask Governor Services whether a synopsis of the training could be delivered as part of a GB meeting.

Actions: Chair to circulate a summary of the guidance for pupil exclusion panel members and the DfE's decision tree.

Chair to ask GS if a synopsis of the exclusions training could be delivered as part of a GB meeting.

- 4.4.2 Staffing Committee Minutes: the report to the Full GB on the Phase 1 of the Teaching and Learning Responsibilities (TLR) Review was deferred to the FGB meeting on 16 May due to staff illness. The preferred model and revised timetable for Phase 2, including an Equalities Impact Assessment, will come to the July FGB meeting.

Action: Report on the Phase 1 of the TLR Review, and the preferred model and revised timetable for Phase 2, including an Equalities Impact Assessment, to FGB in May and July.

- 4.4.3 It was noted that the assessment of the increase in the meal price on take-up over the year would be presented to governors in the autumn term (as agreed at the Full GB in December 2017), rather than being presented in the summer term (as in item 6.2.3 on the draft Minutes of the February Finance Committee).

[Mr Clifford arrived at 6.55 pm and Ms Hayat at 6.58 pm]

5 Headteacher's Report

5.1.1 Headteacher's Report (circulated in advance)

The Headteacher highlighted a number of aspects of her comprehensive report for the spring term 2018, noting first the increase in student turnover compared to a few years ago (21 students had joined the school since 1.9.2017 and 22 had moved off roll - mostly due to families relocating). She observed that the list of recent appointments includes both new entrants and new responsibilities for existing staff. The school's strategy to advertise at the optimum time had resulted in high-calibre applicants for key middle leader vacancies (governors were on the interview panels for the Head of Faculty - English and the Head of Faculty – Maths). DSH and SKE presented aspects of the spring report under their responsibilities.

5.1.2 In reply to governor questions, the school explained:

- Further particulars of the Year 8 student's Elective Home Schooling will be shared with the Chair (to assure there is no safeguarding concern);
- The uncertainty on GCSE grade boundaries in spring 2017 related only to English and Maths predictions; in 2018 all subjects (except Economics, Urdu, and Art,

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Design and Technology) have new curricula being examined for the first time and share this uncertainty;

- The Year 11 Low Prior Attainment (LPA) students' relative progress is a particular focus this year, for History and Geography (although only three of the eighteen have a predicted negative Progress 8 score);
- Work sampling in this term by the Senior Leaders has been encouraging, such that the earlier "1-" assessment for teaching and learning had been confidently raised to "1" before the Ofsted visit;
- Staff who leave the school do so for promotion or to relocate elsewhere; staff who have experience of working in other schools are generally keen to stay;
- The Waltham Forest Secondary Challenge Partnership is an improvement initiative of the local secondary schools, and was especially beneficial in the process of WSfG's successful application for teaching school status;
- Nationally, Teaching Schools are driving forward school improvements (the school has received a number of approaches, including a recent initiative for encouraging women in leadership);
- The partnership with Forest School has been of benefit to WSfG particularly in Physics, Performing Arts, Advanced Maths, Debating and PE (climbing and rowing), and our Foreign Language teachers have visited Forest School to offer support there;
- The work of the Assistant Headteacher and Ms Dowling, a member of the Support Staff, in arranging accommodation and travel for international visits by staff is enormously appreciated (including by Mr Ramlagan, who is going to Malta for training on technologies and project-based learning), the funding being provided by 'Erasmus +';
- The internal processes for using the feedback from international visits to benefit the school will be summarised in the report to Curriculum Committee;
- The team leader of the National Challenge Partners' peer-related Quality Assessment Review (cancelled this year as it would have put additional strain on the school immediately after Ofsted's inspection visit) has volunteered consultancy support.

The GB thanked the school for the detailed report, providing a full understanding of the school's functions and actions.

Action: Using the feedback from 'Erasmus' international visits to benefit the school will be summarised in a report to Curriculum Committee.

5.2 Ofsted one day inspection on 27.2.2018

The Headteacher was grateful for the work of senior leaders in submitting factual amendments to the draft Ofsted report in a very short timescale (when she was on dependency leave), as well as the hard work of senior leaders and governors in preparation for this inspection. Ofsted has yet to respond to these amendments.

6 **School items**

6.1 School residential trips (as circulated in advance)

The revised lists of 2017/18 residential educational visits and staff overseas Erasmus-funded research visits were noted. The Chair asked SKE (as Educational Visits Coordinator) to provide full details of the arrangements for the expedition to Kijoto School in Zanzibar in July, including risk assessments.

Action: School to provide the Chair with full details of the arrangements/risk assessments for the expedition to Kijoto School in Zanzibar in July.

6.2 January 2018 Staff survey – summary (as circulated in advance)

The Headteacher presented the summary of the results of the staff survey (which used the same questions as Ofsted would use a few weeks later). Eighty eight responses were received from a total of one hundred and forty staff. Some staff had given their names although others remained anonymous. The meeting commended the largely positive picture, noting though that there appeared to be around six staff who were less happy with the school overall. Governors requested electronic copies of the summary, and noted there would be a fuller consideration at Staffing Committee. (The Chair explained that a question from the staff governor regarding the responses to 'Leaders do all they can to ensure the school has a motivated, respected and effective staff' was more properly addressed directly to the Leadership Team in the first instance.)

Action: School to send electronically to all governors the summary of the January 2018 Staff Survey results.

7 Chair's action

7.1 Sabbatical request

The Chair had received a sabbatical request from Ms Abisola Ifasawo, asking that she may give her apologies to governor evening meetings up to 30.9.2018, while she completes her Masters course (on top of full-time employment). She intends to carry out her Equalities and Disadvantaged link governor visits in the second half of next term (when she will no longer have lectures to attend). The Chair explained that although there was no such thing as a sabbatical for governors, the governing body could agree to accept Ms Ifasawo's apologies for the requested period. Governors were pleased to support this request on the basis that MS Ifasawo would continue to receive governing body papers and fulfil her link governor responsibilities..

Action: Ms Ifasawo's apologies to be noted for governor meetings up to 30.9.2018.

7.2 Confidential item – see separate minutes for item 13.

8. School Policies (all documents circulated in advance)

8.1 Education Funding Agency's Schools Financial Value Standard (SFVS) Standard Assessment form

Ms Lewzey advised that the SFVS's format is very similar to previous years, and the school's only 'negative' response is to the question on balances carried forward, as it is likely there will be a deficit position for 2017/18 (which is being addressed in the three-year budget recovery plan). Neither she nor Ms Hayat had been able to quality assure the SFVS in advance of this GB, as had been done in previous years, but she will do so shortly after the Easter break. The SFVS form and summary of agreed remedial action was endorsed by the GB and signed by the Chair.

Action: Chair of Finance to quality-assure the SFVS as soon as possible.

8.2 Statement of Internal Control 2017/18

The Statement of Internal Control, effectively an executive summary of the SFVS that forms part of the audit documentation, was endorsed by the GB and signed by the Chair, the Chair of Finance Committee and the Headteacher.

8.3 Examinations Policy 2017/18

DSH presented the Examinations Policy 2017/18 (19 pages – he pointed out a couple of typos to be amended), and its numerous appendices, noting that there is some duplication of material between appendices in order to meet the stipulations of different examination authorities. Appendices G (Data Protection / GDPR Policy –

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Exams) and H (Exam. Lockdown Procedure 2017/18) will be provided to governors when completed. The GB agreed to ratify the Policy, noting that the completed texts of Appendices G and H will be furnished when available.

Action: Appendices G and H to be furnished to governors when available.

[Dr Shah arrived 7.32 pm]

8.4 Draft Data Protection Policy (version 2.0) – post General Data Protection Regulation (GDPR) and the Data Protection Act 2018

8.4.1 DSH presented the draft Data Protection Policy and amplified the information for clarification. Ms Lewzey and Mr van Dinteren contributed from the briefings for governors that they had attended. It was noted that the Policy is still in draft, and sections in red type have yet to be finalised in consultation with the school's Data Protection Officer at the LA. A governor asked if the local authority has confirmed in writing that the draft policy is in accordance with the requirements (in so far as these are known; the Data Protection Bill having only just completed its Report stage); in the absence from the meeting of the Business Manager, this could not be answered.

Action: School to ascertain that the local authority has confirmed in writing that the draft policy is in accordance with the legal requirements.

8.4.2 Governors were advised that most personal data is held by the school 'for its statutory role' and thus does not require explicit consent to be obtained. The Data Protection Officer (DPO) service is being purchased from Waltham Forest Traded Services, who have been asked to advise on obtaining explicit consent from students aged 13 years and above for social media such as homework apps. DSH noted that persons making Subject Access Requests are entitled to receive all the information held about them including in email conversations. Staff training will also cover the security of personal data taken home or otherwise off-site. The provider '4Matrix' has been requested to pseudonymise special category data on alumnae, in order that this may be held for future research and statistical purposes. Records on students have to be retained until the individual is 26 years, and the relevant data protection principle states data is 'Kept for no longer than is necessary'. However, the school has no process in place as yet for removing older files (that are stored in the loft).

Action: School to agree a process for destroying (or archiving) files on those alumnae over 26 years.

8.4.3 Ms Niyazi had raised, at Safeguarding training, whether the mechanism for sharing of sensitive personal data between the local authority, the school, and other agencies involved in Safeguarding, is GDPR-compliant. She asked that the school request this information from the DPO. She further asked for the school's policy on retention of emails and personal details from non-successful applicants submitted in the recruitment process. Guidance is to be sought from the local authority.

Actions: School to request DPO (i) to confirm that the mechanism for sharing of sensitive personal data between the local authority, the school and other agencies involved in Safeguarding is GDPR-compliant; and (ii) to advise on the policy for retention of emails and personal details submitted in the recruitment process by those who do not become employees.

8.4.4 Governors agreed the current draft Data Protection Policy, with the following proposed amendments:

(Page 3, section 3) Indicate that Biometrics are not currently held nor used by the school for identification purposes;

- (Page 7, section 9.2) The phrase “This is not a rule” be amended or expanded, for clarification;
- (Page 5, section 5.4) ‘Contacting the DPO’ be modified to show that this will normally be through the ‘core group’ (rather than any member of staff making contact with the DPO with any questions);
- (Page 11, section 17) Remove the words ‘and governors’ to show that the data protection training integral to the induction process applies to members of staff. (The school’s welcome pack for new governors will in future include a copy of the Data Protection Policy).

SKE and DSH were thanked for all their contributions to the meeting.

Actions: School to amend draft Data Protection Policy and bring version 3 to governors when available.

Clerk to ask whether the requirements of GDPR will be incorporated into the Governor Services Induction programme for new governors.

[Mr Shackson and Ms Kennedy left the meeting at 8.28 pm]

9. Link Governor Reports

9.1 Behaviour link visit report (circulated in advance)

Ms Barker and Dr Shah had met with the Assistant Head (Pastoral) to review the school’s approach to managing behaviour inside and outside the classroom; in response to a query, they clarified that this review was not prompted by a particular concern or incident but was part of the schedule of link visits required. In discussion, the school provided further information on the use of form rooms and break-out areas at lunchtime (and the encouragement to students to go outside in fine weather), and noted that the lunchbreak supervision is provided largely by the Senior Leadership Team; however, the noise from students’ conversations / activities can be distracting to staff if they are working nearby. The report was welcomed by the GB.

9.2 Link governor reports from Governors’ Day (22 March)

The following governors provided feedback to the GB on their faculty visits, and their completed and signed reports were tabled.

Ms Hayat & Ms Sanderson	English
Dr Shah	Science
Dr Shah	ADT

Points made in discussions included:

- Governors benefit from visiting a different link faculty/area over time;
- In Science, economising on curriculum time at KS3, whilst necessary, can put additional pressures on completing the syllabus at KS4;
- Science is proposing to commence the GCSE courses during Year 9 – however the current exploratory nature of the curriculum in Years 7 to 9 is one of the strengths of the school;
- An issue raised indirectly regarding five sections of the Science “trilogy” specification to be ‘self-taught’ is more appropriately raised with the school directly by the parent;
- Having several temporary teachers covering colleagues on maternity leave in a faculty presents particular challenges;
- A review identified strengths in English Literature and weaknesses in students’ creative writing and technical grammar knowledge for English Language.

The Chair thanked all governors for their contributions. Other link reports to be completed and signed for presentation at the May Full GB.

Action: Other governors to present completed link governor reports at the May Full GB.

9.3 Link governor responsibilities

The following changes to link governor responsibilities were agreed:

Dr Morgan	ADT
Dr Shah	LLD / Special Educational Needs
Dr Morgan	ICT (Computing)
Ms Niyazi	Careers & work-related learning

10. Governing Body Development

10.1 Exclusions guidance (updated) – see item 4.4.1.

10.2 The Chair, together with the two Vice Chairs, will be reviewing the recommendations made on Governors' Day, and the areas for development arising from the completed National Governors' Association (NGA) Skills Audit Questionnaires.

11. Date and agenda items for the next meeting

11.1 Dates of future meetings

The Clerk advised that the next meeting will be Finance and Premises Committee on 1 May, with Full GB on 16 May and Curriculum Committee on 22 May.

11.2 Agenda items for next FGB

No additional items were identified.

12. Any Other Business

12.1 St. Mary's Church Walthamstow planning application

The Headteacher explained that St Mary's Church (next door) is proposing to submit a planning application for a new community centre; including a three-storey rear extension and conversion to the Welcome Centre, building a new church entrance and facilities onto the church car parking area. The three-storey extension to the Welcome Centre, consisting of 11 flats will overlook the school's play area near the pond, and thus presents a potential Safeguarding risk as well as reducing sunlight/daylight. The church secured a significant Heritage Lottery Fund grant in 2017 for consultation and planning the overall scheme. The school has already met with church staff and the architect during the consultation and highlighted its concerns. Further information will be available in due course once the planning application is submitted.

12.2 Bomb scare and subsequent terror threat

The Headteacher advised that the school had been one of hundreds across the country that simultaneously received a malicious bomb threat the previous week (in connection with which an 18 year old and a 19 year old have been arrested). The school's Lockdown Policy had been temporarily put into effect. Earlier this afternoon a second malicious terror threat had been received (indirectly – forwarded by a senior Council officer), to the effect that students would be driven at or shot at when

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leaving school today; the Senior Leadership Team took advice and decided to take no action, and mercifully there were no incidents.

- 12.3 Local authority request for 'over-subscribed' schools to consider expansion
The Headteacher explained that, after serious consideration and a number of meetings, the local authority's request for the school to expand had been turned down by the school; the proposal was deemed to be only viable if there were two additional forms of entry and if capital funding was provided for a new building which was not offered.

The staff governor left the meeting at 9.14 pm

The meeting closed at 9.28 pm; some governors then attended the rest of the very well-attended concert to celebrate forty years of Steel Pans at the school (which went on until around 11pm).

Chair: (print)

..... (sign)

Date:

Chair's Initials:
