

**Minutes of the meeting of the
Governing Body of
Walthamstow School for Girls
held on Wednesday 16 May 2018 at 6.40pm at the school**

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

Parent Governors

Mrs Nina Mikolajczyk
Dr Aneela Shah
Mr Graham Clifford
Dr Rhys Morgan
Mr Daniel Phelps
Ms Lydia Sanderson

Co-opted Governors

Ms Janeen Hayat
Mr Jeroen van Dinteren

Local Authority Governor

Mr Aktar Beg

Headteacher (voting)

Ms Meryl Davies

Staff Governor

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Clerk to the Governors: Mrs Ros Tatam

Also present:

Ms Sally Kennedy (Deputy Headteacher) SKE (Left after item 9)
Mr Jonathan Gunzi (Deputy Headteacher) JGI (Left after item 9)
Mr Romi Jalil (School Business Manager) RJA (Left after item 15.1)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.2.3 of 28.3.2018	Chair to confirm if Dr Morgan has been sent a copy of the link governor guidelines	Chair	Actioned 29.3.18
4.4.1 of 28.3.2018	Chair to ask Governor Services (GS) if a synopsis of the exclusions training could be delivered as part of a Governing Body (GB) meeting.	Chair	asap
8.3 of 28.3.2018	Examinations Policy 2017/18 – The completed texts of Appendices G and H to be furnished to governors when completed.	School	When available

6.2	Link governor report on Special Educational Needs to be on the agenda for the FGB.	Dr Shah	For 11.7.2018
6.3	Headteacher's termly reports to include section on the post-Ofsted Action Plan.	School	For July, December and March FGB.
9.3	Phase 2 proposals, updated timetable with governance milestones and update on staff consultation at next FGB meeting on 11 July	School	For 11.7.2018
10.1	Model General Data Protection Regulation (GDPR) Policy to be customised and published.	School	By 25.5.2018
10.1	Update on implementing GDPR in the Headteacher's termly reports (to July 2019).	School	For July, December and March FGB.
10.2	Customised Privacy Notices to be published.	School	By 25.5.2018
10.4	GDPR Challenge Handout to be revised into a working checklist.	Chair	Asap
10.4	Link governor(s) to work with the school on GDPR compliance over the next twelve months.	Link governor(s)	To July 2019
11.1	Outstanding link governor reports to be presented at the July FGB.	Governors as applicable	For 11.7.2018
11.2	Revised Careers Policy to July FGB	School	For 11.7.2018
12	Chair's review of the Governor Skills Audit to the July FGB.	Chair	For 11.7.2018
15.1	Chair's letter on the St Mary's Church Planning Application to be sent to the Planning Officer.	Chair	Asap

1. Welcome and apologies for absence

- 1.1 The Chair welcomed all to the meeting.
- 1.2 Apologies for absence were received and accepted from Ms Abisola Ifasawo, Mr Ashesh Ramlagan, Ms Debbie Lewzey, and Ms Gya Niyazi.
- 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 as a member of staff, and by Mr Phelps in connection with the Council's Traded Services.

3. Minutes

- 3.1 Governors received the minutes of the Full Governing Body meeting held on 28 March 2018 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.

[Mr Gunzi and Ms Kennedy left the meeting at 8.25 pm]

10 General Data Protection Regulation

10.1 Policies

Draft Data Protection Policy (version 2.0) – post General Data Protection Regulation (GDPR) and the Data Protection Act 2018, and the Waltham Forest Model Data Protection Policy - Schools (both circulated in advance)

The Business Manager explained that the Model Data Protection Policy received from the Local Authority earlier this month covers the same content as the school's Draft Data Protection Policy (version 2.0) as agreed at the FGB in March. He recommended adopting the LA Policy and its attachments (Policy and Procedure for Reporting of infringements by employees; Personal Data Breach policy; Subject Access Requests policy). The Chair advised that there are small sections where information is yet to be inserted, and some typing mistakes to be corrected. The GB endorsed the LA Policy (as revised and customised with the school's logo). RJA said that the customised Policy will be uploaded onto the website next week (prior to 25 May). In response to a governor question, the Headteacher summarised the school's staff training, revised procedures, and purchasing of the LA Data Protection Officer (DPO) service and the Chair further noted the training courses attended by governors (including Ms Lewzey and Mr van Dinteren). The School agreed to include an update on implementing GDPR in the termly Headteacher's reports during the next year.

Actions: School to amend and upload the customised LA GDPR Policy onto the website.

School to include a termly update from the School Business Manager on implementation of the GDPR during the next year.

10.2 Draft Privacy Notices (circulated in advance)

10.2.1 The Business Manager presented the template Privacy Notices – one for staff information, and one for student information – and recommended their adoption. Governors agreed to the draft Privacy Notices being customised for the school's use and published.

Action: School to amend and upload the customised Privacy Notices onto the website, and issue to staff and parents.

10.2.2 In response to a query the School confirmed that, as most student personal data is held by the school 'for its statutory role', the responsibility for Subject Access Requests remains with the parents or carers (superseding the previous advice received around explicit consent being needed for 13 to 16 year olds).

10.3 Governor Data and Guidance on the use of internet services (circulated in advance)

10.3 The Chair summarised the letter from the Governor Services Manager of 2 May 2018, setting out the personal data held and the purpose for holding the personal data. She noted the recommendation that all governors have a secure, school email address, for dissemination of confidential school information and personal data on staff or students. The Business Manager confirmed that the school is progressing the allocation of secure email addresses and would report back at the next FGB.

10.4 Proposed governor checklist for GDPR compliance

10.4.1 The 'GDPR Challenge Handout' had been circulated in advance. The Chair proposed that this list be structured into a working checklist, with additional information, for the GB to use in carrying out its due diligence role on GDPR compliance (noting that some of the responsibility is delegated by the school to the Council's DPO). It was agreed that one or two governors take on GDPR as an additional but time-limited link responsibility; Dr Morgan indicated his willingness, and the Chair agreed to ask Ms Niyazi (given her work expertise in this area).

Actions: Chair to revise the GDPR Challenge Handout into a working checklist for the GB.

Link Governors to work with the school on GDPR compliance over the next twelve months.

10.4.2 The Business Manager confirmed that the school is on schedule to have published the requisite policies, Information Asset Register, and Privacy Notices, by 25 May, and that the other work to implement GDPR and the Data Protection Act 2018 is also on track. Governors thanked him for the significant volume of work this represented.

11. Link Governor Reports

11.1 The Chair reminded governors that the following link visits were outstanding:

Mr Beg	Humanities
Dr Shah	LLD / Special Educational Needs
Dr Morgan	ICT (Computing)
Ms Barker	Modern Foreign Languages
Mr Clifford	Student Voice

Action: Governors to present completed link governor reports at the July Full GB.

11.2 Link governor reports from Governors' Day (22 March) – circulated in advance

The following governors had provided feedback to the GB on their faculty or responsibility visits, and their completed and signed reports were noted with appreciation (despite comments on handwriting!). The Chair thanked all governors for their contributions.

Mr van Dinteren	Careers / WRL
Mrs Mikolajczyk	Mathematics
Ms Niyazi	Mathematics
Mr Ramlagan	Performing Arts
Mr Phelps	LLD
Mr Clifford	Governors' Day overview

Governors agreed that the revised Careers Policy, in line with the National Careers Strategy (effective from September 2018), be brought to the July FGB.

Action: Revised Careers Policy to July FGB.

12. Governor Skills Audits

The review of the recommendations made on Governors' Day (Chair meeting with the two Vice Chairs), and the areas for development arising from the completed

National Governors' Association (NGA) Skills Audit Questionnaires, will be brought to the FGB in July.

Action: Skills audits analysis and review of Governors' Day to the FGB in July.

13 Governor Services SLA for 2018/19

Governors confirmed their agreement with the Governor Services SLA for 2018/19 ('Platinum Package' level), and the continued allocation of the current clerk. Mrs Mikolajczyk and Mr van Dinteren said they appreciated the Governor Accreditation Programme (GAP) and other training courses attended.

14. Date and agenda items for the next meeting

Agenda items for next FGB on Wednesday 11 July are shown in the table on pages 1 and 2.

15. Any Other Business

15.1 St. Mary's Church Walthamstow (Western Patch) Planning Application

15.1.1 The Business Manager had circulated in advance further particulars of the Planning Application, and a draft letter to the Planning Officer on behalf of the Chair. He noted that unfortunately no replies had yet been received from the Church to his queries following the Finance Committee meeting.

15.1.2 Mr Beg advised that the membership of the Council's Planning Committee will be agreed in the following week, and that, were the Application to be recommended by officers, the school may wish to be an objector at Committee. Dr Shah volunteered to write to the Planning Officer in her capacity as a parent. The draft letter from the Chair was agreed, with the recommendation that the religious composition of the student body be specifically addressed in the text.

Action: The Chair's letter on the Planning Application to be sent to the Planning Officer.

[Mr Jalil left the meeting at 9.06 pm; items 11 to 14 were taken after he had left]

15.2 Request for Inner London Weighting

The Headteacher informed governors that a local secondary school had been subject to rolling strike action by teachers (with the inevitable detrimental impact on students), in pursuit of their claim for Inner London Weighting. She noted that a few years ago the Waltham Forest Council's claim for Inner London Weighting had been taken to the House of Commons, but this claim was unfortunately unsuccessful.

15.3 Malicious threat

The Headteacher said that another malicious bomb threat had been received the previous week, but the Leadership Team decided to take no action after reviewing the risks, and the school day continued calmly as normal. The school receives notification from the Police of incidents of poor behaviour outside schools. Students are acutely aware of the increased risk and turbulence in the community; some students are related to or friends with those who have unfortunately been hurt in street violence. Mr Phelps noted that further funding for community safety is expected from the Borough and the Greater London Assembly.

15.4 Local authority request for 'over-subscribed' schools to consider expansion

The Headteacher noted that the details of secondary schools where expansion had been agreed had been published, and reminded governors that this school will not be

expanding (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 by the local authority).

15.5 Confidential minutes from previous meeting – see separate minute.

The Headteacher left the meeting at 9.28 pm

The meeting closed at 9.31 pm

Chair: (print)

..... (sign)

Date:

Chair's Initials:
