

**Minutes of the meeting of the
Governing Body of
Walthamstow School for Girls
held on Tuesday 4 September 2018 (postponed from July) at
6.30pm at the school**

FINAL

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

Parent Governors

Dr Aneela Shah (until 8.00 pm)
Mr Graham Clifford
Dr Rhys Morgan
Mr Daniel Phelps
Ms Lydia Sanderson

Co-opted Governors

Ms Janeen Hayat
Mr Jeroen van Dinteren
Ms Debbie Lewzey

Local Authority Governor

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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 9)

Mr Romi Jalil (School Business Manager) RJA

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.4.1 of 28.3.2018 & 12 of 16.5.2018	Chair to review completed National Governors Association (NGA) Skills Audit questionnaires, & may ask Governor Services (GS) for a synopsis of the exclusions training as part of a Governing Body (GB) meeting (or governors to attend exclusions training in 2018/19 programme).	Chair of Governors (CoG)	17.10.18

10.1 of 16.5.18	Update on implementing General Data Protection Regulation (GDPR) in the Headteacher's termly reports (to July 2019).	School	For December and March FGB.
10.4 of 16.5.18	GDPR Challenge Handout to be revised into a working checklist.	CoG	For 17.10.18
10.4 of 16.5.18	Link governor to work with the school on GDPR compliance over the next twelve months.	Dr Morgan	To July 2019
6.2 & 11.1 of 16.5.18, and 10.1	Outstanding 2017-18 link governor reports (Humanities, ICT, MFL, Student Voice) to be presented to FGB in October.	Mr Beg Dr Morgan Ms Barker Mr Clifford and School	For 17.10.2018
10.1	Dr Shah's LLD/SEN link governor visit report completed in summer term. To be presented at Oct FGB.	School	For 17.10.2018
11.2 of 16.5.18 and 9.1 of 4.9.2018	Revised Work-Related Learning & Careers Policy, in line with the National Careers Strategy (effective from September 2018), to October FGB.	School	For 17.10.2018
3.4.2	RJA to send a costed proposal (re pilot purchase of individual student devices) to the Chair of Governors, the two Vice Chairs, and the Chair of Finance, by 14.9.18. Governors to agree the way forward and respond to School by the end of the month.	School CoG, Mr Phelps, Ms Hayat, & Ms Lewzey	By 14.9.2018 By 30.9.2018
4.2	Notify Governor Services of the re-appointment of Ms Barker	Clerk	Done
4.3	Chair of Governors to offer re-appointment as LA Governor to Mr Beg.	CoG	Done
5.1.2	Details of the Year 8 and Year 10 students' move to Elective Home Schooling to be shared with the Chair and Mr Phelps (to assure there is no safeguarding concern).	School	By 30.9.18
5.1.2	Additional information on the internal process to improve the accuracy of predicted results in relation to actual results, and the proposals to enhance the quality and reliability of predictions (to Curriculum Committee).	School	For 30.10.18
7.1.2	Circulate proposed updates for SIP items "Governors make a difference through a proactive role in the school through school visits and excellent attendance at governors' meetings".	CoG	For 17.10.2018
9.1	Use of Restraint Policy to be discussed at Curriculum Committee meeting in October.	School	For 30.10.2018
14.2	Section 11 Safeguarding Audit to December FGB	School & Mr Phelps	For 5.12.2018
14.3	Issue governors with secure email addresses	School	By 30.9.18

	and permissions, and to forward a list of the revised governor addresses to the clerk.	(IT Manager)	
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1. Welcome and apologies for absence

- 1.1 The Chair welcomed all to the meeting (postponed from 11 July, due to a clash with a World Cup football match).
- 1.2 Apologies for absence were received and accepted from Mrs Nina Mikolajczyk, Ms Abisola Ifasawo and Ms Gya Niyazi. Mr Jonathan Gunzi (Deputy Headteacher) was also not able to attend due to illness.
- 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.

3. Minutes

- 3.1 Governors received the minutes of the Full Governing Body meeting held on 16 May 2018 and agreed these to be an accurate record of the meeting. The Chair signed a copy of the minutes (together with the confidential minute) and these were retained by the school.

3.2 Matters arising:

- 3.2.1 See above Table for outstanding items from the meeting of 16 May.
- 3.2.2 Dr Morgan agreed to be the link governor to work with the school on GDPR compliance for the current academic year.
- 3.2.3 All other action points had been completed or were to be covered on this agenda.

3.3 Minutes from Committees for information (as circulated)

- 3.3.1 The draft Minutes of the Curriculum Committee of 22 May,
- 3.3.2 The draft Minutes of the Staffing Committee of 19 June, and
- 3.3.2 The draft Minutes of the Finance and Premises Committee meeting of 26 June 2018, were noted respectively.

3.4 Matters arising

- 3.4.1 The Zanzibar Trip in July went extremely well, and was described as 'life-changing' by the parent of a participant. (She also enquired whether a book of photographs is to be produced, and was advised that this was a matter for individual families, as the school has limited resources.) A report will be brought to governors during this term. The Headteacher said a possible link to students in Morocco was being pursued (and the fundraising for a visit to Morocco would be less onerous).
- 3.4.2 The School Business Manager provided a verbal update on the proposed pilot to purchase individual student tablet devices, and requested a decision from governors by the end of the month – in order for the school to be ready for the Open Evening for prospective students on 11 October (this date being in advance of the next FGB). He explained that the Apple devices have come down in price very significantly for bulk purchases, such that they would be only about twenty pounds (each) more than Chromebooks. He stated that the Apple devices would give the best educational outcomes, compared to Chrome Books which have been trialled over the past year by the Maths Department) or other individual devices. Mr Ramlagan (speaking as the IT Manager) stated that the proposed purchases would not be reliant on a

particular technology, and that financial due diligence had been carried out on five providers before seeking purchase quotes.

Following discussion, governors agreed to delegate the purchasing decision to the Chair, Vice-Chairs and Chair of Finance in advance of the next governing body meeting. The School Business Manager will circulate the educational and financial case proposal for the pilot trial to the above governors next week for early consideration and the Chair of Governors will report back to the full governing body at the meeting on 17 October, by which time all governors will have received a copy of the proposal.

One governor asked how the investment in Apple devices might affect the overall IT refresh, as had already been discussed at previous Finance committee meetings. This will depend on the outcome of the Apple pilot and whether a gradual roll-out then goes ahead or not.

Governors acknowledged that, subject to the outcomes from the Apple pilot with two class sets of devices and the chosen "champion" teachers during 2018-19, the leadership of the school will be looking to submit a full proposal for roll-out across Y7 in 2019-20 and thereafter and that governors will be fully involved in this strategic decision, including the financing of it and any purchase model involving parents/carers.

Action: RJA to send the pilot purchase proposal to the Chair of Governors, the two Vice Chairs and the Chair of Finance, and these governors to respond by 30 September 2018.

3.4.3 There were no additional matters for this meeting.

4. Governing Body

4.1 The Clerk confirmed that membership of the governing body (GB), in accordance with the 'Instrument of Government' - effective from 22 October 2014 - is complete apart from the LA Governor. She advised that Ms Harper's term is until 10 October (as an Associate Member, she may be re-appointed annually).

4.2 The Clerk took the chair for the election of a co-opted governor, as Ms Barker's current term ends on 21 October 2018. Mr Phelps and Ms Hayat outlined the position. Ms Gillian Barker was elected unanimously, with much appreciation for her willingness to continue in this role.

Action: Clerk to notify Governor Services of the re-appointment.

4.3 Ms Barker resumed the chair and explained that Mr Beg's current term of office as Local Authority Governor ended on 31 August 2018; she had circulated his application for re-appointment electronically in advance. After a short discussion, it was agreed that Ms Barker would offer re-appointment.

Action: Chair of Governors to offer re-appointment to Mr Beg.

5 Headteacher's Report

5.1 Headteacher's Report (circulated in advance)

5.1.1 The Headteacher highlighted a number of aspects of her comprehensive report for the summer term 2018 (noting that, since the meeting had been postponed, some matters had been 'overtaken by events'). She also showed two video clips, of the

GCSE results morning, and of the celebrations for the 'Outstanding' Ofsted result. As the WSfG student attendance rates are high in comparison, she has been asked to join a taskforce as part of the Waltham Forest's endeavours to look at improving attendance at secondary schools in the borough. She observed that around a third of schools nationally chose to 'improve' Progress 8 results by entering students for the European Computer Driving Licence (which is much less onerous than a GCSE) but this won't be counted in the 2018 Progress 8 scores. She said that WSfG will no longer be part of the National Challenge Partners programme (a saving of around £6,000). She also drew attention to the ATLAS Teaching School Alliance work (consultancy work with a 'Requires Improvement' school, in Blackheath, South London), a meeting in Cambridge on recruitment and retention, and signing up to the pilot Violence Against Women and Girls (VAWG) programme from January 2019.

5.1.2 Governors requested:

- Further particulars of the Year 8 and 10 students (two students) Elective Home Schooling to be shared with the Chair and Mr Phelps (to assure there is no safeguarding concern); and
- Additional information on the internal process to improve the accuracy of predicted results in relation to actual results, and the proposals to enhance the quality and reliability of predictions now that most of the new GCSE courses have been examined for one or in some subjects, two years (to Curriculum Committee).

Actions: Details of the Year 8 and Year 10 students' move to Elective Home Schooling to be shared with the Chair and Mr Phelps (to assure there is no safeguarding concern).

Additional information on the internal process to improve the accuracy of predicted results in relation to actual results, and the proposals to enhance the quality and reliability of predictions (to Curriculum Committee).

5.1.3 The headline GCSE results for 2018 were tabled, showing an 'Attainment 8' score of 53.49, and 77% percent of students obtaining a four or higher grade for English and mathematics. The 'Progress 8' information is not yet available. A detailed analysis will be presented later in the term.

5.1.4 The Headteacher's report was noted with appreciation.

5.2 The Chair congratulated the school on the Schools, Students And Teachers network (SSAT) education outcome awards 2018 (for student attainment and for student progress in the 2017 examinations), and for the Framework for Exceptional Education (FfEE) accreditation gained – an additional award for a focus on systems and assessment, which was led by Sally Kennedy, having already gained accreditation for leadership through moral purpose last year. Governors appreciated the very significant work represented by each award.

6. 'Outstanding' Ofsted - Section 5 June 2018 (report circulated in advance)

6.1 The Headteacher said that, following the Section 5 inspection (on 13 and 14 June), the Ofsted report had been published on 20 July and sent out to all parents and carers. She thanked especially those governors who had met with the inspectors (at short notice), and for all the work done by governors in advance. A governor observed that parents were 'really proud' of the school. The 'Outstanding' status was awarded for all four of the areas (Effectiveness of leadership and management;

Quality of teaching, learning and assessment; Personal development, behaviour and welfare; Outcomes for pupils), and a letter of congratulation had been received from Lord Agnew (Parliamentary Under-Secretary of State for the School system). Each summary of the key findings was extremely positive. The school is now looking to promote the outcome on the website and in an external banner/signage.

6.2 Ofsted Action Plans 1 and 2

The Headteacher explained that the four Inspectors in June agreed that the Action Plan 1 from the Section 8 Inspection in February was no longer required. The second Action Plan, with just one area for improvement: to ensure that all teachers use highly effective questioning to deepen pupils' understanding and learning, had already been incorporated into the School Improvement Plan 2018/19.

7. **School Improvement Plan (SIP)**

7.1 SIP 2017/18 Outcomes: Leadership and whole school outcomes

7.1.1 The summary information for the 2017/18 outcomes (regarding nearly a hundred leadership and whole school objectives) was tabled. Ms Kennedy explained that some objectives shown as 'in progress' were not scheduled for completion last year because they are in fact part of the strategic three-year SIP. In answer to governors' questions regarding 'not achieved' items, she explained the positions.

Objective 'not actioned' in 2017/18	Action or decision	Explanation
'explore other options including status'	Governors' working party considered options and reported back.	Objective no longer required.
Key stage 3 curriculum review	To be undertaken as a NPQSL course project.	Member of staff has deferred her course.
Staff and students use the GREEN learning line and learning power language routines explicitly.	GREEN Exhibition postponed due to second Ofsted inspection.	GREEN Exhibition scheduled for 3 October 2018.

7.1.2 The six items under the objective "Governors make a difference through a proactive role in the school through school visits and excellent attendance at governors' meetings" are shown as 'not started' because governors do not yet have access to the SchoolIP system. The Chair undertook to review these items and report back to governors.

Action: Chair to circulate updated report to governors.

7.1.3 The SIP Outcomes 2017/18 summary was noted by governors.

7.2 Strategic Overview 2017 to 2020 and draft School Improvement Plan (SIP) 2018/19 (as circulated in advance)

7.2.1 The Headteacher recapped on the three-year Strategic Plan and presented the draft SIP for the current year – under the three key themes: Intelligence for GREEN Learning, Professional Intelligence for GREEN Learning and Strategic Intelligence for GREEN Learning. She explained that each faculty has nominated an ICT representative, an SEN representative and a Challenge representative – all of which roles have been clearly defined and these now meet after school prior to Faculty meetings the following week. The Ofsted outcome endorses the ongoing re-think of

teaching at Key Stage 3, in order to develop independent learning, enjoyment and commitment, as well as creativity. She noted that the school's regular newsletter (Greensheet) may be produced less frequently, but will feature information contributed by all faculties during the year (her letter is likely to continue on a weekly basis). She announced that a bid had been successful to fund additional subject teaching training (for example, Science teachers to train to teach physics; Modern Foreign Language teachers to teach an additional language, and also Mathematics).

7.2.2 In response to governors' questions, the school explained:

- The proposed individual student devices are primarily for learning, not for record-keeping, nor communications with parents, nor behaviour-management (however, PE staff currently use similar devices for assessments and checklists);
- The Ofsted challenge to use effective questioning consistently is being addressed through the faculty Challenge representatives and through whole-school Continuous Professional Development (CPD).

7.2.3 The SIP for 2018/19 was approved (any corrections to the draft to be sent in by 8.9.2018), and the Strategic Overview 2017-20 was noted again. The document will be uploaded onto SchoolIP as a work-in-progress as soon as possible, and may be made available to governors on the secure area of the website if this is technically possible.

ACTION: IT Manager to investigate secure access to SIP work-in-progress via SchoolIP for governors

8 Chair's action

None taken during the summer term 2018.

9. School policies / items (all circulated in advance)

9.1 School Policies, Statements, Documents Checklist (July 2018)

The updated and 'RAG-rated' Policies, Statements, Documents Checklist was considered; governors noted that the overall picture was very good compared to three years ago. The Checklist was amended to show the Work-Related Learning and Careers Education Policy to be reviewed this term, and the Use of Restraint Policy to be discussed at Curriculum Committee next month.

Action: The Work-Related Learning and Careers Education Policy to be considered by FGB on 17.10.2018. The Use of Restraint Policy to be discussed at Curriculum Committee next month.

9.2 Managing Sickness Absence Policy & Procedure (version 3.0)

The Managing Sickness Absence Policy & Procedure had been considered and recommended by Finance Committee. The Policy was formally approved and signed by the Chair.

9.3 Charging Policy (version 2.0)

The Charging Policy had been considered and recommended by Finance Committee. The Policy was formally adopted and signed by the Chair.

9.4 Fundraising Policy

The Fundraising Policy had been considered and recommended by Finance Committee. The Policy was formally adopted and signed by the Chair.

9.5 Teaching and Learning Responsibilities (TLR) Staffing Structure review - Stage 2 Consultation and timescale (as launched on 28.6.2018)

- 9.5.1 The School Business Manager presented the report describing the Stage 2 consultation questions, the faculty responses received in relation to Stage 1, and the timetable for Stages 2 and 3 (with consideration by Staffing Committee in November 2018 and the Full Governing Body in December 2018 and in March 2019). RJA explained that faculty responses to Stage 2 are due at the end of September. He noted the overall cost implications for the 2019/20 budget will depend on the preferred model (Stage 1 had incurred £4,942 p.a. - plus on-costs - for two positions). The equality impact assessment would be presented to governors, once the preferred model had been identified
- 9.5.2 The Business Manager explained that the implementation of the national pay rise announcement for teachers (3.5% Main Scale, 2% Upper Scale, 1% Leadership) has yet to be communicated in detail by Waltham Forest.

[Ms Kennedy left the meeting at 8.16 pm]

10. Link Governor Reports

- 10.1 The Chair reminded governors that the following link visit reports for 2017/18 had yet to be presented to FGB:

Mr Beg	Humanities
Dr Morgan	ICT (Computing)
Ms Barker	Modern Foreign Languages
Mr Clifford	Student Voice

Dr Shah confirmed she had completed her LLD/SEN link governor visit at the end of the summer term and her report is with the school ready for the October FGB.

Action: Completed link governor reports to the October Full GB.

11. School term dates 2019/20 and 2020/21 (circulated in advance)

- 11.1 Academic School Calendar dates 2019/20 (INSET days as yet to be agreed) were noted.
- 11.2 Academic School Calendar dates 2020/21 (INSET days as yet to be agreed) were noted.

12 Governor Training

The Waltham Forest brochure for 2018/19 was due to be published shortly. The Headteacher noted that the governing body is entitled to a training session from GS as part of its platinum package plus free training supported by the Waltham Forest Challenge.

13 Date and agenda items for the next meeting

- 13.1 Agenda items for next FGB on Wednesday 17 October are shown in the table on pages 1 to 3 of these minutes.
- 13.2 The revised schedule of dates for FGB and Committee meetings for 2018/19 was noted. Ms Lewzey asked for her apologies to be recorded for the FGB meetings in October and December as she is unable to make Wednesday evenings this term while she attends a course.

Chair's Initials:

14. **Any Other Business**

14.1 Revised St. Mary's Church Walthamstow (Western Patch) Planning Application (email of 28 June 2018 circulated in advance)

[item taken out of turn, before 8.00 pm]

RJA explained that the church had made some amendments to its plans, in response to the school's concerns, in order that the windows in Block A will not overlook the Greek Theatre, and had agreed to a 2.4 metre secure fence around the school's adjacent perimeter. Regarding Block B, two windows are being removed, but there will still be windows obliquely looking into Science teaching rooms. He will ascertain the likely date for Planning Committee to consider the revised application from the Planning Officer. Governors noted that all those who wrote to the Planning Officer should hear when the Planning Committee date for considering this application is confirmed.

Action: RJA to ascertain the date when Planning Committee to consider the Western Patch Planning Application by St. Mary's Church.

14.2 Governor Briefing 6 June 2018

Ms Barker highlighted some matters addressed in the termly Briefing: The Borough's 'Life Chances Commission', to which WSfG students have contributed. The launch would take place at Kelmscott School on September 20th; The 2019 Waltham Forest Borough of Culture activities and events; The Learning Partnership's priorities (transition to secondary school; teacher recruitment and retention; funding for reviewing 'out of school settings' such as religious and sports schools); The requirement for governors to endorse the Section 11 (of the Children Act 2004) Annual Safeguarding Audit.

Mr Phelps advised that the Section 11 Audit online portal closes around 20 October, so that the Audit may appropriately be considered at the December FGB.

Action: Section 11 Safeguarding Audit to December FGB.

14.3 Governor secure email addresses

Mr Ramlagan said that these addresses and permissions will be issued very shortly to governors, and agreed to forward a list of the revised governor addresses to the clerk.

Action: School to issue secure email addresses and permissions, and to forward a list of the revised governor addresses to the clerk.

14.4 Uniform request from parent governor

A parent governor asked if the uniform rules requiring a blazer to be worn at all times and preventing the wearing of open-toed sandals, might be amended in very hot weather. He was advised that his daughter may appropriately raise these requests through her School Council representative. Students had in fact been advised to remove their blazers during the hot spell.

The meeting closed at 8.36 pm

Chair: (print)

..... (sign)

Date:

Chair's Initials: