

**Minutes of the meeting of the Governing Body of
Walthamstow School for Girls held on
Wednesday 5 December 2018
at 6.40 pm at the school**

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

Co-opted Governor

Ms Janeen Hayat
Ms Abisola Ifasawo (from 7.20 pm)

Headteacher (voting)

Ms Meryl Davies

Local Authority Governor

-

Parent Governors

Mrs Nina Mikolajczyk (until 8.17 pm)
Ms Lydia Sanderson
Mr Daniel Phelps

Staff Governor

Mr Ash Ramlagan

Clerk to the Governors: Mrs Ros Tatam

Also present:

Ms Sally Kennedy (Deputy Headteacher) SKE (Left after item 11, at 8.30 pm)
Mr Jonathan Gunzi (Deputy Headteacher) JGI (Left after item 11, at 8.30 pm)
Mr Romi Jalil (School Business Manager) RJA (Left after item 11, at 8.30 pm)

Summary of agreements and actions:

| Minute reference | Formal agreements and/or actions identified | Named person(s) for action(s) identified | Completion date |
|------------------|---|--|---|
| 2.1 | Outstanding Declaration of Pecuniary and Personal Interest forms to be signed by Dr Morgan, and revised forms for Dr Shah, Mr Clifford and Mr Van Dinteren | Dr Morgan Mr Clifford Mr van Dinteren Dr Shah | Asap |
| 3.2.2 | Notwithstanding a reminder from the Chair, the 2017/18 outstanding link governor visits had not been made. The Full Governing Body (FGB) agreed that these link visits be made as soon as possible in the 2018/19 year. | Mr Beg Dr Morgan Mr Clifford | Visit reports to be filed with Headteacher by 22 February |
| 3.2.2 | Signed 'WSfG Code of Practice for School | Dr Morgan | Asap |

| | | | |
|-------|--|--------------------------------|-------------------------|
| | Governors' for Dr Morgan, to be returned to the school as soon as possible | | |
| 3.2.5 | Clerk to remind GS that schools awaiting further information on the Borough of Culture link governor role and ideally a summary role description. | Clerk / Governor Services (GS) | Asap |
| 3.4 | The Committees' Terms of Reference to be ratified at the next FGB. | School | 27.3.2019 |
| 3.5 | Chair of Governors to contact governors early next term regarding Staffing and Pay Committee memberships which need to be increased. | Chair | January 2019 |
| 4.1 | Ms Barker to contact Ms Harper | Chair | By 12.1.2019 |
| 9.2 | Chair to provide report for FGB on Single Central Record Monitoring visit. | Chair | 27.3.2019 |
| 11.2 | FGB in March to approve the revised Use of Restraint / Reasonable Force Policy. | School | 27.3.2019 |
| 11.9 | Governors to email Mr Gunzi a) if interested in attending 1-2-1 devices' training and b) if aiming to see a lesson when the 1-2-1 devices will be in use when making a link visit. | All | Asap Spring term |
| 12.1 | Chair to confirm all required information is displayed on the school website. | Chair | 31.1.2019 |
| 12.2 | Chair to liaise with GS to correct and update the information for publication. | Chair and GS | Asap |
| 13 | Chair to circulate the draft Governing Body Development Plan, and all governors to be asked to respond to Mr Van Dinteren (copied to the Chair). | Chair & all governors | Asap |

1. Welcome and apologies for absence

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Mr Jeroen van Dinteren, Mr Aktar Beg, Dr Aneela Shah, Dr Rhys Morgan, Mr Graham Clifford, Ms Debbie Lewzey, and Ms Gya Niyazi.
- 1.3 The Clerk confirmed that the meeting was not yet quorate and therefore the Chair started with items for information rather than decision. Once Ms Ifasawo arrived at 7.20 pm the meeting was quorate (with eight governors present), and moved onto items for decision. The governing body remained quorate until 8.17 pm, after which no decisions were taken.

2. Declarations of Interest

- 2.1 Register of Interests – A completed form for the Annual Declaration of Pecuniary and Personal Interests for 2018/19 was returned by Ms Ifasawo. Outstanding forms from Mr van Dinteren, Dr Shah and Mr Clifford (all three revised), and Dr Morgan, to be returned to the school as soon as possible.

Action: Outstanding Declaration of Interest forms from Mr van Dinteren, Mr Clifford, Dr Shah and Dr Morgan to be returned to the school as soon as possible.

- 2.2 Declarations of Interest for this meeting, as being members of staff at the School, were made by Ms Davies and Mr Ramlagan.

3. Minutes

Note: items 3, Minutes and Matters arising, and items 7, 10 and 11, were taken after 7.20 pm whilst the meeting was quorate, but all items are recorded in the order of the agenda.

- 3.1 Governors received the minutes of the governing body meeting held on 17 October 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.

3.2 Matters arising:

- 3.2.1 Notwithstanding a reminder from the Chair, it seemed the 2017/18 outstanding link governor visits had not been made. The Governing Body (GB) agreed that these link visits should be made as soon as possible in the 2018/19 year.

Action: Link governor visits to be made as soon as possible by Mr Beg (Humanities), Dr Morgan (ICT) and Mr Clifford (Student Leadership).

- 3.2.2 The signed WSfG Code of Practice for School Governors from Dr Morgan to be returned to the school prior to the end of term.

Action: WSfG Code of Practice for School Governors for Dr Morgan to be returned to the school as soon as possible.

- 3.2.3 Committee membership – The Chair had not received any additional interest for the Pay or Staffing Committees.

- 3.2.4 The School to consider renaming of the ICT faculty as part of the TLR faculty review.

- 3.2.5 No further information had been received on the link governor expectations regarding the 2019 Borough of Culture (BoC). The Headteacher advised that the school would hope to be involved in the BoC 'launch party' over the second weekend in January, and the school will host a piece of artwork from the National Art Collection.

Action: Clerk to remind Governor Services (GS) that schools are awaiting further information on the Borough of Culture link governor role and ideally a summary role description.

- 3.2.6 Revised St. Mary's Church Walthamstow (Western Patch) Planning Application: the Waltham Forest Planning Committee determined this Application on 3 November. The Headteacher had addressed the Committee on the school's ongoing concerns (regarding noise during examinations, security, and overlooking of the school from the residential developments). As a result, additional Conditions had been added when granting planning permission. A subsequent meeting was held on 5.12.2018, attended by a local ward Councillor and former governor, Saima Mahmud, the Rector (Revd. Vanessa Conant) and the Revd. Jeremy Fraser (Area Dean of Newham and Bishop's Advisor on Buildings for Mission in the Diocese of Chelmsford), at which the Church explained its criteria for selecting a building firm (including having a foreman on site who holds a Disclosure and Barring Service certificate). The School had pressed for Waltham Forest teachers to have first options among key workers for the housing available, which the Church was willing to support if it can be agreed with the Council. Governors congratulated Ms Davies on her steering of this matter.

- 3.2.7 Secure email addresses for governors – Ms Barker reminded all governors to confirm they had set up their new mailboxes, and to consult their school address regularly.

3.2.8 All other action points had been completed, or were to be covered on this or future agendas.

3.3 Minutes from Committees for information (as circulated)

3.3.1 The draft Minutes of the Curriculum Committee of 30 October,

3.3.2 The draft Notes of the Staffing Committee of 6 November, and

3.3.2 The draft Minutes of the Finance and Premises Committee meeting of 20 November 2018,
were noted respectively.

3.3.4 Matters arising from Committees

The Chair of Curriculum this year is Dr Morgan with Mrs Mikolajczyk as Vice Chair. The Chair of Finance and Premises Committee is Ms Lewzey with Ms Hayat as Vice Chair. The Chair and Vice Chair for Staffing Committee will be elected next term as the meeting was not quorate due to the clash with the Council's Planning Committee which the Headteacher had needed to attend.

3.4 The Committees' Terms of Reference to be ratified at the next FGB.

Action: The Committees' Terms of Reference to be ratified at the next FGB.

3.5 Committee Membership and Link Governor Responsibilities (circulated in advance by the Chair)

The register of Committee Memberships and Link Governor Responsibilities was endorsed.

Action: Chair of Governors to contact governors early next term regarding Staffing and Pay Committee memberships which need to be increased.

4. Governing Body

4.1 The Clerk confirmed that (in accordance with the 'Instrument of Government', effective from 22 October 2014) there are currently no vacancies, but the terms for Mr Phelps and Dr Shah as Parent Governors expire on 22 March 2019.

Action: Ms Barker to contact Ms Harper regarding her role as Associate member of the governing body.

4.2 Walthamstow School for Girls' Code of Practice for School Governors 2018/19

The WSfG's Code of Practice, as endorsed by the GB, was signed by Ms Ifasawo.

5. Chair's Action

Items to be reported under confidential matters.

6. Headteacher's Report (circulated in advance)

6.1 The Headteacher highlighted a number of aspects of her comprehensive report for the autumn term 2018, noting that the achievement and progress data had been considered in some detail at Curriculum Committee. Regarding 2019 Year 7 admissions, first and second preference applications September 2019 had increased by 54 applications, whilst first to third preferences had increased by 74 on the previous year. The Headteacher also tabled the report 'WSfG Compliance with GDPR – November 2018'.

6.2 In response to governor questions, the school clarified:

- Unauthorised absences are followed up by the Attendance Manager (Julie King), fines issued as appropriate and, if necessary, the school takes the family to court.

- The unauthorised absence total also includes students who may have moved away but there has been a delay from the local authority in obtaining the permission to take their name off roll. This had been fed back.
 - The (single) Ofsted action on the use of questioning is being taken forward through the faculty Challenge representatives, in their scheduled meetings, who will then lead their faculty members of staff, and is also part of the SIP
 - One temporary teacher, covering a maternity leave due to finish in February, is leaving at the end of this term.
- 6.3 Governors noted the steps taken in compliance with the General Data Protection Regulation (GDPR), and the outstanding areas of work, as set out in the report by AHT Mr Dave Shackson. The Chair advised that the governor with responsibility for GDPR compliance, Dr Morgan, will need to visit the school and meet with Mr Jalil and Mr Shackson.
- 6.4 WF Challenge Partnership: The bid to the Schools, Students And Teachers network (SSAT) to fund examiner bursaries was not successful. However, Mr Gunzi advised that the SSAT's National Accreditation course for Middle Leaders (NAML) has continued into the second year, with a high attendance, and is offered to schools borough wide.
- 6.5 Governors considered the longer term opportunities for income-generation and bid-funding in relation to a number of the school's development and outreach activities. The Headteacher has been busy with NLE work at an academy in South London and is supporting two schools in Haringey on recruitment and retention via a DfE funded initiative. The Headteacher advised that there may be funds (once the deployment allowance had been exhausted) available for National Leaders in Education (such as herself) to support 'coasting schools', although the location of such schools may be too far away to make this viable. Governors also enquired about more widespread publicising of WSfG's impressive initiatives, and the capacity within the (relatively small) Leadership Team for further developmental work in addition to the day-to-day management.
- 6.6 The Headteacher explained that nationally and locally there is considerable concern that too many young teachers leave the profession within five years of qualifying. She was invited by SSAT to be a 'Legacy Expert' coach on its new Leadership Legacy Programme and is now supporting 14 teachers in their first four years of teaching.
- 6.7 Mr Gunziy described the Leaders for the Future (L4F) initiative, aiming to attract staff with leadership potential but who do not yet have middle leader experience. Participation in this initiative is part of WSfG's commitment to support teachers across Waltham Forest. Ms Kennedy was co-ordinating the training of volunteer teacher coaches across the Borough who are themselves willing to coach colleagues. Forty-five potential coaches have put themselves forward. In response to a governor question, she described the steps to be used to obtain feedback and assess impact of the programme. This programme originated from the Women Leading in Education coach-meet programme which began last year.
- 6.8 Teaching School: Mr Gunzi described the successful bid for running Teacher Subject Specialism Training courses (TSST), for retraining staff to teach other subjects: Maths (8 places), Physics (15 places), and Spanish (8 places), in conjunction with Cambridge University and the Prince's Teaching Institute. He noted too the improved quality of applicants for Initial Teacher Training (ITT) in 2019. This is on target to fill its places. He also updated governors on other aspects of the CPD offer including the TLR3 research posts – 13 applications from across the TSA for 4 posts.

- 6.9 A pilot programme highlighting Violence Against Women and Girls (VAWG) is being run from January to April 2019. This is being led by AHT Kristine Pratt.
- 6.10 The Headteacher advised that the Years 10 and 11 fixed term exclusions this term (totalling 26 ½ days) mainly related to two students with different challenges (who joined the school in May and June), one of whom transferred from another school for a fresh start, whilst the other came via FAP (the borough's Fair Access Protocol). Unfortunately they had an adverse influence on the behaviour of other students. The Chair reminded governors that she receives a copy of all letters to parents/carers regarding student exclusions. JGI said that the Behaviour Module in SIMS, which was launched in September, has embedded well, and provides good tracking of all steps taken, but that investigations (such as identifying the perpetrator of a false fire alarm) can take up a lot of senior staff time as the school does not have internal CCTV.
- 6.11 Governors were invited to submit details of schools overseas which may be interested in liaison activities as part of the International Schools programme. Ms Hayat suggested an independent boys' school in the United States as a possibility and Ms Ifasawo said she also had some contacts she could share.
- 6.12 The GB thanked Ms Davies and her team for their presentations.
[Ms Ifasawo arrived at 7.20 pm, during the above item]

Note: the meeting was now quorate, until 8.17 pm.

7. Health and Safety Annual Report 2017/18 (circulated in advance)

- 7.1 The Business Manager introduced the Annual Report, advising that the template used is the same as previous years, and the governors' previous request for specific dates or time periods has been implemented. Governors agreed the following corrections or additions:
- Amend final line in section 7 to read "...2015/16 = 27)"
 - Add to section 8 regarding the reporting to governors of the security audit
 - Amend first sentence in section 10 to read "We have 9 Full First Aid at Work and 10 Appointed First Aiders."
 - Add to section 18 that the Assistant Headteacher is supported by a Work Experience Co-ordinator.
 - Add to Section 23 that H&S updates are also summarised in the HT's termly report to the Full Governing Body
 - Add to section 24 that there is a Link governor for Health and Safety.
- 7.2 With these revisions, the Annual Health and Safety Report was endorsed by the Governing Body.
- 7.3 The Headteacher advised that there was a view expressed by an attendee during a conference at Waltham Forest Town Hall the previous week that schools were not helping to reduce the levels of street crime and violence among young people by opening their buildings out of school hours. She explained that, amongst other steps, WSfG hosts a wide range of events, activities and lettings (such as basketball and a range of sports and fitness activities), which take place on school premises, in evenings and at weekends.

8. Draft Annual Governance Statement for the Governing Body 2017/18 (circulated in advance)

The Chair's Annual Impact of Governance report was warmly welcomed by governors, as a thorough and helpful piece of work, and endorsed by the FGB for publication on the school's website.

9. Link Governor reports

9.1 The Chair confirmed that Ms Sanderson has agreed to visit the school jointly in the near future with Mr Phelps, and to take over the Safeguarding link governor from Mr Phelps when his term of office ends next term. The signed acknowledgement slips, confirming that a governor has read parts 1, 2 and 5 of 'Keeping Children Safe in Education (September 2018)' guidance, were handed to the Clerk by the following governors: Ms Sanderson and Ms Ifasawo. All KCSIE confirmations slips have now been returned by governors, except Ms Nyazi who is on temporary leave of absence due to family caring responsibilities.

9.2 The Chair reported that she had conducted a Single Central Record monitoring visit on 5.12.18 and had made the relevant checks. She will provide a report for the next FGB and advised governors that the SCR was up-to-date and no areas of concern had been identified.

Action: Chair to provide report on the Single Central Record monitoring visit.

10. Finance (all items circulated in advance)

10.1 Finance items remitted by Finance Committee

10.1.1 Model Financial Regulations and Standing Orders

The GB approved and adopted the Model Financial Regulations, which were signed by the Chair and the Headteacher.

10.1.2 Scheme of Delegation (in accordance with 2.3 of Financial Regulations)

The Scheme of Delegation (as signed by the Chair of Finance and the Headteacher) was noted. The bank's own forms for the new bank signatories were signed by Ms Barker and Ms Hayat.

10.1.3 Register of Business Interests

The Register of Business Interests was noted by the GB (notwithstanding that as this is a 'live' document, further information is added as required).

10.1.4 Register of Gifts and Hospitality

The Register of Gifts and Hospitality, as signed by the Chair of Finance Committee, was noted.

10.2 Three-year Budget Plan Update – November 2018

The Three-year Budget Plan Update was noted by the GB, the School Business Manager advising that no further information had been received as yet from the DfE regarding funding the increased contribution to teachers' pensions.

11 School policies / items

11.1 Teacher Performance Management Policy (version 2) (circulated in advance)

The Teacher Performance Management Policy was adopted by the GB (with the addition of the revisions proposed by the Chair in relation to governance practice).

11.2 Use of Restraint / Reasonable Force Policy – item deferred to next term

Action: FGB in March to approve the revised Use of Restraint / Reasonable Force Policy.

- 11.3 Searching Students Policy (version 1.1) (circulated in advance)
The Searching Students Policy, as considered at Staffing Committee, was endorsed by the GB.
- 11.4 Report to Parents - Pupil Premium Grant 2017/18 (circulated in advance)
The Report to Parents - Pupil Premium Grant 2017/18, as considered at Finance and Premises Committee, was endorsed, and will be published on the school website. JGI advised that Progress 8 scores are normalised against the national average (which is allocated zero), but that the national figure for Pupil Premium students is not available.
- 11.5 Year 7 Numeracy and Literacy Catch-Up Report 2017/18 (circulated in advance)
The Year 7 Numeracy and Literacy Catch-Up Report 2017/18, as considered at Finance and Premises Committee, was endorsed, and will be published on the website.
- 11.6 Health and Safety Policy (version 2.1) (circulated in advance)
The Health and Safety Policy, as amended to include the new, online, **Accident and Incident Reporting (AIR)** procedure, and considered at Finance and Premises Committee, was adopted.
- 11.7 Lettings Policy (version 3.1) (circulated in advance)
The Lettings Policy, as considered at Finance and Premises Committee, was endorsed.
- 11.8 Section 11 Safeguarding Audit Report
Governors were advised that the deadline for this Audit has been delayed until January 2019 due to issues with the LA's portal for submissions.
- 11.9 1-2-1 Devices – Update
The Chair reminded governors that she had circulated the Q and A document on these devices on 23 November. Mr Jalil said that 80 devices were now on site and these have been configured, the training of the staff champions is due to commence the following week, trialling will be taking place until Easter, and training is proposed for the whole teaching staff in March and May. Mr Gunzi invited governors to attend the training if available, and - when arranging link faculty/subject visits - to aim to see a lesson when the 1-2-1 devices will be in use.

Action: Governors to email Mr Gunzi if interested in attending 1-2-1 devices training and if aiming to see a lesson when the 1-2-1 devices will be in use.

[Mrs Mikolajczyk left at 8.17 pm, during the above item]

- 11.10 Teaching and Learning Responsibilities (TLR) Restructure – Update (circulated in advance)

RJA presented the Update Summary Report, as of 27.11 2018, setting out the Stage 2 process to date, the key issues raised during consultation, and the Leadership Team's key principles for the next stage. It is hoped that the proposed model can be considered by committees and the FGB next term, the formal consultation then launched, and the new structure implemented from September 2019. In responding to governor questions, he confirmed:

- the full report will contain the staff feedback in detail, and the impact assessment
- the proposed models will prioritise subject leadership, and
- any member of staff who currently holds a TLR will have the monetary value of their salary protected for three years (during which time they can be asked to do additional duties).

Governors were appreciative of the narrative and the explanations.

[Ms Kennedy, Mr Gunzi and Mr Jalil left at 8.30 pm]

12 Publication of governor information

12.1 School website review

The Chair explained that the Leadership Team reviews the school website regularly and that Mr Shackson is the AHT responsible for its compliance. The Chair agreed (in the absence of any other governor volunteer) to use the checklist to confirm all required information is displayed on the school website.

Action: Chair to confirm all required information is displayed on the school website.

12.2 Governing Body Publication of information (Attendance 2017/18; Declarations of Interest 2018/19; Membership)

The Chair advised that this information requires correcting and updating before publication on the school’s website, and she will liaise with Governor Services.

Action: Chair to liaise with GS to correct and update the information for publication.

13. Draft Governing Body Development Plan

The Chair tabled a draft Governing Body Development Plan, which was welcomed by attendees. She agreed to circulate the Plan electronically, and request comments be sent to Mr van Dinteren (as the Link for Governor Training), copied to herself. The Clerk proposed that all governors be asked to respond, to demonstrate their commitment to the Plan, and this was agreed.

Action: Chair to circulate the draft Governing Body Development Plan, and all governors to be asked to respond to Mr Van Dinteren (copied to the Chair).

14. Date and agenda items for the next meetings

14.1 Dates of next and future meetings (circulated in advance)

Dates of next meetings: 22 January (Curriculum); 26 February (Staffing); 12 March (Finance and Premises), and the Full GB on 27 March 2019. The Pay Committee this term will be on Tuesday 11 December. Governors’ Day is on Thursday 21 March, and all governors are expected to attend where possible.

15. Any Other Business

See confidential items.

The meeting closed at 8.59 pm, Mr Ramlagan having left at 8.54 and Ms Davies at 8.55 pm.

Chair: (print)

..... (sign)

Date:

| |
|---------------------------------|
| Chair of Governors Initials: |
|---------------------------------|