

**Minutes of the meeting of the Governing Body of
Walthamstow School for Girls held on
Wednesday 27 March 2019
at 6.30 pm at the school**

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

Local Authority Governor

Mr Aktar Beg

Co-opted Governors

Mr Jeroen van Dinteren

Ms Debbie Lewzey (left 8.27 pm)

Parent Governors

Mr Graham Clifford

Mrs Nina Mikolajczyk

Headteacher (voting)

Ms Meryl Davies

Staff Governor

Mr Ash Ramlagan

Clerk to the Governors: Mrs Ros Tatam

Also present:

Ms Sally Kennedy (Deputy Headteacher) SKE (Left at 8.27 pm)

Mr Jonathan Gunzi (Deputy Headteacher) JGI (Left at 8.27 pm)

Mr Romi Jalil (School Business Manager) RJA (Left at 8.40 pm)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.3.2	The revised Terms of Reference for Pay Committee will be brought to May Full Governing Body (FGB) to be approved.	School / Chair of Governors	15 May 2019
4.2.1	Mr Beg to make arrangements for his outstanding link visit.	Mr Beg	Asap
4.2.4	Chair to confirm all required information is displayed on the school website.	Chair of Governors	31.5.2019
4.2.5	Chair to re-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
4.4.2	Chair to circulate the current list of	Chair & all	Asap

	Committee memberships, and the dates of meetings in the Summer Term, and governors to consider joining a second committee for next term	governors	
4.4.3	Mr van Dinteren to join the Curriculum Committee for the summer term	School / Governor Services	May 2019
6.1.2	School to forward the Evolve risk assessments for overseas trips to Ms Barker	School / Chair of Governors	Prior to each overseas visit
9.2	Outstanding link visits to be made in advance of Governors' Day (if possible).	Applicable governors	Asap
10.1	Governors to look again at Waltham Forest training courses to enhance their governance skills, and inform Mr van Dinteren when a course is booked.	All governors	Asap
10.2	Governing Body Development Plan to be approved by FGB.	Chair of Governors / School	May or July FGB.
12.3	All governors to access their secure email addresses regularly. Any problems to be reported to Ash Ramlagan.	All governors	Ongoing

1. Welcome and apologies for absence

- 1.1 The Chair welcomed all those present to the meeting, and advised that resignations had been received and accepted from Ms Abisola Ifasawo and Ms Gya Nyazi, and that Ms Janeen Hayat was on maternity break leave (baby girl having arrived safely). Two parent governors, Mr Daniel Phelps and Dr Aneela Shah, had completed their terms of office.
- 1.2 Apologies for absence were received and accepted from Ms Hayat, Dr Rhys Morgan. A message was also received from Ms Lydia Sanderson shortly before the meeting that she was delayed at court and did not in the end make it to the meeting.
- 1.3 The Clerk confirmed that the meeting was quorate (with six or more governors present) and remained quorate for the rest of the meeting.

2. Declarations of Interest

- 2.1 Register of Interests – Mr van Dinteren confirmed his revised form for the Annual Declaration of Pecuniary and Personal Interests for 2018/19 had been returned (although it does not seem to have been uploaded onto the register).
- 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. Governing Body

- 3.1 The Clerk confirmed that (in accordance with the 'Instrument of Government', effective from 22 October 2014) there are currently four vacancies. The Chair of Governors has sought applications for the two co-opted vacancies from Governor Services (GS) and the national web-based governor recruitment agencies; she hopes to bring applications to the Full Governing Body (FGB) in May. Mr Ramlagan was advised that a member of staff may also apply to be a co-opted governor. The school confirmed that the two parent governor vacancies have been advertised widely, including in two issues of the weekly Greensheet, on the school website's front page,

and through text messages and twitter; two applications have already been received, and more may be received prior to the closing on Friday 5 April.

3.2 Committee Terms of Reference Curriculum, Staffing, Finance and Premises

3.2.1 The Headteacher proposed an additional word be inserted into the Curriculum Terms of Reference, such that the relevant policy reads 'Relationships and sex education policy'. With this amendment, the above three Committees' Terms of Reference (ToR), deferred from the December FGB, were ratified.

3.2.2 The revised Terms of Reference for Pay Committee will be brought to May FGB.

Action: The revised Terms of Reference for Pay Committee to be brought to May FGB.

4. Minutes

4.1 Governors received the minutes of the governing body meeting held on 5 December 2018, and agreed these to be an accurate record of the meeting (after one correction: namely, the Vice Chair of Curriculum Committee is Ms Lydia Sanderson, not Mrs Mikolajczyk). The Chair signed a copy of the minutes and these were retained by the school.

4.2 Matters arising:

4.2.1 Mr Beg advised he would be in contact with the school the following day to make arrangements for his outstanding link visit.

Action: Mr Beg to make arrangements for his outstanding link visit to the Humanities Faculty.

4.2.2 Presentations on the events planned and grants available for the London Borough of Culture 2019 had been made at the Governor Briefing and elsewhere, and Mr Clifford is speaking at a conference for teachers and governors on 29 March 2019 (Ms Barker and Ms Pratt plan to attend).

4.2.3 Ms Barker has invited Ms Jane Harper to consider applying as a co-opted governor.

4.2.4 The Chair of Governors will check, on behalf of the GB, that all required information is displayed on the school website. Governors noted that Mr Shackson has responsibility for website within school and compliance is reviewed regularly.

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

4.2.5 The Chair of Governors will re-circulate the draft Governing Body Development Plan, and all governors are asked to respond to Mr Van Dinteren (copied to the Chair). See also item 10.2.

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

4.2.6 All other actions were completed or feature on this agenda.

4.3 Minutes from Committees

4.3.1 The draft Minutes of the Curriculum Committee of 22 January, the Staffing Committee of 26 February, and the Finance & Premises Committee of 12 March 2019 meetings respectively, were noted.

4.4 Matters Arising from Committees

4.4.1 Governors' Day was postponed from 21 March. Governors to note the new date is Thursday 27 June 2019.

- 4.4.2 Committee membership – The Chair had not received any additional interest for the Pay or Staffing Committees. She will circulate the current list of Committee memberships, and the dates of meetings in the Summer Term, and asks that governors consider joining a second committee for next term.

Action: Ms Barker to circulate the current list of Committee memberships, and the dates of meetings in the Summer Term, and governors to consider joining a second committee for next term.

- 4.4.3 Mr van Dinteren volunteered to join the Curriculum Committee for the summer term.
Action: **Governor Services to note.**

5. Headteacher's Report (circulated in advance)

- 5.1 The Headteacher highlighted a number of aspects of her comprehensive report for the Spring Term 2019, thanking colleagues for their assistance in the weeks when she has had limited administrative support. Regarding the 2019 Year 7 admissions, she noted that around 30 families had submitted Admission Appeals. The FGB noted the pressures on other members of staff arising from covering for staff absences and appreciated their efforts.
- 5.2 SKE clarified that predictions for GCSE Maths had been refined following two further mock exams, and that Economics, Design and Technology, and Urdu exams are also using numerical grades from this year. She explained how anomalies can arise in the Key Stage 3 data, and the monitoring of progress concerns regarding groups of pupils identified in a small number of subjects in Years 8 and 9. The use of SIMS for logging incidents of behaviour and homework breaches enables Heads of Faculty to see "the big picture". The Headteacher explained that Urdu teacher training is no longer available, and it may not be sustainable to teach this subject in the future.
- 5.3 Governors congratulated Mr Gunzi on his appointment as Head of School in Madrid.
- 5.4 With regard to relationships with other schools, the Headteacher highlighted the support she was offering to other schools, and also to governing bodies by the Chair in her role as an NLG. She also appreciated the opening to WSfG pupils of the library at George Monoux (with their staff on duty) in the Easter holidays, which was in addition to the supervised study offered here at WSfG.
- 5.5 JGI summarised the work in investigating the one alleged racist incident, and the Headteacher referred to the safeguarding team's substantial workload as 'exemplary'. School leaders visiting from Saudi Arabia had been impressed by hearing from students about their pride in the school's values.
- 5.6 Governors welcomed the Headteacher's Report and the myriad strands of good work summarised therein. The GB thanked Ms Davies and her team for their presentations.

6 School Items

- 6.1 Residential trips 2018/19 and plans for Zanzibar in 2020
- 6.1.1 SKE summarised the residential trips in the current year (as reported to Curriculum Committee) including the October 2019 visit to Rome, the May and July Duke of Edinburgh Award expeditions, and the Barge Haybay activity weekend in mid-June. She explained that 21 students will be able to visit Kinuni School in Zanzibar in the summer of 2020 (65 applied), and there may also be a trip to the girls' hostels supported by the charity Education for All in Morocco in the next academic year.
- 6.1.2 In response to a governor question, SKE described the two-stage objective assessment process for selecting the students to go to Zanzibar. She advised further that a spreadsheet across all year groups enables Student Progress Leaders to monitor the take-up of enrichment opportunities to ensure equality of access, and

that years 7, 8 and 9 will each have a trip that is 'just for fun'. The Chair of Governors reminded the school that she (or the Governing Body) is required to check and sign off the risk assessment for each overseas visit.

Action: School to forward the Evolve risk assessments for overseas trips to Ms Barker when completed.

- 6.2 Teaching and Learning Responsibilities (TLR) Restructure, Stage 3 Consultation – Update (the questionnaire, and sections 4 and 5 circulated in advance)
RJA presented the Update Summary Report, setting out the Leadership Team's response to the Stage 2 Consultation points, and the four models that will form the proposals for Stage 3. He noted that there has been some slippage in the timetable, but that if practicable, the new structure may be in place from September. A full analysis and recommendations will be brought to the FGB in May. In response to a governor question, the Headteacher explained that the survey responses from individuals had been inconclusive, but the union is taking the line that no TLR positions should be lost (however, if improved career progression is to be offered, some current positions will necessarily be lost – individuals would receive protected salaries for three years).
- 6.3 Schools Section 11/Section 175 Safeguarding Audit (2018/19) (as circulated in advance)
The Headteacher explained that a huge amount of work is required to input the data for this Audit, but the portal had been 'locked' prior to copies being printed for governors; the circulated version is an earlier version showing sections still in progress, but in fact all sections were complete, as confirmed by the additional notes provided by Ms Pratt, the Designated Safeguarding Lead. Governors endorsed the Section 11 Audit for submission to the Local Authority.
- 6.4 1-2-1 devices – Update on pilot project (report circulated in advance)
- 6.4.1 JGI provided Apple i-pad devices for governors to experience the benefits of the technology for learning. He explained that trialling of the 80 devices currently owned by the school has been through a variety of different teaching tools and options in different subjects, and with other year groups in addition to Year 7. His presentation covered the strategic reasons for the 1-2-1 devices, the steps taken to date, the teaching and learning outcomes, student feedback and the proposals. All teaching staff will be trained in the 1-2-1 device's functionalities in a joint afternoon (from 2.30 p.m.) and twilight session on 15th May.
- 6.4.2 RJA explained the proposal for 2019/20, that all Year 7 students will have the use of a device in school, to be leased at a cost to the school of around £11,000 per annum. From 2020/21, parents of the then Year 8 will be asked to 'purchase' a device for their daughter, on a lease programme that is estimated will cost £9 a month (subsidised by the school for Pupil Premium students, if required). As the programme is rolled out, the cost to the school will be around £11,000 each year for a further three years: full details to be provided to FGB in May. JGI explained that the prices for Apple devices and Google Chrome Books are now roughly comparable, but the Apple devices have greater functionality for students and greater control options for the teacher.
- 6.4.3 In response to questions from governors, the school said:

- It will not be possible for students to use their own i-pad, nor to add their own Apps. to their school device, for safety reasons;
- Expenditure on 1-2-1 devices will in time be partly off-set by savings in the printing of planners, and purchase of textbooks, pens, and photocopying;
- Coursework and homework can be saved to 'the Cloud' as part of 'Office365', reducing the risk of completed work, or work in progress, being lost;
- A device that is taken home will be 'updated' using the school's wi-fi when brought back into school;
- Teachers who are reluctant to embrace the tool will be offered more training and more time to do so;
- Devices have significant potential to improve access for some people with disabilities (one had been employed for an evening to record teachers' comments, which were then printed out for a parent with hearing loss);
- A Performance Management target for each member of staff is likely to be to design a unit of work to use the 1-2-1 devices, or to be involved in the assessment and evaluation of their use in classroom situations.

6.4.4 The Headteacher summarised the move to 1-2-1 devices as a key moment in time for the future of the school, as students learn to operate in a digital age (although exercise books will remain in use, and examinations will continue to be hand-written). Governors agreed the strategy as outlined.

[Ms Kennedy, Mr Gunzi and Ms Lewzey left at 8.27 pm]

A card and flowers were presented to Ms Abisola Ifasawo, in appreciation of her service as a governor.

7. Chair's Action

Items to be reported under confidential matters.

8. School Policies and documents (items circulated in advance)

8.1 Schools Financial Value Standard (SFVS) – Review of 2018/19 Actions

RJA presented the review of the 2018/19 SFVS Action Plan, as considered in detail at the Finance and Premises Committee. The 2018/19 Review of Actions was noted by the FGB with thanks

8.2 Schools Financial Value Standard (SFVS) – Education Funding Agency's Standard assessment form 2019/20

RJA presented the SFVS form for 2019/20, as considered in detail at the Finance and Premises Committee. He advised that a few corrections of typing mistakes were outstanding. The SFVS form (as amended) was endorsed by the FGB, and signed by the Chair of Governors, for submission to the Local Authority by 29 March 2019.

8.3 Statement of Internal Control (SIC) 2018/19

RJA reminded governors that the Statement of Internal Control is in effect an executive summary of the SFVS, and is a requirement of the Council's Audit. The SIC was endorsed by the Full GB, and signed by the Headteacher, the Chair of Governors and the Chair of Finance Committee.

8.4 London Borough of Waltham Forest Scheme for Financing Schools (updated February 2019)

RJA presented the Scheme for Financing Schools, being a model from the Department for Education, with local variations proposed by the Local Authority. He noted there is some considerable overlap with the Model Financial Regulations and Standing Orders (as ratified by FGB in December). The Scheme for Financing Schools was noted by the FGB, having been adopted by the Finance Committee.

8.5 Asset Register – Annual Stocktaking Certificate 2018/19

RJA presented the report on the annual review of the school's assets, in accordance with the Financial Regulations. He advised the Asset Log is held electronically, with printouts being provided for Faculties to check through, and he himself double-checks on a sample of items. The Chair of Governors intends to verify the procedure and information for 2018/19 (as has previously been done by the Chair of Finance Committee). The Annual Stocktaking Certificate was agreed by the FGB, and signed by the Headteacher and the Chair of Governors.

Item 12.1 was taken at this point, although recorded in agenda order

[RJA left at 8.40 pm]

8.6 Use of Restraint / Reasonable Force Policy

The Use of Restraint / Reasonable Force Policy was approved by the FGB (the requested sentence having been added since it was last brought to governors).

8.7 Equalities Statement 2018/19

The Equalities Statement 2018/19, as considered at Staffing Committee, was endorsed by the FGB.

8.8 Examinations Policy

The Examinations Policy was approved by the FGB (the three Appendices having been finalised since it was last brought to governors).

9. **Link Governor reports**

9.1 Link Governor reports (circulated in advance)

Reports on governor visits to ADT (Dr Morgan), ICT (Dr Morgan), and GDPR implementation (General Data Protection Regulation) (also by Dr Morgan), Pupil Voice / Leadership (Mr Clifford), and the Single Central Record monitoring visit (Ms Barker) were noted with appreciation.

9.2 Link visits due during the remainder of 2018/19

The Chair of Governors tabled information on outstanding visits to be conducted next term. She asked governors to schedule their visit where possible in advance of Governors' Day (as this is less disruptive for the school). Mr van Dinteren volunteered to take on Careers (again), in light of Ms Niyazi's resignation. Mr Clifford volunteered to take on link responsibility for Disadvantaged students.

Action: Outstanding link visits to be made in advance of Governors' Day (if possible).

10. **Governor Training and Development**

10.1 Training register and update from governors on training attended

The Chair of Governors tabled the register of courses attended, and advised that a 'TBC' entry may refer to a course attended but no feedback or evidence had been submitted. She asked that all governors look again at the Waltham Forest courses still running this year, for any courses that may enhance or update their knowledge. Mr van Dinteren (training link governor) is to be notified when a course is booked.

Action: Governors to look again at the Waltham Forest courses, and inform Mr van Dinteren when a course is booked.

10.2 Draft Governing Body Development Plan

The Chair of Governors will re-circulate the Governing Body Development Plan for comment, and bring to the FGB to be approved. See also item 4.2.5.

Action: Governing Body Development Plan to be approved by the FGB.

11. Date and agenda items for the next meetings

Dates of next and future meetings (circulated in advance)

Dates of forthcoming meetings: 4 June (Curriculum); 18 June (Staffing); 30 April and 25 June (Finance and Premises), and the Full GB on 15 May and 10 July 2019.

12. Any Other Business

12.1 Revised St Mary's Church Walthamstow (Western Patch) planning application – update

RJA advised that the Church is in discussion with contractors, and he hopes to meet with the Church representatives again shortly after Easter.

12.2 Lion Trust Academy Planning application (for former Thames Water Depot site on 150a Lea Bridge Road Leyton.)

The Headteacher and Mr Clifford reported that Waltham Forest Planning Committee on 25 March 2019 had refused the above application, noting that the demand for the new school(s) had not been substantiated and the proposed development was not suitable on 'Metropolitan Open Land'. The proposal was for a 1400 secondary place school (including 360 in sixth form), also referred to as Barclay Secondary Free School, and a further 420 places in an adjoining Athena Academy Primary school - to be run by REAch2 Academy Trust. The Planning Committee had received a further letter signed by 22 Headteachers opposing the application. It is not known if the Lion Trust will appeal to the Planning Inspectorate.

12.3 Secure email addresses for governors

Mr Ramlagan asked all governors to access their revised school email address (except for Mr Beg, as his secure address is that arranged by the primary school where he is a governor), and to notify him of any issues.

Action: All governors to access their secure email addresses regularly. This is the official route for governing body communications under GDPR regulations.

12.4 School Monitoring Letter dated 7 February 2019

Copies were tabled of the School Monitoring Letter from Waltham Forest (signed by David Kilgallon, Director of Learning and System Leadership), notifying the school of its 'Green' rating. The Chair of Governors concurred that this monitoring rating is in line with the 'Outstanding' judgement awarded by Ofsted. The Monitoring Letter was noted.

13 Confidential

See confidential minutes for those items.

The meeting closed at 9.28 pm, Mr Ramlagan having left at 8.58 pm and Ms Davies at 9.12 pm.

Chair: (print)

..... (sign)

Date:

Chair of Governors Initials:
