

**Minutes of the meeting of the Governing Body of
Walthamstow School for Girls held on
Wednesday 15 May 2019
at 6.30 pm at the school**

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

Local Authority Governor

Mr Aktar Beg (until 8.00 pm)

Co-opted Governors

Mr Jeroen van Dinteren

Ms Janeen Hayat

Ms Debbie Lewzey

Parent Governors

Mr Graham Clifford (until 8.00 pm)

Dr Rhys Morgan (until 8.04 pm)

Ms Lydia Sanderson

Mr Sami Urrehman

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 7.55 pm)

Mr Jonathan Gunzi (Deputy Headteacher) JGI (Left at 7.55 pm)

Mr Romi Jalil (School Business Manager) RJA (Left at 7.36 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	The Appendix to be included in the Pay Committee Terms of Reference for the October FGB.	School/CoG	October 2019
3.4	Clerk to ask the School and Governor Services to send additional agenda papers in the second half of this term to: Mr van Dinteren - Curriculum Committee; Ms Hayat and Mr Clifford - Staffing Committee; Mr Urrehman - all three Committee meetings next month.	School and Governor Services	28.5.2019 11.6.2019 18.6.2019

4.2	Chair to confirm all required information is displayed on the school website.	Chair of Governors	31.5.2019
4.2	School to forward the Evolve risk assessments for overseas and residential trips to Ms Barker	School / Chair of Governors	Prior to each applicable visit
9.1	July FGB to review reports from Mr van Dinteren and other link governor visits made before or during Governors' Day.	Governors	3.7.2019
9.2	Any governor who is not able to attend Governors' Day is to notify the school and make separate arrangements for their link visit.	Any governor	Asap
10.1	The Chair of Governors and the Training Link Governor agreed to liaise with JGI to review the proposed timetable for Governors' Day.	Ms Barker, Mr van Dinteren and Mr Gunzi	7.6.2019
10.3	Governors to inform Mr van Dinteren when a training course is booked.	All	As applicable
11	Clerk to find out the prices of the SLA from GS.	Clerk	Asap

1. Welcome and apologies for absence

- 1.1 The Chair welcomed Mr Urrehman, as a newly-elected parent governor (term of office from 10 May 2019), and Ms Hayat (and baby Penny) back after her break. All those present introduced themselves.
- 1.2 The Chair advised that Dr Aneela Shah had also been (re)elected as a parent governor, but had sent her apologies for this evening, as had Mrs Nine Mikolajczyk. Both apologies were accepted.
- 1.3 The Clerk confirmed that the meeting was quorate (with seven or more governors present) and remained quorate for the rest of the meeting.

2. Declarations of Interest

- 2.1 Register of Interests – The Chair confirmed that Mr Urrehman had a copy of the Annual Declaration of Pecuniary and Personal Interests form for completion (and the Clerk that Ms Hayat had provided a revised Declaration form). The Clerk explained the requirement for a declaration regarding an item on a particular agenda (and that a parent of a pupil at the school is only required to declare this as a personal interest if there is any doubt on their ability to act impartially on that matter).
- 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 two vacancies for co-opted governors, but that no other terms of office are due to end before December 2019. Ms Lewzey and Mr van Dinteren agreed to represent the School's Governing Body (GB) at the Governor Recruitment Evening at Waltham Forest Town Hall on Monday 20 May. Ms Barker plans to have a conversation with a member of staff who may also apply to be a co-opted governor. It is hoped that the application forms from interested persons will be available for the Full GB in July.

3.2 DBS checks

The School confirmed that DBS checks have been completed by, or are in progress for, all governors.

3.3 Pay Committee Terms of Reference (ToR)

The revised Terms of Reference of the Pay Committee were ratified. The Clerk noted that the circulated copies did not include the Appendix to these ToR (but it was confirmed that the said Appendix was unchanged); the Appendix to be included in the Pay Committee Terms of Reference for the October FGB.

Action: The Appendix to be included in the Pay Committee Terms of Reference for the October FGB.

3.4 Committee memberships for the rest of the Summer Term

The Chair invited governors to serve on a second committee this term. Mr van Dinteren had agreed to join Curriculum Committee for the term, and Ms Hayat and Mr Clifford volunteered to join Staffing Committee temporarily. The Clerk agreed to ask the School to send electronic calendar invites to these governors, and to notify Governor Services (GS). Ms Barker invited Mr Urrehman to attend all three Committee meetings next month, in order that he may indicate in July which Committee he would like to join.

Action: Clerk to ask the School and Governor Services to send additional agenda papers in the second half of this term to: Mr van Dinteren - Curriculum Committee; Ms Hayat and Mr Clifford - Staffing Committee; Mr Urrehman - all three Committee meetings next month.

4. Minutes

4.1 Governors received the minutes of the governing body meeting held on 27 March 2019, 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:

Updates are shown in the Action Table on page 1. All other actions were completed or feature on this agenda.

4.3 Minutes from Finance Committee

The draft Minutes of the Finance & Premises Committee meeting of 30 April 2019 were noted.

5. Chair's Action

5.1 The Chair of Governors reported that she, with Mr van Dinteren and Mr Ramlagan, had taken part in the recent selection panel for the appointment of a new Deputy Headteacher. Thirty-five applications had been received, of these twelve applicants were invited into the school for the interview process which tests a range of skills and knowledge, and a shortlist of five applicants were interviewed on day two of the selection process. The recruitment panel agreed to offer the post to Ms Jane Snowsill, currently Assistant Principal at the Wren Academy in Finchley (London Borough of Barnet), whose first degree was in Art and Architectural History. The Full Governing Body (FGB) was pleased to ratify formally this appointment, and thanked those who had been part of the recruitment process.

5.2 Other items to be reported under confidential matters.

6 End of Year Financial Reporting 2018/19 (as circulated in advance)

6.1 The End of year Finance Report, as presented to Finance Committee (Quarter 4 Out-turn), was noted by governors. The Chair of Governors advised that the minutes of Finance Committee set out the main components of the financial position, and commended the reading of these to other governors not on that Committee as they contained a great deal of useful detail and answers to governor questions.

6.2 2018/19 Out-turn

The Business Manager summarised the 2018/19 Out-turn, that the revenue income was £6.22 million, the revenue carry forward deficit balance was £108,580, and the positive capital carry forward balance was £37,436. He advised that within the three-year plan it is intended to work towards eliminating the deficit position. SKE noted that the framework agreements for agency cover had been concluded over the previous three months, resulting in an average reduction in costs of £50 per person per day booked. Governors were provided with clarification on some of the main expenditure heads.

6.3 Virements and Additional Allocations Log 2018/19

The Virements and Additional Allocations Log 2018/19, considered at Finance Committee, was noted by the FGB.

6.4 Payments to suppliers over £10k 2018/19

The list of Large Financial Transactions to suppliers, considered at Finance Committee, was noted by the FGB.

7. School Budget (all circulated in advance)

7.1 Outturn 2018/19 including the Devolved Capital Outturn and earmarked funding for 2019/20.

Governors formally ratified the Outturn, the Devolved Capital Outturn and the earmarked funding.

7.2 The Business Manager presented the Budget Share Income summary from the London Borough of Waltham Forest, net of de-delegation, being £5,778,265 for 2019/20.

Governors formally ratified each of:

The School Budget Share Income, and
7.3 The Proposed One-Year Budget Plan Expenditure of £6,141,775 for 2019/20.

The Chair described the steps required in checking and verifying the 2019/20 Ratified Budget Summary Sheet and Declaration, and the information to be submitted to the local authority in the next two days. The 'Proposed One Year Budget Plan' was agreed, and signed by the Chair and the Headteacher.

7.4 Proposed Three Year Budget Plan (2019 to 2022)

7.4.1 The Business Manager presented the Proposed Three Year Budget Plan (2019 to 2022), with expected revenue expenditure of £6,200,888 in 2020/21 and £6,213,124 in 2021/22, noting that updates on the Three Year Budget are provided to Finance Committee each term, and to the Governing Body as appropriate. He described that, although the Age Weighted Pupil Unit (AWPU) has increased, the effect of this has been more than offset by the changes to the Waltham Forest Local Funding Formula relating to deprivation. He noted that some reduction in support staff has been

factored into the three-year calculations, because faculty budgets could not be reduced further without affecting student outcomes. He commented on the uncertainties behind the assumptions for 2020 onwards, noting that the combined additional cost across the country for the increased teachers' pay and the increase in the employers' contributions to the Teachers' Pension Scheme totals around £1.5 billion and has added £250,000 to this school's staffing costs.

- 7.4.2 Governors probed the calculations on spending for agency teaching days. RJA explained that these figures are difficult to estimate, but historically the School has had low levels of long-term sickness among staff, and SKE said that the last two maternity leaves had been covered by staff on directly employed fixed-term contracts rather than Agency cover.
- 7.4.3 Governors agreed to the proposed increase in 5 pence per meal from September.
- 7.4.4 The Proposed Three Year Budget Plan (2019 to 2022) was endorsed by the FGB, and signed by the Chair and the Headteacher. Governors thanked Mr Jalil for the significant work entailed in compiling these reports.

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

8.1 Best Value Statement 2019/20

The Best Value Statement 2019/20, as considered at Finance Committee, was endorsed and signed by the Chair and the Headteacher.

8.2 SLAs and Contracts 2018/19

The schedule of Service Level Agreements (SLAs) and Contracts 2019/20, as considered at Finance Committee, was endorsed and signed by the Chair and the Headteacher.

8.3 Teaching and Learning Responsibilities (TLR) Restructure – Verbal Update

RJA explained that the Leadership Team had concluded it was not apposite to make radical changes to the TLR structure. Small changes will be made to the faculty structures, such as to rename posts where a Head of Subject is required, and all the Job Descriptions for the TLR posts will be reviewed. Some TLR posts have been, or will be lost through natural wastage. Governors noted this conclusion. The final report will come to the FGB in July.

9. Link Governor report(s)

9.1 Link Governor report (circulated in advance)

The report from Mr Beg's visit to Humanities was noted with appreciation. Mr van Dinteren has made a visit to consider Careers, and his report will be considered in July.

Action: July FGB to review reports from Mr van Dinteren and other link governor visits made before or during Governors' Day.

9.2 Link visits

The Chair of Governors asked that link visits be made in advance of Governors' Day, if possible. The Headteacher requested that governors inform the school if they will not be making a link visit during Governors' Day, in order that timetabling and cover may be planned well in advance.

Action: Any governor who is not able to attend Governors' Day is to notify the school as soon as possible.

10. Governor Training and Development

10.1 Governors' Day – Thursday 27 June 2019 (draft programme circulated in advance)

JGI presented the draft programme for Governors' Day, and invited comments and further suggestions. Proposals included: further information on the benefits derived from being a Teaching School, Ethical Leadership, revisiting the core strategy for the School Improvement Plan and how this dovetails with the Green Vision, and any training that requires regular updating. The Chair of Governors and the Training Link Governor agreed to liaise to review the proposals. The Headteacher advised that information is awaited from the Department for Education on the future direction of Teaching Schools' work and funding.

Action: The Chair of Governors and the Training Link Governor to liaise with JGI to review the programme for Governors' Day.

10.2 Governing Body Development Plan (as circulated in advance)
The Governing Body Development Plan was endorsed by the FGB.

10.3 Update from governors on training attended
Ms Sanderson had attended two training courses on Safeguarding, and Ms Barker and Ms Kennedy had been part of the East of England and North East London Teaching Schools' Conference. Dr Morgan volunteered to review other courses he had attended and provide details of those applicable to his governor role. All governors were reminded that Mr van Dinteren (training link governor) is to be notified when a course is booked.

Action: Governors to inform Mr van Dinteren when a course is booked.

11. Governor Services Service Level Agreement (SLA) for 2019/20
The Clerk had been sent information on the services provided by Governor Services under each Package, but without the corresponding prices attached. She was asked to find out the prices from GS. Assuming no increase on the £4,325 paid last year (or only a small change), Governors confirmed their agreement with the Governor Services SLA for 2019/20 ('Platinum Package' level – which includes full support for the FGB meetings, the Curriculum, Staffing, Finance and Pay Committees and unlimited access to the training programme), and the continued allocation of the current clerk.

Action: Clerk to find out the prices of the SLA from GS.

12 Dates for the next meetings

- 12.1 Dates of next and future meetings (circulated in advance)
Dates of forthcoming meetings: 4 June (Curriculum); 18 June (Staffing); 25 June (Finance and Premises), and the Full GB on 10 July 2019.
- 12.2 Agenda items for future meetings are shown above.

13. Any Other Business

13.1 St Mary's Church Walthamstow (Western Patch) building works – update
The Chair of Governors reported that St Mary's Church is seeking a new development partner, as the Diocese has withdrawn its support.

13.2 Ofsted's research "Fostering Respect"
The Headteacher advised that Ofsted London Region had nominated WSfG as an exemplar, in relation to its research into student gender and equalities and how schools promote the fostering of respect on such issues. A Senior Inspector from the Midlands, a Senior Researcher, and two note-takers had visited the school last week. Ms Davies thanked Mr Gunzi for making the preparations, and the two governors (Mr

Ramlagan and Ms Sanderson) for giving up their time at short notice to engage in the process. In addition to the governors, the visiting team had met with Senior Leaders, Middle Leaders, a group of teaching staff not teaching PSHE, and a group of students. They were impressed with the consistency of vision between the four groups. Both Mr Ramlagan and Ms Sanderson endorsed this view and expressed their pride in the school's approach. The Headteacher explained that there would be an Ofsted research report on gender and equalities in due course, and, whilst the school would not be identified, it would be named as a contributor to the report.

13.3 See confidential minutes for those items.

The meeting closed at 8.09 pm, Mr Ramlagan, Ms Kennedy and Mr Gunzi having left at 7.55 pm.

Chair: (print)

..... (sign)

Date:

Chair of Governors Initials:
