

**Minutes of the meeting of the Governing Body of
Walthamstow School for Girls held on
Wednesday 17 October 2018
at 6.30 pm at the school**

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

Co-opted Governor

Mr Jeroen van Dinteren

Headteacher (voting)

Ms Meryl Davies

Local Authority Governor

Mr Aktar Beg

Parent Governors

Mrs Nina Mikolajczyk

Ms Lydia Sanderson

Dr Aneela Shah

Dr Rhys Morgan (until 8.00 pm)

Mr Graham Clifford (from 7.00 pm)

Staff Governor

Mr Ash Ramlagan (until 8.00 pm)

Clerk to the Governors: Mrs Ros Tatam

Also present:

Ms Sally Kennedy (Deputy Headteacher) SKE (Left after item 8)

Mr Romi Jalil (School Business Manager) RJA (Left after item 8)

Summary of agreements and actions:

| Minute reference | Formal agreements and/or actions identified | Named person(s) for action(s) identified | Completion date |
|-------------------------|--|---|---|
| 2.1 (i) | Declaration of Interest forms to be sent to governors who sent apologies, and governors to return these to the school. | School, and applicable governors | Asap, and no later than 5 December 2018 |
| 2.1 (ii) | Outstanding Declarations of Interest forms to be signed by Dr Morgan and Mr van Dinteren. | Two Governors | Asap, and no later than 5 December 2018 |
| 3.1 & 3.2 | Election of Ms Barker as Chair, and Ms Hayat and Dr Morgan as Vice Chairs of Governors | Governor Services (GS) | 1 week |

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| 5.2.2 | Chair of Governors to forward GDPR working checklist to Dr Morgan. | Chair | By 12.11.18 |
| 5.2.3 | 2017/18 link governor visits (by Mr Beg, Dr Morgan, Mr Clifford) to be made as soon as possible this term, so that completed reports are ready in time to go to December FGB. | Mr Beg Dr Morgan Mr Clifford | Visit reports to be filed with HT by end November |
| 6.1 | Ms Barker to contact Ms Harper. | Chair | By 12.11.18 |
| 6.2 (i) | WSfG Code of Practice for School Governors to be sent to governors who sent apologies, and governors to return signed copy to the school. | School / applicable governors | Asap, and no later than 5.12.2018 |
| 6.2 (ii) | Signed 'WSfG Code of Practice for School Governors' – scanned copies to be sent to GS | School | 1 week |
| 6.3 | Alternative methods for participation – Clerk to send the form to GS | Clerk | Asap |
| 8.3 | Chair to send out the questions and answers document about the 'Outline Business Case for 1-2-1 Mobile Devices' to governors | Chair | Asap |
| 9.4 | Outstanding acknowledgement slips re reading Parts 1, 2 and 5 of 'Keeping Children Safe in Education' to be sent to the school | Applicable governors | Asap |
| 11.1 | Committee membership - Chair to contact other governors to confirm their participation, and asking if additional interest for Pay and Staffing committees. | Chair | Asap |
| 11.2 | Committees to review their Terms of Reference at their first meetings this term, and report back to next Full Governing Body on any proposed changes. | Committee Chairs | At each Committee, and to FGB 5.12.2018 |
| 12.3 | School to consider renaming of ICT faculty with something that better reflects the subjects represented in this faculty. | Headteacher | As appropriate |
| 12.4 (i) | Chair to contact other governors to confirm Link Governor allocations, and to seek another governor to shadow and then take over the Safeguarding link role from Mr Phelps during the year. | Chair | Asap |
| 12.4 (ii) | Chair to update and re-circulate (to GS and all governors) the table showing governors by committee memberships and by faculty links. | Chair | Asap |
| 12.5 | GS to seek further information on the Borough of Culture link governor role and ideally a summary role description. | GS | As appropriate |
| 13.1 | All governors to confirm details of course(s) attended in 2017/18 to Ms Lewzey and copy in the Chair. | All | Asap |
| 13.2 | Draft governing body development plan 2018-19 to be considered at the December | Chair | For FGB 5.12.2018 |

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| | FGB. | | |
| 13.3 | Governors to identify relevant training courses, and inform Ms Lewzey when booked onto courses. | All | As appropriate |
| 14.1 | GS to record the agreed date for Pay Committee. Dates of next meetings: 30 October (Curriculum), 6 November (Staffing), 20 November (Finance and Premises), 5 December (Full GB), and 11 December 2018 (Pay Committee). | All /GS | Immediate |

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 Ms Janeen Hayat, Ms Abisola Ifasawo, Ms Debbie Lewzey, Ms Gya Niyazi and Mr Daniel Phelps. The Headteacher also explained that Mr Gunzi was unwell and Mr Shackson were unable to attend.
- 1.3 The Clerk confirmed that the meeting was quorate (and, with eight or more governors present, it remained quorate for the entire meeting).

2. Declarations of Interest

- 2.1 Register of Interests – The Annual Declaration of Pecuniary and Personal Interest forms for 2018/19 were distributed by the Clerk. Completed forms were returned to the Clerk by Ms Barker, Mr Beg, Mr Clifford, Ms Davies, Dr Shah, Mr Ramlagan, Mrs Mikolajczyk and Ms Sanderson. Forms to governors who sent apologies will be sent out by the school; all outstanding forms to be returned to the school as soon as possible.

Action: Forms to governors who sent apologies to be sent out by the school; outstanding forms from Mr van Dinteren 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. Appointment of Officers

3.1 Election of Chair for the academic year 2018/2019

The Clerk welcomed nominations for the position of Chair of Governors, noting that people may nominate themselves or be nominated by another governor. Dr Shah proposed that Ms Barker be elected as Chair of Governors for the 2018/19 academic year, and this was seconded by Mrs Mikolajczyk. As there were no other nominations Ms Barker was duly elected as Chair, and warmly thanked for her willingness to serve for another year.

3.2 Election of Vice-Chair(s) for the academic year 2018/2019

The Clerk welcomed nominations for the position of Vice Chair of Governors. Ms Barker proposed that Ms Hayat be elected as a Vice Chair of Governors for the 2018/19 academic year (the Clerk having confirmed with her in advance that she was willing to be nominated) and this was seconded by Dr Shah. Further, Ms Barker proposed that Dr Morgan be elected as a Vice Chair of Governors for the 2018/19

academic year and this was seconded by Mr van Dinteren. With no other nominations Ms Hayat and Dr Morgan were duly elected as Vice Chairs. Ms Hayat and Dr Morgan were thanked for their willingness to serve in this capacity.

Action: Governor Services to note the appointments of Chair and Vice Chairs.

4. GCSE Results

4.1.1 Ms Barker advised that the 'compare-school-performance-service' provisional data for 2018 results had been published this week, and that the SSAT (schools, students and teachers network) unvalidated KS4 outcomes information had arrived just a few hours ago.

4.1.2 The school's results by subject, and its overall attainment and progress data for 2018 compared to the previous four years, had been circulated in advance; the SSAT information, and the comparison with other **girls'** schools nationally, were tabled. Ms Kennedy's presentation expanded on the headline figure, that 75% of students had gained a grade 4 (standard pass) or above in five subjects including English, maths. Progress 8 is provisionally 0.64 which is classified as well above the national average by the DfE. Fifty-two per cent of the students gained grades 5+ (strong pass) in both English and maths. Attainment 8 was 53.5 and the eBacc results were also above national with an APS of 4.8. The Curriculum Committee will consider the results in more detail (including the accuracy of predictions across subjects) at its October meeting.

4.1.3 In response to governor queries, it was clarified that:

- 50% of the year group chose the EBacc subjects (national average is 35%);
- Progress 8 is a statistical measure that may vary as papers are re-marked and grades are confirmed or altered until the final validated statistics are released in January;
- SKE is line-managing the English, maths and science faculties this year, and is also looking closely at improving the development of core skills in Key Stage 3;
- A 'strong pass' is defined (by the government) as a grade 5, while a 'standard pass' is a grade 4;
- Faculties are applying the 2018 grade boundaries retrospectively to the Year 10 summer exam results, and in a number of cases this has enhanced morale among students;
- In some subjects a mark of 90% translated into a grade 9, but in science this year 72% was a grade 9;
- Teachers of practical subjects have been visiting classes in other subjects at this school and in nearby schools to glean ideas on the teaching of the theory in an engaging manner.

[Mr Clifford arrived at 7 pm, during the above item]

4.1.4 Governors thanked SKE for her presentation, and warmly commended the staff and students for the achievements represented by these GCSE results.

5 Minutes

5.1 Governors received the minutes of the governing body meeting held on 4 September 2018 (postponed from July), 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.

5.2 Matters arising:

5.2.1 See item 13.2

5.2.2 Item 10.4 of 16.5.18 – ‘GDPR Challenge Handout’ has been superseded. Chair of Governors to forward a working checklist to Dr Morgan instead.

Action: Chair of Governors to forward working checklist to Dr Morgan.

5.2.3 Item 11.1 of 16.5.2018 - Outstanding 2017/18 link governor visits (by Mr Beg, Dr Morgan, Mr Clifford) to be made as soon as possible this term, and completed reports to be presented to FGB in December.

Action: Outstanding 2017/18 link governor visits (by Mr Beg, Dr Morgan, Mr Clifford) to be made as soon as possible this term, and completed reports to be presented to the December FGB.

5.2.4 Item 5.1.2 (of 4.9.2018) – Details of two students, one Year 8 and one Year 10, who had moved to elective home schooling had been shared with the Chair by the Headteacher. The Chair reported that she was content that both sets of parents were well-informed and that the school had fulfilled its responsibilities before agreeing to these requests.

5.2.5 Item 14.1 – Revised St. Mary’s Church Walthamstow (Western Patch) Planning Application: no date has yet been set for the Waltham Forest Planning Committee to consider this Application.

5.2.6 Item 14.3 – Secure email addresses for governors – Ms Barker will use the new secure addresses that have been allocated to send a test message to all governors to confirm they had set up their new mailboxes. She recommended setting up this account in Outlook (or equivalent) so that there was no need for governors to log in separately via webmail. Mr Ramlagan noted that groups have also been set up for the membership of each Committee and the full governing body.

Action: Chair to use the new secure addresses to send a test message.

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

[By prior request, Mr Ramlagan and Dr Morgan left at 8 pm]

6. Governing Body

6.1 The Clerk confirmed that (in accordance with the ‘Instrument of Government’, effective from 22 October 2014) there are currently no vacancies and no terms of office due to expire before the end of the autumn term 2018. She noted also that Ms Jane Harper’s term as an Associate ended last week. The terms for Mr Phelps and Dr Shah expire on 22 March 2019. Mr Phelps has indicated he will not stand again, but Dr Shah may wish to re-stand.

Action: Ms Barker to contact Ms Harper.

6.2 Walthamstow School for Girls’ Code of Practice for School Governors 2018/19

The Code of Practice had been updated by the Chair in accordance with changes to the NGA’s model code of conduct and had been sent to governors in advance with the agenda. The Code was endorsed by the GB; there were no further amendments proposed. Governors present each signed their copy; the signed copies were retained by the School (with scanned copies to be sent to GS). **Action: Copies to governors who sent apologies to be sent out by the school; outstanding signed copies to be returned to the school as soon as possible.**

6.3 Alternative methods for participation and voting in a Governing Body meeting (circulated in advance)

Governors considered the alternative methods for participation, and agreed not to move to allowing participation via telephone nor via a proxy vote. The form was completed to this effect and signed by the Chair.

Action: Clerk to send the form to GS.

- 6.4 Enhanced Disclosure and Barring Service (DBS) checks – The Chair advised that enhanced DBS checks had been recorded by the School and Governor Services (GS) for most governors. Dr Shah's is being processed, and Ms Ifasawo is aware that her DBS has just expired and requires renewal.

7. Chair's Action

- 7.1 The Chair, Headteacher and School Business Manager had received a formal invitation to meet with the Local Authority's Business Development Consultant, Lindsay Jackson, regarding her concerns on the depletion of reserves (to less than the recommended 2% of the budget). Mr Jalil had explained to her the three-year financial strategy, and Ms Jackson had concurred that the school's approach was sound.
- 7.2 The Chair tabled a review of governing body SIP actions from the 2017-18 academic year which she had prepared on behalf of the governing body. She suggested that those items that had been partially achieved would form part of this year's development plan for the governing body.
- 7.3 1-2-1 devices costed proposal - see item 8.3.

8. School policies/items

[This section was taken out of turn, immediately after item 4.]

- 8.1 Pay Policy (letter from Mr Gerry Kemble of 20 September 2018, and the updated Model Pay Policy, version 5.0 (circulated in advance)

- 8.1.1 The Business Manager presented the letter from Mr Kemble regarding the Department for Education pay increase for teachers (3.5% uplift for the unqualified and main scale pay ranges, 2% for the upper pay scale and all allowances, and 1.5% to the leadership pay range). The LA recommended that the increases are applied to all scale points on the respective ranges as per the LA's model pay policy and that this be confirmed by the GB.

The Business Manager confirmed that he had already allowed for a 2% increase across the board in the current budget. He explained that the DfE has committed to fund the difference between 1% increases and the extra increases, although the school did not yet know the exact amount it would be receiving. **The LA's pay increase recommendations were endorsed by the governing body.**

- 8.1.2 RJA presented the Model Pay Policy, incorporating the 2018 School Teachers' Pay and Conditions Document (STPCD), which had been customised to refer to the above rates of pay, WSfG policies and staffing structure. In answer to a question, he explained that most administrative and support staff are on term-time only contracts. **The Pay Policy was ratified by the GB.**

- 8.2 Careers Education and Guidance Policy (version 2.0 circulated in advance)

The Headteacher explained that the Policy had been revised to reflect the latest guidance and had received input from a previous governor (Mr Billington) with

expertise in this area. Governors were assured that the information on the school's website covers the legal requirements, that references are supplied in a timely way by Student Services when requested to do so, and that more vulnerable students are supported in their college applications. Governors approved the Policy, with two amendments (on page 4, section 8, another bullet point be added: 'Report to the governing body on the audit against benchmarks and the steps being taken'. and Marianna Philippou's name be added on page 5, section 4, line 4, after word 'Leader').

8.3 Update on One-to-One devices project

The Outline Business Case for one-to-one mobile devices in the classroom had been sent, as agreed by the governing body, to Ms Barker (Chair), Ms Lewzey (Chair of Finance), Ms Hayat and Mr Phelps (Vice-Chairs) following the September FGB (and circulated to all governors with the agenda for the FGB on 17 October). The governors with delegated responsibility had reviewed the OBC, including the pedagogical, technical and financial due diligence carried out by the school, the associated potential risks identified and its recommendations on choice of device. They asked a number of questions in response, which were answered in detail by the school (the Chair of Governors will forward the Q&A document to all governors for information).

Having obtained agreement from the Chair of Finance and two Vice-Chairs, the Chair of Governors had subsequently approved approximately £20,000 of expenditure (already budgeted for in the capital and ICT budgets for 2018/19) to enable the pilot of 70 i-Pad devices to go ahead now. In discussion it was noted:

- If the pilot is successful, the devices will be rolled out each year to the incoming Year 7 students, and the school was asked to draw up detailed funding options in parallel with the pilot to demonstrate any rollout would be sustainable;
- The current bulk purchase rate is £224 per device - it may be that the fundraiser role can assist with funding the purchases in future years, although such funding (also funding for the insurance, software and case for each device) will be required year on year;
- A contribution is likely to be required from each family, although some of the funding may be allocated from Pupil Premium monies.

Action: Chair to send out the questions and answers document about the 'Outline Business Case for 1-2-1 Mobile Devices'

[Ms Kennedy and Mr Jamil left at 7.50 pm]

9. **Safeguarding**

9.1 Summary and feedback from Local Authority's 2017 Audit (due out 12 October 2018)
Item deferred: the Local Authority information has yet to be received.

9.2 Section 11 Safeguarding Audit 2018 – update

The Chair advised that the portal for the Audit is now due to open at the end of October, and the Audit to be submitted to the Local Authority by 21 December. This Audit will be considered at the December FGB.

9.3 Link governor report (18 July 2018) (circulated in advance)
Mr Phelps' report from last term's visit was noted.

- 9.4 The 'Keeping Children Safe in Education (September 2018)' guidance was sent with the agenda by electronic link. The acknowledgement slip, confirming that a governor has read parts 1, 2 and 5 of this guidance, was signed by the following governors: Mrs Mikolajczyk, Dr Shah, Mr Beg, and Ms Davies. All other governors were asked to read the guidance and return the confirmatory slip to the school as soon as possible and before the next FGB on 5 December.

Action: Outstanding acknowledgement slips re Parts 1, 2 and 5 of 'Keeping Children Safe in Education' to be sent to the school by governors as soon as possible.

10. **Governing Body Annual Cycle of Business (circulated electronically in advance)**

The Chair invited comments from governors on the proposed cycle of business for the current academic year that she had circulated electronically, and noted that she will update the document following this meeting. Governors did not propose any additional items or amendments, but noted the working programme.

11. **Governing Body Committees**

- 11.1 Governors agreed to maintain the following committee structure: Curriculum, Finance, Staffing, Pay, and the Headteacher's Performance Management Review Panel. Further, governors agreed that those present confirm their willingness to serve on the respective committees, or to move, and asked the Chair to contact other governors (to confirm their participation and asking for additional interest for the Pay and Staffing committees respectively).

The Committee memberships were confirmed as:

Curriculum: Mrs N Mikolajczyk, Ms L Sanderson, Mr A Beg, Dr R Morgan, Ms G Niyazi and Ms M Davies;

Finance: Ms D Lewzey, Ms A Ifasawo, Ms J Hayat, Mr G Clifford, Mr A Ramlagan, Ms G Barker and Ms M Davies;

Staffing: Mr van Dinteren, Mr D Phelps, Dr A Shah, Ms M Davies and Ms G Barker.

Pay: Ms J Hayat, Ms A Ifasawo, Ms D Lewzey and two vacancies (optional).

Headteacher's Performance Review: Ms G Barker, Cllr A Beg and Mr van Dinteren.

Governors agreed that all eligible governors will continue to form a pool for the purposes of Pupil Discipline, Staff Discipline, Staff Grievance and Dismissal Appeal Panels. (It was noted that staff members should not form a part of any of these panels, that parent governors may not be appropriate for Pupil Discipline Committee, and that Ms Ifasawo will be in the pool for Pupil Discipline only.)

Action: Chair to contact other governors to confirm their participation and asking if additional interest for Pay and Staffing committees.

11.2 The Terms of Reference for Committees

The Chair confirmed that the existing Terms of Reference (ToR) of each Committee are to be reviewed at the first meeting of each committee, and brought to the Full Governing Body in December to be ratified by the GB. There were no proposed changes to the Headteacher's Performance Review Panel terms of reference. In the meantime, governors confirmed their approval of all the existing terms of reference.

ACTION: Committees to review their Terms of Reference at first meetings this term and report back to December FGB.

12 Link Governors

12.1 Link governor reports

Dr Shah's report on her visit to the LLD faculty (including Special Educational Needs and Disability) was noted; her attached questions were felt to be very helpful, and she was grateful to the Head of Faculty for her responses.

Ms Barker's report on her visit on 8 October to Modern Foreign Languages (tabled) was noted; the format was commended to other governors visiting this term, including a discussion of the faculty analysis of the GCSE exams.
Safeguarding - see item 9.3 above.

12.2 Link governors

The Chair listed the name(s) of the link governor for each area of responsibility from the previous academic year, asking if governors present were happy to continue or wished to make any changes. The following link governor responsibilities were agreed:

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| Careers and work-related learning | Ms Niyazi |
| Challenge | Ms Sanderson |
| Disadvantaged pupils | Ms Ifasawo |
| Equalities (including EMA) | Ms Ifasawo |
| GDPR | Dr Morgan |
| Health and Safety | Mr Ramlagan |
| Safeguarding and LAC | Mr Phelps (deputy, Ms Barker) |
| Student Leadership | Mr Clifford |
| Governor training | Ms Lewzey |

Mr van Dinteren indicated he would be willing to take on the governor training role if or when Ms Lewzey wishes to relinquish this responsibility.

12.3 Faculty link governors

The Chair listed the name(s) of the link governor for each faculty from the previous academic year, asking if governors present were happy to continue or wished to make any changes. [Governors may wish to refer to the helpful paper 'The Role of Link Governors at Walthamstow School for Girls' (copies of which were provided for Governors Day).]

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| ADT | Dr Morgan |
| English and literacy | Ms Hayat |
| Humanities | Mr Beg |
| ICT | Dr Morgan |
| LLD (inc SEND) | Dr Shah |
| Maths and numeracy | Mrs Mikolajczyk |
| Modern foreign languages | Ms Barker |
| Performing arts | Mr Ramlagan |
| Science | Dr Shah |

Dr Morgan asked if the ICT faculty might be re-named as Computing and Business as ICT is no longer taught as a subject.

ACTION: School to consider renaming of ICT faculty with something that better reflects the subjects represented in this faculty.

12.4 The GB affirmed that the responsibility for Attendance and Behaviour rests with the Full GB.

ACTIONS:

Chair to contact other governors to confirm link governor roles, and to seek another governor to take over the safeguarding role from Mr Phelps during the year.

Chair to update and re-circulate (to GS and all governors) the table detailing Governors' committee memberships and link responsibilities.

12.5 Request for a link governor for the London Borough of Culture 2019

The Local Authority had requested a named link governor for the Borough of Culture. The Chair reported that, at the recent Chairs' Group, further information on the expectations for this new role had been sought as it had not been defined. Mr Clifford indicated he might be willing to take this on, after further information has been provided.

Action: GS to seek further information on the link governor Borough of Culture role and if possible, produce a summary for governing bodies.

13. Governors' Training / Development

13.1 Training Log 2017/18

The Chair advised that the log of training attended by governors in the last academic year seems to require updating; governors were requested to ensure they had notified Ms Lewzey of all courses attended. Mr van Dinteren (and Mrs Mikolajczyk) spoke highly of the Governor Accreditation Programme, and of other courses run by Governor Services.

ACTION: All governors to confirm details of course(s) attended in 2017/18 to Ms Lewzey and copy in the Chair.

13.2 Skills audit and training needs analysis

Ms Barker tabled and presented her review of National Governors Association (NGA) Skills Audit questionnaires completed earlier this year. She noted that, as a governing body, although some governors considered themselves less strong in individual areas, there is strength in all essential areas of governance. Individual governors may wish to strengthen their skills/knowledge by attending relevant training via Governor Services.

The Chair explained that her review of the skills audits and her report on governor SIP items from last year should inform the governing body's development plan for the current year. A draft development would be presented to the FGB in December, and thereafter specific training for the whole GB may then be requested.

Action: Draft governing body development plan 2018-19 to be considered at the December FGB.

13.3 Governor Services training programme booklet 2018/19

The Chair requested confirmation that each governor had received a copy of the annual programme (in booklet and electronic form), and reminded all governors to identify relevant training, and to inform Ms Lewzey when they had booked appropriate course(s). She noted that these courses have already been paid for as part of the Governor Services platinum package, and it is important that training is taken up. The Clerk advised that at least some of the non-parent governors should have exclusions training, to permit a panel to be formed in the statutory timescale were this unfortunately to be necessary.

ACTION: All governors to identify relevant training, and to inform Ms Lewzey when they have booked any course(s).

14. Date and agenda items for the next meetings

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

Dates of next meetings: 30 October (Curriculum), and 6 November (Staffing), 20 November (Finance and Premises), and the Full GB on 5 December. The Pay Committee this term was confirmed as Tuesday 11 December. Dr Shah indicated that she may have to work on certain Wednesday evenings due to changes in parents' evenings at the school where she teaches.

ACTION: GS to record the agreed date for Pay Committee.

15. Any Other Business

Governors' Briefing – 1st October. Mr van Dinteren reported that one item on the Briefing was the relatively low student attendance rates in other schools; the Chair and the Headteacher confirmed the school is already involved in the working party on improving attendance. The LA's proposal that schools' budgets should be top-sliced by 0.5% to fund the SEND higher needs block shortfall was noted. This was not felt to be a feasible solution for schools.

The meeting closed at 8.58 pm

Chair: (print)

..... (sign)

Date:

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| Chair of Governors Initials: |
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