

**Minutes of the meeting of the Governing Body of  
Walthamstow School for Girls held on  
Wednesday 10 July 2019  
at 6.30 pm at the school**

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

**Local Authority Governor**

Mr Aktar Beg

**Co-opted Governor**

Mr Jeroen van Dinteren

**Parent Governors**

Dr Rhys Morgan (until 8.00 pm)

Mr Graham Clifford

Ms Lydia Sanderson

Mr Sami Urrehman (until 8.00 pm)

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 8.25 pm)

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.3.3	Clerk to let Governors Services (GS) know that Ms Alex Wills and Mr Muhammad Nawaz Khodabocus elected as co-opted governors.	Clerk	ASAP
4.2.1	The Appendix to be included in the Pay Committee's Terms of Reference for the October Full Governing Body (FGB).	School/Chair of Governors (CoG)	October 2019
4.2.1	Chair to confirm (over the summer) that all required information is displayed on the school website.	Chair of Governors	3.9.2019
4.2.1	School to forward to Ms Barker the Evolve risk assessments for the June 2019 Haybay visit as soon as possible, and for future overseas and residential trips prior to each	School	ASAP

	applicable visit.		
4.2.1	Three Year Budget Plan (2019 to 2022) Update presented to Finance Committee on 25 June - deferred to October FGB	School / GS	October 2019
5.3	School to send the General Data Protection Regulation Audit and the Action Plan to Dr Morgan.	School	ASAP
8.3	Reports from link visits by Ms Sanderson, Mrs Mikolajczyk, and Mr van Dinteren, to be considered by FGB in October 2019	School / respective governors	Oct. 2019
11	The Chair of Governors will circulate the revised meeting dates for 2019/20 after confirming date changes with the School	CoG/ SKE	ASAP

**1. Welcome and apologies for absence**

- 1.1 The Chair welcomed all to the meeting.
- 1.2 Apologies were received and accepted from Ms Janeen Hayat, Dr Aneela Shah and Ms Debbie Lewzey. The Headteacher advised that Mr Jonathan Gunzi (Deputy Headteacher) and Mr Romi Jalil (School Business Manager) were also not able to attend.
- 1.3 The Clerk confirmed that the meeting was quorate (with seven or more governors present), and it remained quorate for the rest of the meeting.

**2. Declarations of Interest**

- 2.1 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 Chair 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.
- 3.2 DBS checks  
The Chair asked Mr Beg to bring his three original forms of ID into school before the end of term. Mr Urrehman confirmed he had brought his documents into school already. Ms Hayat’s DBS renewal is in progress. The School confirmed that DBS certificates are in force for all other governors.
- 3.3 Co-opted Governor applications for consideration
  - 3.3.1 Applications had been received for Ms Alex Wills and Mr Muhammad Nawaz Khodabocus (who asked to be known informally as ‘Mo’). Ms Lewzey and Mr van Dinteren had met with Mr Khodabocus at the Governor Recruitment Evening at Waltham Forest Town Hall on Monday 20 May and thought he would be an asset to the Governing Body. The Headteacher and Ms Barker had subsequently interviewed him in school. Ms Wills is Head of Art at the School, and known to a number of governors.
  - 3.3.2 The Chair explained that teachers and support staff are eligible to become co-opted governors (provided the total number of governors on the school’s staff does not exceed one third of the governing body), but there hasn’t been a teacher on the governing body for a while. Governors considered whether to elect both candidates, one candidate or neither, based on an assessment of their knowledge/skills, level of commitment, and interest in young people and their education.

- 3.3.3 Governors unanimously decided to elect Ms Alex Wills and Mr Muhammad Nawaz Khodabocus as co-opted governors.

**Action: Clerk to let Governors Services (GS) know that Ms Alex Wills and Mr Muhammad Nawaz Khodabocus elected as co-opted governors.**

#### **4. Minutes**

- 4.1 Governors received the minutes of the governing body meeting held on 15 May 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:

- 4.2.1 Updates are shown in the Action Table above.
- 4.2.2 The Clerk advised that the Chair had stated during the May meeting that Dr Aneela Shah was previously on Staffing Committee, but this had not been included in the minutes. Governors were content to confirm Dr Shah's membership of Staffing Committee for this term. All other actions were completed or feature on this agenda.

#### 4.3 Minutes from Committees (as circulated)

The draft Minutes of Curriculum Committee of 4 June 2019, and draft Staffing Committee of 18 June 2019, and the draft Notes of the Finance & Premises Committee meeting of 26 June 2019, were respectively noted. The Chair asked the School to confirm any changes to the draft Staffing Minutes and draft Finance Notes prior to the end of term.

#### 4.4 Matters arising from Committees:

Governors were reminded that policies which had been considered in detail at Staffing Committee were to be circulated in electronic form only from now on for ratification by the Full Governing Body.

#### **5. Headteacher's Report (as circulated in advance)**

- 5.1 The Headteacher highlighted a number of aspects of her comprehensive report for the summer term. She reported that South Chingford School will release shortly a film featuring 'school refusers' and the role of bullying through social media in deterring attendance. Details of the families moving to Elected Home Schooling will be shared with the Chair of Governors. All the required safeguarding checks have been carried out by the school. The Headteacher has some concerns about home schooling as a substitute for a broad and balanced education in school. Over thirty families had appealed for entry to Year 7 in September, and three appeals this year were successful. New START careers programme and online platform to be launched to parents/carers as well as students.
- 5.2 In terms of staffing, only the French Language Assistant and one Learning Support Assistant post remain unfilled for September. All the mid-year Performance Management Reviews will be completed by the end of term. Governors expressed appreciation to the retiring Director of ICT, and the Deputy Head of Faculty Mathematics, who have each worked at the school for many years as well as Jonathan Gunzi, DHT. New DHT to be level 3 safeguarding trained as JGI is leaving.
- 5.3 DSH reported on the recent DPO Audit on the School's implementation of the General Data Protection Regulation, noting that most issues had been addressed, but: (a) even minor breaches of personal data should be recorded, (b) USB drives will be made inoperable, to prevent USB sticks being used to transport personal data, and (c) personal data in historical documents is being assessed for purging as part of the transfer of data records to secure storage in 'the cloud'. Details of the Audit and

the Action Plan to be shared with Dr Morgan (the governor responsible for GDPR compliance).

**Action: School to send the General Data Protection Regulation Audit and the Action Plan to Dr Morgan.**

- 5.4 MDA explained the Department for Education's proposal to move to large Teaching School hubs, providing support to around 300 schools each, from 2020/21. Although teaching school arrangements will remain essentially the same for 2019/20, the Department for Education will be conducting a 'test and learn' pilot in nine areas of the country, with a range of characteristics. With this major change in the delivery of school-to-school support in mind, four of the local 'Outstanding' Teaching School Alliances (WSfG with Whitefield School and the two primary schools of St Mary's and Davies Lane) are working towards forming a Waltham Forest 'hub'. Further, Ms Davies has been providing tailored support to two schools in Haringey suffering from difficulties with teacher recruitment/retention, in addition to supporting a Hackney school (as a National Leader of Education), and WSfG is likely to be offering the Haringey schools training in coaching in the new academic year.
- 5.5 The gratitude and appreciation of governors was expressed to Mr Jonathan Gunzi (in his absence), not least for his work on safeguarding, and his extended care over eighteen weeks of the visitors from Saudi Arabia.

- 5.6 In response to governors' questions, the School explained:
- The School's Student Attendance Manager (Ms Julie King) makes strenuous efforts to pursue enquiries about children not in school, including liaising with the other schools attended by siblings (where applicable) when an absence is unexplained;
  - The attendance figures for 2018/19 (end of June) are slightly up on the previous year and unauthorised absences are low compared to nationally;
  - A key to the ethnicity codes provided will be given for excluded pupils in future reports (there had been one Year 9 student and six students in Year 10 given fixed term exclusions this term);
  - The reasons for cautious predictions for Y11 students, including Pupil Premium (PP), High Prior Attainment PPs and Low Prior Attainment groups, re GCSE exams;
  - Twenty-three members of staff are / will be on part-time or reduced hours, as a result of flexible working requests, and it is a huge credit to the staff devising the timetable (SKE and JGI) that their requests have been accommodated;
  - Staffing in the Maths and English faculties has been stronger this year (and stable, compared to the previous two years).
- 5.7 The Headteacher's report was noted with appreciation; governors confirmed that the format used and level of detail provided had been helpful to them in understanding the changes this term and holding the school to account.

## **6 School Improvement Plan (SIP)**

### **6.1 Governors' review of the current SIP summary outcomes (tabled)**

The final summary of progress and achievement against each of the Strategic Themes (and sub-themes) in the School Improvement Plan (SIP) for 2018/19 was tabled, governors having already spent some time working through a more detailed version of this Outcomes Review with school leaders on Governors' Day at the end of June.

**The summary outcomes were noted and endorsed by the Full Governing Body.**

6.2 Draft SIP for 2019/20 (the third year of the strategic plan 2017-2020) (circulated in advance)

The Headteacher said the time spent by governors on the draft SIP for the forthcoming year was appreciated, and middle leaders are in the process of preparing Faculty SIPs. Aspects of this planning had been incorporated in the School's response to the Ofsted consultation on the new Framework for inspection from September 2019 (changes mean that inspectors will spend more time with Middle Leaders given their focus on curriculum delivery). Governors were advised that oversight relating to some SIP themes will be allocated to a specific member of the Leadership Team in September. In answer to another governor's question, Mr Ramlagan explained that Apple offers school and corporate users of its devices a range of online courses, and it is the School's aim that every member of the teaching staff will reach competency; the 'Distinguished school status' would be a recognition of this.

**The draft SIP for 2019/20 was endorsed by governors.**

**7. Chair's Action**

- 7.1 Following consideration at the Curriculum and Finance Committees of the Local Authority's "Consultation on Proposed High Needs Block Budget Funding 2020 / 21", and Ms Barker's meeting with the LLD Head of Faculty on Governors' Day, the Chair of Governors tabled the response that had been sent to the Local Authority that day. She noted that the reduction in additional funding per student on (current) Level E (new Level 1) was nearly 40%, and it is unclear whether this funding will cover the staffing and adaptations necessary to meet their Education and Health Care Plan support requirements. The Headteacher noted that the consultation had been opened to parents and families (as reproduced in The Greensheet for 7 June). The decision on the High Needs Block Budget will be taken at Schools' Forum on 18 September. Ms Barker was thanked for this significant piece of work.

**Post-meeting note:**

*The Local Authority sent a letter to Headteachers on 11 July stating that the LA has decided to delay the implementation of the current proposals and create a SEND Engagement Group to discuss the issues further. A report will be taken to Schools Forum for advice in October, and a Council Scrutiny/Cabinet meeting later that month, where any decisions can be made.*

- 7.2 Other items to be reported under confidential matters.

**8. Link Governor reports (circulated in advance and tabled)**

8.1 Link Governor report

Mr Beg's report on his visit to Humanities was noted in May (but report remains to be signed). Dr Morgan's report on his visit to Design and Technology, Dr Shah's report on her visit to Science, Ms Barker's report on her visit to Modern Foreign Languages (MFL), Mr Urrehman's report on his visit to ICT, and Mr Ramlagan's report on his visit to Performing Arts, were respectively noted with appreciation. The Headteacher thanked governors for their time and interest.

- 8.2 In discussion it was noted:

- Dr Morgan would like to visit Art on his next visit;

- The requirements for speaking and listening exams in Modern Foreign Languages are challenging for students and include topics/vocabulary not covered by the syllabus;
- Year 10 will have two classes preparing for Computer Science as well as two classes studying the more practically-based i-media course;
- Access to the ICT suites has been more difficult to schedule, with more written and theoretical work required for a number of subjects in Key Stage 4;
- Very experienced colleagues have been appointed as maternity cover in Drama and PE respectively.

8.3 Reports on visits by Ms Sanderson (Safeguarding), Mrs Mikolajczyk (Maths), and Mr van Dinteren (Careers & WRL) to be considered by FGB in October 2019.

**Action: Reports on visits by Ms Sanderson, Mrs Mikolajczyk, and Mr van Dinteren, to be considered by FGB in October 2019.**

## **9. School Policies and documents (items circulated in advance)**

### 9.1 Teaching and Learning Responsibilities (TLR) Restructure – recommendations

The Teaching and Learning Responsibilities (TLR) Restructure – recommendations – had been considered by Staffing Committee. The Leadership Team's conclusion that it was not apposite to make radical changes to the TLR structure was agreed, and its recommendations were ratified by the FGB.

### 9.2 Recruitment and Selection Policy and Procedure – for school-based employees

The Recruitment and Selection Policy and Procedure (a local authority policy) had been considered by Staffing Committee, and some minor corrections had since been made at governors' request. The policy was adopted by the FGB.

### 9.3 Data Processing Policy for Employees (version 2.0)

The Data Processing Policy for Employees had been considered by Staffing Committee, subsequently revised, and was adopted by the FGB.

### 9.4 Home Learning Policy

The Home Learning Policy had been considered at the Curriculum Committee, and was approved by the FGB.

### 9.5 On-line Safety Policy

The On-line Safety Policy's Appendix B (Social Media Protocols) had been considered at the Curriculum Committee, subsequently revised (including amending the person's job title to "Communications Officer"), and Appendix C (Staff Responsibilities with regard to issued devices that have Network Access) added. It was approved by the FGB.

### 9.6 British Values Statement

The British Values Statement had been considered at the Curriculum Committee, subsequently amended, and was approved by the FGB.

### 9.7 Memorandum of Understanding between WSfG and the Music Service

The Memorandum of Understanding between WSfG and the Music Service had been considered at the Finance and Premises Committee, an additional clause added at governors' request, and was ratified by the FGB (and signed by the Chair of Governors).

**10. Governor Training and Development (as circulated in advance)**

**10.1 Training record of Governor Services courses attended in the last two years**

Governors received the training record, and observed that a number of governors had not attended any of the courses run by Governor Services (although the list does not cover online courses completed, such as the NSPCC’s Safer Recruitment). The Chair of Governors and Training Link Governor advised that they propose to highlight certain courses in the 2019/20 programme (when published), in order that governors keep up-to-date with statutory and wider changes, and benefit from sharing good practice with governors from other schools.

**10.2 Feedback from Governors’ Day – Thursday 27 June 2019 (circulated in advance)**

Feedback from Governors’ Day, reflecting the full and varied schedule, was noted, and the Chair of Governors asked that thanks be conveyed to all the staff and students involved. It was agreed that next year’s Governors’ Day would be held again in June, instead of March as previously.

**11. Governor meeting dates for 2019/20**

The Headteacher asked that all Full Governing Body meetings be scheduled for Tuesday evenings, and this was supported. The proposed dates, as circulated, for meetings in 2019/20 were agreed in principle, with the exception of the Finance Committee in November which may be moved. The Clerk asked about the timings of the May Finance Committee and Full Governing Body, noting the Bank Holiday has been moved to Friday 8 May. The Chair of Governors will circulate the revised dates as soon as possible after confirming date changes with the School.

**Action: The Chair of Governors to circulate the revised meeting dates for 2019/20**

**12. Agenda items for the next meeting**

Agenda items for future meetings are shown above.

**13. LBWF School Term dates 2020/21 and 2021/22**

The proposed School Term dates for the following two academic years were noted.

**Action: Chair to respond to LA’s online consultation by 25 July**

**14. Any Other Business**

- 14.1 The Chair of Governors advised that the recruitment for the Leadership Team positions in 2019/20 was complete; Ms Kennedy has been appointed Interim Associate Headteacher (1 day per week), and Mr Rob Morrow and Ms Tracey Jean-Baptiste as Associate Assistant Headteachers.
- 14.2 See confidential minutes for those items.

The meeting closed at 8.32 pm, Mr Ramlagan and Ms Kennedy having left at 8.25 pm.

Chair: ..... (print)

..... (sign)

Date: .....

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