



**Walthamstow School for Girls – Governing Body Meeting
Tuesday 24 March 2020 at 6.30pm**

SUMMARY NOTE

In light of the lockdown Covid-19 restrictions coming into force on 23rd March, the Governing Body was unable to meet the following evening. All the meeting papers had been sent out seven days prior, so it was agreed by governors to use proxy voting in order to approve, ratify, agree or note as many items as possible from the meeting agenda. Agenda items that required discussion were deferred until the Governing Body's future meetings. Individual governors' responses were passed to LBWF Governor Services together with a summary of decisions recorded.

Minutes and Terms of Reference

The minutes of the full Governing Body held on 3 December 2019 were approved by governors.

The minutes of the following committees were noted by governors:

- Curriculum Committee held on 21 January 2020
- Staffing Committee held on 25 February 2020
- Finance & Premises Committee held on 10 March 2020.

The Pay Committee's terms of reference had been reviewed in committee (no changes) and were approved by governors.

Headteacher's Report

The Headteacher's spring term report had been circulated in advance. Governors noted its contents and the data provided. It was agreed that the next report to governors would include a specific update on key workers' children and vulnerable children (whether attending school or not during this period) and those in receipt of free school meals (now receiving vouchers).

Finance and Budget

Governors noted the review of the 2019 Schools Financial Value Standard action outcomes.

Governors approved the Statement of Internal Control, which has previously been reviewed by the Finance Committee.

Governors noted the school's 2020/21 budget allocation and 3-year budget plan update and appendices.

Chair's Action

The Chair reported to governors the following actions taken by her due to schools being told by the DfE to close on 20 March 2020:

- 1) Decision taken to suspend the headteacher recruitment process;
- 2) Decision taken to put new 3-year School Improvement Strategy on hold until September 2020 and to extend the 2019/20 annual plan into the autumn term 2020.

School Policies

The following school policies were ratified by governors, having been reviewed by the relevant committees earlier this term and remitted to the full governing body for adoption:

- Asset Management Policy
- Educational Visits Policy
- Anti-Bullying Policy
- Self-Evaluation Policy
- Positive Behaviour for Learning Policy
- Staff Induction Policy & Procedures (version 2.0)
- Probation Policy – Support Staff (version 2.0)
- Employment of Close Relatives – Policy and Procedure (version 2.0)
- Maternity Leave Procedure (version 2.0)
- Paternity Leave Procedure (version 2.0)
- Adoption Leave Procedure (version 2.0)
- Capability Policy (version 2.0)
- Newly Qualified Teacher (NQT) Policy

Future Meetings

Governors noted that full governing body meetings and committee meetings for the remainder of the academic year could be subject to change. In the meantime, arrangements were being made to hold all governing body meetings remotely using MS Teams. Governors would be given details of how to join these virtual meetings and also any technical support/practice needed.

Future Agenda Items

Items carried forward as agenda items for future full governing body meetings were as follows:

- Governing body vacancies
- Inspection Data Summary Report (IDSR) 2019 – updated February 2020
- SIP 3-year strategy and annual plan for 2020-21
- Equalities Statement 2020/21
- Draft Governing Body statement on behaviour principles (for consultation with parents)
- Link governor visits/reports
- Governor skills audit analysis/training/Governors' Day
- Annual governance impact statement