

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

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

Co-opted Governors

Mr Jeroen van Dinteren
Ms Janeen Hayat
Ms Debbie Lewzey
Ms Alex Wills

Headteacher (voting)

Ms Meryl Davies

Local Authority Governor

Mr Aktar Beg

Parent Governors

Mrs Nina Mikolajczyk
Ms Lydia Sanderson
Dr Aneela Shah
Mr Sami Urrehman
Mr Graham Clifford

Staff Governor

Mr Ash Ramlagan

Clerk to the Governors: Mrs Ros Tatam

Also present:

Ms Sally Kennedy (Deputy Headteacher) SKE
Ms Jane Snowsill (Deputy Headteacher) JSN
Mr Romi Jalil (School Business Manager) RJA
Mr Dave Shackson (Assistant Headteacher) DSH (Left after item 4)

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 form to be sent to Dr Morgan who had sent his apologies, and Dr Morgan to return this to the school.	Clerk, and applicable governor	Asap
3.1 & 3.2	Election of Ms Barker as Chair, and Ms Hayat and Dr Morgan as Vice-Chairs of Governors, to be noted	Governor Services (GS)	1 week

4.1	School to send table of the latest outcomes data to governors electronically	School	Asap
6.1	The Chair to make a further attempt to contact Mr Muhammad Khodabocus.	Chair	Asap
6.2 (i)	Clerk to send WSfG Code of Conduct for School Governors to Dr Morgan; Dr Morgan to return signed copy to the school.	Clerk & applicable governor	Asap, and no later than 3.12.2019
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 decisions form to be placed on file with the minutes of this meeting. School to send a copy to GS	School	Asap
10.1	An acknowledgement slip regarding 'Keeping Children Safe in Education' (2019) to be sent by the Clerk to Dr Morgan, to be returned as soon as possible.	Clerk & applicable governor	Asap, and no later than 3.12.2019
12.2	Committees to review their Terms of Reference at their first meetings this term, and report back to next Full Governing Body (FGB) on any proposed changes.	Committee Chairs and School /GS	At each Committee, and to FGB 3.12.2019
13.4	Chair to update and re-circulate (to GS and all governors) the table showing governors by committee memberships and by faculty links.	Chair	Asap
14.2	Chair of Governors to resend the Skills Audit to governors who have yet to reply, who are to confirm receipt straightaway	Chair and applicable governors	Asap
14.2 (ii)	Draft governing body development plan 2019/2020 to be considered at the December FGB.	Chair and School / GS	For FGB 3.12.2019
15.1	Chair to send governance data to the school for publication on the website	Chair and School	Asap
15.2	Draft of the Annual governance impact statement to be considered by the December FGB	School /GS	For FGB 3.12.2019

1. Welcome and apologies for absence

- 1.1 The Chair welcomed all those present, particularly Ms Wills and Ms Snowsill attending their first meeting of governors at this school. She also congratulated Mr Clifford on his appointment as Head of Lammas School and Sixth Form in Leyton.
- 1.2 Apologies for absence were received and accepted from Dr Rhys Morgan. No apology had been received from Mr Muhammad Khodabocus, and thus his apology was not accepted.
- 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 2019/20 were distributed by the Clerk, and the Chair requested that they be

filled in this evening. Completed forms were returned to the Clerk by all governors present. A form will be sent out by the Clerk to Dr Morgan, to be returned to the school as soon as possible.

Action: Form to be sent out by the Clerk to 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, Ms Wills and Mr Ramlagan.

3. **Appointment of Officers**

3.1 Election of Chair for the academic year 2019/2020

The Clerk invited nominations for the position of Chair of Governors, noting that people may nominate themselves or be nominated by another governor. Ms Lewzey proposed that Ms Barker be elected as Chair of Governors for the 2019/2020 academic year, and this was seconded by Mr van Dinteren. 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 2019/2020

The Chair invited nominations for the position of Vice-Chair of Governors. Dr Morgan had written that he was willing to be elected as a Vice-Chair of Governors. Ms Barker proposed that Ms Hayat be elected as a Vice-Chair of Governors for the 2019/2020 academic year, and this was seconded by Mr Clifford. As there were 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 (GS) to note the appointments of Chair and Vice-Chairs.

4. **GCSE Results (provisional information circulated in advance)**

- 4.1. Mr Shackson presented the latest, but still provisional, headline data on the summer 2019 GCSE results and agreed to send the table of the latest data electronically to governors after the meeting. The Progress 8 figure (a statistical measure that may vary as papers are re-marked and grades are confirmed or altered) is 0.63, and this is likely to confirm that WSfG remains in the top ten percent of schools nationally for progress. Attainment 8 is 55.48, and the EBacc Average Point Score (APS) is 5.03 – an impressive figure (reflecting a higher ability cohort) given that around half of students did not study five EBacc subjects, so count as zero. Fifty-four per cent of the students gained grades of 5 or higher (a ‘strong pass’) in both English and Maths. He was pleased to advise that Science results had been very strong, both for double Science and the three separate sciences. Summary data was also provided for the progress and attainment measures over three years, Progress 8 by the DfE’s (Department for Education) ethnicity categories, and Progress 8 by group (Pupil Premium, English as an Additional Language (EAL), High, Medium and Low Prior Attainment, and those students on the School’s Special Educational Needs register in January 2019). The Headteacher advised that the Curriculum Committee will consider the results in more detail at its October meeting.

Action: School to send the table of latest outcomes data to governors electronically

- 4.2 Mr Shackson reminded governors that WSfG works hard to keep ‘outlier’ and non-engaged students in school in years 10 and 11, as opposed to the national picture if media reports are to be believed. These reports suggest that nationally as many as one in ten students may be “off-rolled” by their schools prior to taking examinations (purportedly to improve a school’s overall results).

- 4.3 In response to governor queries, it was clarified that:
- In some groups or cohorts, the staff were aware that ‘outliers’ or other individuals had a significant effect on that outcome data, but for the reduced Progress 8 figure for students with EAL, there is no clear reason and the school is looking into this
 - The DfE category for ‘Black African’ includes those from English speaking countries and those who have very little English; Black African and Black Caribbean both include students of mixed heritage; and similarly the ‘Other Asian’ category is a disparate grouping
 - The accuracy of some marking and moderation by the exam boards has been lower than required, and Ofqual are taking steps against exam boards where necessary
 - WSfG is selective in its requests for remarks (whereas some other schools request remarks on a larger scale) and it does not have the funding available.
- 4.4 Governors thanked DSH for his presentation, and warmly commended the staff and students for the achievements represented by these GCSE results.

5 Minutes (circulated in advance)

5.1 Governors received the minutes of the governing body meeting held on 10 July 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.

5.2 Matters arising:

- 5.2.1 The Evolve risk assessment for the June 2019 Barge Haybay visit was shared with the Chair of Governors (and a procedure discussed for these assessments to be forwarded in a timely way prior to future overseas and residential trips).
- 5.2.2 Governors were advised that the results of the Local Authority’s “Consultation on the Proposed High Needs Block Budget Funding 2020/21” will be considered by Schools Forum in November and December.
- 5.2.3 Secure General Data Protection Regulation-compliant email addresses for governors: Mr Jalil advised the school uses the secure addresses for all communications, and the onus is on governors to check their account regularly. Ms Barker said that she may use personal email addresses for arrangements and non-confidential matters, but most business will be sent to governors’ secure addresses.
- 5.2.4 All other action points had been completed, or were to be covered on this or future agendas.

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 2019. The Chair advised governors that she had received no response from Mr Muhammad Khodabocus having tried to contact him by phone, text and email, but would make a further attempt to ascertain the reason.

Action: The Chair to make a further attempt to contact Mr Muhammad Khodabocus.

6.2 Walthamstow School for Girls’ Code of Conduct for School Governing Body 2019/2020 (circulated in advance)

The Code of Conduct had been updated by the Chair in accordance with changes to the NGA’s model code of conduct, with ‘The Framework for Ethical Leadership in Education’ added as a second Appendix. The Code was endorsed by the Governing

Body (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: Copy of the Code to be sent to Dr Morgan by the Clerk and signed copy to be returned to the school as soon as possible. Scanned copies of the signed Code of Conduct to be sent to GS.

- 6.3 Alternative methods for participation and voting in a Governing Body meeting
Governors considered the alternative methods for participation, and agreed not to move to allowing participation via telephone or skype calls. Governors agreed a governor sending his / her apologies would be allowed to vote by proxy, by means of an email sent in advance to the Clerk, only where there is a specific proposal worded and circulated in advance (requiring a Yes/No vote or a choice between stated options - but the vote would no longer be allowed if the proposal was amended during the meeting). The form, in accordance with the School Governance (Roles, Procedures and Allowances) Regulations 2013, was completed to this effect and signed by the Chair; it will be placed on file with the minutes of this meeting.

Action: Alternative methods for participation decisions form to be placed on file with the minutes of this meeting. School to send a copy to GS

7. Chair's Action

- 7.1 No action to report.

8. School policies/items

- 8.1 Update on Teachers' national pay settlement 2019/2020 (circulated in advance)

8.1.1 The Business Manager provided an update on the School Teachers' Pay and Conditions Document (STPCD); this only became a statutory instrument on 11 October, after the meeting papers were sent out, and had been delayed by the proroguing of Parliament. He asked governors to agree the Local Authority recommendations which had since been sent out, namely that the minima and maxima of all Teachers' pay scales are uplifted by 2.75%, and every point on each scale is so uplifted, as are all allowances (all pay awards being included in the November pay roll, backdated to 1 September 2019). **Governors approved this proposal.**

8.1.2 The Business Manager confirmed that he had already allowed for a 2% increase across the board in the current budget. He explained that another pay grant will be received from the DfE; although the school did not yet know the exact amount it would be receiving, it was not expected to differ significantly from 0.75%. The above recommendations were endorsed by the governing body. The Headteacher advised that the professional associations and unions feel the increase is insufficient to address teacher recruitment and retention. Mr Jalil was warmly thanked for his explanations.

- 8.2 Update on One-to-One devices roll-out to Year 7 students

8.2.1 Ms Snowsill provided a comprehensive update on the steps already taken and those proposed in the issuing of the one-to-one devices to all the current Year 7; the project management outline and the GREEN Vision for Learning flier (as issued at the Open Evening for prospective students) were circulated in advance. At the forthcoming Parental Information Evening, current Year 7 families will be issued with a copy of the 'Acceptable Use' statement, to be signed by a parent and the student. She explained that around 90 of the iPads are ready (having been labelled, asset-tagged and the

software checked), and the issuing of an iPad to each of the Year 7 students will commence next month (after a specific Inset for staff on 6 November). Mr Jalil advised that options for a security deposit from the current Year 7, and in subsequent years funding from each family (at a reduced rate for those on Free School Meals or attracting Pupil Premium), are yet to be finalised and agreed.

8.2.2 In response to governors' questions, the School confirmed:

- Devices will be covered by warranty for twelve months, and consideration is being given to offering families the option of additional insurance cover
- It is not possible to know at this point how the devices will be functioning at the end of the five-year period, but previous 'planned obsolescence' practices within the industry have now been outlawed
- The measurement of success in the devices project will be assessed from its impact on outcomes, and through surveys of staff, students and parents. In conjunction with the redesign of the Key Stage 3 curriculum, the project is expected to transform learning over the next three years.

8.2.3 Governors thanked Ms Snowsill for her presentation and her leadership in this area.

8.3 Update on IT system changes and implementation

8.3.1 Mr Ramlagan, in his role as IT Manager, described the system changes introduced over the last few months, resulting from the migration to cloud-based storage, moving to Windows 10 and Office 365, noting that further upgrades will be introduced during the half-term break. He was pleased to say that the associated changes in working methods were proceeding faculty by faculty, and that staff welcomed the single log-in and the enhanced speed. He noted that the third party support had not anticipated the volume of work in the first two weeks of term, but that the support was now reasonably timely. Governors thanked Mr Ramlagan for his ongoing leadership in this area of operations.

9. **Three-Year Budget Plan (2019 to 2022) (circulated in advance)**

The update on the Three-Year Budget Plan, since the ratification of the Budget by the Full Governing Body in May, was noted. The plan will be updated for review at Finance Committee in November, and the impact of the High Needs Block funding remains an uncertain factor over all three years.

10. **Safeguarding**

10.1 The 'Keeping Children Safe in Education (September 2019)' guidance was circulated by the Chair of Governors in advance, and the useful summary of changes (issued by the NSPCC, describing the offence of 'upskirting' and the risk of involvement in serious crime) circulated with the agenda. The acknowledgement slip, confirming that a governor has read part 1 and is aware of the other changes to this guidance, was signed by all governors present. (An acknowledgement slip regarding 'Keeping Children Safe in Education 2019' is to be sent by the Clerk to Dr Morgan, to be returned as soon as possible).

Action: An acknowledgement slip regarding 'Keeping Children Safe in Education' to be sent by the Clerk to Dr Morgan, to be returned as soon as possible.

10.2 The Safeguarding Link Governor is making arrangements to visit the school.

11. **Governing Body Annual Cycle of Business (tabled)**

The Chair explained that the proposed cycle of business for the current academic year is a working document, to be updated periodically, and in particular she is

liaising with the Headteacher regarding the policies that must be brought to the FGB in each term. Governors did not propose any additional items or amendments, but noted the working programme, and thanked Ms Barker for the document.

12. Governing Body Committees and Panels

12.1.1 Governors agreed to maintain the following committee structure:

Curriculum; Finance; Staffing; Pay; and the Headteacher's Performance Management Review Panel.

12.1.2 Governors confirmed their willingness to serve on the respective committees, and /or to move to another Committee. The Chair advised that an additional governor for the Pay and Staffing committees respectively is still required and asked governors to give this serious consideration. ***(NB. It is the case that with 15 governors on the governing body, some governors will need to sit on more than one committee.)***

12.1.3 The Committee memberships were confirmed as:

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

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

Staffing: Mr J van Dinteren, Mr S Urrehman, Dr A Shah, Ms M Davies and Ms G Barker.

Pay: Ms J Hayat, Dr A Shah, Mr J van Dinteren, and Ms D Lewzey.

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

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

12.2 The Terms of Reference for Committees

The Chair confirmed that the existing Terms of Reference (ToR) currently in force for 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.

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

13 Link Governors

13.1 Link governor reports

13.1.1 The reports by two governors (regarding visits made as part of Governors' Day last term, which had been circulated in advance), were received and noted:

Ms Sanderson – Safeguarding and Looked After Children

Mrs Mikolajczyk – Maths

It was clarified that a member of staff (without a current Disclosure and Barring Certificate) would only be permitted to work within the school whilst the application was being processed and would be accompanied at all times. Governors were thanked for their visits and reports.

13.1.2 Mr van Dinteren’s report on Careers and Work Related Learning was tabled (together with an attachment from COMPASS, the careers benchmarking tool). He explained that compliance with the statutory guidance for careers provision is measured against the eight Gatsby Benchmarks; the school’s overall score being 55.6%. Ms Snowsill clarified that the Benchmarks are seen as an ideal standard, and individual schools are unlikely to score well on all of them and that, when compared to national, this score is high. The Headteacher suggested that the COMPASS software may not as yet be capturing all school activities in this area, as they didn’t appear in the report. Mr van Dinteren was pleased that contact with the East London Business Alliance (ELBA) had resulted in regular meetings between Ms Marianna Philippou and an Enterprise Adviser (part of the Mayor of London’s Enterprise Advisor Network in East London (LEAN)). Governors noted Mr van Dinteren’s report with appreciation, and observed that as WSfG catered for Years 7 to 11, after GCSEs many WSfG students’ next step will be in education elsewhere rather than in a workplace.

13.2 Responsibility link governors

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

Careers and work-related learning	Mr van Dinteren
Challenge	Ms Sanderson
Disadvantaged pupils	Mr Clifford
Equalities (including Ethnic Minority Achievement)	Mr Urrehman
Health and Safety	Mr Ramlagan
Safeguarding and Looked After Children	Ms Sanderson (deputy, Ms Barker)
Student Leadership	Mr Clifford
Governor training	Mr van Dinteren

13.3 Faculty link governors

The Chair listed the name of the link governor for each faculty from the previous academic year, asking if governors were happy to continue or wished to make any changes. She reported that Dr Morgan was interested in linking with Science. The following faculty link governors were agreed:

ADT	Dr Morgan
English and literacy	Ms Hayat
Humanities	Mr Beg
ICT	Mr Urrehman
LLD (incl. SEND)	Dr Shah
Maths and numeracy	Mrs Mikolajczyk
Modern Foreign Languages	Ms Barker
Performing arts	Mr Ramlagan
Science	Dr Morgan

13.4 The GB affirmed that the responsibility for Attendance and Behaviour rests with the Full GB. The Chair will update and re-circulate (to GS and all governors) the table detailing Governors’ committee memberships and link responsibilities.

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

14. Governors' Training / Development

14.1 Governor Training Programme 2019/2020

All governors had received an electronic copy of the Waltham Forest training available in the current year (and the school tabled a couple of hard copies for governors who preferred this format). Ms Wills had recently attended the course on introduction to budgeting in schools, and found this helpful and enjoyable. Governors were reminded to let Mr van Dinteren know when they had booked governance course(s) as the School has already paid for these as part of the Governor Services platinum package. It is also important that training is taken up where appropriate.

14.2 Skills audit and training needs analysis

The Chair had sent the **National Governors' Association's 2019** skills audit to all governors on 4 October. The 2019 Audit is structured (as previously) around the Department for Education's six features of effective governance (referred to in the Competency Framework for Governance), and also includes an additional section entitled "positive contribution" which covers the experience and skills that characterise an effective and experienced governing team with capacity to develop and improve further. The Skills Audit is intended to inform recruitment to governor vacancies, succession planning within the GB, and the planning of training (individual and for the GB) – in order to ensure that the GB as a whole is strong in every skill and governors' individual skills complement each other. Responses had been received from Mr Clifford, Mr van Vinteren, Ms Lewzey and Mrs Mikolajczyk. Ms Barker agreed to send the Audit again to governors who had not responded, and asked that these recipients confirm by return that it has been received (even if the response cannot be provided straightaway). A draft GB development plan 2019/2020 would be presented to the FGB in December, provided all skills audits were returned, and thereafter specific training for the whole GB may be requested as appropriate.

Actions: Chair to resend the Audit to governors who have yet to reply.

Draft governing body development plan 2019/2020 to be considered at the December FGB.

15 Governance items

15.1 Website review for governance compliance

The Chair tabled the report on the compliance of the school's website, each item assessed as compliant or partially compliant. She advised that the information on governors and their attendance, provided by Governor Services, was almost ready to be uploaded. The Headteacher noted the areas where policies or updates are outstanding.

ACTION: Chair to send governance data to the school for publication on the website

15.2 Annual governance impact statement 2018/19

The Chair agreed to prepare a draft of the annual Governance Impact Statement for the December FGB, unless another governor volunteered to do this.

Action: Draft annual Governance Impact Statement to be considered by the December FGB

16. Dates and agenda items for the next meetings

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

Dates of next meetings: 29 October (Curriculum), 5 November (Finance and Premises)

and 12 November (Staffing), with the Full GB on 3 December. The Pay Committee this term was confirmed as Tuesday 17 December. Governors were reminded that when sending apologies for non-attendance at a meeting, the reason should be given - in order that the meeting may decide whether to accept those apologies or not.

[All members of staff, except the Headteacher, left at 8.15 pm]

17. Any Other Business

17.1 The Chair asked that governors' thanks be conveyed to Mr Jalil for posting out the agenda and reports.

17.2 Confidential minutes of the meeting of 10 July 2019
Governors received the minutes of confidential part of the governing body meeting held on 10 July 2019, and agreed these to be an accurate record of those items. The Chair signed a copy of these minutes and these were retained by the school in a secure location.

The meeting closed at 8.17 pm

Chair: (print)

..... (sign)

Date:

Chair of Governors Initials:
