

**Annual Governance Statement for the Governing Body of Walthamstow School for Girls
2018-19**

The Governing Body's three core strategic functions are:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the Headteacher to account for the educational performance of the school
3. Overseeing the financial performance of the school, its financial health, probity and value for money

Governance arrangements

The Governing Body of Walthamstow School for Girls (as reconstituted in October 2014) consists of a total of 15 governors as follows:

- 6 parent governors
- 6 co-opted governors
- 1 local authority governor
- 1 staff governor
- and
- the Headteacher

During the year, two co-opted governors, Ms Niyazi and Ms Ifasawo, resigned in the spring term and two new co-opted governors were elected, Mr Khodabocus and Ms Wills in the summer term. Ms Barker was re-elected as a co-opted governor and Mr Beg was reappointed as the LA governor.

Two parent governors completed their terms of office: Mr Phelps and Dr Shah in March 2019. Dr Shah was re-elected and Mr Urrehman was elected as parent governors by parents/carers of students attending the school.

Sincere thanks goes to all governors for their commitment and contribution to the governing body to the benefit of the school during their terms of office. It takes time and dedication.

The full Governing Body meets twice in the autumn term, once in the spring term and twice in the summer term. There are three committees which meet once per term:

- Curriculum
- Finance & Premises
- Staffing

Each committee reports back to the full Governing Body termly.

In addition, the Pay committee meets at least once per year. Its role is to satisfy the Governing Body that pay recommendations (following the completion of annual performance management reviews) and any other pay-related decisions are quality assured and in line with the school's pay and performance management policies.

The committees look in more detail at specific aspects of the school, to enable the governing body to adopt a high level strategic approach to governing the school.

	<p>Governors also serve on ad hoc panels to consider pupil disciplinary or staffing matters and appeals if required.</p> <p>Governors participate in recruitment panels when there is a vacancy for a head of faculty or in the leadership team.</p> <p>Details of governors, including their respective roles and responsibilities and other required information, are published on the school website.</p>
Attendance record of governors	All Governing Body and committee meetings must be attended by a specified minimum number of governors for decisions to be binding. Governors have an excellent record of attendance, details of which are published on the school website annually.
Governing Body	<p>October 2018: Governors reviewed the summer 2018 GCSE results and initial analysis. Summer 2018 saw 90% subjects based on the new GCSE syllabuses being examined and graded using the new 9 to 1 system, where a grade 4 is described officially by the Department for Education as a standard pass and a grade 5 as a strong pass. All remaining subjects were graded on the existing A* to G system for the final time.</p> <p>The school's Progress 8 at 0.64 provisionally and Attainment 8 at 53.5 were both well above national average as classified by the DfE. 75% of students gained a grade 4 (standard pass) or above in five subjects including English, maths. 52% of the students gained grades 5+ (strong pass) in both English and maths. 28% of entries from all subjects were awarded a grade 7-9 (previously grades A – A*).</p> <p>eBacc results were also above national with an average points score of 4.8, with 50% of girls sitting these subjects, higher than the national average of 35%.</p> <p>The Governing Body elected Ms Barker as Chair and Ms Hayat and Dr Morgan as Vice-Chairs. Governors agreed the membership of committees, panels and link governor responsibilities.</p> <p>Having approved the outline business case for a pilot of 1-2-1 devices for Year 7 students in September, the governing body gave the go ahead for 70 iPads to be purchased for the pilot and requested updates on progress throughout the year, including proposals on how a full roll-out could be funded if the pilot were successful.</p> <p>December 2018:</p> <p>The Headteacher gave her first termly report of the year to governors. The termly report enables governors to monitor and ask questions about:</p> <ul style="list-style-type: none"> - student numbers and attendance including looked-after, SEN and pupil premium students - student progress, targets and tracking data - intervention plans to support student progress - safeguarding, behaviour and safety and exclusions data - progress with the school improvement plan - staff vacancies/recruitment and staff development/performance management

- partnership work with other schools, SSAT and Leading Edge
- the new Teaching School Alliance and National Support School work (which the school gained at the end of July 2017)
- the Headteacher's work as a National Leader in Education.

Specific items considered by governors were:

- Discussion about unauthorised absences students
- Discussion about Year 10 and 11 exclusions this term (higher than usual)
- A report on compliance with the GDPR as at November 2018
- Update on progress with the Ofsted action on questioning
- Recruitment of teachers and the numbers leaving the profession in early career
- Headteacher's work as an NLE and as a legacy expert coach on SSAT's Leadership Legacy Programme
- Teaching School training being offered/delivered this year
- A pilot programme highlighting Violence Against Women and Girls (VAWG) due to run in school from January to April 2019, led by Ms Pratt.

The Health & Safety annual report was approved by governors.

Safeguarding:

- Keeping Children Safe in Education 2018 – all confirmation slips had been returned by governors.
- Agreed Ms Sanderson to become safeguarding governor when Mr Phelps' term ends in March 2019 and if possible to arrange a handover before then.
- The Chair reported verbally that she had conducted a Single Central Record monitoring visit on 5.12.18 and had made the relevant checks. The SCR was up-to-date and no areas of concern had been identified. A written report would be available for the next meeting.

Governors ratified the following policies:

Teacher Performance Management (V2.0)

Searching Students (V1.1)

Health & Safety (V2.1)

Lettings (V3.1)

Governors approved the Pupil Premium and the Year 7 Numeracy & Literacy catch-up premium reports 2017-18 for publication on the school's website

Governors were updated on:

The teaching and learning responsibilities restructure proposals prior to formal consultation with staff.

The revised St Mary's Church (Western Patch) planning application and heard that conditions had been placed on it by the local authority when granting approval. The Headteacher, the Chair and local ward councillor, Ms Mahmud (a former governor at the school) met with the Rector of St Mary's and the Area Dean regarding the conditions. Timing of the development to be advised at a later date, avoiding exam periods.

March 2019:

Committee terms of reference were ratified, having been deferred from December meeting.

Governors reviewed the committee minutes and a decision taken to reschedule Governors' Day from March to June each year and 27 June confirmed as revised date.

In response to the Headteacher's termly report, governors discussed:

- Year 7 2019 admissions and the potential for more than 180 students arriving in September
- Progress data of students including revised maths GCSE predictions following mock exams. Also noting that from this year Economics, Design & Technology and Urdu would be joining other subjects using new curriculum grades of 9-1
- Safeguarding data and one racist incident which had been addressed.

Safeguarding:

Governors endorsed the Schools Section 11/Section 175 Safeguarding Audit (2018/19) for submission to the Local Authority.

Governors reviewed proposed school visits, including overseas trips for which risk assessments would be required before approval, especially the second planned trip to Zanzibar in summer 2020.

1-2-1 devices pilot – an update on the project was discussed including safety measures to prevent students from adding their own apps to school iPads and a proposal for financing a roll-out from next year. Also, staff training, the range of apps available including assistive technology and office 365 back-up. Governors had an opportunity to try out the devices during the meeting.

Governors reviewed the proposals for stage 3 TLR restructure consultation.

Governors ratified the School Financial Value Standard 2019-20 (and reviewed 2018-19 action plan outcomes) and the Statement of Internal Control. The London Borough of Waltham Forest Scheme for Financing Schools (updated February 2019) was adopted.

The following policies were ratified:

- Use of Restraint / Reasonable Force
- Equalities Statement 2018/19
- Examinations

Reports on governor visits to ADT (Dr Morgan), ICT (Dr Morgan), and GDPR implementation (General Data Protection Regulation) (also by Dr Morgan), Pupil Voice / Leadership (Mr Clifford), and the Single Central Record monitoring visit (Ms Barker) were noted.

May 2019:

At the annual budget meeting the governing body:

- ratified the final out-turn statement for 2018/19 financial year and devolved capital out-turn, noting the in-year deficit balance
- ratified the school's budget for 2019/20 including income and expenditure, and the predicted carry forward
- approved the three-year budget plan 2019-22, having probed the plan for eliminating the deficit position and potential savings
- reviewed and approved the Best Value Statement and the SLAs/contracts for 2019/20

All had previously been discussed in detail and recommended for ratification by the Finance Committee. Governors welcomed the Finance Committee's decision to monitor the impact of budget reductions on a termly basis and to bring any concerns to the governing body.

The Chair reported on the recruitment interviews and appointment of the new Deputy Headteacher to replace Mr Gunzi who has gained a headship in Madrid. Mr van Dinteren, Mr Ramlagan and the Chair represented the governing body on the selection panel, along with the Headteacher, Ms Davies and remaining Deputy Headteacher, Ms Kennedy. 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, was offered and has accepted the post. Governors ratified her appointment. Governors wished Mr Gunzi every success.

Governors received an update on the TLR restructure and consultation. The final report would be submitted to the July meeting.

Governors discussed a report from the link governor to Humanities (Mr Beg) and the draft programme for Governors' Day on 27 June.

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

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. The visiting team had met with Senior Leaders, Middle Leaders, a group of teaching staff not teaching PSHE, a group of students and two governors. There would be an Ofsted research report in due course and the school would be named as a contributor to the report.

July 2019:

In response to the final Headteacher's report of the year, governors discussed: 'School refusers' and the role of bullying through social media in deterring attendance.

A very small number of parents/carers who had recently chosen elective home schooling - all required safeguarding checks have been carried out by the school. There were concerns about home schooling as a substitute for a broad and balanced education in school.

The new START careers programme and online platform to be launched to parents/carers as well as students.

Staffing for September 2019 - just two education support vacancies to fill.

Proposed Teaching School hubs and their implications for WSfG

	<p>Questions were answered on attendance, exclusions, Y11 predictions and flexible working requests.</p> <p>Link governor visits: Dr Morgan’s report on Design and Technology, Dr Shah’s report on Science, Ms Barker’s report on Modern Foreign Languages (MFL), Mr Urrehman’s report on ICT, and Mr Ramlagan’s report on Performing Arts, were respectively noted and discussed.</p> <p>Governors discussed their own training and the feedback from Governors Day.</p> <p>Governors received a report on the GDPR audit carried out by the school’s Data Protection Officer (from the LA) and were informed of a small number of minor improvements recommended to the school which would be implemented.</p> <p>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.</p> <p>Draft SIP for 2019/20 (the third year of the strategic plan 2017-2020) was approved by governors, who had provided input to an earlier draft of the plan. This takes account of Ofsted’s new Inspection Framework from September 2019 (when inspectors will spend more time with Heads of Faculty given their focus on curriculum delivery).</p> <p>Governors discussed the joint school/governing body response to Local Authority’s consultation on Proposed High Needs Block Budget Funding for 2020- 21 and the proposed cuts in funding. The Chair/headteacher would report back on the consultation outcome in the autumn.</p> <p>Governors ratified the following policies, which had been reviewed in committee: Recruitment and Selection Policy and Procedure – for school-based employees Data Processing Policy for Employees (version 2.0) Home Learning Policy The On-line Safety Policy: Appendix B (Social Media Protocols) revised and Appendix C (Staff Responsibilities with regard to issued devices that have Network Access) added British Values Statement (updated)</p> <p>The Teaching and Learning Responsibilities (TLR) Restructure – recommendations – had been considered by Staffing Committee. The Leadership Team’s conclusion not to make radical changes to the TLR structure was agreed, and its recommendations were ratified by the FGB.</p>
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<p>Curriculum Committee</p>	<p>Autumn term: The Chair and Vice-Chair were elected. Terms of reference were reviewed.</p> <p>Governors reviewed and discussed: Outcomes from summer 2018 GCSEs - WSfG versus National / Girls Key Stage 4 outcomes by subject and variations Maths and English comparison by student Results analysis by group including Pupil Premium, SEND Faculty analysis of results, predictions and interventions Review of exam re-marks</p> <p>Spring term: Ms Marcella Amartey from Safer London, presented to Governors on the Violence Against Women and Girls Project (VAWG) including a report on the pilot project which will run for 3 years including in seven Waltham Forest schools.</p> <p>AHT Ms Pratt presented details of Kooth, an on-line counselling and well-being support service for children and young people facilitated by XenZone. The Local Authority adopted Kooth (which is free of charge) and is rolling this out across schools, including WSfG.</p> <p>AHT Mr Shackson presented: - the school's Inspection Data Summary Report (ASP) - Year 11 mock GCSE exam results analysis Governors asked questions and discussed these.</p> <p>Governors reviewed information provided on: GREEN Learning - student coaching/ student leadership. Every Year 7 student has had access to the LORIC (Leadership, Organisation, Resilience, Initiative, Communication) programme since early January. 'START' Careers – careers software will mainly be used in PSHE for all year groups. Impact report on Accelerated Reader in Years 7, 8 and 9.</p> <p>Governors discussed reports presented to them on: Key Stage 4 Curriculum offer including new courses in travel and tourism, and iMedia. Cohort profiles for each year group and changes identified Faculty Peer Reviews due to take place.</p> <p>Summer term: Governors reviewed draft policies of British values, home learning, online safety and remitted them to the governing body for ratification.</p> <p>Governors reviewed current progress data for Year 11 and discussed these.</p> <p>Governors received reports produced on: Student Leadership Report 2018/19 and WSfG Learning Journey (Ms Warren) Diversity Report 2018/19 (Ms Desbenoit) Trips and Events Overview, and their impact on cover requirements (DHT Ms Kennedy)</p>
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	Staff development on use of 1-2-1 devices in the curriculum and the vision for G.R.E.E.N learning (Ms Kennedy)
Finance & Premises Committee	<p>Autumn term: The Chair and Vice-Chair of the committee were elected and the Terms of Reference were reviewed and agreed with no amendments.</p> <p>Governors reviewed: - the quarter 2 (half-year) budget monitoring report - an update on the 3-year budget plan.</p> <p>The following policies/documents were reviewed, changes made as appropriate, and then remitted for approval by the full governing body:</p> <ul style="list-style-type: none"> • Health & Safety • Lettings • Scheme of Delegation <p>The audit of the School Fund account (with no recommendations from the auditors) was approved.</p> <p>Governors reviewed: - the Pupil Premium report to parents for governing body approval - the Y7 numeracy and literacy catch-up premium report for governing body approval</p> <p>The business interests and the gifts/hospitality registers for staff and governors were noted. Governors approved a resolution to make two changes of signatories for banking purposes – to include the new Deputy and Assistant Heads.</p> <p>Governors reviewed the Health & Safety Report covering risk assessments, fire drills/evacuations, accidents on site, and future actions.</p> <p>Other items discussed were the St Mary’s planning application and a response to the LA consultation on deprivation factors in relation to the schools local funding formula.</p> <p>Spring term: Governors scrutinised the quarter 3 budget monitoring report and noted any variances since the budget was set. Drops in Pupil Premium funding and to SEND funding due to changes in student numbers eligible. Lettings income had been higher than expected. The move (steered by the government) to ‘accruals accounting’ for Service Level Agreements and other ongoing payments had put an extra £39,000 of expenditure into the current year. The report on payments over £10K was reviewed and signed off.</p> <p>Governors discussed the findings from the ‘Benchmarking – Highest Expenditure Areas’ and ‘Department for Education Benchmarking Report Card 2017/18’. They concluded that benchmarking report was interesting but, except for cleaning, did not point to particular areas to investigate for cost savings. The DfE’s ‘Areas for further investigation’ gave general advice and did not assist either in this respect.</p>

	<p>Governors reviewed and approved the completed Schools' Financial Value Standard, including outcomes from the 2018-19 action plan, and the Statement of Internal Control for ratification by the governing body</p> <p>London Borough of Waltham Forest Scheme for Financing Schools (updated February 2019) was adopted by the Committee.</p> <p>The Asset Register Annual Stocktaking Certificate 2018/19 report on the annual review of the school's assets, was presented to governors in accordance with the Financial Regulations. The Chair of Governors volunteered to verify the procedure and information for 2018/19 by examining these in school.</p> <p>The school's budget allocations for 2019/20 financial year and the LBWF Budget Share Summary were noted. Governors also discussed the 3-year budget plan update.</p> <p>The termly H&S report was discussed. It was noted that a Health & Safety Audit was expected at the end of March.</p> <p>Summer term: Governors reviewed and endorsed the end of year budget monitoring report (Q4) and the final out-turn for the governing body's budget ratification meeting.</p> <p>Governors agreed the 1-year budget plan for ratification by the governing body and also the 3-year project budget plan. Earmarked funds for carry-forward were also agreed.</p> <p>Best value statement was reviewed and recommended for endorsement by the governing body. Year-end write-offs (none), virements and additional allocations, direct debit and standing order mandates, payments over £10K and the schedule of contracts/SLAs were reviewed and approved as necessary.</p> <p>Final meeting of 2018/19: Governors reviewed: - the quarter 1 budget monitoring report - an update on the 3-year budget plan and revised working scenario in light of latest information available, in particular the likely cuts to High Needs funding across the borough.</p> <p>Governors reviewed the draft memorandum of understanding between the school and the borough's music service to rent The Lodge. This was remitted to the governing body for approval, with one addition regarding the return state.</p> <p>Governors reviewed the termly health and safety update and noted the expansion of the PA system more widely around the school.</p> <p>Governors received feedback from the Local Authority H&S Audit (26 March 2019) which looked particularly at the subject areas of ADT, Science and PE. It was noted that the auditor's feedback was very positive, particularly with respect to the statutory compliance testing. The recommendation to fit automatic door closers would be actioned over the summer.</p>
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<p>Staffing Committee</p>	<p>Autumn term: The election of chair was deferred as the meeting was not quorate. The Terms of Reference review was also deferred.</p> <p>Governors received:</p> <ul style="list-style-type: none"> • an update on staffing and recruitment • a report on continuous professional development for 2018-19. <p>Governors reviewed policies on performance management, use of restraint/reasonable force, and searching students and recommended these to the governing body for ratification.</p> <p>Spring term: A Chair was elected. Terms of reference were reviewed and recommended for governing body approval unamended.</p> <p>Governors discussed the staffing update and discussed the staff attendance/absence data. Also a report on staff training including use of the pilot 1-2-1 devices.</p> <p>Governors reviewed the TLR review consultation document and noted that there had been a slight delay in the process and to expect the final proposal in May.</p> <p>The updated equalities statement was agreed and remitted to the full governing body for approval.</p> <p>Summer term: Governors received updates on:</p> <ul style="list-style-type: none"> - resignations and the recruitment position for September 2019 and other staffing matters, including the appointment of a new Deputy Headteacher and two Interim Associate Assistant Headteacher post vacancies for 2019/20, and an Interim / Associate Headteacher post - staff training and development - an update on the final TLR consultation. <p>Governors also reviewed the LA model Recruitment and Selection Policy & Procedure as well as the school’s Data Processing Policy for Employees (version 2.0). Both were remitted to the governing body for approval.</p>
<p>How to contact the Governing Body</p>	<p>The Governing Body would be pleased to receive comments/questions from parents/carers. Please contact the Chair of Governors via the school office or via info@wsfg.waltham.sch.uk</p>