

**MINUTES OF THE MEETING OF THE
WALTHAMSTOW SCHOOL FOR GIRLS FULL GOVERNING BODY
HELD ON TUESDAY 7 JULY 2020 AT 6.30 PM (VIRTUAL)**

Present: Gillian Barker (Chair) Co-opted Governor

Headteacher
Meryl Davies

LA governor
Aktar Beg

Staff governor
Ashesh Ramlagan

Parent governors
Mari Paz Balibrea
Nina Mikolajczyk
Peter Saunders
Sami Urrehman

Co-opted governors
Janeen Hayat (Vice-Chair)
Debbie Lewzey
Jeroen van Dinteren
Alexandra Wills

Also present: Romi Jalil, School Business Manager
Sally Kennedy, Deputy Headteacher
Jane Snowsill, Deputy Headteacher

Clerk to the Governors: Jacky Potts

The meeting started at 6.30pm

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
8.2	To commence the preparation of the Governance Impact Statement 2019/20	Gillian Barker	Autumn 2020
8.3.3	To provide any comments to Gillian Barker on respective contents of the Terms of Reference for the Resources Committee and the Curriculum Committee.	SLT	By end of September 2020
9.4.2	To amend the Business Continuity Plan to show the correct postcode for the Town Hall – E17 4JF	RJA	Immediate

10.	To circulate meeting dates for 2020/21 once amended and finalised with school.	Gillian Barker	End Summer Term 2020
11.	To note the agenda items for the next FGB.	Governors Services	Immediate
12.	To provide a response to the LA on School Term Dates	Gillian Barker	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting and introduced two newly elected Parents Governors, Peter Saunders and Mari Paz Balibrea. The Chair agreed to take items 9 and 13 at the beginning of the meeting in order to allow Romi Jalil to attend another virtual meeting concerning Year 6 transition.
- 1.2 Apologies for absence were received and accepted from Aneela Shah and Rhys Morgan.
- 1.3 The Clerk confirmed that the meeting was quorate with twelve Governors present.

2. DECLARATIONS OF INTEREST

- 2.1 Meryl Davies and Ash Ramlagan declared interests as members of staff.

3. GOVERNING BODY

- 3.1 The Clerk confirmed that there were currently no governors due to end their terms before the autumn. There is one outstanding vacancy for a co-opted governor.
- 3.2 Peter Saunders and Mari Paz Balibrea were formally welcomed as newly elected Parent Governors.

4. MINUTES

- 4.1 Governors received a copy of the minutes of the Full Governing Body meeting held on the 19 May and the Extraordinary Meeting called on the 11 June 2020 to review the risk assessment to allow the wider opening of the school. Governors approved both sets of minutes for the Chair of Governors to sign off as an accurate record.

4.2 Matters arising

Minute Reference	Formal agreements and/or actions identified	Updated Action
<i>Minute 3.2</i> <i>19.05.20</i>	Janeen Hayat reappointed as a Co-opted Governor with effect from 11 May 2020	Completed and recorded by Governor Services
<i>Minute 3.3</i> <i>19.05.20</i>	Ashesh Ramlagan's term of office to be extended by 12 months	Completed and recorded by Governor Services

4.3 MINUTES FROM COMMITTEES

4.3.1 Curriculum 9 June 2020

The minutes had been circulated with the agenda for this meeting and were available on GovernorHub.

AGREED: That the minutes of Curriculum Committee of 9 June 2020 be noted.

4.3.2 Staffing 16 June 2020

The minutes had been circulated with the agenda for this meeting and were available on GovernorHub.

AGREED: That the minutes of Staffing Committee of 16 June 2020 be noted.
4.3.3 Finance 23 June 2020
The minutes had been circulated with the agenda for this meeting and were available on GovernorHub.

AGREED: That the minutes of Finance Committee of 23 June 2020 be noted.
4.4 Matters Arising
There were none.

Janeen Hayat joined the meeting at 6.42pm

5. HEADTEACHER'S REPORT

5.1 Meryl Davies presented her report to governors, which was available on GovernorHub. She highlighted the following:

- The figures on Attendance were a comparison between September – March 2019/20 and 2020/21 due to nationwide school closure on 20 March 2020.
- SEN pupil numbers, including those with EHC Plans
- The school have 3 LAC - 1 borough and 2 out of borough
- Pupil Premium funding is declining due to changes in the school intake and Year 7 catch up funding has been taken away by government to fund the tutoring programme in 20/21.
- Quality of Education covering curriculum impact/outcomes and 2020 predictions. Schools nationally have opted for positivity in terms of outcomes, but there is likely to be some downward moderation by exam boards. The Fisher Family Trust modelled GCSE results for each school nationally and found two thirds of schools were above what FFT predicted the schools would achieve.
- Quality of Teaching - Performance Management; Self Evaluation Processes, Continuing Professional Development. Target for SIP was to develop knowledge in applied technologies. Self-evaluation processes not completed due to Covid-19 closure. There will be CPD on classroom pedagogy next term in addition to the training on remote teaching which is taking place currently. Governors have been invited to join in a session on Thursday 9 July looking at NearPod, an application which facilitates remote teaching with some interactivity.
- Ofsted – Inspections suspended until spring 2021. Autumn term focus on non-judgmental inspections of remote learning delivery, vulnerable children and safeguarding.
- Staffing - No current staffing vacancies as appointments have been made both internally and externally.
- GDPR – one breach had been reported earlier in the year and resolved.
- Partnership engagement with other schools and national support school work had to be suspended in March. Teaching School deployments paused but HT has now been approached by the DfE to deliver recovery offer before the summer holiday.
- Behaviour & Attitude. Current number of exclusions are low due to Covid-19.
- Personal Development – School taking up local Citizenship Programme offer to develop student as community organisers (free until Oct 2020). Governors noted that a full refund had been received for the cancelled ski trip to Italy. In relation to the trip to Zanzibar, the school had made the difficult decision to cancel the trip as the final payment was due to be made in May during lockdown and parents risked losing all their money. The school is currently taking legal advice from the LA regarding the pot of money raised for charity.
- Calendar – all events have been postponed due to Covid-19.

- Q.** Were the mid-year performance reviews completed?
- A.** Autumn observations and some line management reviews have been completed, but final observations and tutor observations did not take place.
- Q.** To what extent were objectives reviewed in light of circumstances?
- A.** They were set coherently for everyone based on the same criteria.
- Q.** Is there expectation that observations should be carried out on remote teaching?
- A.** There is no official guidance on this at all. It is proposed that there will be a blended approach in September, in case of further virus outbreaks. Where we are able to deliver remote teaching and learning, we will have to build targets into this. Final reviews take place in October, all teachers were observed last September/October and will be observed again when teachers are back in classrooms as far as possible given the revised circumstances with school reopening. There have obviously not been as many observations as in normal cycle.

5.2 Covid-19 Impact Report

Governors noted from the report previously circulated that the school had experienced difficulties with obtaining free school meals vouchers, due to the Edenred website being very slow, and at one stage, needing to be reconstructed. Meryl Davies thanked Christine Black (Data Manager) who worked daily to get vouchers out to students. All vouchers have been ordered to cover the summer holiday and will be with parents by 16 July.

5.2.1 Safeguarding Update

In addition to the safeguarding update in the Headteacher's report, the Covid-19 impact report included arrangements and additional measures put in place for safeguarding and child protection from 20 March to 30 June 2020, as well as details on attendance of vulnerable and SEN children.

5.2.2 Risk Assessment Update

Governors noted that the risk assessment had been amended to include the request for chairs to be put on tables to aid the deep cleansing of classrooms and training dates have now been included.

Notification had been received today from the Director of Education requesting that the school's plan for wider opening should be updated and submitted by the 17 July, to allow feedback by the 31 July. The plan would be updated and submitted again before the 24 August for final clarity. Given the uncertainty regarding the relocation of seven classrooms due to the proposed building works, the local authority had agreed an extension to the submission date for the September Risk Assessment.

5.2.3 Staffing Update

Governors noted wellbeing monitoring and support offer during remote working, plus planning for September full re-opening.

5.2.4 Premises/Health & Safety

Governors noted the current and planned measures in school to ensure safety for all.

5.3 School wider opening

- 5.3.1 Governors noted that a report had been presented to the Curriculum Committee and they had received an update in advance of this meeting. Year 10 students had been attending for the past 3 weeks, for lessons in English, maths and science. The final two weeks of term will cover options subjects, with 9 subject areas offered in the morning and 9 in the afternoon, with staggered entry and exit. The aim is that Year 10 students will have been able to touch base with all their GCSE subjects by the end of term.

- 5.3.2 The LA had asked schools to aim by the end of term to have enabled all staff back on site to carry out some work tasks including seeing Year 10 students. Staff not scheduled to teach have been asked to help out where needed such as on the gate, etc. and this has helped them to get used to coming back into school.
- 5.3.3 The school had also identified students in Years 8 and 9 who were not engaging in remote learning. Meetings had been arranged with parents on site, and students have been attending school on a Monday, under supervision. In response to governors, Meryl Davies advised that nine children had attended the first week and there would be a further group running w/c 13 July.
- 5.3.4 The school confirmed they had complied with all the guidance issued which included face-to-face engagement with all Year 10s, education provision for vulnerable and key worker children and had offered contact with students not engaging.

Romi Jalil returned to the meeting

6. SCHOOL IMPROVEMENT PLAN

- 6.1 The SIP end of year review had been carried out before lockdown and had been circulated to governors in advance of the meeting.. It was noted that this was the last year of the current 3-Year School Improvement Plan. Governors' attention was drawn to the March and June updates which they agreed were helpful in monitoring progress and identifying areas where Covid-9 had had an impact.
 - 6.2 A specific objective was to develop and enhance the staff's technical expertise in the school and during lockdown there had been focus on development in this area. The move to Office 365 had enabled use of Teams, remote teaching and use of learning apps. Staff have been inspired to use NearPod and appreciate the need for remote learning and interactive learning through technology going forward. Governors noted that the feedback from teachers in relation to broadband connections and the ability to work from home had been varied.
 - 6.3 Teaching staff already have an iPad which is a core piece of kit, and additional site licenses may have to be purchased for NearPod which will incur a cost to the school.
 - 6.4 Governors noted that the current roll-out of iPad to Year 7 had resulted in 75 families paying their deposits and arranging to collect their iPad. This leaves more than half the year group, who have again been contacted. It is taking time for parents to fully appreciate that this is not an option but a necessity for their daughters as far as the school is concerned. *NB Over 50% of parents have since paid their deposit and taken ownership of the iPad.*
 - 6.5 iPad for the Year 7 starters in the autumn will be provided through a third party supplier, which will still give families a substantial discount on the overall price. This approach will be announced to parents in September, but they are already aware that there are costs involved. Once the order has been placed in September the iPad will be available from October half term.
- Q.** What about the current cohort, if they have not paid the deposit by the end of term?
- A.** We will leave the scheme running over the summer with a further reminder to parents. There is also likely to be some student peer pressure once students have collected and taken home their iPad.

In response to Governors, the school advised that they would not be setting up more expensive iPad versions purchased independently by parents. All students will be

expected to have the same specification and quality iPad, which has been purchased from the school and is set up for learning and complies with safeguarding.

7. CHAIR'S ACTION

7.1 Governors noted that the Chair had signed off the risk assessment for the wider opening of the school following the Extraordinary Meeting of the 11 June 2020, as agreed.

7.2 Governors noted that the Chair had signed the joint agreement with St. Mary's Primary, whose Year 6 students have been accommodated in Block A since 1 June.

AGREED: That the actions taken by the Chair on behalf of the Governing Body, be endorsed.

8. GOVERNANCE

8.1 Statement of Behaviour Principles

Subject to a typo correction, the draft Statement of Behaviour Principles, will need to be sent out to parents, pupils and staff for consultation in September.

AGREED: Draft Statement of Behaviour Principles be approved.

8.2 Governance Impact Statement 2018/19

Governors **agreed** the Governance Impact Statement 2018/19 which will be uploaded onto the school's website before the summer break. Gillian Barker agreed to start preparing the 2019/20 report over the summer.

AGREED: That the Governance Impact Statement 2018/19 be approved

ACTION: The Chair to commence the preparation of the Governance Impact Statement 2019/20

8.3 Draft Terms of Reference for New Resources Committee

8.3.1 Governors had agreed at a previous FGB the proposal to merge the Staffing committee with the Finance & Premises Committee to form a new Resources Committee. Draft Terms of Reference had been prepared which incorporate those from the existing Staffing Committee with those for Finance & Premises. Gillian Barker highlighted the additions, amendments and updates.

8.3.2 Minor updates had been made to the Terms of Reference for the Curriculum Committee.

8.3.3 It was suggested that SLT look at all items under Staffing to ensure they are covered in the Terms of Reference for the Resources Committee and to determine if there were any staffing matters that could be moved to the Curriculum Committee.

ACTION: SLT to provide any comments to Gillian Barker for incorporation in the Terms of Reference for the Resources Committee and the Curriculum Committee by end of September 2020.

AGREED: To proceed with the establishment of a new Resources Committee.

9. SCHOOL POLICIES AND DOCUMENTS

9.1 Health, Relationships and Sex Education - update

Governors noted that the new Relationships & Sex Education curriculum, which was to be statutory from September 2020, had now been delayed until spring 2021 for first teaching. WSfG will be starting to teach this from the summer term 2021. The key milestone was consultation with all stakeholders and although there had been guidance on delivering this remotely, it was deemed that this was not the best approach.

9.2 The Plan is to start the consultation in September. An audit of current provision has already been completed. New schemes of learning have been written and sample lessons have been created so that parents and stakeholders can see what will be used in lessons.

9.3 It is envisaged that the school will have a positive response from stakeholders. The recurrent theme is around consent, with sexual orientation and gender identity being the areas potentially of most concern to the parental community.

Q. Have you had any feedback from parents in the early stages and any support from LA on how to respond?

A. There had been some activity in the borough when matters were quite febrile in Birmingham, but this has receded some time ago and had been handled by the LA on behalf of schools. The LA had been delayed in giving any guidance, this was received on the 31 May. There was a working group of Headteachers in the borough who worked on a model policy. We have received one request from a family who wanted to withdraw their child, but that was based on current RSE teaching. We are hopeful that proactively engaging with focus groups of parents will prevent any withdrawals. Parents do have the right to withdraw from the relationships aspects but not the science aspects. Two terms before their 16th birthday, students can choose for themselves whether to participate or not.

9.2 Cover Policy

Governors noted that the policy had been sent out for consultation, which closed on 6 July with no comments being received from the unions. The policy had previously been presented to the Curriculum Committee, together with details of the staff consultation.

AGREED: Governors ratified this policy

9.3 Policy Review Checklist

9.3.1 Governors were advised that the checklist would remain available on GovernorHub. The checklist is used by the school's leadership team to track school policies. The red areas indicate those policies which require reviewing and those highlighted in amber are due for review during the year. However, it was noted that most of these were LA policies for which the school is awaiting updates. Gillian Barker advised that she would look at the document in more detail over the summer recess in order to discuss with the school a work programme for the next academic year.

9.3.2 Meryl Davies highlighted that policies identified in columns F and G are key documents and some are in the process of change. In addition, some of those in red require an annual review, so are not overdue.

9.4 Business Continuity Plan and Critical Incident Plan – update

9.4.1 Governors noted that the main changes were to the appendices, in particular where these related to Covid-19. The contact escalation process had been updated, so that there was a working policy ready for lockdown from the 20 March.

9.4.2 The plan had been reviewed by the Finance & Premises Committee in June and some amendments made. It was noted that the postcode for the Town Hall was still incorrect.
ACTION: RJ to amend.

9.4.3 The decision was taken to append the risk assessment to this document to negate the need to continually update the plan every time changes were made to the risk assessment.

AGREED: That the Business Continuity Plan and Critical Incident Plan be signed off.

9.5 Teaching School Income/Expenditure Summary

9.5.1 For the benefit of the new governors, the Chair advised that the school is a teaching and national support school, Meryl Davies being a national leader in education and herself a national leader of governance. Funding comes through in various tranches and the school is expected to provide initial teacher training, CPD, training for specialist leaders in education and for middle leaders, as well as support for schools commissioned by the DfE via the regional TSC.

9.5.2 Governors noted that the summary had been previously circulated and was available on GovernorHub for information and outlined the funding of £150k which had been paid in 3 tranches, split across two years. The figures have been submitted, along with commentary outlining expenditure against each areas.

AGREED: That the Income/Expenditure Summary be noted.

10. MEETING DATES FOR 20/21

10.1 Governors noted that as two committees had been kept in the schedule some dates were now not needed. Gillian Barker agreed to look at the schedule in consultation with the school and will circulate the final version before the end of term for diarising.

10.2 A decision will be taken nearer the time as to whether meetings will continue virtually or in person. Guidance will be sought from Governor Services before the start of the new academic year, but until meetings can be held safely, they will continue to be held online.

10.3 In response to a question, Gillian Barker advised that governors could consider a change to the Alternative Forms of Meeting options when this is voted on in the autumn. Governors could decide to accept individual governors joining a face-to-face meeting remotely in certain circumstances, but this would be the exception rather than the rule.

ACTION: To circulate confirmed meeting dates for 2020/21

11. AGENDA ITEMS FOR THE NEXT MEETING

- SIP 3 year strategy 2020-23
- Equalities statement 2020/21
- Link governor visits/reports
- Governor skills audits and analysis
- Governors' Day and training
- Annual governance impact statement 2019/20

ACTION: Governors Services to note the agenda items for the next FGB.

12. LBWF SCHOOL TERM DATES 2021/22 AND 2022/23

12.1 Governors noted that the LA are required to consult governing bodies on term dates, but that deadline date for response are unachievable, as it takes no account of governing body meeting cycles. Gillian Barker agreed to respond to the LA.

ACTION: Gillian Barker to provide a response to the LA.

13. ANY OTHER BUSINESS

13.1 Joint Agreement for use between St. Mary's Primary and WSfG

13.1.1 Governors were advised that a copy of the Joint Agreement was circulated prior to the meeting via GovernorHub for information. Meryl Davies advised that the school had been one of two secondary schools in the borough that had provided space to primary schools during Covid-19. The school had successfully accommodated 57 Year 6 children from St. Mary's in Block A which had been zoned off from the rest of the school. St Mary's had brought in their own cleaner, but had shared fire drills. It was felt that there

needed to be a written joint agreement between the two schools to ensure that all expectations and liabilities were documented and understood.

13.1.2 Twelve of the Year 6 girls are joining the school in September, so they had effectively had an enhanced induction.

13.1.3 Governors thanked the school leadership team for making this project successful.

13.2 A Block - Roof Replacement

13.2.1 Romi Jalil updated governors on the roof replacement to A block (mainly Humanities classrooms). The school had met with the Council in the last week and this was the first time they had been given a schedule for the programme of works. The school had initially been told this would be an 8-12 week project with a completion date of the 31 August. The logistics are that the roof cannot be completed in one go, so will need to be carried out in 3 sections, which has added time to the programme. It is now likely that it will be the end of autumn term before the building will be handed back, with the project now being 24 weeks. The works cannot be delayed as the concrete roof beams are sagging and unsafe.

13.2.2 The ramifications are that the school will lose the use of 7 classrooms, 2 of which are ICT and 2 are offices, one of which is used by a disabled member of staff who needs access to the lift.

13.2.3 The return to school in September is already proving difficult given the need to zone out floors based on government guidance. It has not been possible to accommodate these classes anywhere else. The LA has been reluctant to source/confirm the availability of portacabins and is not being very supportive in that regard. The cost of additional portacabins is in the region of £100 – 200k.

13.2.4 The LA has requested that the school returns its risk assessment by Friday 10 July, but currently the school is unable to plan to re-open the school due to the difficulty in accommodating 900 students, complying with social distancing, whilst being short of seven classrooms. It is impossible to complete the risk assessment until the school has resolved this accommodation issue with the LA.

Q. What can Governors do to support the school?

A. We cannot open on the scheduled day of opening with all year groups. We have discussed a phased and staggered return as well as a delayed start. Reducing the works from 24 – 20 weeks also won't help. We have considered delaying the start of Year 7 under October half-term, but this is also not feasible.

Q. Have the LA said they do not have access to portacabins, or is it a monetary issue?

A. They said they have tried to source the portacabins, but currently all schools are requesting them. We have offered to help find them and have indicated that we would not need portacabins with toilets so this would lower the cost.

Q. Is there another meeting scheduled with the LA?

A. No, we are expecting a response from the LA by tomorrow as the matter was currently with Gerry Kemble, Lindsay Jackson and David Kilgallon, but it may need escalating. It would appear that the LA have been slow in obtaining costings and tenders, works were originally due to start while students were not in school, however, weeks have gone by and it has turned into a more complicated project. The builders want to come on site on 17 July, so we have had to work out how an entire faculty can pack up its resources, but we are unsure where these can be stored, or where teachers can teach.

Sally Kennedy will look at re-timetabling considering all possibilities to accommodate children on site, however, this will compromise the zoning of one year group in one area, with staggered breaks and no interaction with other groups. The LA seemed more open to the idea if we could manage without toilets in the portacabins (a more expensive option).

Governors **agreed** to see what the response was from the LA before considering the next steps, which could include escalating to Heather Flinders, Strategic Director of Families.

13.3 SEND Consultation

- 13.3.1 Governors noted that the SEND Consultation had closed on 6 July and the school had submitted its response on the proposed revised banding descriptors.
- 13.3.2 Therapeutic services at Hawkswood will no longer be available, the cutback in therapeutic provision will have an impact on school finances borough-wide.
- 13.3.3 The new descriptors are only relevant to new EHCPs that come into play from September 2020, but this should not affect existing ones as in one instance appears to be the case for a WSfG student this term. The school has challenged this.

14. CONFIDENTIAL ITEMS

- 14.1 Two items were taken as confidential.

Alexandra Wills, Ash Ramlagan, Sally Kennedy, Jane Snowsill and Romi Jalil left the meeting.

Meeting finished at 21.00

Chair (print)

..... (sign)

..... (date)