

**MINUTES OF THE MEETING OF
WALTHAMSTOW SCHOOL FOR GIRLS FULL GOVERNING BODY
HELD ON TUESDAY 29 MARCH 2022 AT 6.30 PM (Virtual)**

Present: Gillian Barker (Chair) Co-opted Governor

Headteacher
Helen Marriott

Staff governor
Ronnie Simpson

Parent governors
Mari Paz Balibrea
Peter Saunders
Sami Urrehman
Raja Khan
Rukaiya Moola

Co-opted governors
Hannah Cheston
Alexandra Wills
Lucy Hutchinson
Rizwaan Malik (from 7pm)
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LA governor
Aktar Beg

Also present: Romi Jalil, School Business Manager
Nick O'Brien, DHT
Marianna Philippou, AHT/Acting DHT
Dave Shackson, AHT/Acting DHT

Clerk to the Governors: Jacky Potts

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Date
2.1	Governor Services to contact Mr Beg to expedite his declarations on GovHub	Governor Services	Immediate
5.1	Maya Hennelly to be asked to reintroduce the glossary at the end of the Headteacher's report	MHE	Immediate
5.1	Governors to interrogate the latest student progress data for Years 7,8 and 9 at the next Curriculum Committee	Governors – Curriculum Committee	7 June 2022
5.9	To provide further information to governors on the apparent disproportion of figures for Y11 learning interventions.	HMT/NBR	17 May 2022

9.1	To make comments and additions to the Financial Risk Register before presenting to governors at the next FGB.	PSA/GBA	17 May 2022
10.6	The Asset Management Plan to be updated with match funding received	RJA	Immediate
10.12	Searching Students Policy to be amended in light of governor comments and presented to the next FGB	HMA	17 May 2022
4.5	Governors RATIFIED the Terms of Reference for Curriculum, subject to the deletion of the word 'Academy'.		
5.4	Governors APPROVED the proposals for the LLD faculty staffing structure.	RJA/HMA	
5.5	Governors AGREED the school could move forward with the proposal for changes to the Pastoral staffing structure	HMA	
10.2	Governors RATIFIED the SFVS 2021/22		
10.2	SBM to send NSPCC safer recruitment training link to PSA and SUR	RJA	ASAP
10.3	Governors AGREED the Statement of Internal Control could be signed off.	GBA, PSA, HMA	ASAP
10.5	Governors APPROVED the Pupil Premium Report 2020/21, subject to the correction to the dates in Section 6, for publication on the school website.	HMA	ASAP
10.7	Governors AGREED that the Asset Register Assurance Certificate could be signed off by the Chair.		
10.11	Governors RATIFIED the Anti Bullying Policy, subject to review in Autumn 2022 for ratification in Spring 2023.		
10.13	Governors RATIFIED the new Complaints Policy for publication on the school website	HMA	
17.	DATE OF NEXT MEETING 17 MAY 2022 Agenda Items <ul style="list-style-type: none"> • Searching Students Policy • Financial Risk Register 		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting, in particular the two new parent governors, Rukaiya Moola and Raja Khan.
- 1.2 Apologies were received from Edyta Ballantyne and from Rizwaan Malik for lateness. These were accepted by governors.
- 1.3 The Clerk confirmed the meeting was quorate with twelve governors and the Headteacher present.

2. DECLARATIONS OF INTEREST

- 2.1 The Chair advised that pecuniary interests were still to be completed by Aktar Beg and she would request Governor Services to assist.
ACTION: Governor Services to contact Mr Beg
- 2.2 Helen Marriott, Alexandra Wills and Ronnie Simpson declared interests as members of staff.

3. GOVERNING BODY

- 3.1 The Clerk confirmed there was currently a co-opted governor vacancy.
- 3.2 The Chair confirmed that she and the Headteacher were due to meet with a new potential co-opted governor after the Easter break, who had been introduced to the school by another governor, Mr Urrehman.
- 3.3 The Chair advised that Aneela Shah had resigned from her position as Parent Governor with immediate effect.

4. MINUTES AND TERMS OF REFERENCE

- 4.1 Governors received the minutes of the Governing Body meeting held on 7 December 2021 and agreed these as an accurate record. These will be signed by the Chair on GovernorHub.
- 4.2 Matters arising

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Date
4.2	Governor Services to note the election of Vice Chair and the changes to Chair of Resources Committee.	Governor Services	Completed
5.2	To send the draft formal response to the LADO report to Safeguarding Link Governor	HMA	Completed. A response is still awaited from the LADO which will be chased up by the school.
6.1.1	Data on Covid absences and mental health difficulties to be presented at the next meeting.	School	Agenda item
6.1.5	School presentation on mental health in March FGB	HMA	Agenda item
12.1	Chair to work on draft Financial Risk Register with SBM	CoG/SBM	RJ has prepared a draft. Agenda item.
16.1	Governance Statement	CoG	Published on website

- 4.3 Minutes of the Curriculum Committee meeting held on 18 January 2022
Governors noted the minutes of the above meeting, subject to the correct spelling of Rebecka Schaber's name.
- 4.4 Minutes of the Resources Committee meeting held on 15 March 2022
Governors noted the minutes of the above meeting.
- 4.5 Terms of Reference for Curriculum – proposed updates – for ratification
Governors **RATIFIED** the Terms of Reference for the Curriculum Committee, subject to the deletion of the word 'Academy'.

4.6 Terms of Reference for Pay Committee

Governors noted that there were no changes following the Pay Committee's review of its terms of reference.

5.0 HEADTEACHER'S REPORT AND OTHER SCHOOL ITEMS

5.1 Headteacher's Report

Governors had received the Headteacher's report in advance of the meeting and it was available on GovernorHub. HM provided the following updates:

5.1.1 Admission Figures

The school had a total of 892 pupils, with only eight spare places currently. Admissions had worked hard to replace those students who had left.

5.1.2 Quality of Education

Governors' attention was drawn to the following:

- Points 2 and 3 – NBR is leading on curriculum strategy.
- Point 4 Use of Data – the school are going ahead with Go 4 Schools and will implement this in September 2022. As no appointment has been made to the Data Manager position, the school will "grow their own" and will be training an Admin Assistant to undertake the data officer role. The INSET day on 23 May will be used for training for staff in terms of both Go4Schools and the curriculum. Humanities and ICT will initially pilot the new data system.

5.1.3 Ofsted

An Ofsted research visit on professional development took place at the school on 9 and 10 March. The school will be included in the final report, but not mentioned by name. The researcher was very pleased to have had access to the Teaching School Hub in addition to WSfG itself.

5.1.3 Exclusions

Eleven of the 23 total number of days of exclusions were due to a KS3 student which warranted a longer exclusion due to the specific circumstances involved. The student will return after Easter. School to ensure there is full support in place and an immediate referral to her GP. Assemblies this term have focused on exclusions, behaviour for learning and the consequences of bringing banned items into school.

5.1.4 Extra curricular clubs and visits

The school will use student focus groups after Easter to explore the views of PP students about what they would like. Consideration to be given as to how the school meets the needs of PP students and how to increase participation in these activities.

Q. Are you doing anything on outreach to parents?

A. We will be writing a parental engagement strategy. We are also involved in Reconnect London, which looks at vulnerable and disadvantaged students across London and how to meet their needs. We are involved with two other schools as a triad, undertaking a project on transition from primary school. We are targeting vulnerable and disadvantaged families and will be inviting them into school for 1-2-1 visits so that they feel welcome and part of the school.

In response to a governor's question, HMA advised that the deputy designated safeguarding lead did not have to be a member of teaching staff, but the designated safeguarding lead had to be a member of SLT.

Q. Curriculum Impact/Challenge (5.2) - why is there a big difference between Yr11 and Yr10 figures?

A. DSH advised that every SEN cohort is different. Learning needs are very different, so figures year by year will vary quite widely.

ACTION: The latest data for Years 7,8 and 9 to be interrogated at the next curriculum committee meeting

Governors requested that the glossary of acronyms be reinstated to the Headteacher's report.

ACTION: Maya Hennelly

5.2 Presentation on Mental Health and COVID absence data

5.2.1 HMA presented data to governors and highlighted the impact of Covid on attendance. Governors asked the following questions:

Q. *Has Covid had a detrimental impact on attendance compared to other schools?*

A. *No. However, since September 2021 Covid has been coded as I, which makes it difficult to identify Covid absences specifically.*

Q. *The concern around persistent absentees is noted, do we know what year group it is?*

A. *Our Attendance Officer has this information and will be providing a full analysis with actions for SLT. . We cannot just have one strategy to approach them, we need to understand the data and groups to ensure appropriate interventions are used to enable us to measure the impact.*

Q. *The 5.5% lateness for Yr11 is noted, how does this compare to the rest of the school?*

A. *Lateness in Yr11s is a trend you find in other schools. However, this is not good enough and we are looking at it. A pilot to reduce this will be introduced this week where any student late to lessons or late to school three times in a week will go on an attendance report.*

5.2.2 HMA presented to governors on mental health and highlighted the following:

What do we know about mental health?

- Interventions in place
- Some students may fall into more than one category
- Safeguard Overview Report
- Mental health issues and self-harm are two of the three largest categories
- Monitored is a category that was used to ensure they received notification of any students at risk, during lockdown.
- Ethnicity, number of white British students under self-harm categories
- Self-harm includes mental health in some cases 39 students
- Examples were given, which provided mini case studies of different students and the range of specific concerns raised
- Mental health includes self-harm or peer abuse in some cases – 30 students
- 'Other' category – 44 students
- Examples of 'Other' category were provided. This highlights a staff training need. The school has followed this up with the Safeguard software provider as this broad category is not helpful.

Q. Which category do eating disorders come under?

A. Mental Health; it is not a specific category.

How are we measuring impact and what actions are we taking?

- Universal interventions
- Intervention meetings
- Further staff training is needed
- Network with other schools

- Regular reporting using data from Safeguard
- Wellbeing Centre – to be established in September 2022
- Broaden range of interventions
- Close monitoring and evaluation

Q. Is it possible to cross-reference ethnicities with categories being reported, as it would be interesting to see what types and number of concerns being raised?

A. The software will not allow this. We would have to do this manually. We will explore whether Go 4 Schools has this facility. . We are seeking further training from Safeguard and will be able to report to governors if this information is easy to retrieve.

5.3 1-2-1 iPad Reviews

Governors were presented with the briefing paper in advance of the meeting and agreed the proposed actions for the remainder of the current academic year.

Q. Are we going to monitor how busy trolleys are/will get booked up?

A. Yes, we will be working with HOFs to book trolleys out and best allocate the resource. This will be reviewed later in the summer term.

5.4 LLD Faculty

Governors noted the briefing paper which had previously been presented to Resources. The SBM highlighted the rationale for the changes to the staffing structure in order to meet the needs of the SEND provision for students. He highlighted to governors the rationale, the challenges and summarised the key staffing changes proposed, along with costs involved.

Q. Would the upgrading of AAHT to AHT negate the need for interviews? Is this to do with benchmarking against other schools?

A. This would be ring-fenced to the current post holder, who has assimilation rights because she is already doing 60% of the current role and to negate the need for a redundancy.

AGREED: Governors **APPROVED** the proposal for changes to the LLD Faculty.

5.5 Pastoral Staffing Structure Proposal

Governors were presented with the proposal in advance of the meeting. HMA explained the reasons for the proposal following a review and highlighted the following:

- Rationale
- Ethos and vision
- Baseline: What is working well
- Baseline: Current structures and systems
- Baseline: Needs of students
- Proposals for changes to current structure

Q. What would the relationship be between the Wellbeing Team and SPLs, and would there be duplication?

A. The roles should be complementary. The SPL would be the person undertaking any referral to the Wellbeing team and would act as a triage for different incidents. This will free up SPLs to have a more strategic overview of behaviour and progress

Q. The Interventions Co-ordinator role: although it appears quite administrative, would they need to have a counselling qualification?

A. Although there is an administrative element, their main role is to assess and implement SEMH interventions. They would need to facilitate therapeutic or restorative justice for some of the students, in addition to collating paperwork around incidents. Qualifications could be considered as part of the job description, but it is expected that they would have experience in counselling, as a learning mentor working with SEMH students.

Q. A lot of this is about new roles, have you considered reducing timetables of current staff who might be free to do some of this work when not teaching?

A. In relation to timetables, staff are on 40 out of 50 periods, compared to other schools where it is generally 42. We have given additional periods to SPLs so they can take part in intervention meetings. It would be expensive to have a qualified teacher in a role such as the Interventions Co-ordinator, as this would need to be a full-time position in order for the system to work.

The SBM outlined the additional costs, which have been included in the 3-Year Budget plan presented to Resources Committee.

Q. Is there any best practice on this?

A. We have carried out visits to Thomas Tallis School and a visit to Woodbridge School. We will be conducting other visits, as we want to pull together as much best practice as we can.

Q. How is this going to look from the point of view of the students?

A. The location of the Hub is still to be decided upon. We want every child to know they have a safe place to go to and that there is at least one adult they can trust and approach in school. HMA outlined some of the projects and preventative work planned.

Governors discussed how the school could ensure that we attract and meet the needs of those students who might not feel confident enough to approach the Wellbeing Centre in the first instance.

AGREED: Governors **AGREED** the school could move forward with the proposal.

5.7 Teaching School Hub Update

NBR updated governors on the three main strands and advised that the next stage was planning for Year 2, as the first cohort would be entering their second year, as well as looking at a QA schedule for the NPQ and ECF elements.

Q. What room is there to provide training in specific subject areas? Are there opportunities to network with other specialist teachers in other schools in the borough?

A. The DfE directs what the TSH can provide, though this is part of our future direction. We understand there is expertise, and we need to consider how the TSH can become a platform to showcase the work of experts and how we can connect schools in our role leading the TSH..

Q. The ECF feedback was good, but it was said the DfE platform is problematic, is this fixable?

A. Concerns have been heard and it is proposed that there will be adaptations in Year 2. We are pro-actively helping schools to understand the benefits of having an ECT on their staff. We are also considering how we can help, for example with adverts, preparing timetables and the financial budgeting around the impact of extra time for ECTs.

5.8 SIP Update

5.8.1 Governors noted that an additional column had been added to indicate impact. HMA will be expanding on the Yr2 plan in the summer term and will be including the transitional work with vulnerable families as part of the student wellbeing section.

5.8.2 Governors noted that the coaching trio model had been temporarily suspended as it was felt that it had been introduced too soon. The time will now be used instead for curriculum development work. The schools is planning a different CPD model for September, 2022.

5.9 Review of interventions and inclusion model

Governors received a presentation from NBR on the Review of Interventions and Inclusion Model including extracts of meeting minutes and case studies. Governors felt it was helpful to have anonymised profiles of students and interventions being put in place to see how the school is meeting the needs of different students.

Q. On the interventions report, it was noted there were fewer SPL interventions for KS4. Was this due to an exam focus?

A. HMA gave an explanation for the learning interventions for Y11s. However, she agreed to report back to governors with further information since it appears to be disproportionate. ACTION: HMA/NBR

6 **CHAIR'S ACTION**

Governors noted that the Chair had signed off the revised Complaints Policy as its implementation was urgent at the time.

7. **GOVERNORS' TRAINING**

Information on GovernorHub for governors to note. Governors were reminded to advise Governor Services of any other training attended by external providers other than Waltham Forest, so that the records can be updated.

8. **LINK GOVERNOR REPORTS**

8.1 Safeguarding Link Governor Report

Governors noted the report and thanked MPB, the Link Governor, for providing a clear report.

8.2 Governors noted the link visit reports from last term to Humanities, ICT, Maths and Science. During this term, visits to ADT, Modern Foreign Languages and Humanities had been completed and the MFL report was noted. The remaining reports were yet to be completed and would be reviewed next term. The Chair thanked everyone for carrying out their visits.

9. **FINANCIAL RISK REGISTER**

9.1 Governors were advised that this was a new document from the LA, which needed to be owned by governors. The draft prepared by the SBM was recently presented to the Resources Committee.

ACTION: PSA/GBA to make comments and additions before presenting to governors at the next FGB.

10. SCHOOL POLICIES

Recommendations from Resources for ratification:

10.1 Schools Financial Value Standard (SFVS) – Review of 2020/21 return actions
Presented in detail to Resources Committee on completed actions.

10.2 Schools Financial Value Standard (SFVS) – Review of 2021/22 return
The new format was presented to governors who noted the following:

- Benchmarking information no longer included
- New question on protecting public money and third-party transactions added where there may be a conflict of interest. Return has to be accompanied by a detailed spreadsheet.
- Financial Risk Register mirrors the format of the SFVS
- Summary of agreed actions and timetable for reporting back – four actions. SUR and PSA agreed to complete Safer Recruitment training.

AGREED: Governors **RATIFIED** the SFVS 2021/22

ACTION: SBM to send NSPCC safer recruitment training link to PSA and SUR

10.3 Statement of Internal Control (SIC)

Governors noted that this was an audit document and is a statement that governors make annually. It is essentially an executive summary of SFVS.

AGREED: Governors **AGREED** the Statement of Internal Control could be signed off.

ACTION: Chair, Chair of Resources and HT to sign

10.4 Scheme for Financing Schools

Governors noted the updates to the Scheme for Financing Schools, which was reviewed in detail at Resources Committee.

10.5 Pupil Premium Report 20/21

Governors noted the DfE is asking schools to produce a 3-year plan, which will be presented at the next Resources Committee.

AGREED: Governors **APPROVED** the Pupil Premium Report 2020/21 for publication on the school website, subject to the correction to the date in Section 6.

ACTION: Report to be published on school website

10.6 Asset Management Plan

Governors were presented with the Asset Management Plan for noting. This supersedes the Premises Improvement Plan. The plan highlights the main assets and funding requirements in a new format, which will be updated regularly and presented to governors annually. Capital funding is now allocated by a bidding process. Governors requested that the plan was updated with match funding received.

ACTION: RJA

10.7 Asset Register Assurance Certificate

This forms part of the Asset Management Plan, ensuring that all items of tangible value are checked and included on the Asset Register, which the Chair of Resources checks.

AGREED: Governors **AGREED** that the Asset Register Assurance Certificate could be signed off by the Chair.

10.8 Bank Signatory Mandate

Governors noted that a formal resolution had been passed at Resources Committee to add Nick O'Brien as an authorised signatory on the school bank accounts.

10.9 Budget Allocation 2022/23

For noting. The 2% increase from the Government will be needed to cover the increase in cost of living and pay settlements for staff.

10.10 3 Year Budget Plan Update

RJA presented his briefing papers to governors and highlighted the following:

- Income assumptions
- Expenditure assumptions:
 - £161k on the Health & Social Care Levy, but this is being funded by a government grant
 - Allowed for cost of living pay increases
 - SEND and Pastoral staffing structure changes
 - Annual leave miscalculations by LA requiring compensation and back pay for support staff
 - Allowed 25% for increase in energy costs

Summary:

- Reserves currently at 5-6%. Estimated to increase to 9-10%. The LA will require an action plan as to how this will be spent (earmarked expenditure).

***Q.** Have you still not had figures for the backpay?*

***A.** No, for 2021/22 this was just over £10k. The figures for 2016 – 2021 still need to be calculated.*

Governors were pleased that the school has healthy reserves to allow planned decisions to be made on future spending.

Recommendations from Curriculum for ratification:

10.11 Anti bullying policy

Governors discussed cyber bullying and the definition of bullying, and it was agreed that this could be addressed in the Autumn Term.

AGREED: Governors **RATIFIED** the Anti Bullying Policy, subject to review in Autumn 2022 for ratification in Spring 2023.

10.12 Searching Students Policy

Governors noted the Searching Students Policy and queried whether there should be an additional aim to protect students, in order to protect them and keep everyone in the community safe.

The Chair queried the protocol for conducting a search. The Headteacher explained the rationale between Section 3.iiv and Section 2.1.

Governors requested that the policy was amended to ensure that it was clear what the difference was between authorised staff and school staff.

Governors requested that a log of searches and parental updates be included as appendices.

ACTION: HMA

Policy coming direct to Governing Body for ratification

10.13 Complaints Policy

Governors noted that this was dealt with under Chair's Action as a result of learning from a parental complaint. The policy is fully in line with DfE guidance, as well as using the George Tomlinson School policy as a model.

AGREED: Governors **RATIFIED** the Complaints Policy.

11. ANY OTHER BUSINESS

11.1 LBWF Section 11 Schools' Safeguarding Audit

Governors were presented with the LA's summary findings from the Safeguarding Audit of the borough's schools. The school had deemed there were some areas for improvement in its own practice as previously discussed with governors. A further student survey will be carried out after Easter to gauge views and to determine if the changes put in place have had a positive impact.

11.2 TTO Back Pay and compensation

Covered under item 10.10

Staff members left the meeting at 9.18pm

12. DATE OF NEXT MEETING

17 May 2022

Agenda Items:

- Searching Students Policy
- Financial Risk Register

RSI, AWI and RJA left the meeting at 9.05pm

Meeting finished at 9.40pm

Chair (Print)

..... (Signed)

..... (Dated)