

**MINUTES OF THE MEETING OF
WALTHAMSTOW SCHOOL FOR GIRLS FULL GOVERNING BODY
HELD ON TUESDAY 17 MAY 2022 AT 6.30 PM (at the School)**

Present: Sami Urrehman (Chair) Parent Governor

Headteacher
Helen Marriott

Staff governor
Ronnie Simpson

Parent governors
Mari Paz Balibrea
Peter Saunders
Rukaiya Moola

Co-opted governors
Alexandra Wills
Lucy Hutchinson
Rizwaan Malik
Andrea Corbett

LA governor
Aktar Beg

Also present: Romi Jalil, School Business Manager
Nick O'Brien, Deputy Headteacher

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
3.3	Governor Services to note the election of Andrea Corbett as a Co-opted Governor.	Governor Services	Immediate
5.	To provide the amended Financial Risk Register to Governor Services for uploading on GovernorHub	PS	Immediate
10.2	<u>Searching Student Policy</u> – Amendments to be made in light of governor comments. Points 10.2.4, 10.2.5 and 10.2.6	HMA	Immediate
14.1	To look at historical option choices and present this to the Curriculum Committee in September 2022.	NO'B	September 2022
14.2	To report back to Curriculum Committee 7 June on the outcomes from Yr9 option choices relating to triple science.	NO'B	7 June 2022
6.0	Governors RATIFIED the Outturn 2021/22 statement and the supporting financial documents	Governor Services	

7.2	Governors APPROVED the Earmarked Funding	Governor Services	
8.2	Governors RATIFIED the School Budget Share (Income) 2022/2023 of £6,351,481 from LBWF, plus additional known Revenue Income of £915,497 resulting in Total Income Revenue of £7,266,978 .		
8.3	Governors RATIFIED the Expenditure 2022/2023 of £7,162,065		
8.4	Governors RATIFIED the Predicted Cumulative Carry Forward of £469,860		
9.	Governors APPROVED the additional finance documents		
10.1	Governors APPROVED the 2021-22 and 3 Year Pupil Premium Strategy		
10.2	Governors RATIFIED the Searching Student Policy, but agreed to review again once the above amendments have been made.		
13.1	Governor Services SLA – Governors AGREED to continue with the Platinum package		
	DATE OF NEXT MEETING 5 JULY 2022, 6.30PM		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting,
- 1.2 Apologies were received and accepted from Gillian Barker, Hannah Cheston and Raja Khan.
- 1.3 The Clerk confirmed the meeting was quorate with ten governors and the Headteacher present.

2. DECLARATIONS OF INTEREST

- 2.1 The Clerk confirmed that all pecuniary interests had been completed.
- 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 Election of Co-opted Governor
Governors were asked to consider the election of Andrea Corbett as a Co-opted Governor. Following a vote, Andrea was formally elected as a Co-opted Governor and joined the meeting.
- 3.3 Governors welcomed Andrea Corbett, who introduced herself and provided brief details of her background.
ACTION: Governor Services to note the election of Andrea Corbett as a Co-opted Governor.

4. MINUTES AND TERMS OF REFERENCE

- 4.1 Governors received the minutes of the Governing Body meeting held on 29 March 2022 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
3.3	Governor Services to note the resignation of Aneela Shah	Governor Services	Completed
2.1	Governor Services to contact Mr. Beg to expedite his declarations on GovernorHub	Governor Services	Completed
5.	Maya Hennelly to be asked to reintroduce the glossary	MHY	Completed
5.	Governors to interrogate the data in 5.2 of the Headteacher's Report at the next Curriculum Committee	Governors – Curriculum Committee	Completed
5.9	To provide further information to governors on the disproportion of figures for Yr11 learning interventions.	HMA/NO'B	Completed
9.1	To make comments and additions to the Financial Risk Register before presenting to governors at the next FGB.	PSR/GBR	Agenda item
10.6	The Asset Management Plan to be updated with match funding received	RJA	Completed
10.12	Searching Student Policy to be amended in light of governor comments and presented to the next FGB	HMA	Agenda Item

4.3 Minutes of the Resources Committee meeting held on 3 May 2022 Governors noted the minutes of the above meeting.

5.0 **FINANCIAL RISK REGISTER**

PS advised governors that the Financial Risk Register had been reviewed by himself and GBR on the 10 May and updates were highlighted on the document in red. Governors were asked to provide any comments to PS. The Financial Risk Register will be a standing item on future FGB agendas to consider new or escalated risks. A detailed review will be carried out during the Summer term.

Updated version to be provided to Governor Services for uploading on GovernorHub.

ACTION: PS

6.0 **END OF YEAR FINANCE REPORTS 2021-22**

6.1 Outturn Statement 2021/22 inc. Developed Capital Outturn and carry forward balance

- 6.1.1 Governors were in receipt of the summary report and associated paperwork which will be submitted to the FGB for approval on the 17 May.
- 6.1.2 Revenue income of £6.97m and revenue expenditure of £6.71m. There will be a **revenue carry forward surplus of £364,947** into 2022/23.
- 6.1.3 Capital income received was £43.1k and expenditure was £59.7k, leaving a **capital carry forward balance of £3,323 into 2022/23**.
- 6.1.4 Carry forward position into 2022/23 will be a **surplus balance of £368,270**.
- 6.1.4 Variances had been presented at previous meetings, however, the main variances related to I01, I03, I05, I06, I08a, I08b, I12, I18b, I18c, CI01
- 6.1.5 The significant end of year expenditure variances related to E01, E02, E03, E04, E05, E07, E12, E16, E19, E20, E25, E26, E27, E28a, CE04.

- 6.1.6 Governors noted over-expenditure on the reception building works, along with additional maintenance works relating to electrics and gas and brought in professional services due to additional need for SEN support, however, this has been offset by COVID recovery money.
- 6.1.7 Governors noted £108k expenditure for the TSH, against £175k income, however, there are still some invoices that are to be paid. Any surplus could go towards school CPD within the framework of the teaching school.

Q. Do you have an estimate of what the differential will be?

A. There is still approximately £50k that is still to be invoiced, which could leave a surplus of £20k.

6.2 Virements log (for approval)

Governors noted this information was presented to governors at Resources Committee on a termly basis and there were no major changes to the report presented on 29 March 2022. No virements during the FY 2021-22 and the contingency balance remained at £165,972.

6.3 Over 10K transactions

Governors noted the large transactions, the majority of which related to the TSH.

6.4 End of Year Debt Write-offs

Governors noted that there were no significant end of year debt write-offs. Governors noted the use of the Hardship Fund and were reassured that the school were able to assist families in significant need.

6.5 Summary Position

Governors noted the following:

In-year revenue surplus	£257,974
Capital reserves drawn down	£16,612
Surplus position	£368,270

This surplus indicates that the school were on track with the three-year budget plan and had achieved a surplus in line with the target set by the LA.

Q. Will the LA question why the school has this amount of surplus?

A. We will need to earmark some of this funding. They will consider that our key areas and expenditure were on track and the report will outline the context. Going forward, the SIP will have significant areas of expenditure which should be earmarked and spent. Once this is demonstrated to the LA they are unlikely to claw back any surplus.

AGREED: Governors **RATIFIED** the 2021/22 Outturn of carry forward balance of **£368,270**

7. **2022-2025 DRAFT BUDGET PLANS**

7.1 Individual Budget Share Allocation

Governors were presented with the individual budget share allocation (Appendix 1) which had been circulated in advance and was on GovernorHub. Governors noted that EAL had significantly reduced. The SBM highlighted the LA will now deduct business rates at source, similar to de-delegation and so schools will no longer receive the income and pay out direct debits monthly back to the LA. We will still need to account for the transaction as a journal to note the DfE are still providing the funding and the LA have paid it on our behalf.

AGREED: The Individual Budget Share Allocation 2022/23 of **£6,370,584** be noted.

7.2 Earmarked Funding (2022-23)

The SBM presented figures relating to Earmarked Funding as outlined in Appendix 3 on GovernorHub

AGREED: That the Earmarked Funding of **£88,356** for 2022-23 be approved.

7.3 Proposed One and Three-Year Budget Plans (2022-25)

7.3.1 Governors were presented with the Draft Budget Plan 2022-2025 and noted the assumptions made to ensure achievement of a sustainable three-year plan.

7..2 The SBM highlighted key revenue, income and expenditure areas, as follows:

- Roll as per the census is set at 895 and a census roll of 896 is assumed for subsequent years
- Pupil Premium continues to show a downward trend, a £10k decrease is assumed.
- TSH funding is assumed at £200k per year
- Lettings income continues to increase
- Annual 2% pay increase assumed
- Staffing structure has allowed for capacity building re SEND and pastoral teams in line with the SIP
- Costs are still unknown for the term time only issue relating to incorrect payments to support staff as part of the Single Status Collective Agreement. £20k has been set aside but could be potentially higher.
- Energy costs are likely to increase from October 2022 when the school's fixed rate deal finishes. A 25% increase has been assumed.
- Exam fees have increased from pre-COVID costs
- There has been an increase in costs related to the ECT and NPQ programmes, however, this will be offset by the income received.
- £20k has been allowed for training and development
- The new Deputy Head is managing the Curriculum and COVID Recovery budgets. He will take a strategic approach to how they are spent.

7.3 Summary

There is a **carry forward surplus balance of £368,270 (£364,947 of revenue and £3,323 of capital)** as part of the balanced 2022/23 budget plan. **£88,365** is earmarked as a one-off expenditure for ring-fenced monies as outlined in Appendix 3.

Q. Will the costs of the Wellbeing Centre be factored into the budget?

A. The staffing costs have already been budgeted for and any building costs can be vired from contingency pots following governor approval. The LA plan has wellbeing at the heart of it and we will be approaching them for additional funding.

AGREED: Governors **RATIFIED**

8. **SCHOOL BUDGET 2022/23**

8.1 Outturn 2020/2021 (inc. Devolved Capital Outturn) and Earmarked Funding

AGREED: Governors **RATIFIED** the Out-turn 2021/22 and Earmarked Funding

Revenue carried forward balance	£364,947
Capital out-turn carried forward	<u>£ 3,323</u>
Carried forward closing balance	<u>£368,270 (surplus)</u>
 Earmarked Funding	 <u>£88,365</u>

8.2 School Budget Share (Income) 2022/2023

AGREED: Governors **RATIFIED** the School Budget Share (Revenue Income) 2022/2023 of **£6,351,481** from LBWF, plus additional known Revenue Income of **£915,497** resulting in Total Income Revenue of **£7,266,978**.

8.3 Expenditure 2022/2023

AGREED: Governors **RATIFIED** the Expenditure 2022/2023 of **£7,162,065**

8.4 Predicted Carry Forward

AGREED: Governors **RATIFIED** the Predicted Cumulative Carry Forward of **£469,860**

9. **ADDITIONAL FINANCE DOCUMENTS**

9.1 Best Value Statement

Governors noted the document had been amended to reflect the Teaching School Hub.

9.2 Direct Debit and Standing Order Mandate

Governors noted the Direct Debits and Standing Order Mandates.

9.3 SLAs and Contracts 2022/23

Governors noted the contract register.

In response to a governor question about the review of contracts, particularly relating to the school's TES subscription, the SBM advised that contracts are regularly reviewed. In relation to the TES, the school had opted for a subscription model. A transition to the free government recruitment model would be preferred, but it had been noted that the majority of recruitment applicants came through via TES.

10. **SCHOOL ITEMS**

10.1 Pupil Premium 2021-22 and 3 year strategy

HMA presented the Pupil Premium Strategy statement for 2021/22 and the 3 year strategy. She highlighted the following:

- Key findings from data
- Intended outcomes
- Key principles 2022-25
- Key objectives for 3 year plan – targeted CPD, numeracy, Improve engagement and support for PP and vulnerable students and their families, wellbeing
- How will we achieve our objectives: investment in staff training; transition project with PP and vulnerable students and their families; improving wellbeing through the Wellbeing Hub

Governors noted the changes made to the plan following governor comments from the Curriculum Committee and following HMA's meeting with the link governor (highlighted in yellow).

Q. *How will the school reach those students who are hidden and not considered at intervention meetings and how will you measure this?*

A. *At the moment it is aimed at targeted students and the plan shows how impact will be measured. However, we would like to move towards a more strategic approach to targeting a wider number of students, as opposed to the relatively short-term, operational approach this year due to lack of capacity. The new strategy will enable us to target a wider number of students.*

AGREED: Governors **APPROVED** the 2021-22 and 3 Year Pupil Premium Strategy

RM left the meeting at 8.00pm

10.2 Searching Students Policy

10.2.1 HMA advised that this policy had previously been presented to governors of the Resources Committee and had now been updated to reflect their comments, in line with guidance from The Key. She took governors through the amendments which were highlighted in yellow.

10.2.2 Governors suggested amendments to the Introduction: the policy should clearly define those members of staff who are deemed as authorised. In section, 'Action to be Taken', governors asked for a sentence about staff who are not deemed as authorized.

10.2.3 Governors noted the introduction of a log in the appendices.

10.2.4 Following a discussion it was agreed that the policy needed to include reference to what would happen if a student was searched and nothing was found; how staff would deal with this; consideration of conflict resolution and a reminder to students that they could discuss with a member of staff.

ACTION: HMA

10.2.5 Governors suggested the log should be amended by moving the column 'Reason for Search' so that it appears after the 'Characteristics' column and to add a column entitled 'Restorative Action'.

ACTION: HMA

10.2.6 A reference to the Safer School Officer should be included in Item 3 – 2.viii.

ACTION: HMA

10.2.7 HMA advised that once the policy is ratified she would undertake a training exercise with the Authorised Persons so that they understand the rationale of the policy.

AGREED: Governors **RATIFIED** the policy, but agreed to review again once the above amendments had been made.

AB left the meeting at 8.25pm

11. CHAIR'S ACTION

There were no items to report.

12. GOVERNORS' DAY

The draft agenda for Governors' Day on the 14 June had been circulated and governors were encouraged to attend. Staff governors to consider whether their timetable allowed the time for them to attend.

13. GOVERNOR SERVICES SLA

13.1 Governors agreed to continue with the Platinum package from Governor Services. The SBM reminded governors that one free training session was available as part of the package and should be taken up.

AGREED: To continue with the Platinum package.

14. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

14.1 Update on Triple Science

NBR updated governors on curriculum change from September 2022. He highlighted:

- Two science courses are run at WSfG: combined science and triple science
- Currently both get the same amount of teaching time – 9 hours per fortnight

- This means that triple science students are studying increased content in the same amount of time
- Why is it changing? – Triple science is getting less curriculum time compared to other subjects; wellbeing of students and staff; the change would mean that any KS4 content could be removed from KS3 curriculum time.
- Why it is changing at this point in time
- What are the benefits – parity; triple science students will have time to support a deep and broad learning experience; supports KS3 curriculum improvements
- How does this affect college applications? – it doesn't
- What do universities say? They purely look at A level grades
- Questions we have been asked: Parent consultation was undertaken so that they understood why the change was being made. 50 children a year choose triple science.
- Majority of students will be unaffected
- Triple science will be put into the option process
- Q. How many parents attending
- Approximately 25-30 parents had attended the consultation
A governor felt that it was important to make it clear why the change is being made, so that that parents understand. It is about the wellbeing of children and preparing them for the next steps on leaving our school.

Q. Will this have an impact on the higher achieving students opting out of arts subjects?

A. That is difficult to answer. There are healthy numbers in terms of all the arts and we would continue to support all students in the art subjects, but it is not possible at the moment to say whether numbers will change until we have the data.

Governors were interested to know what option was likely to be dropped by the higher achieving students.

ACTION: NBR to look at historical option choices and present this to the Curriculum Committee in September 2022.

ACTION: NBR to report back to Curriculum Committee 7 June on the outcomes from Yr9 option choices relating to triple science.

- 14.2 Governors agreed that governor meetings would continue to be held on a Tuesday and that from September meetings would comprise a mixture of remote and face to face meetings.

RS, AW and RJ left the meeting at 8.33pm

- 14.3 Confidential Set 1 Minutes of Governing Body meeting held on 29 March 2021.
Governors reviewed and accepted the confidential minutes of the above meeting and noted the recommendations following the Chair's report were being actioned, this included introducing an Attendance Policy for the school.

HMA left the meeting at 8.45pm

- 14.4 Confidential Set 2 Minutes of Governing Body meeting held on 29 March 2021
Governors reviewed and accepted the confidential minutes of the above meeting.

15. **DATE OF FUTURE MEETINGS**
5 JULY 2022 at 6.30pm

Meeting finished at 8.45pm

Chair (Print)
..... (Signed)
..... (Dated)