

**MINUTES OF THE MEETING OF
WALTHAMSTOW SCHOOL FOR GIRLS FULL GOVERNING BODY
HELD ON TUESDAY 7 DECEMBER 2021 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
Edyta Ballantyne
Aneela Shah
Sami Urrehman

Co-opted governors
Hannah Cheston
Alexandra Wills
Lucy Hutchinson
Rizwaan Malik

LA governor
Aktar Beg

Also present: Romi Jalil, School Business Manager
Marianna Philippou, AHT
Dave Shackson, AHT

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
4.2	Governor Services to note the election of Vice Chair and the changes to Chair of Resources Committee.	Governor Services	Immediate
5.2	To send the draft formal response to the LADO report to Safeguarding Link Governor	HMA	Immediate
6.1.1	Data on Covid absences and mental health difficulties to be presented at the next meeting.	School	
6.1.5	School presentation on mental health at March FGB	HMA	FGB 29/3/22
6.4	Governors APPROVED the Positive Behaviour for Learning Policy Addendum		
12.1	Chair to work on draft Financial Risk Register with SBM	CoG/SBM	March 2022
13.1	Governor ACCEPTED the academic targets for 2021/2022 KS4		

14.	Governors RATIFIED the following policies: <ul style="list-style-type: none"> • Pay Policy • Lettings Policy • Scheme of Delegation • Safeguarding Policy • Careers Education, Information, Advice and Guidance Policy • British Values Statement 		
14.5	Governors APPROVED the Register of Gifts and Hospitality		
14.6	Governors AGREED to Chair signing off the Health & Safety Annual Statement	Chair	ASAP
14.8	Governors RATIFIED the Admissions Statement		
16.	Governors APPROVED the Annual Impact of Governance Statement for publishing on the school's website	Chair	January 2022
17.	DATE OF NEXT MEETING 29 March 2022 Agenda Items: <ul style="list-style-type: none"> • Terms of Reference for Curriculum Committee – proposed revisions • School Website Review 		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies were received from Rhys Morgan and 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 Pecuniary Interests to be completed by Rhys Morgan and Aktar Beg.
- 2.2 Helen Marriott, Alex Wills and Ronnie Simpson declared interests as members of staff.

3. GOVERNING BODY

The Clerk confirmed there was currently a co-opted governor vacancy and RMO's term of office was due to expire on 28th February 2022.

4. APPOINTMENT OF OFFICERS

4.1 Election of Vice-Chair for the academic year 2021/2022

The Chair confirmed that she had circulated the job role for the position of Vice Chair and stressed the importance of the need for a Vice Chair to support her and cover in the event of any absences.

- 4.2 Aktar Beg nominated Sami Urrehman and following no other nomination or objections, Sami Urrehman was unanimously elected as Vice Chair. Due to his concerns regarding time commitments it was agreed that this would be reviewed at the end of the spring term. Pete Saunders agreed that he would take on the role of Chair for Resources Committee.

ACTION: Governor Services to note the election of Vice Chair and that the position of Chair of Resources will no longer be shared.

5. MINUTES AND TERMS OF REFERENCE

5.1 Governors received the minutes of the Governing Body meeting held on 19 October 2021 and agreed these as an accurate record, subject to the following:

- Page 7 – 7.3 To read: ‘UCL have their own evaluation framework, but the school also want to evaluate the impact of the process’.
- Page 11 – item 10. To read: ‘It is likely this will be delayed until June 2024’.

5.2 Matters arising

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Date
2./5.1	To complete all declarations including Business interests on GovernorHub.	ABG/RMN	Completed
3.2	To update GovernorHub on the DBS details for Ronnie Simpson	Governor Services	Clerk to chase
3.5	Governor Services to note the election of Lucy Hutchinson and Rizwaan Malik as Co-opted governors.	Governor Services	Completed
4.1	Governor Services to note the election of Chair.	Governor Services	Completed
4.2	To circulate a role description for the Vice Chair position	GBA	Completed
4.2	Election of Vice Chair deferred to the next FGB	Governor Services	Agenda item
5.2	To complete the Skills Audit	All Governors	Agenda item
5.2	Skills Audit analysis deferred to the next FGB	Governor Services	Ongoing
7.2	The school to consider a correlation of socio-economic backgrounds when analysing results of the first tranche of mock exams.	HMA/DSH	Spring Term
7.4	To provide a review of the revised iPad strategy, to include impact on learning and pedagogy.	School	Spring Term

Q. Item 8.4 – LADO Safeguarding Review - What has happened with this document, are there any developments?

A. HMA advised that she had spoken to Gerry Kemble and the LADO at LBWF and had explained the school’s position. She had been advised to write a formal response to the report, which has been drafted and shared with SLT and the Chair of Governors. Comments on the draft are welcome from the Safeguarding Link Governor.

ACTION: HMA to send draft response to MPB.

5.2 Minutes of the Curriculum Committee meeting held on 9 November 2021

Governors noted the minutes. RMA was appointed as Vice Chair of this committee and he appraised governors of the main items.

5.3 Minutes of the Resources Committee meeting held on 16 November 2021

5.3.1 Governors noted that items for remitting to the FGB for approval were on the agenda.

5.3.2 Governors were advised that the LA had written to Chairs and Headteachers informing them of the miscalculation of bank holiday pay for support staff over a period of years. RJA is on the working party and the financial costs will be shared 50/50 between schools and the LA.

5.3.3 Governors were concerned that the newly appointed Data Manager had resigned and the school had been unable to appoint a new permanent member of staff, due to the lack of applicants. They were also having difficulty appointing an agency member of staff. Some of the work is being covered by DSH and RJA in the interim. The school is currently considering increasing the salary and re-advertising the vacancy.

Governors discussed what means of recruitment were being used and the school welcomed any network contacts or ideas to increase interest in the position.

5.4 Terms of Reference for Curriculum – proposed updates – for approval

Deferred until next meeting. The existing one was approved at the last FGB on the 19 October 2021.

5.5 Terms of Reference for Resources

At the FGB meeting on the 19 October 2021, governors agreed to make changes to the quorum. No further changes were proposed at the Committee meeting.

Lucy Hutchinson joined the meeting at 6.50pm

DSH joined at 6.55pm

6. HEADTEACHER'S REPORT AND OTHER SCHOOL ITEMS (30 mins)

6.1 Headteacher's Report

Governors had received the Headteacher's report in advance of the meeting and HMA invited questions.

6.1.1 Attendance

***Q.** The national target for attendance is 95%. Some year groups are a little below the national target of 95% and commentary in the report refers to the likelihood of this being due to Covid. Where is the data to support this?*

***A.** The school do need to do more analysis on this to determine if this is exactly the reason.*

Governors requested specific data on Covid absences and the number of girls affected by mental health problems, as this was also deemed the reason for a significant rise in recorded absence.

***Q.** Is there any benchmarking information?*

***A.** HM quoted latest DfE national figures for attendance as 89%, which helped to put the school's position into context.*

ACTION: School to present data on Covid absences and mental health problems at the next FGB.

6.1.2 Data

***Q.** Page 5/6 – Current Y11 the projected P8 looks low at 0.47?*

***A.** That is not for the whole cohort but for HPA students only. It is not unusual for HPA students to have lower progress figures as there is less headroom for them to progress. The HPA Pupil Premium students have lower progress too and are being targeted for 1-1 tutoring from January 2022. There will be 30 subject slots over 10 weeks.*

Governors noted that in Yr10 data, P8 is being predicted at 1.34 and A8 at 58.6 currently.

***Q.** The PP P8 predicted score of 0.81, how does this compare to previous years?*

***A.** This would be high in comparison to previous years. Recent predictions for Yrs 10 and 11 is a narrow gap between PP and Non-PP. The current concern is low P8 predictions which will be looked at more closely.*

6.1.3 Staffing

Governors noted that a new DHoF for the Maths Faculty had been appointed and interviews are arranged for new DHoF ICT role. The role of HLTA is to be readvertised.

Governors were appraised of the responsibilities for DHoF roles.

6.1.4 Exclusions

Q. *There is a big jump from Autumn 2020 to Autumn 2021, is that because pupils are back in school?*

A. *HMA highlighted the table which broke the figures down into students and number of days.*

- *2 Yr9 students excluded for 1 day each for fighting.*
- *3 Yr10 students excluded for 3 days, 1 day each for a vaping incident.*
- *1 Yr 11 student excluded for 5 days: 2 days physical assault on another pupil, a further physical assault, as well as racial abuse of another student. However, the school had undertaken a lot of intervention work and introduced an EHCP for this student since these incidents in September and were pleased with the student's much improved behaviour, with no further exclusions.*

Q. *Page 12 reports zero racial incidents, does this mean that the incident involving the Yr11 student was not counted as a racist incident?*

A. *This has not been recorded accurately on SIMS. The new system (GoforSchools) will allow for more accurate and detailed reporting.*

6.1.5 Safeguarding

Governors noted the high number of students needing support from the learning mentor and school counsellors. Governors will be presented with an anonymised version of the new intervention log at future meetings, so that they can see the intervention measures the school is taking and the tools being used to measure their impact.

Q. *School counsellor is in school three days per week – are you thinking of increasing this?*

A. *We want to look at the whole picture in terms of need and support required. A Level 2 CAMHS officer will be coming into school one day per week from January 2022. There are no plans to increase the hours of the part-time counsellors at the moment.*

Governors were keen that if measures were put in place earlier at KS3 this could prevent issues manifesting in KS4.

It was agreed that Governors would receive a presentation on Mental Health at the next FGB meeting.

ACTION: School presentation on mental health at March FGB

6.1.6 Governors noted that due to Covid, the school's careers activities and roadshows could not go ahead. The carol concert will be live-streamed with no audience.

6.1.7 The link to the SIP in the report did not work, but the SIP was included separately in the FGB papers.

6.2 Update on progress with the School Improvement Plan (SIP)

Governors noted that this was presented to Governors in detail at the Curriculum Committee. HMA welcomed questions.

Q. *GoForSchools data software, is the set-up going ahead?*

A. *This cannot be implemented until a new Data Manager is in post. This is frustrating as we have two Heads of Faculty prepared to pilot the system, before going live with the whole school in September 2022.*

Q. *Has there been any progress with Student Voice and Focus Groups?*

A. *The Student Safeguarding Group has met. Other student voice groups have been presenting in school assemblies. Student Ambassadors, Student SLT, Global Alliance and Amnesty International Groups have all been set up. Governors welcomed the suggestion of a presentation at a forthcoming meeting.*

Q. *Student Wellbeing – is there a sense of what the improvement has been?*

A. *SIMS was not used before as we were using Student Conduct Cards. We are now reporting on behaviour and praise and will be presenting to governors on a termly basis to allow for comparisons.*

Governors were appraised of the G.R.E.E.N points behaviour process and noted that students were motivated by this and take an active role in their behaviour. All points are also shared with parents. The system will continue to be developed.

Q. *Is there any standardisation for behaviour points? Is it subjective?*

A. *We issue points either for learning or contribution. It is quite subjective but staff do have guidance about how to award points. . We have simplified the process and by only giving 5 points per lesson this has acted as a form of standardisation and given a structure to awarding points. Contribution points tend to be given outside of lessons. Currently students and teachers seem happy with its operational fairness.*

6.3 School report on significant projects: Teaching School Hub

Marianna Philippou updated governors on the key highlights of her report:

- A new DHT and Director of the Hub had been appointed and will start in January 2022
- She will undertake a gradual handover over the first half term
- Focus on securing development documents and prioritising actions with greatest impact
- Hub planning day took place on 23 November 2021
- Developing USPs 'The NELTSH Way'
- Working on evaluation and quality assurance
- ECF – Module 1 completed; Module 2 has begun
- NPQs – majority of courses numbers exceeding KPIs; facilitators recruited and training will begin in January.
- CPD – EYFS course (4 modules) delivered: 75% attendance; delegates expressed their interest in continuing their learning beyond the course through action research projects.
- SEND sign-up was initially low, which could be due to LAs offering free training of a similar nature. The course has been redesigned, in conjunction with the SEND Steering Group, and more interest is anticipated.
- Updated KPIs – slight drop in engagement which is being addressed
- Some Islington schools have chosen to access the Hub's NPQ courses due to the partnership between Islington Futurezone and UCL/ IOE.

Governors felt it was a good sign that other boroughs were signing up.

HMA thanked MPH for her hard work and drive to make the TS Hub a success.

6.4 Positive Behaviour for Learning Policy Addendum November 2021

HM explained the reasons why she was bringing the Policy Addendum to governors. The Addendum contained details of adaptations necessitated by changes resulting from the impact of COVID, student concerns about sexual harassment and sexual violence, updated DfE categories regarding exclusion, and the increasing use of e-cigarettes and vaping products.

Q. *If caught smoking outside of school in uniform would this policy still apply?*

A. *Yes, this is bringing the school into disrepute.*

Governors noted that the Behaviour policy will be reviewed next term.

AGREED: Governors **APPROVED** the Addendum.

7. **CHAIR'S ACTION**

No items to report.

8. **FEEDBACK ON SKILLS AUDIT**

8.1 Following analysis, this will be shared with governors at the next meeting as a full set of responses had only just been achieved.

ACTION: Agenda Item for FGB

9. **GOVERNORS' TRAINING**

9.1 Governors to note the Training record held on GovernorHub.

9.2 Governors confirmed that no other training had been undertaken this term other than that provided by the LA.

10. **LINK GOVERNOR REPORTS**

10.1 Governors noted that link governor visits had been completed for ADT, English, ICT, MFL and Science. A visit for Maths was scheduled for 8 December 2021 and Performing Arts had been delayed due to Covid until January. Lucy Hutchinson to arrange a Humanities visit before the end of term and Aneela Shah agreed to rearrange the date for her visit to the LLD faculty.

10.2 Four written reports had been received. Governors provided verbal summaries on their visits and highlighted key items discussed with faculties.

10.2.1 English

- Seen as a strength of the school with consistently high outcomes at GCSE
- Many of the team have additional roles new to them this year
- Discussion focussed on new GCSE course on Film Studies, which is popular with students (two classes). The teachers are focused on delivering the course well, via high quality teaching, despite it being new to them.. They are trying to establish what an outstanding provision would look like and what resources will be needed, such as cameras and tripods
- SIP priorities: formative assessment; developing students' metacognitive skills to aid their learning; peer and self-assessment; low stakes testing; scaffolding and independent learning

10.2.2 Science

- Concerns raised as CAGS/TAGs resulted in exceptionally high GCSE results in Biology and Chemistry in past two years which are unlikely to be sustained in 2022 cohort's exam results given current predictions. Additional worry of whether exams will go ahead in summer 2022 and if not, need for prevention of any leaks of exam papers
- Impact of Covid, especially remote learning and lack of practical experiments

- SIP priorities for 2021-22
 - Looking at what can be done to promote/explore careers in science and how to recruit more students to Triple Science, particularly students from Black Caribbean backgrounds, who are under-represented
 - Under-achievement in Physics to be addressed via direct support for any student who is struggling
 - Exploring alternative course options for SEND and LPA students
- Discussion about review of mapping skills and knowledge required during KS3 curriculum for progression to KS4 curriculum
- Concern around the iPad programme being discontinued as IT in science classrooms is becoming quite unreliable

10.2.3 Art and Design & Technology

- SIP priorities – keen to develop middle leaders and the benefits of a culture of coaching
- Covid pandemic and how it has impacted on staff and students, including difficulties of teaching practical subjects online, although much resilience evident
- Curriculum – Art: Fine Art and new subject, Textiles; Design and technology; Food preparation and nutrition;
- Difficulties of D&T GCSE course which is very demanding for students
- Technical support team an additional six hours would add value
- No major issues, ADT is a hands on practical faculty and results of students are on show to everyone
- Rigorous IT platform to work from and needs upgrading

10.2.4 Modern Foreign Languages

- First meeting with new Head of Faculty.
- Not had a permanent head for a while so conversation with new Head of Faculty was about how she found the department, what she was implementing and felt needs changing.
- Good grasp of the department and a clear vision of how modern foreign languages can improve the school
- SIP priorities:
 - staff wellbeing in relation to marking ,feedback and assessment - learning and assessment materials she has created and is sharing with colleagues will save time
 - developing pedagogy for achievement and progress – moving away from text books as a scheme of learning.
 - Keen on stretching and challenging all year groups and abilities
 - Enriching curriculum with cultural trips, guest visitors, visits and international exchanges
- Plans for reinstating Urdu from KS3 and extending Latin to KS3.

10.2.5 ICT (verbal – written report to follow)

- Challenge to get girls interested in computing and ideas around equipment to be used.
- Changes in courses – new level 2 BTEC in Computing
- Concern at the low level of uptake at GCSE

11. **PERFORMANCE MANAGEMENT REVIEWS**

(Pay Committee meeting scheduled for 14 December 2021)

11.1 Teacher performance reviews - confidential

11.2 Headteacher performance review – confidential

12. FINANCIAL RISK REGISTER

- 12.1 Governors noted that this was a new document introduced by LA for completion by Chair and FGB. The document will be presented to governors in the Spring Term and will form part of SBM's reporting to governors going forward.
ACTION: Chair to work on draft with SBM

13. STANDARDS AND TARGET SETTING

13.1 Targets for 2021/2022 KS4

Governors noted that the document was available on GovernorHub and was based on Fischer Family Trust 'Your School' projections, based on school data plus a degree of challenge. This is a deliberately challenging target and is based on the school's value-added score in previous years.

Q. The targets are higher than where the school was in 2019, so how realistic are they?

A. We are relying on what FFT is projecting. Ofqual has said 2022 is a transition year so grades awarded will still be more generous. It will be going back to where they were in 2019 from 2023 onwards. We are not in a position to factor this in with any accuracy. They are ambitious targets. It is hard to benchmark at the moment and the best option is for the school to go with FFT as they are the most accurate targets.

AGREED: Governors **ACCEPTED** the proposed targets.

DSH left the meeting at 8.39pm

14. SCHOOL POLICIES (10 mins)

Recommendations from Resources for ratification:

14.1 Pay Policy

Governors were asked to note the statutory changes which included the Government-approved £250 flat rate increase for anyone earning less than £24k and the increased flexibility for awarding TLR3s. Governors noted that the policy will be reviewed during the course of this academic year, following consultation with staff regarding amendments to appendices.

AGREED: Governors **RATIFIED** the Pay policy

14.2 Lettings Policy

Governors noted that the letting charges remain the same for 2021/22.

AGREED: Governors **RATIFIED** the Lettings policy

14.3 Scheme of Delegation

AGREED: Governors **RATIFIED** both the strategic and operational documents.

14.4 School Fund Audit

Governors noted that for the fourth year running, there were no recommendations arising from the audit and thanked Jan Barbier for her hard work. The audit was approved under delegated powers of the Resources Committee, and was presented to the FGB for noting.

14.5 Register of Gifts and Hospitality

Governors noted there were no amendments to the existing policy.

AGREED: Governors **APPROVED** the Register of Gifts and Hospitality.

14.6 Health & Safety Annual Statement

Governors noted the summary of H&S actions undertaken within the school over the last year.

AGREED: Governors **AGREED** to the sign off of the Annual H&S Statement.

14.7 Data Protection Audit Report

Governors noted the medium risk action points. Overall the school was rated as a low risk. The school will action the recommendations, which were all deemed achievable, and report back to governors later in the year.

Recommendations from Curriculum for ratification:

14.8 Admissions statement

Governors **ratified** the Admissions Statement.

14.9 Safeguarding policy (LBWF model policy)

HM highlighted the significant updates to the policy, as set out in the Introduction. A separate policy is being produced by the LA for Trauma Informed Practice.

Q. *In the absence of Jane Snowsill, should someone else be listed as the Deputy Safeguarding Lead?*

A. *We have broadened the number of Level 3 Safeguarding trained staff so that we have a wider group who are responsible for Safeguarding which is considered to be best practice..*

AGREED: Governors **RATIFIED** the Safeguarding Policy

14.10 Careers education, information, advice and guidance policy

Governors noted the minor updates.

AGREED: Governors **ratified** the policy.

14.11 British Values statement

Governors noted the minor updates.

AGREED: Governors **ratified** the policy.

15. PUBLICATION OF GOVERNOR INFORMATION (10 mins)

15.1 School website review

Deferred until next meeting.

15.2 Governing Body publication of information:

15.2.1 Attendance 2020-2021 – information will be published on the school website

15.2.2 Declarations of Interest - 2020-2021 and 2021-2022 – information will be published on the school website following review. Chair awaiting response from Governor Services re some queries.

15.2.3 Current Governing Body membership /responsibilities – information will be published on the school website following review. Chair awaiting response from Governor Services re some queries.

Q. *Can you remain a parent governor if your child has now left the school?*

A. *Yes, you can remain until the end of your current term of office.*

MPH left the meeting at 9.00pm

16. ANNUAL IMPACT OF GOVERNANCE STATEMENT

16.1 Governors considered the draft statement for 2020-21 compiled by the Chair.

AGREED: Governors **APPROVED** the Statement for publication on the website.

17. DATE OF NEXT MEETING

Tuesday 29 March 2022

Agenda Items:

- Terms of Reference for Curriculum Committee
- School Website Review

RSI, AWI and RJA left the meeting at 9.05pm

Autumn Term 2021

Meeting finished at 9.20pm

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