

**MINUTES OF THE MEETING OF  
WALTHAMSTOW SCHOOL FOR GIRLS FULL GOVERNING BODY  
HELD ON TUESDAY 11 OCTOBER 2022 AT 6.30 PM  
AT THE SCHOOL**

Present: Gillian Barker (Chair) Co-opted Governor

**Headteacher**  
Helen Marriott

**Staff governor**  
Ronnie Simpson

**Parent governors**  
Mari Paz Balibrea  
Peter Saunders  
Rukaiya Moola (*joined the meeting at 18.36*)

Edyta Ballantyne  
Rukaiya Moola  
Sami Urrehman

**Co-opted governors**  
Lucy Hutchinson  
Hannah Cheston

Also present:

Nick O'Brien, Deputy Headteacher  
Kristine Pratt, Assistant Headteacher  
Dave Shackson, Deputy Headteacher  
Marianna Philippou, Deputy Headteacher  
Romi Jalil, School Business Manager

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.	Governor Services to note the election of Chair and Vice Chair	Governor Services	Immediate
6.2	Governors were reminded to book and attend Safeguarding Training	All Governors	Immediate
6.2	To clarify with Governor Services whether EB should attend LBWF safeguarding training	EB	Immediate
9.	Once circulated, all governors to complete the health check survey	All Governors	Autumn Term
12.3	To review the Whistleblowing Policy	GBA/HMA	6 December 2022
14.	To read the updated Code of Conduct 2022/23 and complete declaration on GovernorHub	All Governors	Immediate

15.	To complete Skills Analysis on GovernorHub	All Governors	Immediate
16.	To complete Governing Body Annual Cycle for Spring and Summer terms and present to governors at Dec FGB	GBA	Autumn Term
17.1	To circulate the list of committee memberships and link governor responsibilities	GBA	Immediate
18.1	To seek clarification on whether a link governor is required for training	GBA	Immediate
18.3	To compile and circulate a list of school events for governor attendance, including link governor visit week dates for autumn and spring terms	HMA	Autumn Term
21.	To circulate last year's Alternative Meeting Options to enable governors' consideration for this academic year	GBA	Immediate
12.2	<b>AGREED:</b> Governors ratified the Teachers Performance Development Policy		
	<b>DATE OF NEXT MEETING</b> <b>FGB 6 DECEMBER 2022, 6.30pm</b>	Governor Services	To note

# 1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting,
- 1.2 Apologies were received from Andrea Corbett for the autumn term as governing body meetings clash with a course she is attending. Rizwaan Malik had been in touch with Chair as he is moving to California. Not clear whether he was already there or not.
- 1.3 The Clerk confirmed the meeting was quorate with eleven governors including the Headteacher present.

# 2. DECLARATIONS OF INTEREST

- 2.1 Governors were reminded to complete their Declarations of Interest on GovernorHub.
- 2.2 Helen Marriott and Ronnie Simpson declared interests as members of staff.
- 2.3 There were no declarations of interest appertaining to any of the agenda items.

## AGENDA ITEMS 6 TO 11 INCLUSIVE WERE TAKEN BEFORE ITEMS 3, 4 AND 5 TO ENABLE SENIOR STAFF TO LEAVE FOLLOWING THEIR ITEMS

# 3. APPOINTMENT OF OFFICERS

## 3.1 Election of Chair for the academic year 2022/2023

The Clerk welcomed nominations for the position of Chair. PS nominated Gillian Barker, which was seconded by EB. With no other nominations, governors voted unanimously to elect Gillian Barker as Chair for the academic year 2022/23. GB chaired the remainder of the meeting.

## 3.2 Election of Vice-Chair for the academic year 2022/2023

The Clerk welcomed nominations for the position of Vice Chair. GBA nominated Sami Urrehman, which was seconded by PS. With no other nominations, governors voted unanimously to elect Sami Urrehman as Vice Chair for the academic year 2022/23.

**ACTION:** Governor Services to note the election of Chair and Vice Chair

# 4. GOVERNING BODY (this item was taken before item 3 above)

- 4.1 The Clerk confirmed there was currently one vacancy for a Co-opted governor, one for an LA governor and one parent governor. The Clerk also confirmed that Gillian Barker's term of office was due to expire on the 21 October 2022. GBA indicated that she was willing to remain on the governing body and governors unanimously agreed to re-elect her. GBA advised governors that she would be standing down from the

position of Chair at the end of the academic year and for succession planning it was important for the governing body to have a Co-Chair to work alongside her with a view to standing for election in 2023/24. She agreed that she would discuss this with SU (who had left the meeting by this point) but the governing body may also wish to consider potential candidates through a formal recruitment exercise. It was recognised that any potential candidates would need to be experienced as either a Chair of Committee or Vice Chair on another governing body.

- 4.2 There were no disqualifications due to non-attendance.
- 4.3 The clerk confirmed that all DBS checks were up-to-date.
- 4.4 The Chair confirmed that details held about governors had been provided to the Secretary of State via GIAS in mid-September 2022.

## 5. MINUTES

### 5.1 Minutes of the Full Governing Body meeting held on 5 July 2022

Governors received and approved the minutes of the Governing Body meeting held on 5 July 2022 as an accurate record.

### 5.2 Matters arising

There were no outstanding matters arising.

### 5.3 Minutes of the Resources Committee meeting held on 21 June 2022

Governors received and approved the minutes of the Resources Committee meeting held on 21 June 2022 as an accurate record.

### 5.4 Matters arising

There were no outstanding matters arising

## 6. KEEPING CHILDREN SAFE IN EDUCATION

- 6.1 Kristine Pratt presented the Safeguarding Update, which was available on GovernorHub. She highlighted the following:

- Update was presented to Staff in September and will be repeated in October for those staff who missing the initial session. This will be repeated in the Spring for all staff and for any new staff that join during the year
- WSfG Safeguarding Team has been expanded to include five deputy DSLs
- Four more members of staff are interested in undertaking the Level 3 Safeguarding course
- Reminder that everyone has responsibility for Safeguarding: we must adopt the attitude that 'it could happen here'
- Professional curiosity is of utmost importance; nothing should stop staff using it
- Look out for signs of abuse/changes in child behaviour
- See something, says something, make a written record on Safeguard
- Overview of KCSIE Update 2022 – changes
- New focus on Early Intervention – Early Help Assessment to support children and families
- Preventative Education – schools have a crucial role and a whole school approach is advocated.

- All staff have read Part 1 of KCSIE 2022 and signed confirmations

***Q.** Do you record safeguarding incidents and how do you cross-reference this with behaviour?*

***A.** There is a large overlap. We record behaviour on SIMS but when recording information, we always ask staff to record any behaviour concerns on Safeguard. Both systems are regularly used and monitored.*

### 6.2 Safeguarding Report 2022/23

KPR highlighted the following:

- The report follows on from previous years
- S11 audit is used to identify areas of focus
- Following safeguarding incident in July, the LADO recommended a number of actions for the school, including amendments to the EV policy and practice
- Staff training has been planned on FGM and bullying this AY
- S11 safeguarding survey of students was undertaken spring 2022. Governors noted the improvements in green and areas in red where improvements are still required from latest survey of students
- Some of the areas of concern to students related to toilets, knives and being watched. There have been no incidents in school involving knives, although these are a concern in the wider local community. The school will dig deeper into these areas in order to draw up an action plan to address perceptions and needs.

**Q.** *Why are parents not allowed to go on trips?*

**A.** *In the main, it relates to DBS checks. Some students find it difficult in having parents there. The school is not closed off to this, but trips are not operated in the same way as they are in primary schools. Governors suggested a group of parents could be trained.*

**Q.** *What was the question used on online bullying?*

**A.** *"What type of harmful or abusive natures have you observed?" It was noted that the vast majority of online bullying happens outside of school, but can then find its way into school. It is highlighted for KS3, which is upsetting for some students. We have carried out work with Girls on Board which gives pupils strategies for dealing with it. We will be asking parents to work with us on this too.*

- 6.2 Governors were reminded about the need to attend Safeguarding Training, as this is now a requirement for ALL governors.

**ACTION:** All Governors

**ACTION:** EB to discuss with Governor Services whether she needed to attend training as she had already undertaken extensive safeguarding training and is DSL at the school where she is a Deputy Headteacher.

## **7. SAFEGUARDING UPDATE**

- 7.1 Covered in item 6 above. See also item 18.2 link governor report on safeguarding.

## **8. REPORT AND ANALYSIS OF SUMMER 2022 GCSE RESULTS**

The report and analysis were circulated in advance on GovernorHub for this meeting. DSH highlighted the headline data for governors, as follows:

- Comparisons with 2018 to 2021 results, although not comparing like with like
- 2019 the last time students sat GCSE exams
- 2020 CAG
- 2021 TAG – figures were higher this year and based on 2019 figures
- 2022 cohort – the Government did not want students to be disadvantaged
- Grade distribution would be part way between 2021 and 2019
- Attainment figures are higher.
- 5+ English and Maths - 67% (2019: 54%)
- 5 x 5+ including English and Maths – 65% (2019: 50%)
- Ebacc APS: 5.22 (2019: 5.01) although percentage entering fell to 43% (2019: 53%)
- Subject grades: breakdown of grades by subject including SEN, PP and non-SEN or PP

- School estimated Progress 8: 0.69, however, provisional P8 has come in at 0.59 from DfE
- 2023 will have an attainment dip if progress remains the same
- Number of entries: The school had struggled to engage some students after lockdown and some had consequently become school refusers and did not do exams. One student returned, but only completed four exams and another student did not return. Five students had poor results. This had impacted the P8 score, which without them would have been estimated to be 0.86.
- Subjects – weakest results from iMedia, PE, computer science, travel and tourism and economics
- Economics is a popular option with 47 students in the cohort. It needs to be considered as to whether this is the appropriate curriculum subject offer.
- Strong subjects – single sciences, Spanish, music, RE and English literature
- Combined science and also maths had significant improvements, but progress was not as strong as English Literature
- Area of concern was the PP gap. A8 figure is a grade different, P8 0.5 grade difference. This is an area that needs to be focused on.
- Current Yr11 are a strong cohort
- Once available, IDSR will be shared with governors

**Q.** What is the issue with economics?

**A.** It is accepted that we have to look at the teaching methods, those who have taught the exam groups this year and also the profile of students who are choosing this subject. We will be considering whether we offer an alternative course, such as Business Studies. There is, in fact, some evidence that students mistakenly think economics is similar to business studies. The ICT faculty, including iMedia, economics and computing, will be the focus of the second faculty review, following the pilot review in the English faculty.

Governors asked what the school's perspective was of those subject areas where a Grade 3 was attained. DSN gave the example of history, where it was accepted that some students were struggling despite interventions being put in place. The school needed to consider how students are taught question practice and how they could improve feedback given to students. Governors recognised that this student cohort would have missed parts of Yrs 9 and 10 through Covid, which will not impact the cohort sitting exams in 2023. The amount of support students were given outside of school could also have been a determining factor. Governors asked how many students were close to obtaining a Grade 4 and whether any further interventions might have helped.

HMA advised that the results have been analysed in granular detail, including looking at groups and individual students, as part of the exams analysis meetings. Consideration will be given to what changes and interventions need to be made in the classroom, as well as strategies across faculties. This will be discussed at the next Curriculum meeting. NBR outlined to governors what intervention measures are being put in place.

Governors noted the drop in the percentage of girls entering EBacc. The school advised that humanities and languages are popular options and it comes down to choice, unless a decision is made to make it compulsory to do an EBacc subject when structuring the options.

## **9. ANNUAL SCHOOL IMPROVEMENT PLAN UPDATE**

The Headteacher presented the SIP which was available on GovernorHub and advised that the full document will be made available to governors, with an accompanying summary later this term once the vision is finalised.

In order to address the governance section of the SEF, governors were asked to complete the health check survey to be circulated (visible on GovernorHub), the results of which will give an indication of each governor's knowledge and understanding of the school. The survey will be put into a Microsoft Form and will be circulated to all governors to complete.

**ACTION:** All Governors

**Q.** *Do you report on staff diversity data in relation to the Leadership section?*

**A.** *No, this will be part of our baseline and targets will be set accordingly.*

**Q.** *Has Go4Schools been implemented?*

**A.** *Yes, and the data analysis has proved really useful, particularly for exams. We are about to be trained on the parent app and have received logins.*

**Q.** *How will the Wellbeing Hub be evaluated, and results shared?*

**A.** *We are still developing the approach, but we are using individual assessment tools, appropriate to students' barriers, e.g. mental health or attendance, which are evaluated through intervention meetings. A lot of work is in progress and will depend on success criteria. NBR gave an example of the college ready course and ASDAN.*

**Q.** *How will the culture of kindness and compassion be measured?*

**A.** *Through student voice and student/staff surveys. Although there are palpable improvements, more work will be undertaken following the finalised vision and values and will then be codified in the SIP*

## **10. SCHOOL REPORT ON TEACHING SCHOOL HUB**

NBR thanked governors who had expressed an interest in the sub-committee for the TSH annual review. He presented his report and highlighted the following:

- Successes, areas for development and the Hub improvement plan
- ECF, NPQ and CPD cohort numbers last year and this year
- There are nearly 700 ECTs: 85-90% are with the TSH for their induction
- Focus is on how to evaluate current practice and what current needs are
- There is a Project Manager in each of the three areas but we are recruiting for the NPQ PM, following her resignation in the summer term
- Proud of recruitment in Cohort 3
- ECF/NPQ targets were all met
- 176 recruited into Cohort 3
- CPD bidding – all 3 courses applied for have been approved by the DfE
- Self-evaluation highlights six areas to be worked on
- Further self-evaluation will be carried out in June 2023
- Engagement is tracked across the entire programme

**Q.** *Are you receiving enough funding?*

**A.** *NBR explained the funding, which is a "moveable feast". It is difficult to get a full picture with rolling income. We know that we understand what the funding looks like and it is hoped that by mid-November there will be a clearer picture on what the income means. We know we need to focus on capacity for staffing and it is hoped to present figures to governors on staffing needs. We are not an Appropriate Body, but we are working on the basis that we are for Sept 2023, as advised by the DfE.*

## **11. OPTIONS: TRIPLE SCIENCE AND HISTORICAL OPTION CHOICES**

11.1 NBR presented his report to governors, which was available on GovernorHub, following the request from governors that the school consider the option choices for triple science and historical option choices for comparison. He highlighted the following:

- Latin has been dropped from one cohort but has been introduced in Yr7
- Options in Yr10 have implications for the budget
- The school has to look consistently at options blocks and will test assumptions
- Timetabling is being carried out by NBR
- Economics has 66 students which is a concern.
- IT Faculty will be reviewed.
- Is economics right course for young people at this time, or do we need to explore business studies as an alternative?

## **12. SCHOOL POLICIES**

12.1 The policy review cycle for 2022/23 was presented to governors for information.

### **12.2 Teachers' Performance Development Policy**

This was presented to governors who noted the main changes highlighted in yellow, including in Appendix 2. Governors noted that full consultation had been undertaken previously and the document had been sent to union reps, but to date there had been no response.

*Q. How does the lesson observation form and form tutor performance development link to the policy and how would you see this working?*

*A. We would need a separate or similar form for observations of a form tutor, which could link to personal development. This would come through learning walks rather than lesson observations.*

**AGREED:** Governors ratified the Teachers' Performance Development Policy

12.3 GBA/HMA agreed to review the Governors' Whistleblowing Policy. The Chair had confirmed with LBWF that the current LA model, dated 2017, has not been reviewed/revised since then. GBA agreed to raise this with the LA.

**ACTION:** GBA/HMA

*Staff members left the meeting at 8.00pm*

## **13. CHAIR'S ACTION**

13.1 The Chair advised that she had taken Chair's Action on two items:

- Correction of meeting dates for 2022/23
- Confidential staffing matter – actions pre-agreed with governors

## **14. GOVERNING BODY CODE OF CONDUCT**

14.1 Governors reviewed the document and noted the minor changes highlighted in yellow. Governors to read and declare on GovernorHub.

**ACTION:** All Governors

## **15. SKILLS ANALYSIS**

15.1 Governors were asked to complete the skills analysis document on GovernorHub. Clerk to ask Governors Services to pin the link on the school's GovernorHub noticeboard as governors had struggled to locate it.

**ACTION:** Governor Services/All Governors

**16. GOVERNING BODY ANNUAL CYCLE)**

- 16.1 The Chair advised that the cycle of business for the autumn term had been uploaded to GovernorHub. She will complete the cycle of business for the remainder of the year and bring it to the December FGB.

**ACTION:** GBA

**17. GOVERNING /BODY COMMITTEES**

- 17.1 Governors reviewed and agreed the following membership of committees, which had been circulated ahead of the meeting:

- Governor Discipline, Staff Discipline, Grievance and Dismissal Appeals – agreed three governors from pool to form panels as required.
- Curriculum – MPB; EBA; RSI; HMA; LHU; RMA
- Resources – HC; SUR; GBA; PSA; RMO
- Pay – LHU; SUR; RMO
- Headteacher's Performance Management – PSA, GBA, MPB

The Chair agreed to update the list and re-circulate to governors for checking.

**ACTION:** GBA

- 17.2 Governors agreed to review committees' Terms of Reference at the first meetings of the year, for confirmation at the next FGB on 6 December 2022.

**18. LINK GOVERNORS**

- 18.1 Governors agreed the following link governor roles:

Faculty	Governor
ADT	Pete Saunders
ICT	Sami Urrehman
Modern Foreign Languages	Mari Paz Balibrea
English & Literacy	Edyta Ballantyne
Humanities	Lucy Hutchinson
Maths	Rizwaan Malik
Science	Hannah Cheston
Performing Arts	Gillian Barker
Languages & Learning Development incl SEND	Rukaiya Moola
Pastoral/Wellbeing Hub	Andrea Corbett
Careers, information, advice and guidance	Ronnie Smith
Challenge	Rizwaan Malik
Disadvantaged inc PP	Lucy Hutchinson
Equalities inc EMA	Sami Urrehman
Health & Safety	Ronnie Simpson
Safeguarding	Edyta Ballantyne
RSE/PSHE	Pete Saunders
Student Leadership	Pete Saunders

The Chair agreed to seek clarification as to whether a link governor for training was still required.

**ACTION:** GBA



18.2 Governors noted the three link governor reports on GovernorHub for visits that were carried out during the summer 2022 term.

- **Safeguarding** – focus on student wellbeing and links with attendance. Persistent absence mainly due to unauthorised holidays taken (not PP students). Need for more mental health support – additional 15 hours from LBWF to be provided, plus form tutor focus. However, number of students being monitored has gone from 100 in spring to 78 in summer term which is a positive sign. School working with students re concerns about trusting staff to address issues.
- **Student leadership** – Governors provided verbal feedback on their visits
- **Equalities and EMA** – Link governors provided a verbal update on their visit and expressed concern about the amount of work involved in the area and how it was being carried out without an Equalities Co-ordinator. HMA explained the current arrangements: this role currently sits with a DHT with significant support from the Global Alliance group who are happy with this arrangement. She explained that the role had previously been awarded as a rolling TLR3 but that this is not best practice and advice from HR is they should be time-limited for one year. If governors wish the role to be permanent, it would involve restructuring and creating a new TLR.
- Governors questioned what was happening with Decolonising the Curriculum following the Black Lives Matter campaign. HMA advised that there is a programme of training for this year which saw Unconscious Bias training carried out in September 2022. The February INSET day will include a workshop on Decolonising the Curriculum and in June there will be a staff meeting on a third area. Governors noted that Jane Snowsill will pick up this area on her return to school.

18.3 Following a discussion on how governors could be involved in the different events in the school, HMA agreed to compile a suggested calendar of dates, which would include link governor visits, and circulate to governors for consideration.

**ACTION:** HM to put together a calendar of key events which governors can attend.

## 19. GOVERNOR TRAINING

19.1 The Chair noted the details of training that governors had booked this term, or already attended this academic year. Regarding safeguarding training, six governors had completed this training and five are booked on the 1 November LA training session.

## 20. ALTERNATIVE MEETING ATTENDANCE OPTIONS

20.1 The document has not been included in the meeting folder on GovernorHub. The Chair agreed to contact Governor Services to circulate last year's options for governors to consider again for this year.

**ACTION:** GBA/Governor Services

## 21. GOVERNING BODY AND COMMITTEE MEETINGS 2022-23

21.1 Governors noted the confirmed meeting dates for 2022-23

## 22. DATE OF NEXT MEETING

Full Governing Body 6 December 2022 at 6.30pm

*RSI left the meeting at 20.59pm*

## 23. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

23.1 Confidential Minutes of 5 July 2022

Autumn Term 2022

Governors noted that the matter had been dealt with under Chair's Action and agreed the minutes as an accurate record.

*Meeting finished at 21.05pm*