

**MINUTES OF THE MEETING OF THE
WALTHAMSTOW SCHOOL FOR GIRLS GOVERNING BODY
HELD ON 5TH DECEMBER 2023
AT 6:30PM
VIA TEAMS AND AT SCHOOL**

Present:

Andrea Corbett, ACO (Chair)	Co-opted Governor
Hannah Cheston, HCH	Co-opted Governors
Lucy Hutchinson, LHU	
Michael Lerpiniere, MLE	
Gillian Barker, GBA	
Sami Urrehman, SUR	
 Helen Marriott, HMA	 Headteacher
 Pete Saunders, PSA	 Parent Governors
Edyta Ballantyne, EBA	
Rukaiya Moola, RMO	
Kelly Broderick, KBR	
 Tatiana Cassango, TCA	 Staff Governor

Clerk to the Governors: Kathryn Protsiv

Also present:	Nick O'Brien, NBR, Deputy Headteacher Rachel Futo, RAF Deputy Headteacher David Shackson, DSH Assistant Headteacher Marianna Philippou, MPH Assistant Headteacher Romi Jalil, RJA School Business Manager
----------------------	---

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.1	To record ACO as Chair of the governing body up to and including the first FGB of the Autumn term 2024	Governor Services	Immediate
5	Governors to complete diversity questions on GovernorHub profiles, to confirm competition with Governor Services	Governor Services	Immediate
5	Governors to yet complete KCSIE training to book training	MSE/ ABE	Immediate
5	Governors completing KCSIE training in other school settings to forward Certificates	ACO	Immediate
10	DSH to report back on how governors can monitor responsibilities in the Online Safety Policy.	DSH	

10	HMA and ACO to seek guidance/ templates on Online Safety monitoring for governors and report back to governors.	HMA/ ACO	
10	To correct 'governing board' to 'governing body' in the Online Safety Policy.	DSH	
13	Governors to review this year's skills audits summary and note any development needs for action	ABE/ MSE to complete audit All to review	Immediate Next FGB
14.3	To update LKA's name on website documents.	RJA	Immediate
18.2	To update school policy regarding badges with political slogans being worn on site.	HMA	Immediate
	<p>Agreed/ Ratified:</p> <ul style="list-style-type: none"> • Admissions Statement • British Values statement • Safeguarding Policy • SEND Policy • LAC report • Online Safety Policy • Acceptable Use of ICT Policy • Staff pay award 2023 • Lettings Policy • Financial Regulations • Freedom of Information Act Publication Scheme • Pupil Premium Strategy Statement 2022-25 and Review of 2021-22 • Scheme of Delegation • Bank Mandate Update • Asset Register Certificate • Register of Business Interests • Register of Gifts and Hospitality • Pay Policy • Educational Visits Policy • Targets for 2024/25 • Governance impact statement 2022/23 • All Committee ToR 		
	<p>Agenda Items:</p> <ul style="list-style-type: none"> • Skills audit review 		
	<p>Spring Term 2024 Meetings:</p> <ul style="list-style-type: none"> • Pay Committee(2) (if required)- Tuesday 9th January 2024 • Curriculum Committee - Tuesday 16th January 2024 • Resources Committee - Tuesday 12th March 2024 • Full Governing Body - Tuesday 26th March 2024 		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair began by welcoming all present, particularly the new parent governor KBR.
- 1.2 Apologies accepted from Aktar Beg, Marlene Service, Mari Paz Balibrea.
- 1.3 The meeting was quorate with 12 governors

2. DECLARATIONS OF INTEREST

- 2.1 Pecuniary Interests: none
- 2.2 No interests were declared in any of the following agenda items, though staff present noted interest in all items.

3. GOVERNING BODY

There are no vacancies or terms of office ending before the end of the Spring Term.

MPH delivered an update on the Educational Visits Policy (see agenda item 16)

MPH left the meeting at 6:50pm

DSH reported on school target setting (see agenda item 8)

4. MINUTES

- 4.1 DSH began by providing a detailed update for Action 6.1 of the meeting held on 10th October 2023: **To look at ethnicity data in depth at the next curriculum committee meeting, on an individual pupil basis.**

DSH shared an anonymised breakdown of results for BCA and WBCA students, noting the small sample size and a need for caution in looking for trends. There is an attainment gap between the groups. DSH gave contextual information on a pupil-by-pupil basis.

DSH gave updates on the new ICT policies (see agenda item 10)

DSH left the meeting at 7:03pm

- 4.2 Governors received and approved the minutes of the governing board meeting held on 10th October 2023, noting a correction to be accepted for item 6.1.

- 4.3 Matters arising:

Minute reference	Formal agreements and/or actions identified	Status update
3.1	To record ACO and GBA as Co-chairs of the Governing Body for the Autumn Term 2023	Complete
3.1	To agree the appointment of a Chair, or Co-chairs, for the Spring and Summer Terms 2024	ACO was nominated by GBA as the Chair for the remainder of the academic year. ACO was elected without objection.
3.2	To record SUR as Vice-Chair of the Governing Body	Complete
4.1	Action: Governor Services to record new Parent Governor	Complete
4.1	To complete DBS check for new Parent Governor and GBA to confirm if Marlene Service's DBS requires renewal.	Complete

4.2	Governors to complete diversity questions on GovernorHub profiles	To confirm with Governor Services
6.1	To look at ethnicity data in depth at the next curriculum committee meeting, on an individual pupil basis	This meeting, see 4.1
6.1	Curriculum Committee to re-visit GCSE data headlines following validation	This meeting
7.1	HMA to confirm threshold for staff KCSIE training reviews	Complete
7.1	GBA to email HMA regarding filtering and monitoring (KCSIE)	Complete
7.2	Governors to yet complete KCSIE training to attend zoom 'Safeguarding for Governors' on 31 st October at 6pm with Governor Services.	MBA and MSE outstanding to book or complete
7.2	Governors completing KCSIE training in other school settings to forward Certificates to GBA, if not attending Governor Services training online.	ACO to forward
10	Governors to complete the provided skills analysis profile questions on GovernorHub	Outstanding for ABE and MSE
12	GBA to confirm membership of HT Performance Management Committee	Completed 1.12.23
12	ACO to request a recording/ slides of the 12 th October GS training on HT Performance Management	Received
13.2	English and Maths Link Governor roles to be followed up by email	Complete
15.1	To add the British Values Policy to the review cycle.	Complete
16	To move the Asset Register Review to the December FGB agenda.	This meeting
	Agreements/ Policies Ratified: <ul style="list-style-type: none"> • Monitoring and Evaluation Cycle • Governing Body Code of Practice • Annual Cycle of Work • Committee Terms of Reference (All) • Policy Review Cycle • External Visitors Policy • Exams Policy • Committee Membership • New governor specific responsibility roles • Link Governor roles 	

4.3 Governors received minutes of committee meetings held on:

- Curriculum Committee, 7-Nov-2023
These were accepted as an accurate record, noting a correction of 'RAF' to 'Resources Matters arising. Action 11, completed this meeting.
- Resources Committee, 14-Nov-2023
These were accepted as an accurate record.

5. CHAIR'S ACTION

None

6. HEADTEACHER'S REPORT

6.1 Whole school attendance is 94.8%, up from last year

6.2 CPD developments are now well embedded.

6.3 Suspensions have increased, individual reasons were discussed.

Q: Is the school working with external agencies for these pupils?

A: Yes, for all pupils, including for some with Social Care and other external agencies, as appropriate

Q: How do suspension figures compare to other LA schools?

A: These figures aren't published. HMA explained the FAP process, which has been used for one pupil.

Q: Is there a wider problem with Yr 10 behaviour, noting the suspensions in this year group?

A: No, the incidents were not connected.

6.4 The National Tutor Program did not result in the expected impact for students, with no significant additional progress and therefore has been discontinued.

6.5 Lesson observations report: During the Summer Term the observation process included paired observations and coaching feedback meetings.

6.6 Every member of staff chose an observation focus; a table of the foci was shared. On reflection it was found that many comments were generalised and did not relate specifically to the observation focus. Notably when questioning was a focus only 36% of lessons recorded this as a strength.

6.7 Continued staff training is needed to ensure consistency in the quality of feedback. Coaching questions need to be recorded.

6.8 Observation forms will be adapted to support staff in recording accurate feedback.

6.9 School self-evaluation activities report: NBR noted this was discussed in the October FGB. The document is updated throughout the year. NBR noted areas completed in the autumn term and highlighted the running notes column for governors.

7. UPDATES ON SCHOOL IMPROVEMENT PLAN, SEF AND TS HUB

7.1 SIP: HMA presented the summary document. As this is a three year plan the document is similar to last year. There were updates to:

- Staff and student well-being: we have been accepted as part of the EEF Grassroots project
- Developing 'character': this has been a new development as a result of evaluating our work through the SEF and will focus on integrity.
- Vision and Values, Tutor time and impact measuring
- TnL Team: Lead Practitioners recorded
- CPD model updates
- Curriculum work updates

7.2 SEF: Updated from the Summer Term with a new format. After Christmas an external review is planned. There will be a SEND review after February half term. The school is appointing an Attendance officer.

7.3 Teaching School Hub report and redesignation application (NBR). The TSH is currently in the last year of a three-year tenure. It is now the Appropriate Body across three Local Authorities and is engaging with around 200 of the 241 schools in the area. Finances are good. There are termly reports to the DfE and the TSH has its own SIP (a HIP). In one year there has been responsibility for 487 ECTs, with upwards of 900 in total. The TSH is working

with three local experts within each of the LAs, and has funded time to develop local connections.

Q: Are there many drop outs? How is this managed?

A: There is no pattern for withdrawals. Personal circumstances, for example maternity leave, may result in people deferring. Some of these 'hang in the air' before converting to withdrawal. The TSH is working on using admin capacity to follow up deferrals.

The redesignation would be until 31st October 2028. Only existing TSH can apply, but they do not need to be based in the area. NBR shared the Technical Questions. There is no appeal process if the application is unsuccessful. No neighbouring Hubs have indicated a wish to apply for the area.

Q: If unsuccessful would there be a transition period?

A: Yes, from February until August.

HMA noted the amount of time and effort being put into the application and thanked NBR.

8. TARGET SETTING

Governors considered proposed targets for 2023/2024

Last year target grades were accurate. Although last year's results were excellent this year predictions indicate results will be as good, if not better. DSH explained FFT target grades, with WSFG being in the top 20% of schools. An exceptional target could be to be in the top 5%.

Governors agreed DSH's suggested Attainment 8 target of 60.

9. FINANCIAL RISK REGISTER AND ASSET REGISTER

9.1 Governors to review the register and any updates. RJA presented in detail at the Resources Committee, and summarised for the FGB:

- Added risks include insurance premiums, post Grenfell building with any type of cladding may see their premiums raised and TSH redesignation.

Q: Is there a risk with the Solar Panel project planned?

A: RJA reported the panels are covered by an LA scheme, similar to a PFI loan scheme with fixed rate electricity unit costs being used to pay off the installation and equipment costs. The school will later have the opportunity to buy the panels, once they have depreciated in value. There is no current financial risk.

9.2 Governor report on Asset Register review visit (SUR): SUR reported on his visit, stating confidence that the processes were robust and that the register was accurate and complete.

10. SCHOOL POLICIES AND REPORTS

Recommendations from Curriculum for ratification:

- Admissions Statement
- British Values statement
- Safeguarding Policy
- SEND Policy
- LAC report

New policies

- Online Safety Policy

DSH reported the new online safety policy is very different to previous policy. The old policy tended to be about structures in terms of online safety. The new policy has clear procedures and responsibilities. It is more focused on safeguarding, rather than technology. It is based on a standard policy from The Key.

Filtering and Monitoring are dependent on LGFL changes, the school is waiting on these. There needs to be a new more efficient system in school that informs staff when there is concern regarding website content.

GBA requested the policy is supported by a checklist for governors, to enable them to monitor the actions and responsibilities they have in the new policy.

Action: DSH to report back on how governors can monitor responsibilities in the Online Safety Policy.

Action: HMA and ACO to seek guidance on Online Safety monitoring for governors and report back to governors.

Action: To correct 'governing board' to 'governing body' in the Online Safety Policy.

- Acceptable Use of ICT Policy

The policy was a model policy from The Key. DSH has added a section on AI, something which is likely to need updating regularly in response to new developments in AI usage. Visitors will now have to sign a document before using school networks or equipment. Staff have training planned on the updates for the week after this meeting.

Q: Will staff be able to link to private accounts, such as files, from home or online?

A: There will be a need to keep things separate on devices.

Q: Will governors have to sign the document?

A: Yes.

DSH also added a section on student access from home to the model policy.

Recommendations from Resources for ratification:

- Staff pay award 2023
- Lettings Policy
- Financial Regulations
- Freedom of Information Act Publication Scheme
- Pupil Premium Strategy Statement 2022-25 and Review of 2021-22
- Scheme of Delegation
- Bank Mandate Update
- Asset Register Certificate
- Register of Business Interests
- Register of Gifts and Hospitality

Comments or queries were invited for the policies recommended by committee and the new ICT policies.

All policies were ratified.

10.17 Pay Policy

There was a consultation in 2014/15 when the LA was mandated to update pay policies. The school has used the LA pay policy, which is amended annually. Changes made to the LA model policy:

- Pay awards
- Lead practitioners added to Leadership Scale
- Updates pay scales and TLRs.

Ratified

- 10.18 Educational Visits Policy: Educational visits are planned for Spain next September and DofE related residentials.

MPH provided updates on the Educational Visits Policy. The adjustment to student: staff ratios made last year did not have the expected positive impact, and impacted the school negatively with additional staff being released. The ratios have been returned to 20:2. PP children are a focus, with a view to raise cultural capital for these children. General procedures have been tightened and a strict admin deadline introduced.

The policy was ratified.

11. GOVERNING BODY COMMITTEE TERMS OF REFERENCE

The Chair confirmed that the TORs for the Curriculum and Resources committees were reviewed and neither committee is proposing any changes.

The Pay Committee TOR were reviewed and agreed.

12. LINK GOVERNOR VISIT REPORTS

The chair asked each link governor to present three key points each from their faculty link governor visit reports:

ADT (PSA)

- Focused on areas from the 2022-23 SIP
- Going forward there is continuing focus on greater differentiation.
- All learning journeys were organised in books for KS3/4
- Exam outcomes were above or in line with national averages.
- Cultural capital, opportunities for PP pupils to collaborate with artists or attend trips.
- Consistent approaches to formative assessment are being developed

English (GBA)

- There was some concern about using Jane Eyre as a text, and if this impacted marking
- Skills are being developed for unseen poetry questions
- Writing is a focus for January onwards.
- Overall outcomes were well above national average

Humanities (EBA)

- Second year of three-year curriculum overhaul
- RS has themes, as opposed to religions
- Year 8 units are being rewritten
- An area for development is higher level critical thinking.
- Minority ethnic groups and middle attainers are focus groups.

ICT (SUR)

- Discussed GCSEs
- There is a national challenge ongoing with OCR
- The results are low in comparison to other faculties
- Programming is a particularly challenge area of the GCSE

LLD/ SEND (RMO)

- Area SIP objectives and student passports
- No EAL co-ordinator
- GCSE outcomes discussed

Maths (ACO)

- Changes made to summative assessment
- TLR introduced for numeracy – to be reviewed
- Students can work in lunchtime

- Next phase, communication with parents.
- Timetable is being front-loaded, Monday-Wednesday
- Student voice has resulted in changes
MFL (MPB)
MPB sent apologies, HMA confirmed all present had read the report.
PFA (MLE)
- First visit as a governor
- Looking to respond to student feedback
- Resources could be better utilised
- High absenteeism in Yr11 impacted grades.
- Difficulty with exam moderation, an apology was received.
- Drama, high grade boundaries
- Possibility of Science teachers teaching classroom PE theory lessons
- Desire to offer climbing to students
Science (LKA)
- Staffing shortages have overshadowed the faculty, there is a national shortage
- 6 mark questions are to be a focus
- Results are consistent and solid
SCR check visit (GBA)
- Single Central Record, felt to be robust and all questions were answered

13. GOVERNOR SKILLS AUDITS

Two Governors, ABE and MSE are yet to complete the audit.

Action: Governors to review this year's skills audits summary and note any development needs for action

14. PUBLICATION OF GOVERNOR INFORMATION

14.1 Governance impact statement 2022/23

Summary of previous academic year: agreed

14.2 School web site review: ACO reported as completed

14.3 Governing Body publication of information is up to date on the website for:

- Attendance 2022/2023
- Declarations of Interest – 2022/2023 and 2023/2024
- Current Governing Body membership

Action: To update LKA's name on website documents.

15. PERFORMANCE DEVELOPMENT REVIEWS (5 mins)

15.1 HMA explained the process of staff performance development and invited questions.

15.2 Headteacher Performance Review Panel: Completed on 1st December, recommendations have been made to the pay committee.
(Pay Committee scheduled to meet on 12th December 2023 to consider any pay recommendations)

16. HEALTH AND SAFETY AT SCHOOL

16 Health & Safety Annual report: presented by RJA in detail to the Resources Committee. HMA invited questions about the report.

Q: Is this statutory?

A: No, it is good practice.

17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

17.1 This term:

- Pay Committee – 12 December 6.15pm

17.2 Spring Term 2024:

- Pay Committee(2) (if required) - Tuesday 9th January 2024
- Curriculum Committee - Tuesday 16th January 2024
- Resources Committee - Tuesday 12th March 2024
- Full Governing Body - Tuesday 26th March 2024

18. ANY OTHER BUSINESS

18.1 LBWF have notified the school that they have been rated as 'Green' by the LA risk assessment process.

18.2 An additional sentence to School Policy was proposed regarding badges with political slogans. After a discussion it was agreed that a 'political slogan' is one that represents a call to action of some kind, but the Headteacher's discretion will be final when judging if an item is or is not bearing a political slogan.

Action: To update school policy regarding badges with political slogans being worn on site.

ACO ended the meeting by thanking all present and noting again the excellent P8 score achieved.

The Meeting Link was ended at 8:57pm, with staff and the Clerk leaving.

19. CONFIDENTIAL ITEM

Notes recorded for this item by GBA.