

**MINUTES OF THE MEETING OF THE  
WALTHAMSTOW SCHOOL FOR GIRLS GOVERNING BODY MEETING  
HELD ON TUESDAY 8<sup>TH</sup> OCTOBER 2024  
AT 6:30PM  
AT THE SCHOOL**

Present: Andrea Corbett, ACO (Chair) Co-opted Governor  
Sami Urrehman, SUR Co-opted Governors  
Pete Saunders, PSA  
Gillian Barker, GBA  
Helen Marriott, HMA Headteacher  
Hannah Hall, HHA Parent Governors  
Clare Landon, CLA  
Edyta Ballantyne, EBA  
Kelly Broderick, KBR

Clerk to the Governors: Kate Protsiv

Also Present: Dave Shackson, DSH Assistant Headteacher  
Nick O'Brien, NBR Deputy Headteacher

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
3.2	To note the appointment of PSA as a co-opted governor.	GS	Immediate
3.4	DBS certificate to be shared with School	CLA	Two weeks
4.1	ACO elected as Chair of the FGB		
4.2	SUR elected as Vice-chair of the FGB		
6.3	To remove the Monitoring and Evaluation cycle as a stand-alone agenda item on future FGB agendas.	GS	Immediate
6.4	To create a doodle poll to seek governor availability for Ofsted Preparation training	ACO	Immediate
6.4	To complete the doodle poll for planning Governor Training with Harringay SIP	All	Two Weeks
7.2	All governors to complete Safeguarding training pre next board meeting	All	Next FGB
7.2	To send out the NSPCC summary of changes document for KCSIE via email to governors.	ACO	Immediate
9.1	All members of the board to confirm their acknowledgement of the code of conduct on GovernorHub	All	Immediate

12.3	Agenda item – all Committees, Terms of Reference 2024-2025	GS	Next FGB
13.1	To contact absent governors to confirm their continuation of link governor roles	ACO	Immediate
13.1	To email new governors a synopsis of link roles	ACO	Immediate
	Date of next meeting: <ul style="list-style-type: none"> <li>• Tuesday 10<sup>th</sup> December</li> </ul>	All /GS	Immediate
	Policies: <ul style="list-style-type: none"> <li>• Policy Spreadsheet</li> <li>• Exams Policy</li> <li>• Self-evaluation policy</li> <li>• Performance Development Policy</li> </ul>		

## 1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Clerk welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Aktar Beg, Lucy Kallen and Rukaiya Moola. Apologies for a late arrival from EBA were accepted.
- 1.3 The Clerk confirmed that the meeting was quorate with 8 governors present.

## 2. DECLARATIONS OF INTEREST

- 2.1 Pecuniary Interests – Governors confirmed receipt of the register of interests.
- 2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

## 3. GOVERNING BODY

- 3.1 The Clerk confirmed the current Governing Body membership, noting vacancies for 2 co-opted governors, one parent governor and one staff governor.
- 3.2 Governors received the application from PSA, a former parent governor, to join the Governing Body as a co-opted member. Governors unanimously agreed to appoint PSA and welcomed him back to the Governing Body.  
**Action: To note the appointment of PSA as a co-opted governor.**
- 3.3 ACO stated that Mari-Paz, a former parent governor, had expressed an interest in applying for the other co-opted governor vacancy. She would be able to start in January if appointed. Governors agreed to recruit for this vacancy in the Spring term.
- 3.4 Staff Governor elections are ongoing.
- 3.5 The Clerk confirmed that DBS checks had been completed for all governors and details are held on file by Governor Services. CLA confirmed receipt of her DBS in the mail recently.  
**Action: DBS certificate to be shared with School and Governor Services.**
- 3.6 Evaluation of governing body diversity: Governors received the report from Governor Services and agreed to discuss how this information may be shared or published at the next FGB.

## 4. APPOINTMENT OF OFFICERS

- 4.1 The Clerk welcomed nominations for the position of Chair of the Governing body for the 2024/2025 academic year, up to the first meeting of the Governing Body in autumn 2025.  
GBA proposed ACO, this was seconded by SUR. With no other nominations and no objections, ACO was unanimously elected as Chair of the Governing Body for the

2024/2025 academic year; up to the first meeting of the Governing Body in autumn 2025.

- 4.2 The Clerk welcomed nominations for the position of Vice-Chair of the Governing Body for the academic year 2024/2025  
ACO proposed SUR, this was seconded by PSA. With no other nominations and no objections, SUR was unanimously elected as vice-Chair of the Governing Board/Body for the 2024/2025 academic year; up to the first meeting of the Governing Body in autumn 2025.

## 5. MINUTES

- 5.1 Governors received the minutes of the meeting held on 9<sup>th</sup> July and agreed these to be an accurate record of the meeting. The Clerk noted a correction for the date of the meeting (May July). ACO agreed to sign a copy of the minutes on GovernorHub.
- 5.2 Matters arising:

Minute reference	Formal agreements and/or actions identified	Status Update
4.2.9	To consider the risks of AI and possibilities of cyber-attacks and include on next revision of the risk register.	RJA will be bringing a report to the Resources Committee. ChatGPT licences have been purchased to explore possibilities. ACO also met Racheal Futo last term to discuss AI
4.2.12	To provide an anonymised summary of reasons why staff have left the school for discussion at Resources Committee	RJA will bring an anonymised summary to the Resources Committee.

- 5.3 It was noted for new governors that FGB meetings are in person, whilst committees are held online via Teams. Links will be both emailed and on the GovernorHub noticeboard. Committees begin 15 minutes earlier at 6:15pm.

*EBA joined the meeting at 6:45pm*

## 6. SCHOOL ITEMS

- 6.1 GCSE results and analysis (DSH): PSA noted the inclusion of a name within a case study, which DSH noted to remove. DSH explained the columns used in the data report. Progress is based on Fisher Family Trust (FFT), using data from the top 20% of schools who have reported data to FFT. There will be no Progress 8 score for the current year 11 because they did not take KS2 examinations due to COVID. In summary, attainment is favourable when compared to pre-2019 results. Within the LA the school is still attaining highly in comparison to all other schools. Progress is however lower than in 2023, the accuracy of this figure is not yet confirmed. It is based on FFT data, not data from all schools in the country. The final figure will be lower than for the last 3 years. Case studies were provided for

governors to understand reasons and narratives. Outlying results have had a significant impact on progress averages. DSH showed the impact if one or two students were removed from the data. DSH noted that some of these former students might have been permanently excluded from other schools and that the school had worked hard to ensure they remained on roll. ACO echoed this statement, that it would have been unconscionable to remove students with high external needs despite the expected impact on data.

Additionally, analysis shows that Middle Prior Attainers did not attain as highly this summer as is typical. Often this is a group that, if they achieve 7+, can have a highly positive impact on results.

DSH discussed ethnicity and the changing patterns of prior attainment.

Last year PP progress was among the highest in the country; whilst still good it is not as high.

FFT is a fairly good indicator of the final P8. DSH broke down attainment by subject, noting the variation in the highest grades. This is a national trend, with the school mostly comparing well to similar schools. PE was noted as a concern, in a lower percentile, according to FFT, compared to similar schools for attainment.

Q: Are the issues for PE GCSE understood?

A (HMA): Teacher support was provided. There were specific elements of the specification which were identified as areas of weakness, notably the physics element. Actions are already in place. This year the course will finish earlier, to allow for full mock examination papers to take place and targeted external support work. Also, this year's cohort are a smaller, more well motivated group. Schemes of learning are also being adapted for Year 9 so that they better prepare students for GCSE.

Q: Is this the last year of Economics GCSE?

A: Yes, Business studies will be offered instead. DSH noted that Business Studies offers a broader range of more resources available for students to seek out for independent study, which isn't there for economics. Economics A-Level remains a popular choice, so there is no indicator results are impacted by engagement. Business Studies is a popular choice for students with a range of prior attainment, due to it being something new to try at GCSE. It is a demanding course though.

NBR stated there was a national picture of a reduction in 7+ results. Grade boundaries are higher. NBR noted the difference in predictions and results and described the rigorous process for making predictions. However, if grade boundaries shift then predictions will be less accurate as they are created using the available data from previous years. NBR detailed how moving forward the latest data would be used to ensure predictions are as robust as possible. PSA noted the difficulties of moving boundaries. This was confirmed by NBR, particularly in the light of no KS2 baseline.

DSH stated overall the school was proud of the attainment of students, and that this year followed a particularly high year for progress outcomes.

HMA shared an anecdote from the recent Open Evening, with feedback from the parent of a child who had multiple challenges. The student is now in a sixth form of choice and the parent expressed gratitude for how the school supported the student.

Q: A specific question was asked about the attainment of Black Caribbean students.

A: DSH stated he would provide a full breakdown of ethnicity group data for the Curriculum Committee.

EBA noted the slow start the previous Year 11 had to secondary schooling, with Year 7 and 8 significantly impacted by COVID restrictions. The students had largely coped

very well with an accelerated Year 9-11, but this may have been very challenging for more vulnerable students to manage.

AC thanked DSH.

*DSH left the meeting*

- 6.2 SIP 2023-24 final update (HMA): The Summary Document was shared, the start of a new Year 3 plan. Priorities were shared at the last FGB and the school is now adapting the SIP in view of assessment and exam outcomes. There will be more work around benchmarking, not just local schools but looking at the best practice nationally. Governorship is expressly included within leadership of the school, developing how well governors know the school.

Q: Will link reports be looked at? In terms of quality?

A: HMA is redesigning the proforma to support governors on link visits and looking at the work and roles of the governing body with ACO.

- 6.3 Monitoring and Evaluation Cycle 2024-25: This item is duplicated in the related policy and reviewed by Governors.

**Action: To remove the Monitoring and Evaluation cycle as a stand-alone agenda item from future FGB agendas.**

NBR shared an update as to where the school is in the cycle. All faculties have undertaken a faculty review and a whole school themed review of SEND has taken place. Data columns were detailed for governors.

- 6.4 Ofsted: updates and information: A new SLA with Haringey Education Partnership is now in place for maintained schools in Waltham Forest. HMA has already met the Chief Executive of HEP and the initial engagement has been positive. Changes to Ofsted judgements were discussed. ACO asked that governors provide availability for Ofsted Preparation training with Haringey.

**Action: To create a doodle poll to seek governor availability for Ofsted Preparation training**

**Action: To complete the doodle poll for planning Governor Training with Haringey SIP**

## 7. KEEPING CHILDREN SAFE IN EDUCATION 2024

- 7.1 Governors acknowledged receipt of the KCSIE Statutory guidance September 2024 and their responsibilities as detailed were noted.

- 7.2 Governors were provided with dates for safeguarding training and reminded to book through GovernorHub.

**Action: All governors to complete Safeguarding training pre next board meeting**

**Action: To send out the NSPCC summary of changes document for KCSIE via email to governors.**

NBR noted the additional Prevent training for governors. EBA noted the guidance for gender-questioning children is under review currently.

## 8. CHAIR'S ACTION

None reported

## 9. GOVERNING BODY CODE OF PRACTICE

- 9.1 Governors reviewed the Governing Body Code of Conduct for the 2024/2025 academic year and unanimously agreed to adopt this.

**Action: All members of the board to confirm their acknowledgement of the code of conduct on GovernorHub**

**10. SKILLS ANALYSIS**

10.1 Governors considered the provided skills analysis document on GovernorHub noting this was a live document and any updates would replace those previously made entries. A revised report would be issued to the next meeting for consideration.

**11. GOVERNING BODY ANNUAL CYCLE**

Previously agreed

**12. GOVERNING BODY COMMITTEES**

12.1 Governors reviewed the membership of committees and agreed that all eligible governors join a pool for all matters pertaining to:  
Governor Discipline, Staff Discipline, Grievance and Dismissal Appeals

12.2 Governors agreed the following committee membership:

- Pay: GBA, LKA, RMO, SUR
- Resources: GBA, ABE, HHA, RMO, PSA, HMA
- Curriculum: EBA, KBR, ACO, CLA, HMA, SUR, LKA
- Headteacher's Performance Management (Review to be completed by 31-12-2024): ACO, EBA, PSA

12.3 Governors agreed that each committee be asked to review their Terms of Reference for consideration at the next meeting, the board agreed that committees should continue to abide by the previous terms of reference until the new terms had been considered.

Quorum for committees was discussed, the Clerk agreed to seek advice if the ToR may include inviting other governors as voting members for quorum or specific expertise.

**Action: Agenda item – all Committees, Terms of Reference 2024-2025**

**13. LINK GOVERNORS**

13.1 Responsibility Link Governors:

Learning Principles/ Making Learning Magic	EBA
Leadership	ACO
Staff Wellbeing and Workload	CLA
Student Personal Development and Behaviour and Attitudes	HHA
Careers and guidance	SUR
Disadvantaged pupils and Equality, Diversity and Inclusion	LKA
Health and Safety	GBA
RSE/ PSHE	PSA
Safeguarding and LAC	KBR

Faculty Link Governors:

ADT	PSA
English and Literacy	GBA
Humanities	EBA
ICT	SUR
LLD, Inc SEND	RMO
Maths and Numeracy	ACO
MFL	CLA
PFA	Vacancy
Science	LKA

**Action: To contact absent governors to confirm their continuation of link governor roles**

**Action: To email new governors a synopsis of link roles**

- 13.2 To agree a schedule of link visits: NBR outlined the purpose and practicalities of link visits for new governors. The Clerk noted GAP training for new governors and added a link for new governors to the GovernorHub noticeboard.

**14. GOVERNORS' TRAINING**

GBA noted booking Cyber Security Training.

The Clerk noted dates for GDC training and confirmed that bookings made through GovernorHub were recorded by Governor Services.

**15. SCHOOL POLICIES**

- 15.1 Governors to update and agree the policy review cycle for 2024-25 Policy Spreadsheet – Autumn 2024: The document was shared, noting the green highlights already. HMA agreed to seek confirmation as to why the Subject Access request policy was in yellow. Agreed
- 15.2 Exams Policy : The list of changes was shared. The policy has been judged as satisfactory by the exams officer. There is consideration for a larger review as the document, with additions over time, has become lengthy. Agreed
- 15.3 Self-evaluation Policy: Agreed, governors aware a final draft may be brought to a future. Union feedback was shared. FGB
- 15.4 Performance Development Policy: The Union feedback document was shared. The Policy was agreed.

**16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 16.1 Date of next meeting: Tuesday 10<sup>th</sup> December  
It was noted lift access is available for governors who may require this.  
It was agreed that all FGB meetings will remain in person. In exceptional circumstances governors may request a Teams Link by contacting the Chair a week prior to the FGB.
- 16.2 Agenda items

*The meeting ended at 8:30pm*