

**MINUTES OF THE MEETING OF THE  
WALTHAMSTOW SCHOOL FOR GIRLS GOVERNING BODY MEETING  
HELD ON TUESDAY 10<sup>TH</sup> DECEMBER 2024  
AT 6:30PM  
AT THE SCHOOL**

Present:	Andrea Corbett, ACO (Chair)	Co-opted Governor
	Sami Urrehman, SUR Pete Saunders, PSA Gillian Barker, GBA	Co-opted Governors
	Helen Marriott, HMA	Headteacher
	Aktar Beg, ABE	Local Authority Governor
	Hannah Hall, HHA Clare Landon, CLA Sophie Khadr, SKH Kelly Broderick, KBR Rukaiya Moola, RMO	Parent Governors
	Christina Oshodi, COS	Staff Governor

Clerk to the Governors: Kathryn Protsiv

Also Present:	Rachael Futo, RAF	Deputy Headteacher
	Nick O'Brien, NBR	Deputy Headteacher
	Romi Jalil, RJA	School Business Manager

**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>
3.1	Mari Paz Balibrea appointed as a co-opted governor.	Gov. Services	Immediate
5.2.7.5	All governors to complete Safeguarding training pre next board meeting (Online training 8 <sup>th</sup> February or 18 <sup>th</sup> March)	All	As booked
5.2.13.1	To email new governors a synopsis of link roles	ACO	Immediate
7.1	Resources Committee to review and discuss the Wellbeing section of the SIP	Cttee	Next meeting
7.1	April FGB to review and discuss the Leadership section of the SIP	All	Next meeting
12	Agreed: All committees recommended the re-adoption of their Terms of Reference without change.	-	-

13.1	Link Governor roles and committee memberships were updated: <ul style="list-style-type: none"> <li>• Sophie Khadr: Performing Arts Link, Resources Committee</li> <li>• Mari-Paz Balibrea: Resources Committee</li> <li>• Christiana Oshodi: Curriculum Committee</li> </ul>	Gov. Services	Immediate
13.1	Chair to contact Mari-Paz Balibrea regarding link governor role	ACO	Two Weeks
13.1	To meet new governor online to discuss link governor role and processes	HMA	At request
17.2	Chair to sign Risk Assessment for Rome Residential	ACO	Next Week
19.1	To change the approval date on the PP strategy to December and record the percentage of PP children.	RAF	Immediate
	Date of next meeting: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> April 2024, FGB</li> <li>• 14<sup>th</sup> January, Curriculum Committee</li> <li>• 7<sup>th</sup> January, Pay Committee</li> <li>• 11<sup>th</sup> March, Resources Committee</li> </ul> Agenda items: <ul style="list-style-type: none"> <li>• SIP, Wellbeing (Resources Cttee)</li> <li>• SIP, Leadership (FGB)</li> <li>• Link Governor Reports</li> </ul>	All /GS	Immediate
	Polices: <ul style="list-style-type: none"> <li>• Admissions Statement</li> <li>• Home School Agreement</li> <li>• Attendance Policy</li> <li>• Lettings Policy</li> <li>• Financial Regulations</li> <li>• Scheme of delegation</li> <li>• Bank Mandate Update</li> <li>• Register of Business Interests</li> <li>• Register of Gifts and Hospitality</li> <li>• School Fund Audit</li> <li>• Asset Register Assurance Certificate</li> <li>• Anti-Bullying and Harassment Policy</li> <li>• Performance Development Policy</li> <li>• ICT and Online Acceptable Use Policy</li> <li>• Online Safety</li> <li>• Flexible Working (School level guidance)</li> </ul>		

## 1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed all those present to the meeting.

1.2 Apologies for absence were received and accepted from Lucy Kallen and Edyta Ballantyne.

1.3 The Clerk confirmed that the meeting was quorate with 12 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 Mari Paz Balibrea, a former parent governor, completed an application form for the vacancy of co-opted governor. The application was shared via GovernorHub prior to the meeting. After discussion governors agreed to appoint Mari Paz Balibrea as a co-opted governor. The clerk confirmed there were no further vacancies on the governing body.

3.2 New governors Christiana Oshodi and Sophie Khadr were welcomed to the governing body. Sophie Khadr confirmed her school email address is being set up by IT, but she has access to GovernorHub training and information.

**4. MINUTES**

4.1 Governors received the minutes of the meeting held on 8<sup>th</sup> October 2024 and agreed these to be an accurate record of the meeting. ACO agreed to sign a copy of the minutes on GovernorHub.

4.2 Matters arising:

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Status Update</b>
3.2	To note the appointment of PSA as a co-opted governor.	Complete
3.4	DBS certificate to be shared with School	Complete
4.1	ACO elected as Chair of the FGB	Complete
4.2	SUR elected as Vice-chair of the FGB	Complete
6.3	To remove the Monitoring and Evaluation cycle as a stand-alone agenda item on future FGB agendas.	Complete
6.4	To create a doodle poll to seek governor availability for Ofsted Preparation training	Complete
6.4	To complete the doodle poll for planning Governor Training with Harringay SIP	Complete
7.2	All governors to complete Safeguarding training pre next board meeting	The next Safeguarding training sessions were noted as February 8 <sup>th</sup> and March 18 <sup>th</sup> 2025 for governors with outstanding training.
7.2	To send out the NSPCC summary of changes document for KCSIE via email to governors.	Complete

9.1	All members of the board to confirm their acknowledgement of the code of conduct on GovernorHub	Complete
12.3	Agenda item – all Committees, Terms of Reference 2024-2025	This Agenda
13.1	To contact absent governors to confirm their continuation of link governor roles	Complete
13.1	To email new governors a synopsis of link roles	To be repeated for newly joined governors

- 4.3 Curriculum Committee 5<sup>th</sup> November 2024: HMA offered a brief verbal update in LKA's absence. The committee received the Lesson Observation Report, detailed 2024 data from DSH and the SIP summary document. The Admissions Statement, Home School Agreement and Attendance Policy were reviewed and recommended. Exams Analysis meetings were all also reviewed.
- 4.4 Resources Committee 19<sup>th</sup> November 2024: PSA commended the quality of reporting provided by RJA. School finances are tighter whilst there is a recovery from underfunded pay awards and high inflation. A budget deficit is possible in the next few years if mitigating actions are not taken. Some other schools locally are in very difficult financial situations.
- 4.5 Pay Committee 10<sup>th</sup> December 2024: RMO confirmed the committee met prior to the FGB. The pay recommendations report for teaching staff was reviewed and upheld by the committee. The pay committee will meet again in January to review the headteacher's performance management outcome.

## 5. CHAIR'S ACTION

ACO reported approving a minor change to the Complaints Policy and Procedure. Information regarding completing the complaint form has been made clearer. The purpose of the form is to capture the resolution being sought by the complainant.

## 6. HEADTEACHER'S REPORT

HMA outlined the purpose and function of the report for new governors, and highlighted key areas:

- Admissions, numbers on role
- Quality of Teaching
- Professional development
- Partnerships. The school is no longer a Teaching School Hub HMA noted in addition to the listed partnerships, that we are supporting a school in Tottenham with their MFL provision.
- Suspensions. These have increased, but comparisons with LA and National data are included for context, illustrate that our suspension rates are still well below both and we still have no permanent exclusions. . Whilst suspensions are a last resort, they are at times necessary to maintain the ethos and expectations of the school.
- Health and Safety
- Staff training and Safeguarding

Q: What were the reasons for two students being removed for EHE?

A: NBR offered anonymised context for the students. RAF shared the process the school will go through before a student leaves the school roll, outlining how the school seeks to work with parents and reassuring governors that all EHE requests are followed up.

Q: Year 10 and 9 suspensions appear high, are they?

A: A Year 9 student was suspended on the last day of the summer term, which meant the suspension was imposed in September and this was for 9 days. Another five suspensions relate to one significant incident this term. These two incidents account for the majority of suspensions, otherwise there is not an increasing negative behaviour trend; nor does this indicate recidivism. The report was compiled three weeks prior to this meeting, for comparison the data presented for last year was until the end of term.

## **7. UPDATES ON SCHOOL IMPROVEMENT PLAN AND SEF**

7.1 For the benefit of new governors HMA outlined the purpose of the SIP summary, the planning of objectives, how baselines are set and planned actions. The Curriculum Committee has agreed to review two areas of the SIP in further detail.

The Chair noted that the summary SIP was useful for governors, a document that is easily accessible including those not working in education. Inspectors during the recent OFSTED reported the document was very clear and gave positive feedback. The School Improvement Plan was APPROVED by governors.

**Action: Resources Committee to review and discuss the Wellbeing section of the SIP**

**Action: April FGB to review and discuss the Leadership section of the SIP**

7.2 The SEF was presented to governors, with changes since the last FGB highlighted in yellow. The SEF's direction of travel was discussed alongside OFSTED feedback. SLT are developing next steps using recent data, feedback and outcomes. The Chair reported this document was useful when preparing for the governors' OFSTED interview.

HMA noted the positive staff feedback, 97% of staff feel valued and agree that school is a happy and enjoyable place to work. OFSTED commented on the exemplary levels of staff absence.

Governors noted that the link visits proformas are accompanied by Area SIPs for governor information prior to Link Visits.

## **8. TARGET SETTING**

NBR reported to governors 2024/2025 data, on behalf of DSH. This year's Year 11 cohort are the first of two with no KS2 data, which means there will be no P8 scores published. FFT has been used to project targets. Like many other schools WSFG have used CATs at Year 7 entry to set baselines. NBR read aloud predicted values from the report.

The figures shared would represent the highest results ever. Targets should be aspirational, but achievable. 4+ and 5+ targets are the best ever. NBR discussed how FFT5 data may be skewed when used to set targets. FFT20 has been used by DSH for target setting.

EBACC targets are significantly higher than national averages, but this is an area in which the school traditionally sees high results. HMA provided a comparison with 2023, when there was still a level of grade inflation post COVID.

### Agreed targets:

- A8: 55.99
- 4+: 83%
- 5+: 66 %
- EBAC: 4.95

Q: What is difference this year, when comparing target setting and outcomes, to last year's cohort?

A: In the October FGB SLT presented case studies to governors to provide a narrative for students with outlying results in summer 2024. The impact of outlying data is anticipated to be reduced in Summer 2025. In the next FGB governors will be presented with mocks data. The school is already analysing mock exam data ahead of schedule. The findings will be used to plan activities with Year 11 to close the gap, and will be implemented a month earlier than last year.

ACO stressed the importance of the school's role in keeping students safe and not off-rolling students facing complex or challenging circumstances. OFSTED recognised this as a strength of the school. ACO thanked staff for maintaining the school as a safe haven for vulnerable KS4 students, recognising this as a priority above exam outcome data.

## **9. FINANCIAL RISK REGISTER**

RJA presented the Risk Register, as previously presented to the Resources Committee. At the committee's request the risk of Cyber Attack has been added. RJA reported how the school is mitigating this risk, with the support of an external audit. RJA governors to email the Chair or him with any additions for consideration to be added to the register.

There was a discussion about the risk of numbers on roll. Though Year 7 applications remain high, the impact of this risk is high should it happen. HMA noted there is a need for LA communication to improve regarding the waiting lists for other year groups, and reported the school will contact admissions. RJA explained the rationale for not accepting bulge classes in the past, and noted the staffing impact when schools had done so.

## **10. LESSON OBSERVATION REPORT**

RAF noted this is also referenced in the Headteacher's report. OFSTED's recent visit echoed the feedback previously shared with governors. RAF noted governors have expressed a wish to monitor trends over time. Key strengths were noted, including subject specialist teaching, effective questioning and AFL. 33 observations were included.

RAF described an observation alongside the OFSTED inspector with good quality adaption to include all learners. Students with EHCPs were provided with multiple choice answers to enable them to take part in questions. Governors will be aware that oracy is a whole school focus, with independence as a strand. This is particularly important in developing girls' confidence.

In the report departmental feedback was broken down for the benefit of link governors who can use this as part of their visits, Performing Arts was highlighted as an example and discussed in more detail.

Previously unions had expressed a desire for lesson observation training in order to develop greater consistency. In October, staff training was delivered. All forms are now electronically submitted. Forms can include three observations so that teachers have a continued focus and can see their progress across the year. Further training will be delivered in February to support delivering feedback in situations when a cause for concern is identified in a lesson.

For this cycle a number of departments did not meet deadlines, which is represented by missing data in this report. This has been followed up to ensure this is not repeated. However, RAF confirmed all observations have taken place.

Q: Has ICT been included?

A: Two out of three observations are in the report.

Q: Can you explain the colours?

A: Green is complete. Blue is used for faculty reviews, for example for English. Next week there will be a HPA review. Adaptive teaching will be a line of enquiry.

## 11. SCHOOL POLICIES AND REPORTS

Policies recommended by the Curriculum Committee and ratified:

- Admissions Statement
- Home School Agreement
- Attendance Policy

Policies and documents recommended by the Resources Committee and ratified:

- Lettings Policy
- Financial Regulations
- Scheme of delegation
- Bank Mandate Update
- Register of Business Interests
- Register of Gifts and Hospitality
- School Fund Audit
- Asset Register Assurance Certificate
- Anti-Bullying and Harassment Policy

Documents shared for information:

- Staff Pay Award LA Letter, confirming processing Staff Pay Awards in November Payroll
- Staff Wellbeing Report

School Policies Ratified:

- Flexible Working : This is an internal guidance document which supplements the model LA policy, which covers statutory rights for flexible working requests. Phase 1 of the flexible working trial is complete, RJA reported outcomes and the entitlement and principles agreed following the trial. This was presented in detail to the Resources Committee. Governors agreed the guidance for use from January, and noted this is an evolving document with phase 2 beginning in the Spring Term.
- ICT and Online Acceptable Use Policy
- Online Safety: For the ICT policies the significant change is the inclusion of AI. RJA noted double-end encryption is not offered, therefore entering student details into AI software will not be appropriate. NBR gave an example of how AI can be used to create adaptive lesson resources and schemes of learning. The policies will be cross-referenced with the GDPR policy, making sure that any data used is anonymised.

## 12. GOVERNNG BODY COMMITTEE TERMS OF REFERENCE

Agreed: All committees recommended the re-adoption of their Terms of Reference without change.

## 13. LINK GOVERNOR VISIT REPORTS

13.1 Governors were asked to present three key findings from link visits. Governors whose link visits were rearranged due to the recent OFSTED inspection reported the new dates for visits that have been arranged before the end of term.

- 13.2 ACO reported her Maths link visits. Tiered entry was discussed for GCSE papers, having identified that some students will be more likely to attain a grade 5 on the foundation paper than the higher paper. Pink sheets are in use in the classroom, ensuring no child is left behind.

ACO reported positively the new HoD's passion in developing understanding of mathematical concepts. Previously students have scored well in calculation, but there was a need to develop how problem solving is taught.

ACO shared how systems have been developed and how Sparx tracking is used in lessons.

Student grouping is more fluid in lower year groups, with students encouraged to see grouping as a 'right now' best way to learn and progress.

#### **14. GOVERNOR SKILLS AUDITS**

Governors reviewed the skills audit summary. Governor Accreditation training was signposted for new governors.

The Chair noted the strength of Safeguarding as a governing body skill, and noted the breadth of experience and skills on the audit.

#### **15. PUBLICATION OF GOVERNOR INFORMATION**

- 15.1 Governance Impact Statement 2023/34: To be completed and uploaded
- 15.2 School Website Review: Complete, and checked recently by OFSTED
- 15.3 Governing Body publication of information: To be updated
- 15.4 GIAS confirmed as up to date

#### **16. PERFORMANCE DEVELOPMENT MENT REVIEWS**

- 16.1 Staff Reviews: HMA gave a short verbal report for performance Development reviews. Overall, the school has a very experienced body of teaching staff. Staff applying for UPS have to demonstrate a sustained and significant contribution to the wider running of the school. Staff targets are aligned with the SIP. Some targets were redrafted for staff, following the Headteacher's sampling of targets, to ensure that UPS staff are fulfilling this expectation. For SLT a new leadership document has been launched, codifying what leadership in the school looks like. In January the school will be working with a HEP commissioned advisor (John Tomsett) to develop performance processes, including leadership development and succession planning.

#### **17. HEALTH AND SAFETY AT SCHOOL**

- 17.1 RJA gave a brief summary of the Health and Safety Annual report. This is an annual summary, monthly data is reported at committee. The Health and Safety Audit is due to take place in school soon.
- 17.2 **Action: Chair to sign Risk Assessment for Rome Residential**

#### **18. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 18.1 Date of next meeting:
- 1<sup>st</sup> April 2024, FGB
  - 14<sup>th</sup> January, Curriculum Committee
  - 7<sup>th</sup> January, Pay Committee
  - 11<sup>th</sup> March, Resources Committee

#### **19. ANY OTHER BUSINESS**

- 19.1 Pupil Premium Strategy: RAF reported the PP strategy and highlighted:
- KS4 Data
  - CPD, no child left behind
  - Adaptive teaching
  - PP metrics

- Reading Age and recording processes
- Universal offer, all pupils to access a trip each year. Last year of 31 children in Year 9 not accessing a trip 14 were PP students.
- Attendance
- Data manager and effective tracking

**Action: To change the approval date on the PP strategy to December and record the percentage of PP children.**

- 19.2 Performance development policy: HMA reported a minor change as requested by unions. Staff wishing to access a single lesson observation proforma may do so for this academic year.
- 19.3 The Chair offered congratulations and thanks to the school and governors following the recent OFSTED. The positive experience was a testament to the hard work of children, staff and governors.

The Chair wished all present a happy holiday period.

*The meeting ended at 8:30pm*