

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

Present:	Andrea Corbett, Chair  Gillian Baker, GBA Lucy Kallen, LKA Pete Saunders, PSA Sami Urrehman, SUR  Helen Marriott, HMA  Aktar Beg, ABE, left 8pm  Kelly Boderick, KBO Hannah Hall, HHA Sophie Khadr, SKH Claire Landon, CLA Rukaiya Moola, RMO Edyta Ballantyne, EBA  Christiana Oshodi, COS	Co-opted Governor  Co-opted Governors  Headteacher  Local Authority Governor  Parent Governors  Staff Governor
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Clerk to the Governors: Kathryn Protsiv

Also present:	Rachel Futo, RAF Kristine Pratt, KPR Nick O'Brien, NBR Sarah Wallace, SWS Romi Jalil, RJA	Deputy Headteacher Assistant Headteacher Deputy Headteacher Assistant Headteacher School Business Manager
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**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.1	<b>Agreed:</b> Minutes 13 <sup>th</sup> May 2025, Chair to sign	-	-
11.2	<b>Action: To post a calendar of school events on GovernorHub to facilitate governors participation and visits at special events</b>	RAF	Autumn 2025
11.2	<b>Agreed:</b> 2025/26 SIP Priorities and objectives	-	-
13	<b>Agreed:</b> Two Governors to join a working party and create a report and proposal for the governing body regarding creating a soft	EBA and tbc	Autumn 2025

Chair's Initials:

	federation.		
14	<b>Agreed:</b> Link visit reports to be submitted within two weeks of the link meeting.	-	-
15	<b>Action: Governors to plan training needs and book GovernorHub training for 2025/26</b>	All	September 2025
16	Policies ratified: <ul style="list-style-type: none"> <li>• Charging and Remissions</li> <li>• AI Acceptable Use Policy</li> <li>• AI Vision and Strategy</li> <li>• Data Protection Policy, Data Protection Impact Assessment</li> <li>• Uniform Policy</li> <li>• Literacy and Reading Policy</li> <li>• RSE Policy</li> <li>• Attendance Policy</li> <li>• Feedback Policy</li> </ul>	-	-
17	To record an additional meeting on 9 <sup>th</sup> October 2025 and note the FGB moved to October 14 <sup>th</sup> 2025.	Governor Services	Immediate
18.3	Attached schedule of meetings 2025/26, subject to action 17 amendments	-	-
	Date of next meeting: <ul style="list-style-type: none"> <li>• 14<sup>th</sup> October 2025, FGB</li> </ul>	All /GS	Immediate
	Agenda items <ul style="list-style-type: none"> <li>• Link governor roles, inc. attendance</li> <li>• Governor impact statement</li> <li>• Safeguarding link governor report</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 Mari Paz Balibrea.
- 1.3 The Clerk confirmed that the meeting was/was not quorate with 14 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 BOARD**

LKA informed governors this is likely to be her last meeting, her resignation is expected before the next FGB due to personal circumstances. All present wished her well for the future.

**4. MINUTES**

- 4.1 Governors received the minutes of the governing body meeting held on 13<sup>th</sup> May 2025 and agreed these to be an accurate record of the meeting. The Chair to sign a copy of the minutes on GovernorHub

**4.2 Matters arising:**

Chair's Initials:
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Minute reference	Action	Status update
4.2.4.2	Action: To finalise the governors' impact statement and upload to the school website.	Deferred to Autumn 2025
4.2.7.3	Action: To appoint an Attendance link governor	Deferred to Autumn 2025
4.2.7.3	Action: To submit link visit report	Complete
7.4	Action: HHA to email the HT/ Chair information on opening a charity as a PTA/ Parent fundraising group.	This agenda.
12.2	Action: To consider the schedule of meeting dates for the academic year 2025/26	This agenda

4.3 Minutes/Reports from Committees

The resources committee held on 24<sup>th</sup> June was noted, with items and policies for this agenda.

Policies agreed at the Curriculum meetings are on the agenda for approval and a brief verbal summary of the meeting was given.

5. **SAFEGUARDING LINK GOVERNOR REPORT**

To be reviewed at the Autumn FGB.

6. **CHAIR'S ACTION**

None reported.

7. **LAC REPORT (SWS)**

SWS reported LAC figures per year group, for a total of four children across the school. Key data shows all four students are on track academically.

SWS provided anonymised contextual information for students. Needs varied and included students who had been out of school due to hospital admissions, changes to carers or placements in recent years and transition support required.

SWS shared individually for students support provided externally, or by the school, including a student dual rolled with the PRU. Support provided included study support block, careers work, personal development accreditation opportunities, Virtual School support and life skills work. The school is also trying to source specialist therapy support for a student.

**Q:** For the student sitting GCSEs, is there a plan if they are unable to achieve expected results due to external factors?

**A:** Yes, the student has a clear pathway and has made college applications they will be able to access regardless of attainment. They excel in creative arts and have positive options; the school will check in after results day.

**Q:** Is there a pattern in non-completion of Drama, Music and PE homework?

**A:** When this is recorded as zero it is not applicable, not due to concerns.

One student will leave the school in September for college, but another will be joining so numbers are stable.

8. **SEND INFORMATION REPORT AND CASE STUDIES (SWS)**

SWS shared the attached PowerPoint. A range of students were chosen for four case studies.

The first case study was for a student with emotionally based non-school attendance and possible neuro-diversity who has been referred to the FAP panel recently for a 20 week supportive placement at the PRU. SWS outlined interventions and adjustments so far.

A governor asked about parent and school relationships and SWS confirmed this was positive.

Other case studies were shared including a child with a language disorder, a PLAC and a child with anxiety. SWS provided information on how external providers have been engaged, and also how the school seeks to follow up reports or work with external agencies to ensure children are not lost from systems.

A barrier for one student was an EHCP on arrival that was out of date and insufficient to meet or describe the student's needs. The school has ensured the EHCP is accurate and is supporting the family in their wish to seek an appropriate special school placement.

The Chair thanked SWS and the SEND team, noting there was a thread through all the case studies that demonstrated how students feel safe and regulated in the school as a result of their work with staff.

SWS noted to governors that some case studies showed clear impact, but she had also brought a case study that showed the schools response, adaptations and escalation of support levels when interventions did not show a clear impact. It was agreed in future to add additional holistic impact notes, for example stating when parent relationships were positive.

A governor suggested capturing quotes for the school website from families, to reassure and welcome families looking to join the school in future.

#### **9. SAFEGUARDING AND KCSIE 2025 UPDATE (KPR)**

KPR reported that the draft KCSIE was published on the morning of this meeting. The final document is likely to be published in September with stronger guidance on digital safeguarding and sections on AI and online safety. There may be new guidance on phones in schools and cyber bullying and more information on child on child abuse. There will be more guidance on the DSL role, record keeping, multi-agency working and RSHE. The reason for delay in publishing this is the need to take into account the new wellbeing and schools bill.

The external safeguarding audit will be in Summer 2026. This year the school is completing the bi-annual S11 report for the LA. When the report is received from this the school will write an action plan.

**Q:** What will be the changes with phones in school?

**A:** HMA stated the school will be going phone-free in September. Visits to other schools to see systems were discussed and how the school will manage this change. Governors noted it will be good if this is backed by clear statements in KCSIE, there is already strong evidence for schools being smartphone-free.

#### **10. HEADTEACHER'S REPORT (HMA)**

HMA noted the SLT members present in this meeting, available to answer governor questions.

10.1 Numbers on roll have not changed. Numbers per year group were shared.

- 10.2 Attendance is 93.7%. This is 3<sup>rd</sup> out of 17 schools in LBWF. Authorised and persistent absence figures are 10<sup>th</sup> out of 17 schools in LBWF. The attached report provided reasons for individual cases impacting data and support measures, e.g. dual registration at the PRU
- 10.3 It was noted SWS had spoken about SEND, but additional comments or questions were invited.
- 10.4 The school is fully staffed for September.
- 10.5 Suspensions have significantly reduced from this time last year; Year 9 are currently the Year with the most concerns. In response to a question it was confirmed the students were not in the same form. SWS detailed interventions and support in place for students. There was a discussion regarding accessing Early Support.
- 10.6 Governors discussed the high numbers of EHCPs in Year 8, a borough-wide picture for this cohort. SWS detailed how the school uses provision maps to ensure the right funding is attached to EHCPs. The reasons for the increase in EHCPs was discussed. The school is proud of the offer it is able to provide for MH and SEND support. Challenges for schools in providing SEND support were discussed, including the financial impact of low EHCP funding and falling roles for nearby primaries. Increasing difficulty in obtaining external support from pared-back services was discussed.

**11. SCHOOL IMPROVEMENT PLAN 2024/25 FINAL EVALUATION AND NEW SIP 2025/26 SUMMARY DOCUMENT (HMA)**

- 11.1 HMA presented a RAG-rated summary of evidence with the final evaluation of the SIP and invited questions. HMA gave a verbal summary for each area of the SIP detailing actions and impact within the attached document.

**Q:** There was a question about the leadership charter and how this will be a meaningful tool for all staff and involve middle leaders.

**A:** Middle leaders will part of the launch and there will be peer to peer coaching. Also, the work will be revisited through the year in middle leader meetings, as will be done with the vision and values. Leaders will be held to account with sufficient aspiration. There was a discussion of how feedback from staff may be collected and how relationships will be effectively established in a supportive way. Whilst 360 evaluations are possible there will be a need to ensure any feedback engenders the spirit behind the charter and contributes to the journey of developing cultural practices and change.

**Q:** How will the rest of the school be engaged as early as possible, to ensure all staff feel the charter is working for them and they can contribute to feedback?

**A:** It was clarified all leadership staff, all staff with a responsibility, would be engaged to also target middle leaders. It was acknowledged the school would be working within the constraints of the teaching timetable and an Inset day slot was proposed as a potential opportunity to bring all post-holders together at once. The work will be part of the personal development contract and important to all staff, a working party was discussed as a potential group who could work with SLT and support consistency for staff.

- 11.2 A link to the full SIP 2025/26 document was highlighted for governors and HMA presented a summary of priorities, objectives and success criteria. In September actions will be added. Comments and suggestions were welcomed. In response to a question there was a discussion about Oracy, the toolkit, baselining and shapes of oracy being developed in classrooms. Events and specific work were detailed, such as a Year 9 podcast, poetry slams and Greek Theatre.

**Q:** A question was asked about staff wellbeing and how data is collected and used.

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**A:** Outcomes are always shared with staff. Staff survey results are consistently above national average. Flexi-working is now embedded in time-tables and is included in the wellbeing survey.

**Action: To post a calendar of school events on GovernorHub to facilitate governors participation and visits at special events**

**Agreed:** 2025/26 SIP Priorities and objectives

**12. LITERACY UPDATE AND REPORT (SWS)**

Ms Schaber led the attached review which brought together the work of teams and staff involved in literacy development across the school. Actions have been provided and are due to be shared with staff the day after this FGB. They will also feed into the whole school SIP. SWS highlighted the executive summary and next steps for governors to read.

**13. SOFT FEDERATION PROPOSAL (HMA/ CHAIR)**

A verbal update was given; no actions or formal proposal was brought to governors in this meeting.

Following a positive meeting with the school the next step will be to create a working party, with two governors from each school. The working party will create a report and proposal to be brought to the respective governing bodies. Volunteers were invited.

EBA volunteered for the working group and stated she had experience of working in a federation as a teacher. She was thanked.

GBA stated she may be able to join the working party, but wished to know more before volunteering.

**Agreed:** Two Governors to join a working party and create a report and proposal for the governing body regarding creating a soft federation.

**14. LINK GOVERNOR VISITS (ACO)**

The Chair thanked governors for reports received, including those received this morning after the message on the GovernorHub noticeboard. The Chair proposed agreeing a timescale for future reports to be submitted, noting some governors have had difficulty uploading reports or required other support.

**Agreed:** Link visit reports to be submitted within two weeks of the link meeting.

It was agreed to continue with non-faculty meetings and reports on Governors' Day.

**15. GOVERNOR DEVELOPMENT (ACO)**

GAP training was highly recommended for all governors, and governors were asked to plan training dates at the start of the next academic year.

**Action: Governors to plan training needs and book GovernorHub training**

The Clerk detailed how external training, for example safeguarding training in other settings, can be uploaded in GovernorHub profiles with certificates attached.

**16. POLICIES**

Recommended from the Resources Committee:

16.1 Charging and Remissions

16.2 AI Acceptable Use Policy

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- 16.3 AI Vision and Strategy: Adapted from the key model policy with the additional of a view on ethics and use of AI-clearly stating students retain intellectual property rights to consent.
- 16.4 Data Protection Policy, Data Protection Impact Assessment: Updated references to post-EU legislation.
- 16.5 Uniform Policy: Additions for due diligence, cost and value for money. No change since committee review.

Recommended from the Curriculum Committee:

- 16.6 Literacy and Reading Policy: One change since committee review- removal of SPAG codes from the appendix. This is being developed as an action point following the review.
- 16.7 RSE Policy- RAF agreed to consider the inclusion of trigger-warnings, or similar, for some resources. There is staff training during the Inset day.
- 16.8 Attendance Policy
- 16.9 Feedback Policy: NBR summarised the highlighted changes and the shift to developing how students use feedback, beyond marking and assessment routines.

**Ratified:** The Chair individually confirmed ratification for the above policies.

**17. CONFIDENTIAL ITEM**  
(No staff, Headteacher only)

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

- 18.1 Date of next meeting: FGB October 14<sup>th</sup> 2025
- 18.2 It was agreed to move the FGB to October the 14<sup>th</sup> to facilitate an additional online meeting on Thursday October 9<sup>th</sup> in order to meet proposed timelines.
- 18.3 Schedule of meeting dates for the academic year 2025/2026: agreed as circulated, subject to the above action.

All present were thanked for their contributions to a good year for the school and wished a great summer holiday period.

*The meeting closed at 8.45pm*

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