

**MINUTES OF THE MEETING OF THE
WALTHAMSTOW SCHOOL FOR GIRLS GOVERNING BODY
HELD ON TUESDAY 14TH OCTOBER 2025
AT 6.30PM
AT THE SCHOOL**

| | | |
|-------------------------|-----------------------------------|--------------------------|
| Present: | Andrea Corbett, Chair | Co-opted Governor |
| | Gillian Barker | Co-opted Governor |
| | Pete Saunders | |
| | Helen Marriott | Headteacher |
| | Aktar Beg | Local Authority Governor |
| | Hannah Hall | Parent Governors |
| | Clare Landon | |
| | Kelly Broderick | |
| | Sophie Khadr | |
| | Christiana Oshodi | Staff Governor |
| Clerk to the Governors: | | Kathryn Protsiv |
| Also present: | Romi Jalil | School Business Manager |
| | Nick O'Brien | Deputy Headteacher |
| | Kristine Pratt (present item 7.1) | Assistant Headteacher |

Summary of agreements and actions:

| Minute reference | Formal agreements and/or actions identified | Named person(s) for action(s) identified | Completion date |
|------------------|--|--|-----------------|
| 3.2 | Agreed: Edyta Ballantyne appointed as a co-opted governor | - | - |
| 3.3 | Action: To complete the DBS process with the newly elected Parent Governor. | School | Autumn Term |
| 3.6 | Action: To seek advice on the collection of gender identity information and compliance with GDPR legislation. | Governor Services | Next Meeting |
| 4 | Agreed: Andrea Corbett elected as Chair and Sami Urrehman elected as Vice-Chair of the governing body | - | - |
| 5 | Agreed: Minutes 8 th July 2025, Chair to Sign | - | - |
| 7.1 | Action: HMA to seek further guidance from LBWF on whether the school's Safeguarding Policy should include the words 'gender questioning'. | HMA | Next Meeting |
| 7.2 | Action: All governors to complete Safeguarding training pre next board | All | Autumn 1 |

| | | | |
|------|--|-------------------|-----------------------|
| | meeting, either through GovernorHub or the refresher training link as appropriate. | | |
| 10 | Action: All members of the board to confirm their acknowledgement of the code of conduct on GovernorHub | All | Immediate |
| 11 | Action: To upload the model governing body cycle in the document folder for the December FGB | Governor Services | Next FGB |
| 12.2 | Action: Agenda item – all Committees, Terms of Reference 2024-2025 | - | - |
| 13.1 | Action: To email the Clerk/ Governor Services the finalised list of Link Governor Roles | ACO | Next Meeting |
| 14.2 | Action: To re-circulate the instruction and guidance for link governor roles. | HMA | Immediate |
| 14.2 | Action: To contact Nicola Janes to book link visits. | All | Next meeting |
| 15.5 | Action: To bring a report on PP wider attendance on school trips to the Curriculum Committee | MPH/ HMA | Next Curriculum Cttee |
| 18 | Agreed: Confidential minutes of 8 th July 2025 | - | - |
| 18 | Action: Nicola Janes to email governors for availability in the w/b 3rd/10th November 2025 | NJA | Immediate |
| | Policies: <ul style="list-style-type: none"> • Safeguarding • Policy Review Cycle • Exams • Pay • Teacher Performance and Development • Pupil Premium Statement | | |
| | Date of next meeting: <ul style="list-style-type: none"> • 16th October 2025 Special FGB • 2nd December FGB | All /GS | Immediate |
| | Agenda items (Curriculum): <ul style="list-style-type: none"> • PP students and wider School Trips Attendance FGB: <ul style="list-style-type: none"> • Cycle of Business | | |

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, Sami Urrehman, Edyta Ballantyne, Rukaiya Moola and Neil Wilcock
- 1.3. The Clerk confirmed that the meeting was quorate with ten 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 that no terms of office will end before the spring term 2026. A Parent Election was held and a new parent governor, Neil Wilcock, has been elected.
- 3.2. There was therefore one vacancy on the governing body, for a co-opted governor. Governors considered the application from Edyta Ballantyne then unanimously agreed to appoint her as a co-opted governor.
- 3.3. No governor was eligible for disqualification due to non-attendance.
- 3.4. The Clerk confirmed that DBS checks had been completed for all governors, except for the newly appointed parent governor and details are held on file by Governor Services.

Action: To complete the DBS process with the newly elected Parent Governor.

- 3.5. The school confirmed that the Governing Body membership was also published on the DfE GIAS database.
- 3.6. Evaluation of governing body diversity:
Governors received the GovernorHub diversity report.

Q: The comparative data provided is for national governance./ Is this a good benchmark to use for the school community and local area?

A: HMA presented comparative data for the school community. The governing body diversity report was confirmed as being broadly reflective of the school community.

Q: Why is information on gender identity collected via GovernorHub? A governor expressed concern that this is not compliant with GDPR legislation and that collecting such data could be potentially outing for individual governors. They stated the Civil Service does not collect this data for this reason.

A: The Clerk stated the GovernorHub reporting tool is provided to enable governing bodies to collect and review anonymised diversity data for the whole board. The questions are not compulsory for individual governors, nor are any individual's answers accessible. A governor can opt-out of answering the questions, or discuss opting out with the Chair, if they have any concerns regarding data reporting. The Clerk stated she would need to seek specific advice from Governor Services on compliance with GDPR legislation.

Action: To seek advice on the collection of gender identity information and compliance with GDPR legislation.

4. APPOINTMENT OF OFFICERS

- 4.1. The Clerk welcomed nominations for the position of Chair of the Governing Body for the 2025/2026 academic year, up to the first meeting of the Governing Body in autumn 2026. GBR proposed ACO, this was seconded by HMA. With no other nominations and no objections, ACO was unanimously elected as Chair of the Governing Body for the 2025/2026 academic year; up to the first meeting of the Governing Body in autumn 2026.
- 4.2. The Clerk welcome nominations for the position of Vice-Chair of the Governing Body for the academic year 2025/2026. SUR's self-nomination, sent via email, was shared by ACO. This was seconded by PSA. With no other nominations and no objections, SUR was unanimously elected as vice-Chair of the Governing Body for the 2025/2026 academic year; up to the first meeting of the Governing Body in autumn 2026.

5. MINUTES

- 5.1. Governors received the minutes of the meeting held on 8th July 2025 and agreed these to be an accurate record of the meeting, subject to the correction of a typo. ACO Agreed to sign a copy of the minutes on GovernorHub.
- 5.2. Matters arising

| Minute reference | Action | Status update |
|-------------------------|---|---|
| 11.2 | Action: To post a calendar of school events on GovernorHub to facilitate governors participation and visits at special events | Complete. The Clerk posted a new link on the noticeboard as the link to the document was no longer working. |
| 15 | Action: Governors to plan training needs and book GovernorHub training for 2025/26 | This agenda |
| 17 | To record an additional meeting on 9th October 2025 and note the FGB moved to October 14th 2025. | Update: This meeting has been moved to 16 th October. The Chair stated paperwork will be sent to governors on October 15 th . |

- 5.3. Minutes/Reports from Committees: There were no committee meetings held since the July FGB.

6. SCHOOL ITEMS

- 6.1 GCSE results and analysis:

The Chair congratulated the school community on the excellent results reported. NBR stated that early indicators show the strong results were achieved in the context of a national dip, with fewer students nationally achieving grades 5-7 in English and Maths. Overall students in the school have met or exceeded their target grades. The Heads of Maths and English met fortnightly, working together closely to ensure that predictions and final results closely aligned. Predictions were 59.7, whereas actual attainment was 59.98-which is exceptionally accurate. Staff were congratulated on the success of their work on developing accuracy for predicted grades.

There was an uplift in grade 7 and above in Maths and English. The work of the Head of Maths, new to the school last academic year, was particularly commended.

HMA noted progress made since 2019 in developing challenge for Higher Prior Attainers (HPAs). Girls achieving grades 7-9 has risen from 20% to 31%, compared to a national figure of 17% this is exceptional. Three quarters of girls achieved grades 5+ in English and Maths, which provides them with a wide range of opportunities for future study.

Governors received the attached PowerPoint for Value Added Analysis. NBR noted that there are no P8 scores this year, as the cohort did not sit KS2 SATS due to COVID. The school has used FFT and Year 7 CAT scores to predict target grades and produce internal progress measures. The FFT data is based on 10,000 schools and the DfE have stated national data will also be added. For the school the final

value added score looks to be between 0.66 and 0.86, either of which will be very positive.

Last year there was a notable differential for HPA progress, which was 0.06. There is often less headroom for progress for HPA, for example a target grade of 9 cannot be exceeded so a maximum P8 score is zero. Their progress though has now notably shifted, with a more even progress picture for HPA/ MPA/ LPA students in 2025.

PP progress shows a consistent gap of around 0.3 VA when compared to non-PP students. Whilst the gap has been stable and is well above national, this is still an area to work on. Case studies were used to look at individual student progress, in smaller groups outlying results were found to have a significant impact on data.

Data analysed by ethnic groups was discussed. It was discussed how within ethnic groups pupil circumstances have changed over time. For example, students of Pakistani heritage are now more likely to be 2nd or 3rd generation, as opposed to being historically more likely to be acquiring English during their educational journeys. This is reflected in more typical progress patterns from KS2 to KS4. Case studies were briefly shared to contextualise data for smaller groups; these showed a mixed profile of students leading to varied outcomes.

Q: Why does the data presented for ethnic groups not add up to 179 students?

A: DSH has outlined the largest, or significant, groups. Many students identify as mixed heritage, or are in a group of one so not all groups are represented here. As an example, 'Mixed Asian' is a large and very wide group in which to consider any potentially meaningful trends. Individual monitoring is used throughout the year.

Subject grades analysis was shared. Every department has completed a data analysis with either the Headteacher or a Deputy Head. . HMA noted last year this data went to the Curriculum committee and offered to provide the 2024 analysis for comparison for any governors who wished to see this. PE was noted for excellent progress from last year. RS, Single Sciences, History, Languages and English Literature were also noted as outstanding results.

Music VA was discussed and the developments since 2024, when coursework was marked down. Music technology used has been reviewed to best support all students as well as the use of music software in KS3 to best build up students prior to KS4. The experienced new Head of Music has been able to identify decisive and quickly implementable changes. A new exam board will be used, starting with the current Year 10 cohort.

6.2 SIP 2024-25 final update

HMA summarised the attached document. This year the school is embedding changes in many areas, such as Oracy, and developing schemes of learning during Inset days. The work on staff wellbeing has fed into embedding flexible working as part of the timetable and the next step will be evaluating impact. Areas were summarised.

Q: A parent governor shared some aspects being debated regarding the commitment to becoming a smartphone-free school.

A: This was discussed in detail, including national research and the direction of both LBWF and national guidance being developed. Practicalities and operational measures from schools who are already smartphone-free were discussed. HMA stated the school understood the importance of a clear timeframe for parents and a two-year lead in is being used to provide security for families in decision making. Governors agreed that whilst some concerns have been raised, there are already known solutions on the market, or from other schools, to manage the practicalities of going smartphone-free. At least one other local secondary school is also planning to become a smartphone-free school within a similar timeframe.

6.3 Monitoring and Evaluation Cycle: Governors received the attached document.

7. KEEPING CHILDREN SAFE IN EDUCATION 2025

7.1. Governors acknowledged receipt of the KCSIE Statutory guidance September 2025 and their responsibilities as detailed were noted. Staff training was confirmed as complete, with a few outstanding tests still to be completed by staff in the next few weeks.

KPR stated the attached policy is based on model policies from HEP and The Key. KPR summarised for governors the main changes in KCSIE 2025:

- Working with outside agencies to improve attendance is compulsory
- Attendance is now a reason to refer to Social Care in isolation
- Additions to Online Safety Recommendations
- Use of generative AI
- Cyber security and exam implications.
- Children in Kinship Care and Virtual School Placements.
- Responsibilities towards students in Alternative Provisions.
- ASD is now 'Autism'

Q: A governor asked why the phrase 'gender questioning' was used in the policy. They stated the term is not used in KCSIE.

A: The school has received guidance that there will be revisions and further guidance in February/ March 2025. The advice given is that this will include gender questioning and to therefore leave the term in the policy.

Q: The governor stated they did not feel this would be accurate in terms of child safeguarding guidance, which is separate to the 2025 Supreme Court clarification and equalities legislation.

A: KPR stated she was happy for this advice to be considered by governors; if the policy should be amended with the phrase 'gender questioning' removed. There was a very detailed discussion. The governor volunteered to provide materials to the school, noting this was currently a contentious topic in the media with many different groups providing advice. HMA stated the school usually follows LA/ government advice and guidance in any similar circumstances, though the school would be happy to seek further guidance. NBR noted the potential impact on students when omitting references to identity.

There may be students in the school who may feel the policy does not represent them if the wording is amended and there is reference to this in the policy. The governor raised a concern there may be a breach of legislation with the current wording and proposed amending the attached Safeguarding Policy 2025. HMA proposed seeking further guidance on this concern, which was accepted by governors.

Action: HMA to seek further guidance from LBWF if the school's Safeguarding Policy should include the words 'gender questioning'.

- 7.2. Governors noted receipt of the link governor role profile for Safeguarding and thanked KBR for their commitment to the role.

Action: All governors to complete Safeguarding training pre next board meeting, either through GovernorHub or the refresher training link as appropriate.

KBR verbally summarised the Safeguarding Link visit. KBR shared how impressive the work was with a charity on FGM and forced marriage. She stated how important it is that this is widely spoken about and early indicators are known by staff and students.

The training for staff earlier in the year was of a high quality. Staff have requested further training to develop their skills and knowledge. The next link visit will look at the impact of this training.

8. CHAIR'S ACTION

None

9. CO-OPTED GOVERNOR APPLICATION

See item 3.2

10. GOVERNING BODY CODE OF CONDUCT

Governors reviewed the Governing Body Code of Conduct for the 2023/2024 academic year and unanimously agreed to adopt this.

GBR noted in previous years the school used their own document, but this year the NGA model policy has been proposed for adoption as a concise policy.

ACO thanked GBR for reviewing the documents and making this proposal.

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

11. GOVERNING BODY ANNUAL CYCLE

Governors considered the school's monitoring cycle for the academic year .

Governors requested Governor Services upload the model Governing Body Annual Cycle for review at the next FGB.

Action: To upload the model governing body annual review cycle in the document folder for the December FGB

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

Governors agreed the following committee membership:

- Resources: To remain the same
- Curriculum: To remain the same, plus NWI.
ACO to confirm NWI's agreement to join this cttee following LKA's resignation from the GB.
- Pay: HHA, RMO, GBR, SUR
- Headteacher's Performance Management (Review to be completed by 31-12-2024): PSA, ACO, EBA
(ACO to confirm EBA's agreement to join this cttee)

Action: ACO to email Governor Services any amendments to the recorded committee membership.

- 12.2. 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.

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

13. LINK GOVERNORS

- 13.1 The following changes were proposed:

- Disadvantaged Pupils: CLA
- Staff Well-being: MBA
- Attendance: GBR
- Science: NWI

Action: To email the Clerk/ Governor Services the finalised list of Link Governor Roles

- 13.2 The schedule of link governor visits was agreed on Governors' Day.

**Action: To re-circulate the instruction and guidance for link governor roles.
Action: To contact Nicola Janes to book link visits.**

It was noted a two-week turn around has been previously agreed for link visit reports.

14. GOVERNORS' TRAINING

- 14.1 Governors noted the LBWF training schedule on GovernorHub, particularly noting the GAP training for new governors to book.

- 14.2 The Clerk confirmed training booked through GovernorHub is automatically recorded, and noted how to record additional training certificates in profiles.

ACO reported World Mental Health Day training and recommended the suicide prevent training available.

ABE shared a comprehensive list of training already booked to attend already this term and noted how the range of training available relevant to various governing roles.

PSA recommended the Inclusion and Diversity training available on GovernorHub.

15. SCHOOL POLICIES

- 15.1. Governors to update and agree the policy review cycle for 2025-26 Policy Spreadsheet – Autumn 2025: Governors noted the helpful colour coding used.
Agreed

Q: A governor stated they have been approached with a request for an infection control policy.

A: HMA confirmed the school are aware of this request and that it is resolved.

15.2. Exams Policy:

This policy is externally reviewed for compliance yearly, and this has been completed including the new appendices on cyber security. Agreed

15.3. Pay Policy (inc. Governor's Allowances):

Local LBWF negotiations have been completed for this model policy, including agreement on UPS applications. Agreed, subject to a grammatical amendment on page 15.

15.4. Teacher Performance Development Policy:

Also, an agreed LA model policy. The school has added appendix 7, following staff feedback, to provide clarity on support. This included seeking NEU feedback and adapting the lesson observation form. Agreed, subject to correction of a typo in 1.1 In response to a question.

15.5. Pupil Premium Strategy statement:

PP are doing well on a range of measures, including VA and attendance. Resourcing, grants and trip opportunities were discussed. Many strategies are whole school strategies which support PP children.

Q: It would be interesting to analyse why PP attendance on trips is lower.

A: There are targeted trips, but non-targeted trips can be analysed.

Action: To bring a report on PP wider attendance on school trips to the Curriculum Committee

16. GOVERNOR IMPACT STATEMENT

The Chair noted this as an optional document, though stated she would endeavour to produce a statement for the GB.

17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

17.1. Date of next meeting:

- 16th October 2025 Special FGB
- 2nd December FGB

It was agreed FGBs will continue to be in person meetings, with the exception of October 16th, and all committees will be held on Teams.

18. ANY OTHER BUSINESS

All staff present, with the exception of HMA and RJA, left the meeting

Agreed: Confidential minutes of 8th July 2025

Action: Nicola Janes to email governors for availability in the w/b 3rd/10th November 2025

The Chair thanked all present and the meeting ended at 8.45pm