

**MINUTES OF THE MEETING OF THE
WALTHAMSTOW SCHOOL FOR GIRLS GOVERNING BODY
HELD ON TUESDAY 2nd DECEMBER 2025
AT 6.30PM
AT THE SCHOOL**

Present:	Andrea Corbett, Chair	Co-opted Governor
	Gillian Barker, GBA Pete Saunders, PSA Sami Urrehman, SUR	Co-opted Governors
	Helen Marriott, HMA	Headteacher
	Rukaiya Moola, RMO Hannah Hall, HHA Clare Landon, CLA Neil Wilcock, NWI	Parent Governors
	Christiana Oshodi, COS	Staff Governor

Clerk to the Governors: Kathryn Protsiv

Also present:	Romi Jalil, RJA	School Business Manager
	Nick O'Brien, NBE	Deputy Headteacher
	Dave Shackson, DSH (present item 10.3)	Assistant Headteacher
	Rachel Schaber-, RSC (present item 7.1, 10.1)	Associate Assistant Headteacher

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	Agreed: Minutes 14 th October 2025	-	-
3.2	Action: To upload draft committee minutes to the following FGB's folder on GovernorHub for governor information prior to FGBs.	Governor Services	Immediate
4.2.11	Action: To upload the LA model governing body cycle in the document folder for the December FGB	Governor Services	Immediate
9	Policies/ documents ratified: <ul style="list-style-type: none"> • Home School Agreement , • ICT and Online Acceptable Use Policy • Online Safety • Admissions Statement • Financial Regulations • Scheme of Delegation 		

	<ul style="list-style-type: none"> • Register of Business Interests • Register of Gifts and Hospitality • School Fund Audit • Capability Policy and Procedure: • Debt Management Policy • Governors Whistleblowing Policy • Lettings Policy • Teacher Cover Policy • Positive Handling Policy • AI strategy • Acceptable Use for AI Policy • Home School Communication Policy 		
10.3	Action: To bring to the Curriculum Committee the IDSR and FFT targets for further review.	SLT	Next meeting
13.1	Action: To review this year's skills audits summary and note any development needs - action.	All	Next FGB
11	Agreed: <ul style="list-style-type: none"> • Curriculum Committee ToR • Resources Committee ToR 		
16.2	Action: To bring a school trip planning document for upcoming residentials.	MPH	Next meeting
18.1	Action: To send the Curriculum Committee Chair role to Neil Wilcock for consideration	ACO	Two Weeks
	Date of next meeting: <ul style="list-style-type: none"> • 24th March 2026 	-	-
	Agenda Item, Resources: <ul style="list-style-type: none"> • Smartphone Strategy Agenda Item, Pay Committee: <ul style="list-style-type: none"> • ToR Agenda Item, Curriculum Committee: <ul style="list-style-type: none"> • IDSR/ FFT • Residential visit plans Agenda Item, FGB: <ul style="list-style-type: none"> • Web site compliance check 		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Clerk welcomed all present to the meeting.
- 1.2 Apologies were received and accepted from Mari-Paz Balibrea, Edyta Ballantyne, Aktar Beg, Sophie Khadr and Kelly Broderick.
- 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 There were no vacancies on the Governing Body.
- 3.2 One DBS check is in progress, for Neil Wilcock a parent governor elected this term.

4. MINUTES

4.1 Governors received the minutes of the meeting held on 14th October 2025 and agreed these to be an accurate record of the meeting. The Chair agreed to sign a copy of the minutes on GovernorHub.

4.2 Matters arising

Minute reference	Action	Status update
3.3	Action: To complete the DBS process with the newly elected Parent Governor.	Awaiting certificate.
3.6	Action: To seek advice on the collection of gender identity information and compliance with GDPR legislation.	Complete, advice has been sought but no comment has yet been received. This will be shared with governors when received.
7.1	Action: HMA to seek further guidance from LBWF on whether the school's Safeguarding Policy should include the words 'gender questioning'.	KPR contacted the LBWF LADO and is awaiting a response, the policy will be adapted if advised by LBWF
7.2	Action: All governors to complete Safeguarding training pre next board meeting, either through GovernorHub or the refresher training link as appropriate.	No governors declared outstanding safeguarding training.
10	Action: All members of the board to confirm their acknowledgement of the code of conduct on GovernorHub	Complete
11	Action: To upload the LA model governing body cycle in the document folder for the December FGB	Ongoing
12.2	Action: Agenda item – all Committees, Terms of Reference 2024-2025	Complete
13.1	Action: To email the Clerk/ Governor Services the finalised list of Link Governor Roles	Neil Wilcock confirmed acceptance of the Science Link Governor Role.
14.2	Action: To re-circulate the instruction and guidance for link governor roles.	Complete
14.2	Action: To contact Nicola Janes to book link visits.	The Chair reminded all governors to check school emails and respond to emails from Nicola Janes, who has

		contacted all governors about link visits.
15.5	Action: To bring a report on PP wider attendance on school trips to the Curriculum Committee	Complete
18	Action: Nicola Janes to email governors for availability in the w/b 3rd/10th November 2025	Complete

Governors requested that draft committee minutes are uploaded to FGB agenda folders.

Action: To upload draft committee minutes to the following FGB's folder on GovernorHub for governor information.

5. CHAIR'S ACTION

None reported

6. HEADTEACHER'S REPORT

HMA noted the new format of the report. This has been updated to align reporting with the new Ofsted Toolkit, benchmarking against the exceptional criteria.

Admissions: The school continues to maintain an almost full roll, with 897 students at the time of the October census. HMA noted the work of the office team in supporting this.

Attendance: HMA noted SEND and PP will be reported within item 1.2 on future reports. Whole school attendance was slightly lower than at this point last year. HMA provided context for specific students with outlying attendance needs and support in place this term. HMA also reported common barriers and interventions in place.

SEND: The SENCo provided the attached SEND literacy report. HMA noted the new Ofsted framework has a strong focus on inclusion.

Suspensions: HMA noted the data continues to be well below national and local levels, with no permanent exclusions in many years. HMA gave some context for 16 days of suspension for a Year 7 pupil, who is currently being supported with an offsite direction. There has been a drop in both numbers of students and days for external suspensions, compared to the previous year.

The Chair, as an ex-secondary school teacher, stated her pride in how the school works with young people and supports them to continue schooling even when they have arrived with a background of need. She reported she is glad to have been part of panels that have supported students that may have otherwise been at risk of permanent exclusion.

HMA invited questions.

7. TARGET SETTING

7.1 Governors to consider proposed targets for 2025/2026:

DSH presented the attached 2026 Targets. As with last year this Year 11 cohort has no KS2 data due to COVID. FFT has been used to create predictions based on Year 7

CATs on entry. DSH noted the high level of accuracy for last year's predictions with this system. Overall, this cohort has slightly weaker prior data, but FFT has given slightly higher A8 predictions. It has been decided that lower targets were not appropriate, but this does mean slightly more challenge because we are mostly basing targets using FFT5 targets.

CATs would suggest lower targets for Maths and English than FFT has, however in the last few years the English and Maths department have worked well together to achieve results. There is confidence the targets shown are achievable. The EBACC suite and predictions was discussed, as well as how attainment measures are set.

8. FINANCIAL RISK REGISTER

RJA noted governors are the owners of this register, which is maintained by the school on their behalf. The register was discussed in detail by the resources committee. RJA invited additional comments or suggestions.

There was a discussion about how the register is used to plan risk management. RJA used the Teaching School Hub as an example of a risk that did occur. As the closure of the hub was considered as a potential risk in advance the school already had set priorities in place for managing the risk.

There was a discussion about managing the risk of cyber-attacks, including learning from other LBWF schools and school based practice. The LA is provided with a copy of the school's critical incident plan.

9. SCHOOL POLICIES AND REPORTS

Recommendations from Curriculum for ratification:

- 9.1 Home School Agreement
- 9.2 ICT and Online Acceptable Use Policy
- 9.3 Online Safety
- 9.4 Admissions Statement

Recommendations from Resources for ratification:

- 9.5 Financial Regulations
- 9.6 Scheme of Delegation
- 9.7 Register of Business Interests
- 9.8 Register of Gifts and Hospitality
- 9.9 School Fund Audit
- 9.10 Capability Policy and Procedure: HMA provided an update from meetings with Unions, which took place after this policy was reviewed by the Resources committee. Previously an additional step prior to informal capability had been requested by unions. This has now been agreed to be removed as the prospect of 'line manager support' seemed to create additional anxiety, which is the opposite of the intention. This has now been renamed as 'follow up support'. A proforma will not be used but will be followed up in writing. NBR provided context and described how a line manager may provide support for a staff member in practice. No staff member has gone through a formal support process in the last five years. NBR confirmed the school would allow a staff member to be accompanied at any stage of the support process. The aim of the process is to support staff so a school would not place a barrier for a staff member who felt they needed a representative.
- 9.11 Debt Management Policy
- 9.12 Governors Whistleblowing Policy

9.13 Lettings Policy: RJA note for governors the material change in Appendix C, lettings costs.

9.14 Teacher Cover Policy: NBR noted the yellow highlighted changes and provided feedback from the Health and Safety Committee. NBR talked through changes to the Rarely Cover procedures in place. Staff have 20% PPA time, which is greater than in the STPCD.

In response to a governor question HMA confirmed Unions are consulted about policies but their agreement is not required. Where suggestions are voiced by unions but have not resulted in changes to policies, they are noted and submitted to governors. The highlighted changes were made in response to Union feedback, including clearly stating that should a PPA session be used for cover then another period in that teacher's timetable would be protected. Union feedback was quoted by HMA and she offered to share this document with governors if requested.

9.15 Positive Handling Policy

9.16 AI strategy

9.17 Acceptable Use for AI Policy

Q: A governor asked about how the school decides on which Large Language Models (LLMs) are approved?

A: There was a detailed discussion about how the school follows guidance and UK GDPR legislation. RJA noted Co-pilot is embedded in many MS Office Apps, but the school does block the Co-pilot App itself for under 13s. The school is in a development stage and this document will be revised and updated as work is completed and operational needs are assessed and understood.

There was further discussion on governor skills to offer for support and current issues and news on the use of AI.

It was confirmed this policy is renewed annually by governors. The school welcomed governor support with review and development.

9.18 Home School Communication Policy: HMA noted that the use of smartphones will be included for September 2026. Information has been shared in the Green Sheet.

Agenda Item (Resources): Smartphone Strategy

All policies in item 9 were ratified.

10. SCHOOL POLICIES AND REPORTS

10.1 School self-evaluation:

RSC presented the attached Lesson Observation Report for the Autumn Term:

- Key foci and Faculty reviews.
- Lesson observation focus table
- Strengths and developments from observations
- Whole school area of development
- Overall reflections
- Appendix 1, highlighted key developments from lesson observations
- Appendix 2, highlighted key development from faculty reviews.
- Next Steps: Feedback to heads of faculties and the CPD offer.

In response to a governor's comment, there was a discussion about the development of metacognition and questioning. The governor offered to share their knowledge and skills from working with the Philosophy Foundation, which RSC welcomed.

NBR stated it was good to celebrate the work of the last two years. No review has been the same as a previous one. Next year the school will be working with our IP to verify our findings as part of a visit which will include a work scrutiny and student voice.

NBR explained how governors can use this document when setting up link visits, to plan conversations and discuss alongside Area SIPs.

- 10.2 GCSE Outcomes: SEND case studies: the attached document was presented on behalf of Sarah Walis, who had sent apologies.

Four case studies were reviewed with governors, including student needs, starting points and post-16 pathways. The ASDAN qualifications achieved were shared alongside progress from KS2 targets. HMA stated the purpose of sharing these case studies was to showcase that although the SEND students with EHCPs may be recorded as an underachieving group but individual students have made great personal progress and achievements in their own personal contexts. The school is very proud of this group of pupils and the work of the SEND team supporting them.

The Chair echoed this and shared her experience of the presentation evening, in which 134 children were celebrated and received certificates.

- 10.3 IDSR: DSH presented the attached document and detailed how it can be used to develop knowledge of the context of the school and compare groups.

DSH noted for governors there was no 2025 progress data from the DfE, the information provided is based on 2024. There is little change from the previous year. Notable to pick out for governors was that PP students at WSFG have achieved higher than national averages for non-PP students, an achievement for this group.

Action: To bring to the Curriculum Committee the IDSR and FFT targets for further review.

11. GOVERNING BODY COMMITTEE TERMS OF REFERENCE

Agreed:

Curriculum Committee ToR
Resources Committee ToR

Agenda Item, Pay Committee: ToR

12. LINK GOVERNOR VISIT REPORTS

12.1 ICT, SUR:

SUR reported the attached ICT link visit, stating it was good to see the developments. There was a discussion about STEM careers and links between ICT and careers progression for girls.

12.2 Health and Safety, GBA:

GBA confirmed the school is still awaiting the annual safety in inspection report from the LA, outstanding since the December 2024 visit. RJA confirmed the school has continued to seek this, though verbal feedback was provided.

GBA reported the Summer Term visit and walk around. The SSO audit was discussed. Funding was obtained for the emergency lighting work.

12.3 English, GBA:

The recent visit was briefly verbally reported ahead of a written report being uploaded for governors.

12.4 Maths, ACO:

ACO reported the developments brought in since the Head of Maths began in her role last year. The work around looking at entry tiers for GCSEs led to positive results

for students. Schemes of work have been developed, with increasing grades 7-9 as a focus. Cross-over meetings with the English department have been a success and continue to ensure key students are identified and supported.

13. GOVERNING BOARD

13.1 **Action: To review this year's skills audits summary and note any development needs - action.**

13.2 Cycle of work for governors: See action 4.2.11

14. PUBLICATION OF GOVERNOR INFORMATION

14.1 Governance impact statement 2024/25: Optional item, to be reviewed

14.2 School web site review: HMA proposed asking the SIA to complete a compliance check. **Agenda item**

14.3 Governing Body publication of information: The school is in the process of updating the website and finalising information. **Agenda item**

15. PERFORMANCE DEVELOPMENT REVIEWS

15.1 Headteacher to report on the progress of staff reviews: HMA outlined the purpose of performance development and shared the attached document. This year teachers have had one target, with a classroom focus, unless they are leaders where they also had a leadership target. Overall, in this cycle there was a significant improvement in the use of evidence.

Q: During sampling, when staff did not demonstrate whole school impact what was the reason?

A: A possible lack of understanding about how to demonstrate this. Generally this was more consistent, for example See A Peer Week provided an opportunity for many to share their practice and make an impact.

16. HEALTH AND SAFETY AT SCHOOL

16.1 Health & Safety Annual report: reviewed at the resources committee

16.2 Educational Visits: reviewed at the curriculum committee

Action: To bring a school trip planning document for upcoming residential.

17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

17.1 Next FGB: 24th March 2026

18. ANY OTHER BUSINESS

18.1 Chair Curriculum Committee: The Chair shared the need to elect a committee Chair. Support was offered and governors on the resources committee were invited to change committee.

Action: To send information about the Curriculum Committee Chair role to Neil Wilcock for consideration

Staff were thanked and left the meeting at 8.25pm

19. CONFIDENTIAL ITEM

The attached confidential minutes were shared and an update, as reported to the Resources Committee, was shared with all governors by the Committee Chair.

Agreed: Confidential minutes 16th October 2025

Autumn 2025

The meeting closed at 8.35pm