

**LONDON BOROUGH OF REDBRIDGE
WANSTEAD HIGH SCHOOL GOVERNING BODY
MINUTES OF THE GOVERNING BODY MEETING
30th JUNE 2020 AT 5PM**

Due to Covid-19 restrictions this meeting was held using Microsoft Teams

Present			
Local Authority	Parent	Headteacher	Co-opted
	Jackie Bowers- Broadbent (JBB)	Bob Hamlyn (BH)	Ray Kiely (RK) (Co-Chair) Yvonne MacCallum (YM) (Co-Chair) Sally-Ann Hales (SAH) Nishat Riaz (NR) Noreen Sarwar (NS) David Wills (DW)
Staff			
Donna Cini (DC) Veronica Knock (VK) Ian Sweet (IS)			

Also in attendance: Melany Steel (MS) – Deputy Headteacher

Helen Davies (HD) – Clerk to the Governors

1. MEMBERSHIP

There had been no changes in the membership of the Governing Body.

2. APOLOGIES FOR ABSENCE:

No apologies were received.

3. DECLARATION OF PECUNIARY INTERESTS:

There were no declarations of pecuniary interests.

4. NOTIFICATION OF ITEMS FOR 'ANY OTHER BUSINESS':

There were no notifications of Items for Any Other Business.

5. MINUTES OF PREVIOUS MEETING:

The minutes of the previous meeting on 3rd March 2020 were approved.

6. MATTERS ARISING:

6.1 Because of school closure a number of 'Actions Required' could not be carried out. It is hoped that they can be covered in future meetings.

12.8 – to report back on attendance at the Safeguarding meeting for parents on 5/3/2020. It was a very positive turn out with approximately 70 parents attending. The event will be repeated when it is safe to do so.

12.19 – This is covered in Paper 1 of the Head's report in Item 9.

17.2 – The agenda will be circulated prior to meetings when we are able to have face to face meetings.

7. SCHOOL RESPONSE TO COVID 19

7.1 The school has been closed since Friday 20th March, only opening for vulnerable students, children of key workers and those with EHCPs.

- 7.2 Some parents still feel it is too risky to send students in so the main focus has been Home Learning and keeping that going.
- 7.3 We are now looking towards September and will we be able to open. We could possibly have 25% of students in at different times.
- 7.4 Home Learning is continuing along with Year 10 and Year 12 students coming in to 'bubbles'.
- 7.5 Academic phone calls started this week.
- 7.6 Lectures have started in the Theatre where it is possible to have students socially distanced.
- 7.7 BH referred to the previously circulated Item 7 photographs which show the measures which have been put in place such as additional hand-wash stations in strategic places and clear signage.
- 7.8 BH did however stress that the students invited in for supervised learning are not 'naughty' students but those who find it difficult to work at home.
- Q What about computer access for Year 10s?**
- A Approximately 30 of the school laptops have been given out. Last week we took delivery of 12 laptops from the DfE (dongles arrived this week). We do however, need more as there can be an issue if there is more than one sibling and parents are working from home**
- Q Can we test how successful Home Learning has been?**
- A The current Year 12 will be doing mocks in the first week of the Autumn term as results will be needed for their UCAS applications.**
Year 11 will be doing exams in the first part of the Autumn term.
- 7.9 BH stressed that we need to be careful about 'catching up' because this will cause anxiety for students. At the moment BH has no information about exams next summer although there has been talk about doing them in July to give students more time. He did point out that accountability will change next year.
- 7.10 JBB expressed concern about the well-being of the staff. She also highlighted that if students are in it will not be the same as it was.
- 7.11 Thought needs to be given to the new Year 7s and catch-up needs to be more about well-being.
- Q How is Wanstead High School managing in terms of other Redbridge schools?**
- A We are similar in many ways although some schools are doing video lessons but we did not feel that was the way forward. No school has gone way beyond or less than what we are doing. The strategy is constantly changing.**
- Q What about grades (GCSE and A Level).**
- A These will not be shared. This year's results are for the students and not the school.**
- Q What about mental health? Are the Government working on this?**
- A There has been a lot of talk about support but the focus is on catching up. At the moment we do not know what money will be available so it's a case of wait and see as the Year 7 catch up money has now been taken away.**
- 7.12 With regards to the new Year 7 intake, the Head of Year has now spoken to all the families. Details will be shared with families to say that the first day back in September (Thursday 3rd September) will be treated as Transition Day with only Year 7 and Year 12 students being in school. A new Year 6 transition tab is to be put on the website during the following week.

- 7.13 The exam system will need to be looked at but we will have to be flexible because we cannot plan for things that will not happen but we have a strong site team and things will be put in place should it be necessary.
- 7.14 BH pointed out that he does not see that we can have 5 Year group in if we are to have them in 'Bubbles'. If one member of the 'Bubble' becomes unwell they will all have to be sent home.
- 7.15 JBB highlighted that teachers should not be close proximity to students for longer than 15 minutes.

Q Does the school have the space to do this?

A No.

7.16 IS stressed that this is a concern for tutors.

Q In terms of staff attitude, how are staff responding?

A It has been a mixed response as the scene shifts. The mood is now that staff need to get back to work and BH's job is to make sure it is safe for them to do so.

7.17 The Risk Assessment (Item 7A) is a working progress. We have the extra washing stations, extra cleaning is taking place and PPE is available.

Q Have you done any analysis on how staff feel about coming back in September?

A A questionnaire about returning has been circulated to staff. BH circulates an email twice a week and staff are asked to give updates on how they are.

Q There has been information on Social Media about grades being adjusted down by a 3rd. Is there any truth in this?

A There has been nothing to support this.

Grades have already been submitted using a ranking system on student's prior attainment and the school's prior attainment. IS pointed out that there was another layer to the grades given in that they had to go through the Senior Leadership Team. We do not know what will happen but BH believes they will be fair and accurate.

Q If all Year groups are expected back in September how will you do that?

A At this point we do not know, but we need to keep asking more questions.

Q Do you have a contingency plan?

A We will but we are not planning this before we know what will be needed.

Q What about recruitment and how have the Unions responded to all of this?

A We have today recruited a part time member of staff for 2 days a week.

With regards to Unions, their issues are around the safety of their members.

HOME LEARNING

7.18 MS referred to a previously circulated paper (Item 7B). She explained that from September there will still be some Home Learning going on and this is always being added to. The students need to have clear instructions and many are finding that they can work remotely.

7.19 It has been found that feedback has been the main motivator but this has not always been one of our main strengths but we are working on it.

7.20 We need to understand students contextually and ensure that they are stretched and challenged.

Q How do we test success?

A Heads of Year have done work within their Year group along with CTLs on engagement for Year groups and subjects. Student and parent voices have been very helpful. Some students are still finding their way round because they have lost that 'teacher's voice'. How quickly teachers response is an issue so that students can move on and not leave work unfinished. Phone call home are also helpful.

7.21 The report highlights what still needs to be done. Staff are to start developing their Loom presentations. Staff have started to narrate their lessons. Dance is an example of this as it is necessary for choreography.

Q Engagement with Years 10 and 12 has dropped. Is there any strategy to address this?

A Returning in September had been the main focus but that may not happen.

Q Is there a plan to have remote tutor groups for a social and wellbeing aspect?

A This is not something we had put in place but it may be looked at for September as we look for different ways of doing things. Engagement wise, Year 10 and Year 12 students are now in 'Bubbles' attending school.

7.22 Those not engaging are quickly picked up because we have to be on top of students straight away.

7.23 Next academic year the priority will be Years 11 and 13 (the current Year 10 and 12).

7.24 The current Year 11 and 13 students will be written to as today should have been their correct last day at school.

7.25 There will be lots of communication over August.

Q What is the quality of work submitted?

A It is variable as it would be if students were in school. There are examples of the work submitted in the gallery on the website under the Home Learning tab.

7.26 We have recently started to send home Praise E-Postcards although it is acknowledged that some students will only do what is absolutely necessary.

Q What is the level of engagement?

A These figures can be found on page 5 of the report.

Q Has every child spoken to their teacher?

A That is being worked towards although there are groups of students who get phone calls more frequently (vulnerable students).

Support for Vulnerable Students

7.27 Vulnerable students include those with EHCPs.

7.28 They seem to be thriving in the smaller school which raises concerns as to how they will react to returning to a full school.

7.29 Where there is no contact that raises concerns as does the nature of work that is submitted depending on themes chosen.

7.30 DC is still having meeting and she stressed that the normal timescale is still in place. If contact is not made for 10 days the usual procedures still have to be followed and the student is reported as a Child Missing Education.

7.31 DC said we are having a lot more concerns with more loopholes to get through.

7.32 DC highlighted that this situation may result in new referrals coming forward with mental health issues that will need to be supported.

7.33 The number of logs have increased dramatically.

8 POLICY UPDATES

8.1 Safeguarding Policy – The Full Governing Body approved the amendments made to the Safeguarding Policy.

8.2 Attendance and Admissions Policy – The Full Governing Body approved the amendments made to the Attendance and Admissions Policy. From September those not attending will be issued with Penalty Notices

8.3 Behaviour Policy – The Full Governing Body approved the amendments made to the Behaviour Policy. Covid 19 behaviour related issues are now a reason for exclusion.

- 8.4 First Aid Policy – The Full Governing Body approved the amendments made to the First Aid Policy. Those at risk should not attend school.
- 8.5 Exclusions Policy – The Full Governing Body approved the amendments made to the Exclusions Policy.
- 8.6 Health and Safety Policy – The Full Governing Body approved the amendments make to the Health and Safety Policy.

9 HEADTEACHER’S REPORT

Paper 1 – Exclusions and Behaviour Report

- 9.1 DC highlighted that the Fixed Term Exclusion (FTE) figures have been affected by the early closure so these numbers have dropped. She went on to explain that interventions will carry on regardless of what September looks like although they will be different.
- 9.2 BH referred to Black student exclusions saying the focus needs to be on what can be done which will involve a lot of work. He is setting up a task force and wants the school to be an ‘anti-racist’ rather than ‘not racist’ school.
- 9.3 JBB said we can make a difference and congratulated BH for covering this.
- 9.4 SAH pointed out that this is really important and should be an agenda items at a future meeting.

Paper 2 – Staffing Update

- 9.5 We have a number of new staff joining us in September 2020.
- 9.6 We have had no resignations.
- 9.7 It is felt that because of the economic downturn there will be a lot of teachers looking for work.

Paper 3 – Calendar

- 9.8 BH highlighted that the calendar will be flexible next year.

Paper 4 – Building Works

- 9.9 BH has no papers to circulate. There have been numerous cancelled meetings.
- 9.10 It was agreed that BH and the Co-Chairs would write to Colin Stewart and Kelly Wallace for an update.
- 9.11 At the moment the Geography and Art block is not fit for purpose and we do not know if the Council can afford to go ahead with the pool.

Papers 5a, 5b and 5c – Financial Update

- 9.12 We still have a healthy surplus although the deficit it changing all the time.
- 9.13 There has been no major shift in staffing costs. DW pointed out that they look higher making a 5% difference to the budget. BH explained that usually we have more staff movement at this time of year but that has not happened which means higher paid staff are remaining and not being replaced with lower paid staff.

10 CHAIR’S ACTION:

There were no actions taken by the Chair to report on.

11. TIME AND DATE OF NEXT MEETING:

The next meeting will be on Thursday 17th September 2020 – HD to liaise with Governors to establish how best to do this.

12 ANY OTHER BUSINESS

- 12.1 JBB expressed that BH and the staff are doing a really good job.
- 12.2 YM went on to say, well done to BH, SLT and the staff.

13 CONFIDENTIALITY

Governor are reminded that the signed minutes of every meeting of the Full Governing Body shall, as soon as possible, be made available at the school. The Full Governing Body to consider which terms, if any, should be treated as confidential and excluded from publication.

The meeting concluded at 6.45pm

Chair: Ray Kiely



Sign: *Electronic signature due to Covid restrictions*

Date: 17th September 2020

Actions Required	Responsible	Completed by
9.10 To write to Colin Stewart and Kelly Wallace for a building works update.	BH, YM & RK	Asap
11 To liaise with Governors to establish how the next meeting will take place (face to face or through Teams).	HD	3/9/2020