

**WANSTEAD HIGH SCHOOL GOVERNING BODY
MINUTES OF THE GOVERNING BODY MEETING
TUESDAY 7TH DECEMBER 2021 AT 7PM**

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

Present			
Local Authority	Parent	Headteacher	Co-opted
Yvonne MacCallum (YM) (Co-Chair)	Sara O'Donnell (SO) Maggie Leggett (ML)	Bob Hamlyn (BH)	Ray Kiely (RK) (Co-Chair) Liz Smith (LS) (Vice-Chair) David Wills (DW) (Co-opted)
Staff			
Donna Cini (DC) Ian Sweet (IS) Veronica Knock (VK)			

Also in attendance: Melany Steel (MS) – Deputy Headteacher
Jason Gharu (JG) – Deputy Headteacher
Helen Davies (HD) – Clerk to the Governors

1. MEMBERSHIP

The Governing Body confirmed the recommendation of the Search and Governance Committee to welcome Sara O'Donnell and Maggie Leggett as Parent Governors.

2. APOLOGIES FOR ABSENCE:

Apologies were received from Noreen Sarwar and Jackie Bowers-Broadbent. It was noted that nothing had been received from Nishat Riaz.

3. DECLARATION OF PECUNIARY INTERESTS:

There were no declarations of pecuniary interests in any of the agenda items.

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

There were no matters raised for discussion under Agenda Item 21.

5. MINUTES OF PREVIOUS MEETING:

The Minutes from the previous meeting on 23rd September 2021 were approved.

6. MATTERS ARISING:

- 6.1 LS highlighted that the Action Point regarding a Humanities visit was incorrect and it should have read as a Building Site visit rather than Humanities.
- 6.2 HD was asked to correct this.

7. COMMITTEES:

- 7.1 The minutes from the Finance and Personnel Committee held on 4th November 2021 had been circulated for the Full Governing Body's information.
- 7.2 The Terms of Reference for the Finance and Personnel Committee were approved by the Full Governing Body.
- 7.3 The Terms of Reference for the Finance and Personnel Pay Sub Committee were approved by the Full Governing Body.

8. POLICY UPDATE:

- 8.1 BH explained that the previous circulated policies:
Business Continuity Plan
Health, Safety and Welfare policy
Risk Management Policy
Charging and Remissions Policy,
had all been scrutinised by the Finance and Personnel Committee on 4th November 2021. They had come from the Borough and the only changes were updates on the names included. They had come before the Full Governing Body for final ratification.
- 8.2 The Governing Body approved all four policies.

9. BUILDING WORKS UPDATE:

- 9.1 BH referred to the previously circulated Overview which showed that the 2018 scheme has now been adopted in full. Attempts had been made to try and cut some aspects of the Project.
- 9.2 There have been two attempts to appoint a Project Manager but it hasn't happened for various reasons one of which was illness.
- 9.3 The agreed Liaison Group which should include the Council, Vision, the School and the contractor still, not been established.
- 9.4 BH suggested that, either he write to the Local Authority on behalf of the Governing Body or, BH, RK and YM write.
- 9.5 It was highlighted that this is putting unrealistic demands on the Headteacher as neither points have happened yet.
- 9.6 BH agreed to draft a letter to Colin Stewart for RK and YM's approval.
- 9.7 On a more positive note, there has been some progress in that demolition is happening now that the asbestos has been safely removed. Work has started on the temporary changing rooms but the two things the school need from the Local Authority have not been done.

Q Who is on-site?

A Reuben

9.8 We need someone to gate-keep.

Q Have you spoken to the Planning Officer who should be your advocate?

A We have passed the planning stage. It's now a trust issue.

We need an update on the 3 packages mentioned in the presentation given on 21st October.

10. SCHOOL SELF EVALUATION AND INSPECTION DATA SUMMARY:

SEF October 2021

- 10.1 BH explained that the SEF has not been done for a couple of years but he feels it would be prudent for the school to be ready. The framework has now changed and includes:
Quality of Education
Behaviour and Attitudes
Personal Development
Leadership and Management
Sixth Form
- 10.2 BH believes that parents think the school has improved since our last Ofsted inspection in January 2019. He did however, highlight that perhaps the school's lack of EBACC may be a reason for us not achieving outstanding.

10.3 BH feels the Sixth Form is outstanding. The average class size is 14. The data circulated is from 2019 because recent data cannot be quantified.

10.4 The school has a strong handle on safeguarding which is key.

Inspection Data Summary Report

10.5 BH referred to pages 8 and 12 of the previously circulated report. The amount of green shown on these pages indicates that the school is currently in a very good place with nothing below the top 40% nationally.

10.6 The statements in bold on pages 2 and 3 are very positive.

10.7 The A Level report was less strong for applied subjects as they were not being taught very well as we did not have the resources necessary for them to be taught well.

Q With regards to Learning Walks has Covid affected them and where are we now with them?

A They are happening again. ECTs are fine with the observations as they have been used to them although other staff had to get use to observations happening. This has however improved over the term. There is more in the improvement plan, areas for development.

10.8 BH confirmed that, should Ofsted come in now, they would struggle to find the school anything but good.

11 DRAFT PUPIL PREMIUM STRATEGY:

11.1 We currently have 200 Free School Meal students which is less than in previous years. The aim is to make sure they do not fall behind.

11.2 This term the focus has been on Years 7 and 8 and the literacy programme. Year 12 and 13 students have helped with this. Students with a score of below 100 were selected (100 and above score is considered secondary ready).

11.3 As we approach the mocks (which start later this week) the focus will be on KS4 and how we narrow the gaps. Enhancing career aspirations will also be a focus.

11.4 Coach Right create links with PhD students and high achieving Pupil Premium students.

11.5 We have to justify how the Pupil Premium money is spent.

Q The gap between Maths is lower than the gap between English could that be down to English being a second language?

A It is a possibility. Nationally Pupil Premium students have the worse deal because of the tag system. We are looking at marking mock exams blind with just a number to avoid unconscious biased. Home support can also have an impact.

12a CHILDREN LOOKED AFTER REPORT

12.1 We currently have 5 Looked After Children.

12.2 We receive funding from the Virtual School for these students and they have responsibility for them and we have to say where the money is spent.

12.3 Personal Education Plan (PEP) meetings are attended by DC.

12.4 The attendance of these students is way about the national average for children in this group. This is down to school being regarded as a safe place for them.

12.5 There are no exclusions for Looked After Children. As a school we would not want to add to issues they already have.

12.6 One Looked After Child has this year been appointed as a prefect which is a credit to the support they receive from the school.

12.7 DC has attended training regarding mental health support. She referred to ACE (Adverse Childhood Experiences). Statistics show that students with ACEs are four

times more likely to suffer mental health issue or get into trouble with the police so the school try to counter act their ACEs. This is done pastorally. Teachers are made aware so they can adapt how they deal with these students.

12b SEND REPORT

- 12.8 Referring to the previously circulated report it showed that there are 4 areas of need. EHC Plans come under the Sensory and/or Physical Needs categories.
- 12.9 We currently have 235 students with SEND needs, which, in comparison with other schools in the Borough, is high.
- 12.10 Wanstead High School is definitely the SEND school of choice.
- 12.11 JG explained that most of the funding for SEND is used for staff to support these students and we do have to battle for resources.
- 12.12 Although SEND student are often above the national average, we do in some cases have to sometimes accept these gaps. During Lockdown some students could not work from home.
- 12.13 The school's objectives include developing independence to participate in school life and to deliver an education for each student that addresses their different needs.

13 ANNUAL SAFEGUARDING REPORT

- 13.1 DC stressed how important record keeping is. She went on to explain that the school use a system called CPOMS which means information can be shared with the relevant agencies safely.
- 13.2 DC explained that with some referrals we do have to challenge external agencies and CPOMS helps with this.
- 13.3 Referring to the previously circulated Report, DC highlighted Contextual Safeguarding which had been referred to in previous meetings. The LBR have now appointed a Vulnerable Children's Officer who is the point of contact for Child Sexual Exploitation (CSEs) and Child Criminal Exploitation (CCEs) throughout the Borough. With an information sharing tool it helps to identify trends.
- 13.4 Wanstead High School has helped to develop this programme which seems to be working well.
- 13.5 Following on from the death of Sarah Everard it raised issues that have been addressed in assemblies.
- 13.6 Students can now report concerns via the Child Protection email or through an accessible post box. Reports have been a lot more fluid.
- 13.7 Operational Encompass means the school gets notifications from the police about incidents students may have witnessed.
- 13.8 The report shows that from September 2020 to July 2021 we received 4 notifications. Since September 2021 we have received 6. DC stressed that although this is frightening the support is effective.
- 13.9 Early intervention can stop things escalating.
- 13.10 The highest number of referrals have been for emotional reasons.
- 13.11 Between September 2020 and July 2021 there were 268 in-house referrals. In the majority of cases no further action is required but some do result in an external referral.
- 13.12 DC explained that the reason for 4 students being shown as 'Step down from CAMHS' is that they had not been seen by CAMHS.
- 13.13 DC referred to the 'Pyramid of Need' which the school uses. She went on to explain that each child get one point for each need. The more points they have the higher up

the pyramid they are. This is used by teaching staff so they are aware of each student's needs.

14 CORONAVIRUS RISK ASSESSMENT AND UPDATES:

14a Risk Assessment for Wider Opening of Wanstead High School October 2021

14.1 BH explained that the circulated document has now been updated.

14.2 Although the Government's recommendation has been for masks to be worn in communal places (such as corridors), the decision has been made within the school that masks should also be worn in classrooms.

14b Wanstead High School Outbreak Management Plan Sept 2021

14.3 BH referred to the previously circulated Management Plan for an outbreak.

14.4 We recently had 3 positive cases in one class (with was 10% of the students), which was referred to the Local Authority. The rest of the class did Lateral Flow Tests every morning as a precaution. All the positive students are now back in school.

14.5 Assemblies are not happening although the Winter Concert will go ahead the following week. A trip to the Cutty Sark has been cancelled to avoid the risk of travelling on public transport.

14.6 BH stressed that the main aim is to get to Christmas without a major spike.

15 HEADTEACHER'S REPORT

15.1 The previously circulated paper shows numbers in each Year group.

15.2 Various events have been happening such as the KS3 cross-country.

15.3 A circulated letter that had been sent to parents covered a recent issue with Tick Tock but this issue died down very quickly. It had involved offensive videos about staff. BH stressed that other schools had been badly hit with it but Tick Tock had acted very quickly to pull the videos down.

15.4 The letter also covered an issue the school is having with parking with BH needs to speak to the Local Authority about this

15.5 With regards to future exams, the aim is that exams will take place nationally in the summer although a contingency plan has been put in place in case this does not happen. Students will have to have 3 assessments.

15.6 Two important appointments have been made – a new Business Manager – Sarah Williams – will join us in January and Grant Smith will join us as an Interim Deputy Headteacher. He has a skill set similar to JG.

15.7 We have also appointed a Maths teacher who started on 1st December 2021.

15.8 We currently have 2 teachers working from home as they are in the 3rd trimester of pregnancy and this is part of our Covid risk assessment.

15.9 The Menopause Policy has been newly introduced so that reasonable workforce adjustments can be made in line with best practice.

Q Is that something just Wanstead High School do?

A No it's nationally.

15.10 Although BH recommends we adopted the Borough's circulated term dates for 2022-23 JG will have to decide on dates for INSET over the next academic year.

15.11 There will be an on-line Parents' Evening on Thursday 9th December.

15.12 The end of term is Friday 17th December with students back in school on Wednesday 5th January 2022.

15.13 We had a successful fire drill on Friday 24th September with the whole school being evacuated within 3 minutes.

16 LINK GOVERNORS' UPDATE:

HD tabled an updated Link Governor list highlighting gaps that need to be updated.

17 GOVERNOR VISITS

- 17.1 LS had done a recent site visit to inspect the building works.
- 17.2 LS recommended that all Governors should see the site.
- 17.3 She stressed that the Borough should not have been able walk away and leave the site in this condition. It was dangerous.
- 17.7 LS suggested that the slide show given to Governors should be shown.
- 17.8 HD was asked to forward the Link Governor report proforma to LS so she could do a full report for the next meeting.
- 17.9 HD was also asked to send the above form so that LS could do a report on her meeting with FM about her Summer Term on-line meeting.

18 GOVERNOR TRAINING:

SO had attended the new Governor Training online which, although a lot of it was directed at Primary School governors she found it to be excellent and very helpful.

19 CHAIR'S ACTION:

YM asked that HD circulate the updated timetable for the appointment of the new Headteacher to the Full Governing Body as soon as she received it.

20 TIME AND DATE OF THE NEXT MEETING:

The next meeting will be on Thursday 3rd March 2022 at 6pm.

21 ANY OTHER BUSINESS:

The meeting ended with the Co-Chairs thanking BH for this work with Wanstead High School and presenting him with a gift and card from the Governing Body.

22 CONFIDENTIALITY:

Governors are reminded that the signed minutes of every meeting of the Governing Body should, as soon as possible, be made available at the school to persons wishing to inspect them. It is for the Governing Body to consider which items, if any, should be treated as confidential and excluded from publication. This may include:

- a) A named teacher or other person employed at, or proposed to be employed at, the School;
- b) A named pupil at, or candidate for admission to, the School; or
- c) Any matter which, by reason of its nature, the Governing Body is satisfied should be dealt with on a confidential basis.

The meeting ended at 8.30pm

Chair: Yvonne MacCallum

Signature: 

Date 3rd March 2022

Action	Responsible	Due
6.2 Action Point regarding Humanities should read Building Site visit - HD was asked to correct.	HD	ASAP
9.6 BH agreed to draft a letter to Colin Stewart for RK and YM's approval.	BH	ASAP
15.4 BH agreed to speak to the Local Authority about parking	BH	ASAP
17.8 HD was asked to forward the Link Governor report proforma to LS so she could do a full report for the next meeting. 17.9 HD was also asked to send the above form so that LS could do a report on her meeting with FM about her RSHE Link visit.	HD	ASAP
19 YM asked that HD circulate the updated timetable for the appointment of the new Headteacher to the Full Governing Body as soon as she received it.	HD	ASAP