

**WANSTEAD HIGH SCHOOL GOVERNING BODY
MINUTES OF THE GOVERNING BODY MEETING
THURSDAY 23rd SEPTEMBER 2021 AT 6PM**

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

Present			
Local Authority	Parent	Headteacher	Co-opted
Yvonne MacCallum (YM) (Co-Chair)	Ray Kiely (RK) (Co-Chair)	Bob Hamlyn (BH)	Liz Smith (LS) (Co-opted) Nishat Riaz (NR) (Co-opted) Noreen Sarwar (NS) (Co-opted) 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
Eleni Bray (EB) – Assistant Headteacher – Head of Sixth Form
Helen Davies (HD) – Clerk to the Governors

1. APOLOGIES FOR ABSENCE:

There were no apologies for absence received.

2. DECLARATION OF PECUNIARY INTERESTS:

- 2.1 There were no declarations of pecuniary interests in any of the agenda items.
- 2.2 The annual declaration of pecuniary interest forms had been circulated prior to the meeting. Governors were asked to return completed forms to HD as soon as possible.

3. MEMBERSHIP AND LINK GOVERNORS:

- 3.1 The Board were informed that Sally Ann Hales has resigned her post as a Governor. YM confirmed that she had been written too to thank her for her work as a Governor. BH confirmed that he had also written to her.
 - 3.1.1 In light of SAH's resignation the post of Vice Chairperson was now vacant. YM nominated LS. This was seconded by DC.
 - 3.1.2 Following on from the end of their term of office as parent governors, RK and JBB were approved as Co-opted Governors.
 - 3.1.3 Parent Governor Elections are currently underway with the voting deadline as Monday 3rd October.
- 3.2 HD was asked to update the internal subject links for Link Governors. It is hoped that the new Parent Governors will be able to fill some of the gaps for Link Governors created by SAH's resignation.

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

There were no matters raised for discussion under Agenda Item 17.

5. MINUTES OF THE PREVIOUS MEETING:

The Minutes from the previous meeting on 15th June 2021 were approved.

6. MATTERS ARISING:

HD was asked to amend the date on the minutes.

7. COVID 19 RE-OPENING:

7.1 BH explained that the previously circulated Risk Assessment now needs to be updated because of the COVID vaccinations which will take place on 6th October 2021.

7.2 There has been a 30% uptake on the vaccine.

7.3 A lot of control measures have been removed although some remain.

7.4 There are currently 10 confirmed COVID cases. With Track and Trace, it would have meant the whole class would be out so it's now easier to manage in terms of attendance.

7.5 BH confirmed it seem to be a happier school which JG confirmed.

Q Are any staff isolating?

A No, although we do have staff in the 3rd trimester of pregnancy who are encouraged to work from home.

Q Can you clarify on mask wearing?

A They do not have to be worn but can be if the student wishes. They should have a mask in their pockets at all time as they have to be worn on public transport.

8. GOVERNING BODY RESPONSIBILITY FOR MONITORING CHILD PROTECTION AND SAFEGUARDING POLICY AND PROCEDURES OF SCHOOL

8.1 BH confirmed that Lynn Jago would be joining the meeting in 8th December to do the Governing Body's annual safeguarding training.

8.2 JG took Governors through the latest draft of the Child Protection and Safeguarding Policy with Procedures which had been circulated prior to the meeting. He highlighted the additions that have been made which, for ease, had been printed in red.

8.3 Reference was made to new sex education (RSE).

8.4 Mental Health is now regarded as Safeguarding. DC is the schools' mental health first aider.

8.5 Emphasis is now being put on vulnerable children with SEN as they are most at risk of online grooming.

8.6 It was recommended that Governors read page 13 of the Policy as this highlights the Governing Body's role in safeguarding.

8.7 The Policy highlights that attention should be given to children with social workers to enable them to achieve the best academic outcomes giving them the support necessary to do this. DC has a list of these students.

8.8 Any allegations against staff must be reported to BH.

8.9 Referring to page 19 of the Policy highlights the need to make sure students are protected online as well as physically.

8.10 There are also commercial risks such as gambling sites that need to be monitored.

8.11 Guidance has been issued in relation to SRE to ensure teachers do not 'over block' which can lead to unreasonable restrictions.

8.12 Page 24 lists what Governors should be familiar with.

8.13 A member of the Governing Body should be a link to the Local Authority safeguarding person.

8.14 Criminal exploitation tends to involve predominately males whilst sexual exploitation tends to involve females.

8.15 Page 26 of the Policy highlights that the school ethos should be that students know who they can speak to.

8.16 It was also noted that point 16.2.2 was incorrect as tutors currently meet students only once a day.

Q How does the school approach wellbeing?

A There is a post box outside the Head of Year office where students can put their concerns. This is frequently emptied. A wellbeing email (wellbeing@wansteadhigh.co.uk) has also been set up.

8.16 YM thanked JG for the work he has done on this.

9. GRADES 2021

9.1 Year 11 and Year 13 were very pleased with the results.

9.2 A Level results were higher than predicted and the Progress score was +.43.

9.3 We have had some appeals.

9.4 During April and May, staff worked very hard which meant they worked collaboratively.

9.5 Most students had 3 to 5 pieces of work used towards grades.

9.6 BH is confident the grades are a good reflection of the students and staff and no students had a 'bad exam day'.

9.7 Maths and English results were similar to 2019.

Q There is still uncertainty about June 2022 as there has been no information from the DfE.

A The school have been told information will be forthcoming in November. We are still waiting for the benchmark.

Q Did Further Maths not run?

A Not with last year's co-hort but it is with this Year's Year 12.

10. BUILDING PROGRAMME

10.1 BH explained that the day after term ended all works were put on hold over price negotiations with Wilmot Dixon.

10.2 Remedial work has however been carried out in the Music Department and the Alan Hearne Hall. The old History huts have now been removed but Langleys did this work.

10.3 What was agreed in February 2019 BH does not believe is now in the scope.

10.4 The letter sent to Adrian Loades, Colin Stewart and Kathryn Carr on 09/08/2021 has not yet been responded to.

10.5 The school is left with a scarred building which we have to sell to potential Year 7 students.

10.6 Concerns have been raised about asbestos removal.

10.7 BH stressed that the asbestos is underground so the removal of the building will start from the top downwards. Parents want assurances that the demolition will not be done whilst students are on site and no one will be put at risk.

10.8 BH cannot give any guarantees as he is not a specialist.

10.9 BH pointed out that he would have liked to leave the new build as his legacy rather than the scarred building we currently have.

10.10 The suggestion was put forward to involve politicians.

10.11 It was agreed to escalate this with the Council.

10.12 A response to the letter of 9th August 2021 was to be chased for.

10.13 BH agreed to draft an email to Jas Athwal to come from the Co-Chairs inviting him to come and see for himself.

11. HEADTEACHER'S REPORT:

BH confirmed that student numbers have never been so high. BH reported that Year 11 had managed to have their Prom.

Year 7 started on Friday 3rd September and the rest of the school on Monday 6th September.

PAPER 1 – SIXTH FORM REPORT – SEPTEMBER 2021

11.1 The plan had been to get Sixth Form back into shape.

11.1.2 3 years ago there had been 75 students, we now have almost double that number with 120 students in Year 13 and 138 in Year 12. 111 of those in Year 12 are internal students with only 27 being external students.

11.1.3 EB talked the Governing Body through the previously circulated report.

11.1.4 One student has gone to Oxford University to study Biology.

11.1.5 Students that have not gone to university had been given support in reaching their decision.

11.1.6 There were slight variations to the current subject count.

11.1.7 EB explained that subjects are offered in November as part of the application process. She explained that some courses may not run because of low uptake.

11.1.8 EB was congratulated on the work she's done within the Sixth Form.

Q What is the minimum number of students needed for an A Level course to run?

A Ideally 10 or more. There had been a lot of interest in English Combined at the application stage although students have now changed. Creative subjects suffered when A Levels went linear.

11.1.9 Dance and Music Technology were unable to run this year due to low numbers and clashes on the timetable.

11.1.9 The internal numbers are a reflection on the school and students wishing to stay here.

Q Where did the externals come from?

A Trinity, Ursuline, Connaught despite not having the opportunity to market the 6th form at career fairs.

11.1.10 BH highlighted that after school activities have now began again with rehearsals for a musical which is happening in April.

PAPER 2 – BfL AND EXCLUSIONS REPORT SUMMER 2021

11.1.11 Fixed Term Exclusions for 2020-21 are up from the previous year (2019-20) but down from 2018-2019.

11.1.12 FTE have increased both nationally and locally.

11.1.13 There was challenging behaviour from Years 7 and 8 with 16% of FTEs being attributed to transgressions relating to COVID restrictions.

11.1.14 FTE across the Borough have increased although we are relatively low in comparison to other school.

11.1.15 The school needs to be up for the challenge to change these increases.

11.1.16 Permanent Exclusions however remain low.

11.1.17 The Equalities Working Party has identified that some groups are proportionally misrepresented in the data and recognise that this is something that needs to be addressed.

11.1.18 Detentions have now been replaced with sessions in which students can work towards an outcome to make things better.

- 11.1.19 Data highlighted that 29% of FTEs were a result of physical assault on another student. The conditions we were working in had led to the spike. DC had not been able to do any transition work because of restrictions.

PAPER 3 – BEHAVIOUR AND DISCIPLINE POLICY

- 11.1.20 JG referred to the previously circulated Behaviour and Discipline Policy, which listed interventions, adopted to avoid exclusions.
- 11.1.21 If a student accrues three concerns in a week they will spend an hour with the Head of Year to discuss each concern. A lot of concerns have been for failure to submit/do work. It was found that a lot of these were because students were not coping. In these cases, the Curriculum Team Leaders are brought in to establish why this has happened.
- 11.1.22 If needs are met it should reduce the need for punishments.
- 11.1.23 The aim is to engage the family before an issue is beyond repair and to tackle referrals for learning before they become an issue.

PAPER 4 – INSET DAYS PROGRAMME

- 11.2 BH referred to the circulated schedule covering the first two days back after the summer break.
- 11.2.1 The session on Black learning achievement and mental health was thought provoking.
- 11.2.2 Referring to the session on RSHE curriculum, it was reported that some schools (not WHS) have received backlash on this.

PAPER 5 – PROFESSIONAL HANDBOOK – 2021/22

- 11.2.3 BH drew attention to the recently circulated Professional Staff handbook, which had been designed to keep staff safe from allegations although a lot of it is common sense.
- 11.2.4 BH explained that we have 15 new staff 9 of which are Early Career Teachers (ECTs).
- 11.2.5 This is something we have bought into and we have to ensure it is not too onerous and staff are not overwhelmed.
- 11.2.6 JBB agreed to speak with MS about the issues she has had in her school. She stressed that if it is designed to improve workload and wellbeing it is not working.
- 11.2.7 WHS are currently fully staffed.

PAPER 6 – SCHOOL IMPROVEMENT PLAN (SIP)

- 11.3 Referring to the recently circulated copy of the SIP RH highlighted the main objective of the SIP as being, improving the quality of teaching and learning so learning opportunities are not missed by any students. Making sure both staff and students are happy along with financial security.
- 11.3.1 CTLs are asked to make sure lessons are broken down into smaller chunks.
- 11.3.2 Savings have been made to the budget. Pupil Premium students have reduced which in turn means a reduction in funding each year.
- 11.3.3 A fire drill is due to be carried out the following day (Friday 24th September 2021).

12. GOVERNOR TRAINING

There were no training dates available.

13 GOVERNOR VISITS:

LS agreed to liaise with HD to arrange a Humanities visit.

14 CHAIR'S ACTION:

No action had been taken by the Co-Chairs since the last meeting.

15 TIME AND DATE OF NEXT MEETING:

The next meeting will be on Tuesday 7th December at 6pm.

16. AGENDA ITEMS:

- 16.1 Safeguarding training with Lynn Jago.
- 16.2 Appointing a Headteacher.

17. ANY OTHER BUSINESS:

There were no other business items for discussion.

18. CONFIDENTIALITY:

Governors 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.

Actions Required	Responsible	Completed by
Item 3.2 – HD to update the subject leaders on Link Governors.	HD	ASAP
Item 6 – HD to amend the date on the minutes of the previous meeting.	HD	ASAP
Item 8.16 – JG agreed to update point 16.2.2 of the Child Protection and Safeguarding Policy and Procedures to reflect the tutor only meet students once a day.	JG	ASAP
10.12 – Chase for a response to 9 th August 2021 Letter.		
10.13 – BH agreed to draft an email to Jas Athwal inviting him to come into the school to see for himself.	BH	24/09/2021
13 – LS to liaise with HD to arrange a Humanities visit	LS/HD	ASAP

Chair: Yvonne MacCallum

Signature: 

Date: 7th December 2021