

hanWANSTEAD HIGH SCHOOL GOVERNING BODY
MINUTES OF THE GOVERNING BODY MEETING
12th December 2022 at 6PM

Present			
Local Authority	Parent	Headteacher	Co-opted
Vacancy	Sara O'Donnell (SO) Maggie Leggett (ML)	Emma Hillman (EH)	David Wills (DW) Liz Smith (LS) Donna Cini (DC) Anya James (AJ) Ian Selby (IS) Hannah Fisher (HF) Alison Tobe (AT)
Staff			
Veronica Knock (VK)			

In attendance: Sarah Williams (SW) – School Business Manager
Helen Davies (HD) – Clerk to the Governing Body

Summary of agreements and actions

Minute	Formal agreements and/or actions identified	Action By	Due Date
2	Governors were reminded to complete their annual Pecuniary Interests form.	HD	13/3/2023
15.1	DC agreed to organise and deliver Governor Safeguarding Training.	DC	13/3/2023
7.3	The Clerk to updated Governor Services further with new Governor details.	HD	13/3/2023
7.3	SW agreed to contact IS and AT about arranging their DBS.	SW	13/3/2023
7.4	The Clerk confirmed that Get Information about Schools (GIAS) on the DfE website also needs to be updated with new Governor information.	HD	13/12/2022
19	The Clerk will circulate a list giving the names to governors of those listed in the Headteacher's report.	HD	3/2/2023
19	EH agreed to make the Headteacher report more bespoke to Wanstead High School.	EH	13/3/2023
12.2	The Clerk was asked to add the required confidential statement to the minutes and upload the amended copy.	HD	6/1/2023
14	The Clerk to update the Link Governor list and forward to EH before distributing to Governors	HD	13/12/2022
15	The Clerk to contact Governors about Committee preferences.	HD	13/1/2023
16	AT to meet with EH to discuss Governor Induction	AT/EH	12/3/2023
17	Governors to contact Clerk for training bookings.	ALL	As and when needed
20	The Clerk to forward a copy of EH's email to staff.	HD/EH	14/12/2022
	EH agreed to look at email to Councillors.	EH	13/12

1. WELCOME AND APOLOGIES FOR ABSENCE

- David Wills agreed to act as Chair for the purpose of this meeting.
- In accordance with the School Governance Regulations the Governing Body approved the appointment of Anya James, Ian Selby, Hannah Fisher and Alison Tobe as new co-opted Governors.

1.1.2 At this point in the meeting no apologies have been received although Noreen Sarwar later confirmed that she had been held up with transport issues because of inclement weather.

1.2 Requests for any other business were received for:

- Clerking
- Alcohol on the premises
- Building update – confirmation of letter to go to local councilors
- -Snow Policy and decisions made around the weather.

2. DECLARATION OF INTERESTS

- There were no declarations of interest in any of the agenda items at this point in the meeting.
- Governors were reminded to complete their annual Pecuniary Interests form.

3. ELECTION OF CHAIR

3.1 DW proposed HF as Chair. This was seconded by LS. The Board carried this decision.

4. ELECTION OF VICE-CHAIR

4.1 ML proposed DW and LS as Co-Vice Chairs. This was seconded by SO. The Board carried this decision.

5. MINUTES OF THE LAST MEETING

- The Board considered the minutes from the meeting held on 20th October and approved them.

6. MATTERS ARISING

15.1 – DC agreed to organise and deliver Governor Safeguarding Training.

7.3 – The Clerk to update Governor Services further with new Governor details.

7. MEMBERSHIP OF THE GOVERNING BODY

7.1 The Clerk confirmed that we currently still have a vacancy for one Local Authority Governor.

7.2 The Governing Body agreed that absences from two consecutive meetings without notification would be considered grounds for disqualification as a Governor.

7.3 HF and AJ confirmed they are currently on the DBS update system. SW agreed to contact IS and AT about arranging their DBS.

7.4 The Clerk confirmed that Get Information about Schools (GIAS) on the DfE website also needs to be updated with new Governor information.

8. CHAIR'S REPORT

8.1 There was no Chair's action to report.

9. INSTRUMENT OF GOVERNMENT

9.1 The LA has confirmed that the school can reduce the number of Parent Governors from 3 (as stated in the Instrument of Government) to 2.

- As confirmed earlier there is still a vacancy for a LA Governor. The Clerk has recently shared with the Acting Chair details supplied by the LA of a potential candidate which he agreed to look through.
- We already have an elected staff Governor (VK)
- The Governing Body agreed to increase the number of co-opted Governors to 10 which means the Governing Body is now 2 co-opted Governors short of it's preferred target.
- The possibility of having a further co-opted teaching staff Governor was discussed but EH felt 3 staff governors would be too much.
- It was agreed to revisit this later in the year as it had been hard work to get to the position the Governing Body was currently in.
- LS, DW and HF agreed to lead on this and the request for a co-opted Staff governor would be put in the staff bulletin.

10. TERMS OF REFERENCE

- EH confirmed that these are not necessary for the Full Governing Body as the Committee all have their individual Terms of Reference.

11. GOVERNING CODE OF CONDUCT

- EH referred to the previously circulated Code of Conduct document.
- This had been redrafted to reflect the addition of the Nolan Principles.
- EH highlighted point 4 of 2.2 (Commitment) which indicated that Governors need to read all paperwork prior to a meeting and email questions at least 8 hours before a meeting is due to start.
- EH also highlighted the addition in point 6 of 2.4 (Confidentiality) which referred to Governors keeping their school cards safe.
- These points are both safeguarding additions.

Q Who are the stakeholders?

A Pupils, parents and staff although this can be extended to include the community. EH agreed to clarify this.

Q The questions 8-hour deadline – should all questions follow this pattern?

A This is so answers can be ready for discussion so we have all the necessary information and time isn't wasted.

12. MINUTES

12.1 Full Governing Body minutes – 20th October. These had been covered in Item 5 on the Agenda

12.2 Pay Committee – 21st November 2022

- DW explained that the Committee had agreed that going forward the appraisal process needed to be more rigid.
- The school at the moment is top heavy with those on the upper pay scale.

Q What process do the school use? Blue Sky?

A At the moment it's just paper and uploading.

Q Are they being set smart targets?

A No, the targets have not previously been very SMART not commensurate with the pay scale. This has been addressed this year and will develop moving forward.

- EH wants the appropriate targets returning by the end of the term. It is a huge piece of work that needs to be done but important to ensure it has impact.
- All but one member of staff have passed their appraisal – see Pay Committee minutes.
- That member of staff had come from another school in September so evidence was sought from their previous school who reported that they were not working at that level.
- The Clerk was asked to add the required confidential statement to the minutes and upload the amended copy.

12.3 Resource Committee – 5th December 2022

- DW explained that the carried forward figure of £413,000 was considerably better than most schools.
- Teaching staff are to get 5% pay rise in December pay.
- Support staff are to get 9%.
- Both will be back dated to April 2022.
- A lot of the work on the premises is to do with compliance.

Q Will the Condition Report on the rest of the school premises be done by the end of January?

A No, the report will be done during the February half term and the report should be available early March. It needs to be done when there are no students on site.

- The Local Authority's response to the query raised about the recruitment and retention allowance in the Pay Policy was to simply say it had been forgotten and that Wanstead High School was the only school to raise this.
- The Governing Body agreed to approve the Policy without this point but to note that the request had been made to the Local Authority.

13 FEEDBACK FROM THE RESOURCE COMMITTEE

- This had been covered in Item 12.3.

14. LINK GOVERNORS

- The Clerk was asked to tidy the current sheet and forward it to EH for amendments before circulating it to Governors to get preferences before finalising the document.

15. COMMITTEE MEMBERSHIP

- The Clerk was asked to obtain Governors' Committee preferences at the same time as the request for Link Governors.

16. GOVERNOR INDUCTION

- EH asked that Governors work with her to ensure new Governors are fully aware of what is required of them.
- In view of her experience in Human Resource AT agreed to meet with EH to discuss this.

17. GOVERNOR TRAINING

- AT was appointed as the training Governor going forward.

17.1 The Local Authority training booklet had previously been circulated to Governors prior to the meeting.

17.2 Governors were asked to contact the Clerk for any training they wished to be booked on. It was highlighted that the next New Governor Induction would be held on Saturday 18th March.

18. SIP

- EH explained that this was more operational that she wanted it to be.
- She also highlighted that Governors need to concentrate on what Melany Steel (MS) and Helise Martin (HM) are doing.
- Key Priorities to bring about improvement (KPIs) are where we want to be.
- For the benefit of new Governors EH explained why things had been chosen.
 - The key priorities are:
 - Disadvantaged children
 - Provision for SEND
 - Attendance and vulnerability

Q Will Governors get an opportunity to give feedback on the plan as there does not seem to be anything for higher achievers?

A 3.1 does cover this with the actions required to achieve this being covered in the main body of the report. In a normal year this would have gone before Governors in the summer term.

- It has been written using stakeholders' feedback.

Q Under the responsibility part what do the initials mean?

A They are staff initials. The Clerk will circulate a list giving the names to governors.

Q Is there a separate SIP for the Sixth Form?

A No there is only one for the whole school. There is also only one SEF.

19. HEADTEACHER'S REPORT

- EH had shared an example of the Headteacher's report from her previous school.
- She does not feel that Governors have been given the right information previously to really know the school and ask the right questions.
- The example shared had been developed over her time at her previous school and was basically an Ofsted summary showing where they were, where they what to be and where they currently are.
- EH talked the Governing Body through the shared report which ended with what the Headteacher wants from Governors.
- Governing Body were asked if they were happy with this?

Q Are the Gatsby benchmarks mentioned? Are the proposed destinations mentioned?

A This report was done in the summer term so it was not the right time for that as it was coming to the end of the academic year. That would usually come under impact.

Q Does this track closely with the SIP and Headteacher's report?

A Yes

- EH agreed to make the report more bespoke to Wanstead High School.

Q Could we look at the reviews circulated at the last meeting along with the SIP and the Headteacher's report.

A Yes, although EH did not want to dwell too much on the reviews as the school has moved on since then.

- EH informed Governors that Ogugua would be coming into the school in January to do an Ofsted ready report. The final column aims are over 2 years.

Q How do we know we are reaching the expectations? In a years' time we should be at a particular point.

- A This should be covered in Committee and Governors need to be asking questions at Committee Meetings.
- EH asked for feedback from the Governing Body.
 - It was acknowledged that the report was quite different from previously circulated Headteacher reports.

20. NEU UPDATE

- Both DW and EH had received official letters from the NEU about the indicative strike ballot.
- 70% of Wanstead High School NEU members had voted and 97% had voted to strike.
- The NEU Deputy General Secretary has also been informed.
- EH will be meeting with Glen Kelly from the NEU, the school NEU reps and Steve Wilkes her ASCIL rep, would be meeting on Wednesday 14th December.
- The list of NEU demands had been shared with all NEU members.
- Governors had also received a copy.
- EH had clear responses to each of the 'demands' and will feed these back in the meeting. There has been movement in some of the areas but some areas are more complex and cannot be changed.
- EH acknowledged that previous leadership had not communicated with staff over CCTV but she had asked for feedback in the school bulletin but had not received any responses despite the deadline being extended.
- EH agreed to write to staff after the meeting on Wednesday to share her feedback on the 'demands'.
- EH acknowledged that unions are important but feels this is not about students or teaching and learning as misinformation is being given to staff.

Q The demands do not seem to follow best practice.

A Nothing has been put forward that breaks teachers' pay and conditions.

Q What would a strike look like?

A This has already happened in two other local schools and both have been different. 30 people on the picket lines the first day but this fizzled out over following days. The picket line wasn't always made up of school staff. It could include other key NEU members and could be intimidating. At one school this resulted in the police having to be called.

- EH finds it hard to understand why the national NEU is actually supporting this action.

Q Do staff share best practice with other schools?

A We are part of the Seven Kings Alliance and every leader in the school is encouraged to visit another school although some staff have not gone beyond Wanstead High School for a number of years and we needed to be more outward facing.

Q How will you get information across to staff?

A EH has been taking advice Oaks Park and Ilford County High the two schools affected by strike action.

As previously mentioned, after gathering feedback from the Senior Leadership Team, EH has an email prepared for delivery immediately after Wednesday's meeting. This will reflect that care should be taken about the reaction this will have on pupils.

- The Governing Body asked to see the email. EH agreed to forward a copy to the Clerk for distribution to Governors.

Q What about inviting people from other schools in to share best practice?

A During the November training day an external speaker was brought in.

- EH highlighted to the Governing Body that a number of NEU members have already left that Union and joined the NASUWT.
- EH has fortnightly meetings with the Unions and the NASUWT do feedback with positivity.
- EH has to follow the advice of the Local Authority as her employers
- She explained that she would be happy to set up a Wellbeing Working Party
- SW pointed out that communication with staff is regular through the weekly bulletin where good practice and achievements are celebrated.
- It is felt that there is a good balance between what is going well and what needs to be done better.
- Governors asked for an update after Wednesday's meeting.

21 INSPECTION DATA SUMMARY REPORT (IDSR)

- EH explained that this is the new Raise Online.
- The previously circulated document shows how the school is doing in key areas.

22 BUILDING UPDATE

22.1 Update

- The new Project Manager (MP) is working hard to make the progression of the building work as painless as possible.
- Some of the key issues have now been addressed.
- It is still not clear if the 'Change of Use' application has been given to the Department of Education which can cause issues.
- The benefits of the swimming pool to the school have still not been established.
- It was agreed that Governors need to support EH in ensuring the school site is safe for pupils and staff.
- There is also a need to make sure this will not cost the school more and that damage is minimal.

22.2 Membership of a Working Group

- A working group is needed to meeting with MP, SW and EH every fortnight.
- The LA must be paying fees for the current delays.
- SO had spoken to a Local Councilor and established that the pool will go up as the focus is on delivering the manifesto.
- Now the school's concerns have been raised with councilors, who had not been asked the right questions, it has been made clear to them that the focus has been on the swimming pool and not the needs of the school.
- Basic information seems to have been forgotten.
- There is now a willingness to focus on the school's needs.
- It is still not clear who in the Borough was responsible for making these decisions.
- The Safeguarding Link Governor needs to be part of the Working Group.

23 POLICIES

23.1 Pay Policy

- This Policy was approved by the Governing Body with a note that it was without the requested recruitment and retention clause which the LA had overlooked.

23.2 CCTV

- Despite requests for feedback from staff via the School Bulletin, nothing has been received.
- Floor Plans of the School Site had been shared with the Governing Body to show exactly where the CCTV would be.
- The Governing Body approved the CCTV Policy.

23.3 Child Protection and Safeguarding Policy

- This policy has come from the Local Authority.
- The Governing Body approved the Child Protection and Safeguarding Policy.

23.4 Sickness Absence Policy and Procedure

- This policy had come from the Borough.
- The hope is that it will make staff feel more confident although it could be controversial.
- The Governing Body approved the Sickness Absence Policy and Procedure Policy.

24 AWAYDAY

- The purposed of this would be to get Ofsted ready.
- A Saturday in late January was suggested.
- The Clerk was asked to establish availability.

25. HEAD TEACHER'S PERFORMANCE MANAGEMENT

25.1 Confirmation of Date and Committee

- DW
- HF
- SD
- A date is to be established with the Headteachers' PA.

26 AOB

26.1 Clerking

- The aim is to have 3 clerks:
 - 1 main clerk to cover Full Governing Body Meetings and Resources Committee.
 - 1 for each of the other Committees.
- SW had contacted neighboring Boroughs and Juniper seems to be the model that would suit the school best.
- Essex only Clerk remotely.
- This will be trialled until the end of the academic year.
- Q Would we all be remote?
- A No only the clerk.
- Juniper would provide a main Clerk that would work with the Chair.
- The Governing Body agreed this proposal.

26.2 Alcohol on the Premises

- Governors approval was sort to enable alcohol to be brought on to the school site for a staff Christmas Party at the end of that week (Friday 16th December).

- Governors were all invited to join the staff from 4pm until 6pm that evening.
- The Governing Body approved alcohol being brought on to the site.

26.3 Letter to Local Councilors

- EH agreed to look at this the following day.
- EH explained that the following day the school would be open for Years 11, 12 and 13 as well as vulnerable pupils.
- If it transpires there was not enough staff because of the rails strikes, pupils may be sent home.
- Live lessons that day had not been good as a lot of parents had allowed pupils to go out in the snow.
- The hope is to be able to open the school on Wednesday to all students.
- It's not just a case of being able to get in but keeping pupils and staff safe also has to be considered.
- Parents do need as much notice as possible about school closures.

26.4 Dates of Meetings

- These should now follow the original dates circulated going forward.
- The Clerk would circulate these again.
- Next Full Governors meeting 13th March 2023

27. 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.

_____	CHAIR'S SIGNATURE
_____	CHAIR'S NAME
_____	DATE