

Wanstead High School

Education with Character

Redbridge Lane West, Wanstead, London E11 2JZ

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Headteacher: Miss E Hillman

Name	Initials	Role	Start	End
Hannah Fisher	HFI	Co-opted, Chair	12/12/2022	12/12/2023
Ian Selby	ISE	Co-opted, Co-Vice Chair	12/12/2022	11/12/2026
Ellen Lake	ELA	Co-opted, Co-Vice Chair	23/03/2023	22/03/2027
Emma Hillman	EHI	Headteacher	Ex-officio	Ex-officio
Donna Cini	DCI	Elected Staff	17/07/2023	16/07/2027
Nichola Baker	NBA	Local Authority	17/07/2023	16/07/2027
Maggie Leggett	MLE	Parent	07/12/2021	06/12/2025
Sara O'Donnell	SOD	Parent	07/12/2021	06/12/2025
Noreen Sarwar	NSA	Co-opted	10/12/2019	09/12/2023
Liz Smith	LSM	Co-opted	06/03/2022	05/03/2026
Anya James	AJA	Co-opted	12/12/2022	11/12/2026
Alison Tobe	ATO	Co-opted	12/12/2022	11/12/2026
Harry Caswell	HCA	Co-opted	23/03/2023	22/03/2027
Briony Labram	BLA	Co-opted	17/07/2023	16/07/2027
Andrew Higgins	AHI	Co-opted	01/08/2023	31/07/2027
Sarah Williams	SWI	Business Manager	N/A	N/A
Anesta Broad (LB of Havering Education Services)	ABR	Clerk to the FGB	N/A	N/A

Full Governing Body (FGB) Meeting Minutes Monday 27th November 2023 at 6.30pm – 9.00pm

PRESENT:

Hannah Fisher via Teams *
Emma Hillman
Donna Cini
Nichola Baker
Sara O'Donnell
Anya James via Teams
Ian Selby **
Harry Caswell
Ellen Lake
Briony Labram
Andrew Higgins via Teams

Maggie Leggett

IN ATTENDANCE: Sarah Williams
Anesta Broad

APOLOGIES Alison Tobe
Liz Smith

*Chair until item 2.3.1

** Chair from item 2.3.2

Item	Details
1.0	1.1 Welcome and apologies for absence It was agreed that ISE would be Acting Chair of the meeting until item 2.3.1 due to low quality audio for remote governors including the Chair HFI. Governors were welcomed to the meeting. Apologies for absence were received and accepted from ATO and LSM. No apologies were received from NSA and consent for absence was withheld. HFI, AJA and MLE would be joining the meeting via Teams. HCA would be joining the meeting late via Teams.
2.0	2.1 Requests for Any Other Business EHI noted the following items for discussion: <ul style="list-style-type: none">- Pay Policy for ratification following the Chair’s Urgent Action taken on 1 December 2023 - Items 5.1 and 7.- IT update regarding changes for staff on cyber security – Item 9.3. 2.2 Confidential Items - to be taken at Item 13 EHI noted the following confidential item for discussion: <ul style="list-style-type: none">- Update on Israel-Hamas conflict status in school. 2.3 Membership of the Governing Body <p>2.3.1 HFI explained that governors were invited to nominate themselves or others for the positions of Chair and Vice-Chair of Governors. Three governors had expressed an interest and it was felt that for the next year appointing two Co-Chairs and one Vice Chair would make practical sense. ELA and ISE were nominated for Co-Chairs and left the meeting. Governors unanimously agreed to appoint ELA and ISE as Co-Chairs commencing 6 December 2023 for one year. ELA and ISE rejoined the meeting. ISE took over as chair of the meeting.</p> <p>2.3.2 BLA was nominated for the position of Vice-Chair. ELA noted that BLA was exemplary in the recent PEX (Pupil Exclusion) hearing and would support her nomination for Vice-Chair. BLA left the meeting. Governors unanimously agreed to appoint BLA as Vice Chair commencing 6 December 2023 for one year. BLA rejoined the meeting.</p> <p>2.3.3 NSA’s term in office would end on 9th December 2023. HFI would be stepping down as Chair and from the FGB when her term in office ended on 12th December 2023.</p>

AJA would be stepping down from the FGB in 2024 and would confirm her leaving date.

HFI thanked everyone for their transformative work over the last few months and suggested putting a date in the diary to meet socially.

EHI commented that, on arrival at the school, she inherited a board with a lot of vacancies. The work that HFI had carried out to rebuild the board and help steer the school was phenomenal and her commitment to the school was outstanding. EHI was personally and professionally sorry to see HFI leave and wanted to say an enormous thank you.

2.4 Membership of the Working Groups

ISE noted that all governors needed to get involved as they were critical to the school. The following changes to working groups were agreed:

- Strike / Unions – ELA would become the lead governor with MLE and SOD remaining members.
- Build – HCA would continue as lead governor with ISE and SOD remaining members.
- Recruitment – ISE would continue as lead governor. MLE and NBA would join and assist with prospective governor interviews. ISE would lead on Safer Recruitment training.
- IT & Cyber Security – AHI would continue as lead governor with ELA remaining a member.
- Commercial – AHI would become the lead governor, with ELA and SOD remaining members.
- Complaints – ELA would continue as lead governor, forming governor panels as and when required.
- Suspensions and exclusions – ELA would continue as lead governor, forming governor panels as and when required.

ELA was a member of the BaPD Committee and could coordinate the complaints, pupil exclusions and suspensions moving forward.

MLA was happy to assist with recruitment and suspensions.

EHI explained that the pay review letters approved by the Pay Committee would be sent to staff later in the week. If staff had any issues, they could appeal to the Pay Committee first, and then escalate further to a separate panel of governors which must include a Co-Chair. ISE could not sit on the appeal panel as he was a member of the Pay Committee. It was agreed that ELA and two other governors would need to form the Pay Appeals Panel if required.

No one had been prevented from receiving their pay. There were two people who were on sick leave and have been offered the opportunity to submit their appraisal paperwork so their pay could be back dated.

HCA joined the meeting via Zoom.

2.5 Confirmation of Clerks assigned to Committees

ELA had circulated the HGS (Havering Governor Services) SLA (Service Level Agreement) to the Committee chairs. ABR explained that HGS would oversee the clerking of all FGB and Committee meetings, including: assisting with coordinating agenda and paper drafting; clerking complaints, suspension and exclusion hearings; and maintaining governor records such as attendance. ABR would be the main contact for the FGB and Committees.

ELA would liaise with the Clerk to check the school was compliant with governance requirements.

ACTION: ELA

BLA, AHI and NBA would be added to SIMs by the end of the week and issued with school specific email addresses.

New governors were reminded to submit their bios and headshots for the school website.

ACTION: BLA, AHI, NBA

3.0 3.1 Declarations of Interest

No new declarations of interest were received.

3.2 Annual Governor Declaration Form

SWI had circulated the 2023/24 declaration of pecuniary interests Google form for 2023/24 for all governors to complete. The Professional Handbook referred to in the form is in Google Drive folder 2.1 and the courses referred to are on the National College site.

ACTION: All governors

4.0 4.1 Minutes of Meeting

The minutes of the previous FGB meeting held on 2 October 2023 were reviewed by HFI prior to the meeting and were approved with the following amendments:

- Amend 8.2. to read "Governors commented on the impressive and extremely positive report content. EHI noted that the Head of Department was working on the KS4 curriculum to make sure it was of a high standard and robust moving forward having responded to recent data."
- Amend number to read "9.1 SEF data."

4.2 Matters Arising

The following updates to the Action Log were noted:

- 4.2.1. 2022/23 Declarations of Interest form (15/05/23 item 3): NSA had yet to complete the 2022/23 annual declaration of interests form, but her term was ending shortly. Action closed.
- 4.2.2. Skills matrix (15/05/23 item 8.2): Submissions outstanding from LSM and AJA. New governors would be required to complete the skills matrix as part of the forms for their induction.
ACTION: LSM, AJA
- 4.2.3. Risk Register (ongoing): The risk register was discussed at the Autumn Term Committees and updates added - discussed further under item 11.6.
- 4.2.4. Recruitment and Retention Fund (ongoing): No recent use of fund to report.
- 4.2.5. Staffing structure (15/05/23 item 13.2): See item 10.4.
- 4.2.6. Committee minutes (17/07/23 item 5.1): Resources and BAPD Committee minutes from 10/07/23 have been added to Google Drive Action closed.
- 4.2.7. Governor Action Plan (17/07/23 item 6.1): 2023 Summary had been written and 2023-24 Governor Action Plan finalised. Action closed.
- 4.2.8. LBR Training refund (17/07/23 item 7.4): HFI had raised the cancellation issue with LBR. SWI had submitted a refund request for cancelled training sessions but was awaiting confirmation from LBR. SWI would follow up on the request for a partial refund on the LBR training SLA due to the volume of cancelled training sessions.
ACTION: SWI
- 4.2.9. 2023/24 Declarations of Interest form (23/24 001): See item 3.2 above.
- 4.2.10. School Development Plan (23/24 001s): See item 10.3 below.
- 4.2.11. Governor onboarding (23/24 003s): ATO to update on plan for new governor onboarding at next FGB. [Following the meeting, the role of Training Governor was handed over to BLA.] All governors now had logins and access to GovernorHub where they could access training via The Key. SWI would circulate logins for National College.
ACTION: SWI / BLA
- 4.2.12. Statutory training 2023/34 (23/24 004): All governors to look for and complete statutory and recommended training for 2023/24 by signing up for LBR courses and using National College virtual learning.
ACTION: All governors
- 4.2.13. KCSIE 2023 (23/24 005): Governors were reminded to read the KCSIE 2023 guidance and then confirm that they had completed it.
DCI thanked governors who attended the Safeguarding training and reminded them to

add this to the Skills and Training Matrix (in the Governing Body Details spreadsheet, Google Drive folder 1.1). Governors not able to attend are required to watch the recording and/or complete the National College Safeguarding virtual course. ELA would add a tab to the Governing Body Details spreadsheet for governors to confirm completion of their KCSIE confirmation and Safeguarding training.

ACTION: ELA, All governors

4.2.14. Link visits (23/24 006): See item 8.

4.2.15. Data report (23/24 007): EHI is working with the Data Manager on developing appropriate data that would feed into the Headteacher's Report, with the aim of having a shareable version in January 2024.

ACTION: EHI with Data Manager

4.2.16. Build contracts and other paperwork (23/24 008): See item 9.1.

4.2.17. Ofsted Readiness Review (23/24 009): EHI requested governor feedback on the Ofsted Readiness Review in the 02/10/23 FGB meeting pack.

ACTION: All governors

4.2.18. Heron Homelink / InTouch Bulletin (23/24 010): Governors were still not receiving this. EHI's PA to add governors to the distribution list.

ACTION: EHI with F Rutland

4.2.19. Thank you to PTA (23/24 011): A thank you letter to the PTA was drafted by AHI and approved by HFI. AHI would send to F Rutland to forward to the PTA chair.

Action: AHI

It was noted that the SFVS (Schools Financial Values Statement) would need to be reviewed by the Resources Committee and ratified by the FGB in February 2024.

5.0 5.1. Chair's Urgent Actions

Pay reviews were actioned by HFI and HCA.

The Pay Policy was a model version issued by Redbridge LA but made no reference to recruitment. This had been raised with the LA but no response had been received to date. Wording, the same as that approved by the governors last year, had been added to item 6.3 of the policy to address this. Further wording would potentially be added in relation to pay spines. In other boroughs, staff would spend two years on the upper pay spine after a successful appraisal, which was not written in the model pay policy. EHI had contacted other secondary Headteachers to clarify.

Governors queried whether staff consultation was required and whether wording needed to be amended this year or next year. It was confirmed that amending the model policy would require union agreement and needed to be agreed by the next pay date.

There was an unwritten expectation that the unions were aware of where the move from the main pay scale to the upper pay scale required a sustained two-year commitment but there was no clear reference to this in the policy.

All staff received their pay rise in November, but the DfE payment reduction would be paid to the school in the next financial year.

Governors agreed that feedback should again be given to the LA noting that the wording around movement in the pay range needed to be more explicit and the policy lacked reference to recruitment. Advice should be sought from the LA for the next annual pay cycle. It was noted that secondary Headteachers regularly provide feedback to the LA which was not acted upon.

The governing body agreed to retain and ratified the Pay Policy.

5.2. To report on any correspondence received or meetings attended

	<p>HFI and ELA had met with ABR to better understand the HGS clerking service and SLA. HGS were able to provide the clerking support required for the academic year. ABR would support the handover and relieve F Rutland of some governance tasks in order to minimise her workload.</p> <p>5.3. Draft Governors Action Plan (GAP) 2023-24 – revised following governor strategy event</p> <p>The GAP had been uploaded to Google Drive and updated with the actions raised at the teambuilding session. ISE and ELA would work through the actions and completion dates. MLE would add to the action log to ensure committee actions were tracked through the year.</p> <p style="text-align: right;">Action: ISE, ELA, MLE</p>
<p>6.0</p>	<p>6.1. Report from Training Governor</p> <p>Item was deferred to the next FGB meeting.</p> <p>6.2. Draft New Governor Onboarding Document</p> <p>Item was deferred to the next FGB meeting.</p> <p>6.3. Draft Governor Training Plan</p> <p>Item was deferred to the next FGB meeting.</p> <p>6.4. Training requirements and/or training courses/conferences attended since the previous meeting</p> <ol style="list-style-type: none"> a. The Headteacher Performance Management training slides provided by Redbridge LA were available in the Governor Training & Resources Google Drive folder. b. The inspection report from 13th October 2023 confirmed that RAAC (Reinforced Autoclaved Aerated Concrete) was not present in any school buildings. c. The Cyber Security for Boards Toolkit overview was included in the meeting papers for information. The IT contract would change to Virtual IT. <p>Governors were encouraged to attend upcoming Redbridge governor training sessions and to take relevant virtual courses available through the National College subscription.</p>
<p>7.0</p>	<p>7.1 Pay Committee Update</p> <p>The Chair of the Pay Committee noted that the Terms of Reference had been updated and EHI had delivered a presentation on the pay review process. Staff were required to follow the process in the Pay Policy if they had any issues with the outcome of their appraisal. Minutes were received and would be saved on a restricted access Governor Google Drive. Pay Committee minutes were private and confidential; they were not required to be externally published.</p> <p>7.2 Resources Committee Update</p> <p>The Chair of the Resources Committee highlighted that the capital bids had been submitted to the LA, which included works on security and fire access. Investment on security for the front and back of the school was a high priority. There had been an incident earlier in the term, where a student was subject to an attempted attack whilst trying to board the mini bus by a person (known to the student) who was subsequently arrested. In addition, there was an attempted break-in of a contractor’s vehicle parked on school grounds. A temporary security system using a padlock and maglock system would be installed. The aim would be to replace the current front gate with monitored security gates that would be closed during school hours.</p> <p>The risk of unsuccessful capital bids had been added to the risk register. The outcome of the bids would be announced in March 2024. Other funding options would be assessed if the bids were unsuccessful.</p>

Recruitment had been added to the risk register. At present, there were vacancies from January 2024 for a Maths teacher, Economics teacher for two days per week and potentially a Computer Science teacher. If the posts were still unfilled at the start of the Spring term, alternative options would be reviewed including the temporary reduction of the timetable until the vacancies could be filled.

It was noted that a communication to parents needed to be sent outlining what the private school fund would be spent on.

The PTA fundraising had been very successful and contributed to purchasing resources including a tumble dryer for the PE department, and they had also acquired a greenhouse in-kind.

7.3. Quality of Education Committee Update

AJA explained that DfE changes were due in 2025 encouraging more schools to broaden the curriculum to include more vocational qualifications. The school currently would not have capacity to incorporate vocational options. The advice given to the school had been to remove vocational courses from the curriculum as the initial trial results at present were not strong enough. Whilst there was a desire to broaden the options available to pupils, the school must work within its capacity, and there were other provisions in the area that would fill the vocational gap.

MLE stated that the committee had discussed the literacy strategy and how progress could be measured. The committee reviewed outcome data and subject areas that required improvement. Science had been added to the risk register as it was identified as a curriculum area requiring greater emphasis and consistency, which had also been highlighted in the last Ofsted inspection. M Steel, who was the school lead on the committee, also line manages Science.

The data showed that one particular ethnic group appeared to perform below their peers.

Governors were encouraged to familiarise themselves with the key areas on the risk register, and continue their strategic monitoring. Outcome data and National Tutoring data would be shared and reviewed at Committee and FGB meetings.

7.4. Behaviour & Personal Development Committee Update

The last meeting was largely focused on the suspensions and exclusions data from the last academic year. The data overall was interesting and showed improvement which was largely attributed to the implementation of the Behaviour Policy. Very impressive work had been carried out, including work on making the school more inclusive. Children with SMEH needs had been given reasonable adjustments to support them. Staff would continue to receive support through personal development.

Data showed that the number of suspensions was high. The building works were not supporting positive behaviour as there was no space for children to burn off energy. Great strategic ideas have been generated to address this issue but the circumstances remained challenging.

Strategic reporting was still a work in progress but would be in a better place in the Spring term.

It was noted that the committee meeting process would improve now that clerking support was in place. It had been very productive sharing the school plans with the committee. The Pastoral Support Manager would begin later that week and the job description for Pastoral Support Officer was being finalised.

8.0**8.1 Maths Link Report**

The Maths Link report was received and noted. ELA explained that the monitoring visit contained elements of numeracy but was not numeracy focused. The new Head of Maths had a clear vision and learnings brought from his previous schools. He was keen to make the new Maths office more of a hub. ELA discussed with him ideas for team building in the Maths department and discussed methodology on how to build an effective team. The sequencing of Maths had not linked well with other subjects such as Science and this would be reviewed. ELA had suggested talking to Heads of Maths in other schools to learn and share best practice. It was suggested that he talked to Maths teachers within the department to develop ideas on potential clubs as part of pupil intervention and enrichment. ELA had scheduled a follow-up visit in the Summer Term to discuss progress on the action points in the report.

8.2 Numeracy Link Report

Refer to Maths Link report under item 8.1.

8.3 English Link Report

The English Link report was received and noted.

8.4 Literacy Link Report

Refer to the English Link report under item 8.3.

8.5 SEND Link Report

The SEND Link report was received and noted. NBA stated that there had been some positive interventions to the provision since the introduction of the new SENDCo. Over the coming months, it would be good to see more of the interventions in practice and observe the SEND work taking place in the classroom. The SENDCo and Senior Leadership Team need to work towards being more aligned in their approaches.

The limited space was raised in discussions as impacting the number of interventions possible and at times made children uncomfortable in the environment. It was noted that more dedicated space was being considered as part of the new building work.

It was noted that Redbridge EHCPs use hours to allocate provision but there was often a disparity between hours, the level of support a child actually required and the allocated funding. Paperwork from the LA was often out of date which created issues with the consultation process for new pupils. There were a very high number of children requiring access support. EHI noted that access support was necessary for all the children who received it and their exam needs assessments took place in Year 10.

Issues around safeguarding in PE had been raised due to the new NSPCC safeguarding SEND guidance, which had been addressed by allowing children to arrive in school dressed in their PE kit.

The SENDCo was training a therapy dog and would like permission to introduce the dog to the school. Whilst a therapy dog could be beneficial and have a significant impact to some children, lack of space and the risk to children with allergies was a concern and may require parental consultation. The introduction of a therapy dog could be revisited once the building works and new SENDCo space was completed.

8.6 Review of scheduled visits

It was agreed that two link visits per area per year were sufficient and governors were responsible for organising their visits.

<p>9.0</p>	<p>9.1 Build Update The Build Update was received and noted. ISE highlighted that it would be a tough winter with the building works in progress. There was no indoor recreational space for children on rainy days and it was difficult for children to focus on lessons when they return to period 5 after being out in the rain.</p> <p>9.2 Recruitment Update Item was not discussed due to time.</p> <p>9.3 IT & Cybersecurity Update Item was not discussed due to time.</p> <p>9.4 Permanent Exclusions Update Item was not discussed due to time.</p> <p>9.5 Suspensions Update Item was not discussed due to time.</p>
<p>10.0</p>	<p>10.1 School Evaluation Form (SEF) Governors’ feedback on the SEF had been received and, due to time constraints, further discussion would be deferred to March 2024.</p> <p>10.2 Headteacher’s Report The Headteacher’s Report was received and noted.</p> <p>10.3 School Development Plan (SDP) SOD flagged an incomplete sentence in the SDP. EHI to check and update. ACTION: EHI</p> <p>10.4 Staff Organisation Structure Organisational chart to be provided by end of Autumn Term. Current capacity for HR tasks over and above the day to day was low but would improve later in the year. ACTION: EHI</p>
<p>11.0</p>	<p>11.1 Premises Update Item was not discussed due to time. <i>20:50 HFI left the meeting.</i></p> <p>11.2 NEU Update Item was not discussed due to time.</p> <p>11.3 Proposed approach on the Israel-Hamas conflict See item 13.</p> <p>11.4 School Centenary – September 2024 EHI noted that a staff member has taken on responsibility for coordinating an anniversary event in the Autumn Term.</p> <p>11.5 Governor Meetings 2023-24 Agenda for the Year Item was not discussed due to time.</p> <p>11.6 Risk Log Review</p>

	The Risk Register was received and noted.
12.0	<p>12.1 Uniform Policy Item was not discussed due to time.</p> <p>12.2 Review of Policy Schedule Item was not discussed due to time. HI and SL Graefe would go through the policies, provide front covers and agree a 3-year review cycle.</p> <p style="text-align: right;">ACTION: EHI with SL Graefe</p>
13.0	<p>13.0 Confidential items Refer to confidential minutes.</p>
14.0	<p>14.0 Any Other Business No other urgent business was discussed.</p>

Meeting closed at 21:21.

APPROVED