

# Wanstead High School

Education with Character

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Headteacher: Miss E Hillman

Name	Initials	Role	Start	End
Ian Selby	ISE	Co-opted, Co-Chair	12/12/2022	11/12/2026
Ellen Lake	ELA	Co-opted, Co-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
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 Governor Services)	HGS	Clerk to the FGB	N/A	N/A

## Full Governing Body (FGB) Meeting Minutes Monday 22<sup>nd</sup> January 2024 at 6.30pm – 9.00pm

**PRESENT:** Nichola Baker  
Donna Cini  
Andrew Higgins  
Ellen Lake  
Maggie Leggett  
Sara O'Donnell  
Ian Selby

**IN ATTENDANCE:** Anesta Broad  
Sarah Williams

**APOLOGIES** Harry Caswell  
Emma Hillman  
Briony Labram  
Liz Smith  
Alison Tobe

Item	Details
1.0	<p><b>1.1 Welcome</b> ELA chaired the meeting. Governors were welcomed to the meeting.</p> <p><b>1.2 Apologies for absence</b> Apologies for absence were received and accepted from BLA, LSM, EHI, HCA and ATO. No apologies were received from AJA. Consent for all absences was given.</p> <p><b>1.3 Requests for Any Other Business (to be taken at Item 16)</b> EHI noted the following additional items for discussion:</p> <ul style="list-style-type: none"> <li>- Heron homelink and staff bulletin.</li> <li>- Centenary</li> <li>- Resources Committee meeting dates.</li> </ul> <p><b>1.4 Confidential Items (to be taken at Item 15)</b> The following confidential items were noted:</p> <ul style="list-style-type: none"> <li>- Headteacher Performance Review 2</li> </ul>
2.0	<p><b>2.1 Declarations of interest</b> No new declarations of interests were received.</p>
3.0	<p><b>3.1 Minutes of Meeting</b> The minutes of the previous FGB meeting held on 27 November 2023 were reviewed prior to the meeting and were approved.</p> <p><b>3.2 Matters Arising</b> The following updates to the Action Log were noted:</p> <ul style="list-style-type: none"> <li>3.2.1. <u>Skills matrix (15/05/23 item 8.2)</u>: Submissions outstanding from LSM and AJA. New governors would be required to complete the skills matrix as part of the forms for their induction. Stay on the actions list. <b>ACTION: LSM, AJA</b></li> <li>3.2.2. <u>Risk Register (15/05/23 item 8.5)</u>: No changes since the last FGB.</li> <li>3.2.3. <u>Recruitment and retention fund (15/05/23 item 11.2)</u>: Discussed by the Resources Committee. The fund was being used sparingly and would be used if and when the opportunity arose.</li> <li>3.2.4. <u>Staffing structure chart (15/05/23 item 13.2)</u>: Awaiting an updated document. <b>ACTION: SWI</b></li> <li>3.2.5. <u>LBR Training refund (17/07/23 item 7.4)</u>: SWI would follow up on the request for a partial refund on the LBR training SLA due to the volume of cancelled sessions. <b>ACTION: SWI</b></li> <li>3.2.6. <u>Pecuniary interest (15/05/23 item 3)</u>: Governors outstanding and need to complete their pecuniary interest form. <b>ACTION: Governors</b></li> <li>3.2.7. <u>School Development Plan (27/11/23 item 4.2.9)</u>: The updated SDP would be shared. <b>ACTION: EHI</b></li> <li>3.2.8. <u>Governor onboarding (23/24 003s)</u>: 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. BLA would take over the review of governor onboarding. SWI would circulate logins for National College. <b>ACTION: SWI / BLA</b></li> </ul>

	<p>3.2.9. <u>Statutory training 2023/34 (23/24 004)</u>: 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. <b>ACTION: All governors</b></p> <p>3.2.10. <u>KCSIE 2023 (23/24 005)</u>: Governors were reminded to read the KCSIE 2023 guidance and then confirm that they had completed it. DCI would run the National College safeguarding session at a later meeting. <b>ACTION: DCI / All governors</b></p> <p>3.2.11. <u>Link visits (15/05/23)</u>: Updates were deferred to the next FGB meeting. <b>ACTION: ELA / ISE</b></p> <p>3.2.12. <u>Data report (23/24 007)</u>: 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 from January 2024. <b>ACTION: EHI with Data Manager</b></p> <p>3.2.13. <u>Build contracts (27/11/23)</u>: ISE and SWI would discuss how to move forward to ascertain formal copies of the original build contracts and plans from the Local Authority and JRP (principal architects). <b>ACTION: ISE / SWI</b></p> <p>3.2.14. <u>Bios &amp; Headshots (27/11/23 Item 2.5)</u>: ATO bio was missing on the school website. <b>ACTION: ATO</b></p> <p>3.2.15. <u>Heron Homelink / InTouch Bulletin (23/24 010)</u>: Copies would be included in FGB meeting packs. Item closed.</p> <p>3.2.16. <u>Thank you to PTA (23/24 011)</u>: A thank you letter to the PTA Chair was sent. Item closed. Upcoming PTA events which governors were invited to attend:</p> <ul style="list-style-type: none"> <li>▪ 7 Feb – Comedy night</li> <li>▪ 22 Mar – Quiz night</li> <li>▪ 15 June – Centenary Ball</li> </ul>
<p><b>4.0</b></p>	<p><b>4.1. Chair’s Urgent Actions</b></p> <p>One urgent action was taken by EHI prior to Christmas which required a child to be directed offsite. Consequently, a Year 11 student would take their exams at Wanstead High, but the rest of their education would take place at an alternative provision.</p> <p><b>4.2. To report on any correspondence received or meetings attended</b></p> <p>The Chair and Vice Chairs termly briefing was scheduled to take place in February.</p>
<p><b>5.0</b></p>	<p><b>5.1. Report from Training Governor</b></p> <p>ATO would be handing over the Training Governor role to BLA who was currently on holiday. There was plenty of local authority training scheduled during the spring term. Governors could review the Redbridge Training brochure on the Google drive and book on to workshops of interest.</p> <p>Training available included sessions on unconscious bias, talent management, safeguarding, parental complaints and GDPR.</p> <p>Governors were reminded to review the National College e-learning options. There were statutory training requirements that all governors needed to attend, and governor specific training that would help governors carry out their role on the governing body.</p> <p><b>5.2. Training requirements and/or training courses/conferences attended since the previous meeting</b></p> <p>AHI had attended the local authority training on effective use of pupil premium. The training was</p>

informative but had not covered effective use of pupil premium. The YouTube videos that were provided were useful for governors to watch.

ISE had attended the introduction to Finance training in February 2024.

It was recommended that all governors attend complaints, safer recruitment and suspensions & exclusions training either by the local authority or through the National College.

The governing body agreed to move to Item 11.

## **11.0 11.0 Headteacher's Report & Operational Update**

The Headteacher's Report was received and noted.

It was noted that the Q3 budget presentation was reviewed by the Resources Committee. The use of £50k from reserves was approved. Staffing costs had greatly increased in the autumn and impacted the budget. This was a result of the unexpected and growing need to employ agency teachers some of which are for longer term posts. Whilst it was not ideal option to use reserves in this way, it was recognised as the right option at this point in time. There was still an end of year surplus forecasted, but dropping from approximately 5% to 3%.

Reminders to parents had been sent regarding contributing to the School Fund.

Mr Ali joined the meeting to present on the NTP (National Tutoring Programme).

Three large data drops per year (reduced from 5 per year) were used to identify trends and inform strategies. Governors were referred to the 2023-24 Achievement Booklet where KPIs and statistics/trends per subject were presented.

Although the school was generally on track, current data was below target in some areas and work was required to close the gap. There was a slight dip in the results after the first set of exams which teachers identified after receiving the first set of indicators. There was a 10% dip in Maths in comparison to last year, and work was required to bridge the gap. The grade boundary mark may need to be reviewed.

Subject areas of concern were eBacc and Maths. Historically, food and technology performed well but the data showed a dip. An additional mock exam was being added to History to help teachers identify if and where extra support was required. Long term teacher absence had affected learning continuity. Immediate action had been taken in Geography to address long term absence, the teaching potential gap had been covered very quickly.

Language results were currently very positive. One student had achieved an A\* in Japanese.

Two local feeder schools were strong on literacy, which meant reading levels of children joining in WHS in Year 7 were generally high.

Whilst the Year 11 KPIs show an overall positive picture and the school significantly above the national average in attainment for grades 9-5, the detailed subject progress showed several areas were currently below the school's targets.

The school were closing the gap of our disadvantaged children. There were many ambitious predictions. Focussing on disadvantage pupil analysis, there had been some identified gaps. For example, there was a trend that showed the most abled disadvantage pupils were not making the progress expected and at times were under performing.

The reported data fed into the NTP process. From the data, 31 pupils were selected to take part. The school reached out to two external tutors, the London School of Excellence and very experienced members of staff who were also supporting.

Pupils attend their NTP sessions after school. Once pupils have been identified for the programme, registration took place online. Every family were met with in the autumn to ensure they had the equipment necessary, understood the expectations of the NTP and their personal targets. Sixty Chromebooks were ordered to ensure all pupils had access to a computer. Pupils were encouraged to choose tutoring times that worked for them to ensure they were in the right frame of mind to study.

Outcomes for summer 2023 would be used to benchmark and track progress of the current NTP cohort.

Pupil premium students were a priority for any enrichment activities and careers advice. All teachers receive a booklet and were made aware of the support and resources available to those students. Training and videos were shared with teachers.

The Year 10 and Year 11 pupils were currently below targets in Maths and Science. The new Head of Maths would be shadowing teachers to support and promote best practice. Pupils would be taking two sets of Maths mock papers. Other interventions had been put in place including online workshops for pupils. An external advert of the Director of Science post would be sent out.

A review of Science had taken place and changes instigated to support staff further as well as introducing early interventions for pupils

Following discussion, it was agreed that governors required reassurance that learning was on track throughout the whole school journey. The current Year 11 and possibly Year 10 Science pupils were showing effects of the learning being impacted from covid. Some interventions in place were helping, but further work was required to catch up on learning missed through covid lockdowns. Science was raised by Ofsted as an area of concern and would remain on the risk register for governors to monitor.

The NTT programme had been very impressive and successful to date. The programme was bespoke to the pupil. Online tutoring could potentially be a barrier for some students. Approximately half of the tutors were former WHS pupils.

As this is the last year of government support for the programme, alternative funding would be required if the school wished to continue the programme beyond the current academic year.

Governors thanked Mr Ali for presenting, who then left the meeting.

Governors were asked to log any questions relating to the presentation or the HT report on the pre-meeting form.

Discussion returned to item 6 on the agenda.

6.0

**6.1 Annual Safeguarding Training**

AJA and LSM needed to complete annual safeguarding training.

**Action: AJA / LSM**

**6.2 Prevent Training Requirement**

It was confirmed that prevent training was statutory for staff. The Home Office provide access to training that staff complete annually. The local authority provided an interactive in-person

training, which could be organised for governors in the autumn. DCI would circulate the training link to governors to carry out.

**Action: DCI**

## **7.0 7.1 Link Reports**

LSM completed a history link visit. Other subject areas were deferred to a later meeting when the relevant governors were in attendance. The Chairs would discuss with the HT which subject visits to prioritise for the remainder of the academic year.

**ACTION: ISE / ELA**

## **7.2 Review Link Areas**

Link visits were reviewed by the Co-Chairs and HT. Once the new HR team had settled into their roles, consideration would be given on whether staff wellbeing required one or two link governors to monitor. It was suggested that 6th form link area could be combined with Career & Destination, and Pupil Premium combined with Looked after Children.

Pupil Premium would be discussed at the next FGB meeting. AHI would aim to complete a link visit by the next FGB meeting. Link allocations at present were:

- Humanities (History & Geography) – LSM
- Personal Development – LSM
- Staff wellbeing – LSM
- Attendance – NBA
- SEND – NBA
- Sixth Form – AJA
- Looked After Children - AJA
- Inclusion - ATO
- Safeguarding – ATO
- Wider community (including the PTA) – SOD
- Performing Arts – SOD
- 6<sup>th</sup> form – MLE
- Career & Destination – MLE
- Science – BLA
- Health & Safety – HCA
- Computing – AHI
- Pupil Premium – AHI
- Maths & Numeracy – ELA
- English & Literacy – ISE

During the last meeting, the QoE (Quality of Education) committee looked at the spotlight reports which was very useful, but had not reviewed link reports. Link monitoring would be reviewed at the end of the summer term with the aim of link governors attending the summer review subject/department meetings. It was agreed that this should be added to summer FGB agenda, and also agree who would attend the meetings.

**ACTION: ELA**

## **7.3 Review Link Reports**

This item was deferred to the next FGB meeting.

## **8.0 8.1 Build Update**

The preventative maintenance schedule was extensive and contained a number of important required works. Capital bids for 14 grants had been submitted to the LA. The cost of replacing the kitchen boiler was approximately £26k. It was hoped that this would be reimbursed if that particular grant application was approved.

HCI would be conducting a H&S visit on 2<sup>nd</sup> February. The SCR (Single Central Register) had been audited.

The latest Build report was received and noted. Foundation work was still in progress. A temporary fix to one of the access doors had been made by the school. This would be fully replaced by the builders. The structural survey was still to be scheduled.

The proposed completion date for works was September 2025. A realistic timescale was unknown especially as the schedule of works had not been shared and other outstanding key questions remained unanswered.

Governors queried what would happen to the building project if the LA were to announce bankruptcy. It was agreed that if this should happen, the impact to the school was unclear.

It has been raised that the pupil toilets were not fit for purpose and despite being renovated, the pupils had not treated them well. More schools had moved towards open plan toilet areas. The Pupil Voice have said that children did not make them feel safe. On rainy days, children congregate in the toilets due to lack of alternative space due to the building works. It was agreed that the expenditure on toilet redesigns would be postponed until the outcome of the capital bids had been announced.

The architect had suggested that the pupil toilets were located in the wrong place and that they should be moved out of the basement which would help to address safeguarding concerns.

The cleaning tendering was scheduled for 7 February between 9am and 2pm.

New school ties were being considered.

## **8.2 Governor Recruitment Update**

There were currently two governor vacancies advertised, and potentially a third vacancy later in the year. No responses had yet been received. It was suggested that the diversity of the board needed to be increased. ISE will send the diversity form to governors.

**ACTION: ISE**

## **8.3 IT & Cybersecurity Update**

Multifactor authentication would be required on a number of different software for both pupils and staff moving forward including CPOMs. This would also relate to software accessed by staff via their personal phones which would require union consultation.

A GDPR audit was scheduled for later in the week. Passwords/access to devices would need to be encrypted and not solely password protected. The hardware with the current laptops was not suitable for encryption. This requirement would be considered when the next wave of devices was purchased.

## **8.4 Suspensions and Permanent Exclusions Update**

It was noted that there had been a number of necessary suspensions and permanent exclusions this academic year to date. Two panel hearing had been completed with further hearings scheduled in the coming weeks. The Co-Chairs would reach out to governors regarding sitting on panels.

**ACTIONS: ELA**

**9.0**

## **9.1 Constitution**

This item was deferred to the next FGB meeting.

	<p><b>9.2 End of Terms</b> This item was deferred to the next FGB meeting.</p> <p><b>9.3 Governor Vacancies and Recruitment</b> This item was deferred to the next FGB meeting.</p> <p><b>9.4 GIAS</b> The GIAS (Getting Information About Schools) entry would be updated by the F Rutland. <b>ACTION: F Rutland</b></p>
<b>10.0</b>	<p><b>10.0 Governors Code of Conduct</b> Governors' feedback on the Code of Conduct had been received. In response to a question, it was explained that various Code of Conducts had been researched and the best parts of them had been extracted to form a new version.</p> <p>The updated version was aligned with the DfE governance handbook and incorporated all the stakeholder interactions that the governing body would be expected to make.</p> <p>Governors were asked to write comments and suggested changes directly to the document on google drive. It was suggested that the time commitment required should be added. <b>ACTION: ISE / ELA</b></p>
<b>12.0</b>	<p><b>12.0 Headteacher's Performance Review 2</b> Refer to confidential minutes.</p>
<b>13.0</b>	<p><b>13.1 Website update</b> This item was deferred to the next FGB meeting. The creation of a new website was the most likely outcome. Photographers had been commissioned to create imagery that would be used for marketing materials including the prospectus and website.</p> <p><b>13.2 Governor Section of Website</b> HGS met with F Rutland and SWI to review clerking responsibilities and the meeting schedule for the academic year. They reviewed the governance related items on the website and agreed what needed to be updated termly versus annually. The Chairs would be looking to create a scheme of delegation with support from HGS. <b>ACTION: ISE / ELA</b></p>
<b>14.0</b>	<p><b>14.0 Forthcoming Meeting Schedule &amp; Reports Due</b> The following items were agreed for inclusion in the next FGB meeting:</p> <ul style="list-style-type: none"> <li>- Termly financial budget update.</li> <li>- Pupil premium strategy outcome report</li> <li>- Approval of the SVFS</li> <li>- Review of the risk register</li> <li>- H&amp;S Report</li> <li>- Scheme of delegation</li> <li>- QoE Committee Terms of Reference</li> <li>- BaPD Committee Terms of Reference</li> <li>- Link reports</li> </ul> <p>It was suggested that the Pupil Premium title on the website be amended to read 2023-25. <b>ACTION: SWI</b></p> <p>All committees were due to meet on 11 March 2024.</p>
<b>15.0</b>	<p><b>15.0 Confidential Items</b> Refer to confidential minutes.</p>



**16.0**

**16.1 Any Other Business – Heron Link**

The Heron link and staff bulletin would be upload with each meeting pack but governors were requested to delete after reading due to the inclusion of personal data.

**16.2 Any Other Business – Staff Bulletin**

Refer to 16.1.

**16.3. Centenary celebration**

The Chairs were liaising with the PTA and the Honorary Treasurer of the Old Heronians in regards to the centenary plans which include a ball at Eton Manor on 15<sup>th</sup> June 2024. Tickets would be priced £80 to £100 each. The PTA were keen to fundraise £500k for the school.

The Centenary event on 22 September 2024 would be held at the school from 10.30am with Old Heronians invited to have a tour, followed by a buffet and bar in the Hall. Tickets would be priced £20 to £30 each. Memorabilia would be sold and the event staffed by PTA volunteers. It was thought that pupils could carry out the tours of the school.

An Old Heronians had written a book to be sold to assist the fundraising efforts. The book would be self-published but some thought need to go into how to do this effectively with the time and resources available. One option would be to offer two ticket prices (1) inclusive of the book and (2) without the book.

AHI talked to the PTA about the concept of selling a brick, but practically, it was unclear where on the school site the bricks could be displayed. JRP had offered potential sponsorship which would be discussed with them further.

The archive of old photos needed to be sorted, catalogues and digitalised. It was suggested that an email address could be created and shared in the community for people to send in historical photographs related to the school. Governors are invited to get involved and share their ideas. It was queried whether the research for the centenary could be linked to pupils' Duke of Edinburgh and then approved by a member of staff.

Meeting closed at 21:10.

**Actions from the FGB Meeting  
Monday 22<sup>nd</sup> January 2024 at 6.30 – 9pm**

<b>Item</b>	<b>Action</b>	<b>Lead</b>
<b>3.2.1</b>	Complete skills matrix	<b>AJA / LSM</b>
<b>3.2.4</b>	Share updated staffing structure chart	<b>SWI</b>
<b>3.2.5</b>	Follow up on refund from LBR for training SLA	<b>SWI</b>
<b>3.2.6</b>	Submit pecuniary interest forms	<b>Governors</b>
<b>3.2.7</b>	Circulate updated SDP to governors	<b>EHI</b>
<b>3.2.8</b>	Update governors at the next FGB on the onboarding governor process	<b>BLA</b>
<b>3.2.8</b>	Circulate National College login to governors	<b>SWI</b>
<b>3.2.9</b>	Complete statutory and recommended governor training with LBR and National College	<b>Governors</b>
<b>3.2.10</b>	Read and confirm, KCSIE 2023 guidance	
<b>3.2.10</b>	Organise safeguarding training session for an upcoming FGB meeting	<b>DCI</b>
<b>3.2.11</b>	Add Link Visit updates to next FGB agenda	<b>ELA / ISE</b>
<b>3.2.12</b>	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 from January 2024.	<b>EHI with Data Manager</b>
<b>3.2.13</b>	Discuss how to move forward to ascertain formal copies of the original build contracts and plans from the Local Authority and JRP (principal architects).	<b>ISE / SWI</b>
<b>3.2.14</b>	Submit bio for the school website	<b>ATO</b>
<b>6.1</b>	Complete annual safeguarding training	<b>AJA / LSM</b>
<b>6.2</b>	Circulate Prevent training link to governors	<b>DCI</b>
<b>7.1</b>	Discuss with HT the link visit priorities for the summer term	<b>ELA / ISE</b>
<b>7.2</b>	Review link monitoring and add to summer FGB agenda	<b>ELA / ISE</b>
<b>8.2</b>	Circulate diversity data capture form to governors	<b>ISE</b>
<b>8.4</b>	Circulate Pupil Panel Hearing dates to governors	<b>ELA</b>
<b>9.4</b>	Update GIAS (Getting Information About Schools) entry	<b>SWI</b>
<b>10.0</b>	Add time commitment required from governors to the Governor Code of Conduct	<b>ELA / ISE</b>
<b>13.2</b>	Look into creating a Scheme of Delegation	<b>ELA / ISE</b>
<b>14.0</b>	Amend Pupil Premium Statement title on the school website to read 2023-25	<b>SWI</b>