

# Wanstead High School

## Education with Character



Redbridge Lane West, Wanstead, London E11 2JZ

Headteacher: Miss E Hillman

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Name	Initials	Role	Start	End
Hannah Fisher	HFI	Co-opted, Chair	12/12/2022	11/12/2026
Liz Smith	LSM	Co-opted, Vice Chair	06/03/2022	05/03/2026
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
Anya James	AJA	Co-opted	12/12/2022	11/12/2026
Ian Selby	ISE	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
Ellen Lake	ELA	Co-opted	23/03/2023	22/03/2027
Briony Labram	BLA	Co-opted	17/07/2023	16/07/2027
Andrew Higgins	AGI	Co-opted	01/08/2023	31/07/2027
Sarah Williams	SWI	Business Manager	N/A	N/A
Anesta Broad (LB of Havering Governor Services)	ABR	Cover Clerk to the FGB	N/A	N/A

### Full Governing Body Meeting Minutes Monday 2<sup>nd</sup> October 2023 at 6.30 – 9pm

#### PRESENT:

Hannah Fisher	Co-opted, Chair
Liz Smith	Co-opted, Vice Chair
Emma Hillman	Headteacher, Ex-officio
Donna Cini	Elected Staff Governor
Nichola Baker	Local Authority Governor
Sara O'Donnell	Parent Governor
Noreen Sarwar	Co-opted Governor <i>via Teams</i>
Anya James	Co-opted Governor <i>via Teams</i>
Ian Selby	Co-opted Governor
Alison Tobe	Co-opted Governor <i>via Teams</i>
Harry Caswell	Co-opted Governor <i>via Teams</i>
Ellen Lake	Co-opted Governor
Briony Labram	Co-opted Governor
Andrew Higgins	Co-opted Governor

#### IN ATTENDANCE:

Sarah Williams	Business Manager
Anesta Broad	Cover Clerk, Havering Governor Services

#### APOLOGIES

Maggie Leggett	Parent Governor
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Item	Details
1.0	<p><b>1.1 Welcome and apologies for absence</b> Governors were welcomed to the meeting. Apologies for absence were received and accepted from MLE. HCA, ATO, AJA and NSA would be joining the meeting via Teams.</p>
2.0	<p><b>2.1 Request for Any Other Business</b> There were no requests to table any other business.</p> <p><b>2.2 Confidential Items</b> There were no confidential discussion items raised.</p> <p><b>2.3 Membership of the Governing Body</b></p> <p>2.3.1 It was noted that the appointment of the Chair would take place in December to allow a full 12-month term to be completed by the current Chair.</p> <p>2.3.2 The Board unanimously agreed and approved the appointment of Ellen Lake and Ian Selby as Co-Vice Chairs commencing 2 October 2023 for one year.</p>
3.0	<p><b>3.1 Declarations of Interest</b> No declarations of interest were received.</p> <p><b>3.2 Governor Declaration Form</b> The Headteacher informed Governors that the school was awaiting a completed declaration on interest form from NSA. SWI would circulate the new Governor declaration of interest Google form for Governors to complete.</p>
4.0	<p><b>4.1 Minutes of Meeting</b> The minutes of the previous FGB meeting held on 17<sup>th</sup> July 2023 were agreed and approved as a true record.</p> <p><b>4.2 Matters Arising</b> Updates on previous actions were included in the Action Log at the end of these minutes.</p>
5.0	<p><b>5.1 Chair's Urgent Actions</b> The Chair reported that no urgent action had been taken since the last meeting.</p> <p>The Chair reported attending the Redbridge Chair's briefing. The link to the revised KCSIE Sep 2023 policy link had been circulated to the Governors to read. The 2023-24 Redbridge Governors Training Programme had been received. Governors were encouraged to review and book training sessions via the Event Bright online system. Some sessions only ran once per year. Instructions for Governors could be located within the Google training folder. Governors were instructed to book non-core training via Fiona Rutland.</p> <p>The Chair and Headteacher attended an IT meeting to discuss cyber security protocols, in response to a cyber-incident at a different school. A revised plan had been drafted and would be shared with the Resources Committee and unions first, with a view to rolling it out at the school after the half term. Various precautionary actions had already been carried out including removing access to SIMs for all staff. Staff would receive training as part of the launch.</p> <p>AGI had been asked to lead on the cyber security and online safety contract review. ELI expressed an interest in supporting AGI. The current contractor had expressed an interest in in-sourcing the service. The governors</p>

agreed that in-sourcing would not be a viable option for the school at present as it involved more employer responsibilities, staffing and associated costs.

#### **5.2 Chair's Report on Correspondence**

The Chair reported that in regard to correspondence, no further progression on a prior complaint had been made. The Headteacher noted that a new complaint from the same parent was expected.

Following on from the previous exam results complaint, the parent involved, had indicated that they wanted the papers remarked but nothing further had been heard from Colin Stewart.

#### **5.3 Governors' Action Plan 2022-23 Summary**

The Governor's feedback and queries about the 2022-23 governor's action plan had been noted and would be reviewed at the upcoming Whiteboard and Wine session.

#### **5.4 Draft Governors' Action Plan 2023-24**

It was noted that the SDP had been extended to become a three-year plan. Governors were invited to comment directly into the document in the Google folder preferably before Tuesday 10<sup>th</sup> October. The SDP would be a school level strategic plan. The draft governing meeting agendas for the year would sit alongside the SDP and be added to the Google folder. The Governor Action Plan would support the SDP.

It was noted that the document format that enabled Governors to annotate questions, and feedback had been well received. It was agreed to retain this format moving forward.

### **6.0 6.1 Report from the Training Governor**

ATO highlighted that the draft governor onboarding plan had been uploaded to the training folder for feedback. The plan covered the areas that Governors needed to carry out their role.

It was noted that all Governors should be given access to the shared drive following their appointment to the Board.

HFI and F Rutland would review and update the shared drive to ensure folders were up to date, removing any out of date documents.

ATO highly recommended that Governors use The Key (rebranded as The Knowledge) via GovernorHub as a training resource. It was noted that there were Governors who still required access to GovernorHub and SWI would assist with Governors access.

It was highlighted by the Clerk that all Governors once registered would have access to GovernorHub as part of the Havering clerking service, and the system could be used to track Governor appointments, declarations, and interests.

#### **6.2 New Governor Onboarding Document**

Governors were invited to add comments to the draft document using tracked changes which could be located within the training folder on the shared drive.

#### **6.3 Governor Training Plan**

Item discussed as part of item 6.2.

#### **6.4 Report from the Training Governor**

Item discussed as part of item 6.2.

### **7.0 7.1 Changes to KCSIE Sep 2023**

Governors were referred to the documents 5.2.b and 12.1.

#### **7.2 Confirmation of KCSIE Sep 2023**

SWI would add a KCSIE 2023-24 confirmation to the Declarations Google form.

	<p><b>7.3 KCSIE Training for Governors</b></p> <p>The Safeguarding Training video for Governors, approximately 60 minutes, was available. ATO would provide a summary of the 2023-24 changes to the safeguarding policy guidance prior to the next meeting. A staff-led safeguarding training session would be scheduled for an hour prior to the next meeting along with a quiz to check understanding.</p>
<p><b>8.0</b></p>	<p><b>8.1 Link Governor Careers &amp; Destination Report</b></p> <p>Governors were referred to MLE’s note regarding the minutes and link reports.</p> <p><b>8.2 Link Governor Performing Arts Report</b></p> <p>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.</p> <p><b>8.3 Scheduled Visits</b></p> <p>Governors were invited to attend the formal department review outcome meetings. Meetings were not restricted to Link Governors but were open to all. F Rutland would put a sign up document in Google for Governors.</p> <p>One point in the Governor’s Action Plan, would be to review the better attendance of link visits and barriers that prevent Governors completing them.</p> <p>It was agreed that Link Governors were required to complete one formal visit per year. Informal visits could be scheduled in addition. Link visits should be centred around the curriculum. Governors were encouraged to ask questions during the visits and review curriculum maps.</p> <p>ELA had scheduled a Maths and Numeracy Link Visit for 16<sup>th</sup> October 2023.</p>
<p><b>9.0</b></p>	<p><b>9.1 Self-Evaluation Form (SEF) Data</b></p> <p>For this FGB, the SEF data had been included for Governors to review in place of the Headteacher’s Report. Maintaining a Good Ofsted rating was one of the aims.</p> <p>In response to questions raised by the Governors, the Headteacher explained:</p> <ol style="list-style-type: none"> <li>(1) Maths staffing – Although the results were strong a change of personnel had been a positive thing for the school and the children. The new Head of Maths had made a very impressive start. Engagement and focus in lessons had been strong so far.</li> <li>(2) Senior leaders were conducting daily climate walks, a new introduction, which had been appreciated by the staff. The walks enabled the senior team to observe and identify if new procedures had been put into place and applied consistently. Four new classroom conditions had been rolled out and given the leadership team a more robust structure for discussion about pupil behaviour.</li> <li>(3) There were three identified key areas of concern seen from the exam results - Science, DT and PE. Reviews would take place to identify successes and areas for improvement in each department. Action plans would be created. The science results were not strong at both GCSE and A-level. It had been recognised that the previous option groupings had resulted in high volumes of children choosing Science which had not been their preference. This issue had now been addressed. Staffing issues had also affected Science. Moving forward, subject leaders would need to be held to account. The PE results were very low. It was felt this was possibly affected by the options groupings. Governors discussed if systemic support from private schools could be ascertained, in order to boost the school in certain subject areas. The Headteacher emphasised that the key focus this academic year would be on raising the standards of the leaders in those three subjects and increasing accountability.</li> <li>(4) Predicting grades were not an exact science, but this had been identified as an area that required improvement. Interventions included training staff to be subject examiners. Level 3 value added had been low for the sixth form this year, but it had also been a progress measure that had been difficult to judge. In terms of mocks assessment moving forward, the assessment points had been formalised to help improve rigor. The Fischer Family Foundation school grades remained the preferred achievable benchmark.</li> </ol>

## 9.2 SEF Data

A new SEF Data report would be designed specifically for Governors by the new Data Manager. This report would be linked to the Ofsted Readiness review.

Governors discussed the staff exit interview process and requested the data be analysed by the Resources and Pay committees, as well as shared with the Governing Body. Governors expressed concern about the number of staff leavers that have moved to private schools due to perceived better benefits including half price school fees, higher salaries and better work/life balance. EHI explained that many senior leaders were at the top of their pay scales, with nowhere else to go internally, they would naturally look externally for progression. Governors acknowledged that the HR capacity in the school would need to be increased in order to allocate time to improve the employment package and organisational culture.

The Headteacher and School Business Manager were ultimately responsible for succession planning. The Governors queried if the Heads of departments could be involved in succession planning. It was recognised that the appraisal policy from Redbridge local authority from 2012 was outdated.

The Headteacher explained that the new appointments were very strong, and the school were now in a much stronger position than earlier in the year. There were also long serving staff, who were not interested in progressing up the scale.

Annual staff surveys were used to collate feedback but last year, they had been hampered by union engagement.

## 10.0 10.1 Premises & Build Update

The building works were being managed and tracked through the Resources Committee by HCA and ISC. Building works had continued to slip, scheduling was out of date and the building plans had still not been shared by the contractor or Redbridge local authority. There were ongoing issues regarding safety on site and communication remained poor, and in fact had declined since the new contact had been assigned in May 2023. The state of the school site had negatively impacted prospective children joining the school. The Governors agreed new deadlines needed to be set and the school needed to ascertain their legal position.

Governors suggested that parents should be encouraged to voice their concerns regarding the lack of building progress directly to Redbridge local authority.

It was noted that a new cabinet member for schools had been appointed who had expressed an interest in supporting the school with the building issues, and a meeting should be set up as soon as possible to view the school. The local authority had offered weekly meetings with Rakesh Parmar.

Governors agreed to review the Google Drive archive for 2018 and 2019 to potentially locate the original contracts. Failing this, the school could use a Freedom of Information request to demand the contractors and/or local authority share the contracts, scope of works and contractual obligations.

The Resources Committee would continue to monitor the situation.

## 10.2 Data Presentation

The Data Presentation had been completed and shared.

## 10.3 School Development Plan

It was noted that the School Development Plan would be reviewed by the Committees.

## 10.4 Ofsted Readiness Review

The Ofsted Readiness Review had been shared and Governors were reminded to provide feedback.

## 10.5 Heron HomeLink

It was noted that the Heron HomeLink would be distributed after the half term with the bulletin.

## 10.6 PTA Update

	<p>The PTA had been revitalised. £4k had been raised at the recent quiz night. The PTA had set a big financial goal, to raise £100k and had events planned to include a Christmas party and a Summer Ball at Eton Manor. The funding raised would be to renovate the toilets with a small pot available for the school to bid for other items. It was agreed that AGI would draft a thank you letter to the PTA from the Governors.</p>
<b>11.0</b>	<p><b>11.1 Safeguarding Policy</b> The main change to the safeguarding policy had been related to online filtering, and how this would be instilled to anyone that attended or visited the school, and for equipment such as laptops taken off site. Governors approved the Safeguarding policy.</p> <p><b>11.2 SEND Information</b> The SEND information had been updated to reflect KCSIE changes. The policy would be revised and brought back to the Board for approval at the next meeting.</p>
<b>12.0</b>	<p><b>12.1 Whiteboard and Wine Agenda</b> All governors were invited to the Whiteboard and Wine Session on Tuesday 11 October at 6.30pm. Further information would be circulated by the Chair. Discussions would be broadly linked to the Governors' action plan. Governors were asked to write their feedback on the Google Form document.</p>
<b>13.0</b>	<p><b>13.1 School Centenary – Sep 2024</b> The Headteacher proposed that the centenary event be organised by the PTA, and attendees charged per ticket. Governors recognised the importance of both current and future alumni engaging with the school community.</p>
<b>14.0</b>	<p><b>14.1 Governor Meetings 2023-2024</b> EHI explained that the meeting agendas for the year would be pre-written to include discussion points, policies, etc.</p> <p>Governors nominated and approved 2023-24 Pay Committee members as ISE, HCA and LSM – The first meeting had been scheduled for Monday 13th November 2023 from 5pm to 7pm.</p> <p>The Headteacher Performance Management Appraisal Panel would include ELA, ATO and HFI. The date would be confirmed once Steve Wilks and EHI had compiled potential date options.</p>
<b>15.0</b>	<p><b>15.1 Private and Confidential Items</b> No confidential matters were raised.</p>
<b>16.0</b>	<p><b>16.1 Any Other Business</b> Governors were invited to attend the upcoming prospective parent's evening. The head of the PTA had agreed to be one of the speakers.</p> <p>It was noted that the SEF would not be published beyond school leaders, Ofsted, and Governors. It was pointed out that the NEU paragraph within the SEF had come across as overwhelming negative. HFI explained that it had been written during the summer and had been intended to provide context about the school. The atmosphere within school had changed remarkably since September and it could be updated to demonstrate how far the school had come. The SEF would be reviewed at the meeting on Tuesday.</p>

The meeting closed at 21:05.

## ACTION LOG

Date raised	Action	Owner	Due date	Status	Comments																																										
15.05.23 – item 3	Governors to complete a business interests form if they had not already done so.	FGB	Asap	Open	17/07: New Governors and Noreen Sarwar remaining																																										
15.05.23 – item 4	Review the Minutes of the meetings held on 23 March 2023 and the Extraordinary FGB on 28 November 2022 to ensure they were an accurate record of the meetings before being resubmitted for approval.  The Minutes of 20 October and 12 December will 2022 to also be reviewed and any addendums will be presented for approval at the next meeting.	Chair/ Head	17.07.23	Closed	17/07: Approved																																										
15.05.23 – item 6	Review the Minutes of the meeting held on 24 April 2023 to ensure they were an accurate record of the meeting before being resubmitted for approval.	Chair/ Head	17.07.23	Closed	17/07: Approved																																										
	Behaviour and Personal Development Minutes to follow	Clerk	Asap	Pending	17/07: carried forward																																										
	Quality of Education: Minutes to follow	Clerk	Asap	Closed	17/07: None received from the clerking service, action closed.																																										
15.05.23 – item 7.1	Committee Chair and Vice-Chair roles to be elected at the next scheduled meeting.	Clerk	Summer term meetings	Closed	17/07: Elected <b>Committee Membership</b> <table border="1"> <thead> <tr> <th></th> <th>Resources</th> <th>BAPD</th> <th>QoE</th> <th>Pay</th> </tr> </thead> <tbody> <tr> <td><b>Chair</b></td> <td>Ian Selby</td> <td>Alison Tobe</td> <td>Maggie Leggett</td> <td></td> </tr> <tr> <td><b>Vice-chair</b></td> <td>Sara O'Donnell</td> <td>Ellen Lake</td> <td>Liz Smith</td> <td></td> </tr> <tr> <td rowspan="4"><b>School</b></td> <td>Emma Hilman</td> <td>Helise Martin</td> <td>Melany Steel</td> <td></td> </tr> <tr> <td>Sarah Williams</td> <td>Noreen Sarwar</td> <td>Anya James</td> <td></td> </tr> <tr> <td>Harry Caswell</td> <td>Donna Cini</td> <td>Briony Labram</td> <td></td> </tr> <tr> <td>Andrew Higgins</td> <td>Nichola Baker</td> <td>Hannah Fisher</td> <td></td> </tr> <tr> <td><b>Clerk</b></td> <td>TBC</td> <td>Tobi Olofinnika</td> <td>Qudsia Anwar</td> <td></td> </tr> <tr> <td><b>Shadow</b></td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td></td> </tr> </tbody> </table>		Resources	BAPD	QoE	Pay	<b>Chair</b>	Ian Selby	Alison Tobe	Maggie Leggett		<b>Vice-chair</b>	Sara O'Donnell	Ellen Lake	Liz Smith		<b>School</b>	Emma Hilman	Helise Martin	Melany Steel		Sarah Williams	Noreen Sarwar	Anya James		Harry Caswell	Donna Cini	Briony Labram		Andrew Higgins	Nichola Baker	Hannah Fisher		<b>Clerk</b>	TBC	Tobi Olofinnika	Qudsia Anwar		<b>Shadow</b>	N/A	N/A	N/A	
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15.05.23 – item 7.2	Governors monitoring visits to be arranged with named staff from 22 May 2023 onwards for completion by the end of the summer term.	Link Govs	July 2023	Closed	17/07: Safeguarding, SEND & Health & Safety and Performing Arts all completed.																																										
	The following documents to reviewed at the next meeting:  i. the ad hoc Governor visit report template e.g. parent events ii. the formal monitoring visit template which will e.g. against Ofsted criteria iii. the aide memoire for protocols for visits to the school	Chair	17.07.23	Closed	17/07: Complete																																										
15.05.23 – item 8.1	Review contact details and make of any changes or complete gaps in information.	Govs	Asap	Closed	17/07: Completed																																										

15.05.23 – item 8.2	Complete the skills matrix if not already done so.	Govs	Asap	Open	17/07: Awaiting update from LSM, NSA, AJA & ISE
15.05.23 – item 8.3	Complete allocated statutory training, and recommended training	Govs	Ongoing	Open	17/07: LBR keep cancelling the training which is making it difficult to complete. New service lead from 09/2023 who has agreed to address this.
15.05.23 – item 8.5	Committees to review the Risk Register and add any relevant risks for review at the next meeting.	Chairs of Cttees	17.07.23	Open	17/07: reviewed, include as a standing agenda item
15.05.23 – item 11.2	Headteacher to provide a regular report to the Resources Committee on the use of the recruitment & retention fund	Head	Ongoing	Open	17/07: include as a standing agenda item
15.05.23 – item 13.2	Staffing structure for September to be provided by the end of term.	Head	July 2023	Open	17/07: verbal update, org structure to be provided in the Autumn Term
15.05.23 – item 14.1	Headteacher to advise member of staff that their request for one year sabbatical had been declined	Head	Asap	Closed	17/07: Complete
15.05.23 – item 14.3	Governors were reminded to complete the Doodle poll for the team building meeting.	Govs	Asap	Closed	17/07: Agreed to be Tuesday 19/09/23
17.07.23 – item 5.1	Reports from Committee Meetings on 10/07/2023 <ul style="list-style-type: none"> <li>Resources - minutes to follow.</li> <li>Behaviour and Personal Development - minutes to follow.</li> </ul>	Chairs of Cttees	02.10.23	Open	
17.07.23 – item 6.1	Governor's Action Plan <ul style="list-style-type: none"> <li>2023 Summary of the progress made in 2023 will be submitted at the September FGB</li> <li>Draft Governor's Action Plan 2023-24 will be submitted at the September FGB</li> </ul>	Chair	02.10.23	Open	
17.07.23 – item 7.4	LBR Training <ul style="list-style-type: none"> <li>HFI to raise cancellation issue with LBR.</li> <li>SWI to request a refund.</li> </ul>	Chair SWI	02.10.23 02.10.23	Open Open	