

**LONDON BOROUGH OF REDBRIDGE
WANSTEAD HIGH SCHOOL GOVERNING BODY
MINUTES OF THE GOVERNING BODY MEETING
3RD MARCH 2020 AT 6.30PM AT THE SCHOOL**

Present			
Local Authority	Parent	Headteacher	Co-opted
	Sean May (SM)	Bob Hamlyn (BH)	Ray Kiely (RK) (Co-Chair) Yvonne MacCallum (YM) (Co-Chair)
Staff			Sally-Ann Hales (SAH) Nishat Riaz (NR) Noreen Sarwar (NS) David Wills (DW)
Donna Cini (DC) Veronica Knock (VK) Ian Sweet (IS)			

Also in attendance:

Jason Gharu (JG) – Deputy Headteacher
Melany Steel (MS) – Deputy Headteacher
Beverley Wootton (BW) – Deputy Headteacher

Stuart Sands (SS) – London Borough of Redbridge

Helen Davies (HD) – Clerk to the Governors

1. MEMBERSHIP

There had been no changes in the membership of the Governing Body.

2. APOLOGIES FOR ABSENCE:

Apologies were received from Jackie Bowers-Broadbent and Liz Smith.

3. DECLARATION OF PECUNIARY INTERESTS:

There were no declarations of pecuniary interests.

4. NOTIFICATION OF ITEMS FOR ‘ANY OTHER BUSINESS’:

4.1 BH - will update on the coronavirus.

4.2 SM – to speak about challenge and focus in FGB meetings.

5. UPDATE ON BUILDING WORKS:

5.1 Stuart Sands (Project Manager for the building project) from the London Borough of Redbridge had updated the Governing Body prior to the meeting starting. He had joined the meeting in place of Kelly Wallace.

5.2 Trees have now been removed. This had to be done before birds started nesting.

5.3 If it had not already been done, the last Portacabin would go tomorrow (Wednesday 4th March).

5.4 Willmott Dixon have recently been appointed as contractor. They will start to strip the Art and Geography block ready to take the building down. This will start after Easter.

5.5 A meeting with BH and SA has been scheduled for every Monday at 10am.

Q – Why were the temporary buildings put in the wrong place?

A – SS did not know.

5.6 Assurances were given that there would be no impact on exams.

Q – Have parents dropping students off and collecting them, been taken into accounts?

A – Willmott Dixon have been working on this and will probably ask for a suspension of parking.

Q – Will there be an engagement meeting in the middle of March for parents?

A – Yes, probably the week beginning 16th March 2020.

6. MINUTES OF PREVIOUS MEETING:

6.1 The word 'revised' in Item 14.5 needs to be amended to 'refused'.

7. MATTERS ARISING:

7.1 Item 13.2 – JLT will be invited to the summer term meeting when the nights are lighter for them going home later.

8. SIX FIVE EDUCATION SERVICES:

8.1 BH informed the board that RK and YM have already signed up for this along with all other schools in the Borough apart from The Beacon Academy Trust. We can still opt-out.

8.2 BH reported that discussions are going on to decide which schools will be on the Board. Proposals have suggested one primary Headteacher and one secondary Headteacher, possibly BH.

8.3 BH also explained that as a school we had looked to the Borough for HR advice but that is no longer available. We are currently looking at Judicium which is a schools' HR advisory service.

Q - How much will it cost?

A - Although figures are not yet available, it is hoped that SA will achieve a net gain for the school.

8.4 BH agreed to keep the Board informed.

Q - Are all schools opting in?

A - All except one academy (The Beacon Academy Trust).

8.4 This will take more control away from the Local Authority.

9. SENIOR LINK ADVISOR VISIT REPORT:

9.1 The report from the Senior School Link Advisor, Ogugua Okolo-Angus (OOA), had been circulated prior to this meeting.

9.2 She visited on 26th November 2020 when she had looked at Sixth Form and spoken to the Head of Science.

9.3 BH felt it was a positive report.

9.4 RK commented that the Sixth Form marking strategy made interest reading.

Q Has she covered the parts missed in this report?

A Yes, she was in the previous Thursday (27th February 2020) and covered them then. This information will be circulated as soon as possible.

Q Are the figures on Page 3 of the report the best way to report them?

A This was how the Borough asked for them to be reported.

9.5 RK highlighted that a percentage does not always mean it's a cause for concern as it can indicate a very small number of students.

9.6 BW pointed out that the part of the report which covered her contribution is not a true reflection of the conversation BW and OO A actually had.

Q What is the value of this report?

A It makes sure we are going in the right direction. OOA went through the data and picked up trends.

10. GCSE/A LEVEL PERFORMANCE AND PREDICTIONS:

10.1 The paperwork circulated prior to the meeting is a validated version of what we have seen before so there are no surprises.

10.2 The current predictions for Year 11 is +0.64. A lot of this comes from Maths where students are making a whole point improvement.

10.3 BW warned that +0.64 should be taken with a health warning as they are based on last year's figures.

10.4 The Sixth Form predictions are based on the results of their mocks.

Q Do the figures include those who drop out?

A No, we don't make predictions for those who have dropped out.

Q How confident are you with the predictions?

A They do come with a health warning as things can change on the day.

Q What about the predictions for last year?

A Although the figures were not to hand they were lower than expected.

Q Is Science stronger?

A Yes, Science is stronger than it was this time last year. It is a much smaller cohort. Last year's GCSE cohort was strong but work is being done with A-level.

11. QUALITY OF TEACHING AND LEARNING:

11.1 MS took Governors through the QTL paper. She explained that each Department have adapted the Marking and Feedback policy to be subject specific for their departments.

11.2 LEARN (Leadership, Enquirer, Active learner, Resilience, No fear) was something that was launched in 2017 and is still used now.

11.3 Examples from the MFL and Music departments were given to show how LEARN is used within departments.

11.4 In Monday morning briefings the weekly 'takeaway' is linked to LEARN.

11.5 Work scrutinies are done within departments. These were completed in February and student voices have now been added. Years 7 and 10 were the sample Year Groups.

11.6 We currently have 4 teachers embarking on the National Professional Qualification for School Leadership (NPQSL).

11.7 One of these teachers is looking at kindness and how promoting this in school has a positive impact on learning.

11.8 We have launched a platform to share best practice – Google Classroom.

Q How do we get teachers to share ideas?

A The Directors of Learning have been working on this using Google Classroom which now has 32 members of staff taking part.

11.9 Appendix 1 gave a summary of the best practices identified and areas where development is needed.

11.10 Looking ahead, we have an Inset day on Friday 19th June where author Oliver Caviglioli will speak about the theory of Dual Coding which combines text and images to help with learning.

11.11 Governors are welcome to attend this.

11.12 Before the Inset staff will revisit this theory (dual coding), through the weekly briefing takeaway, middle leader meetings and with Google Classroom.

Q In the tables on page 5 of the report, are the two references to 6 staff under the 'Support Plan' the same 6 staff members?

A No

Q Which subjects are over represented.

A Tends to be core subjects such as Maths, English and Science.

Q What is done by way of support?

A This is done around the development of the teachers. We know what is effective because what is needed tends to come from the teachers.

11.13 MS explained that there is a spreadsheet. The need for support will be coloured amber. If there is no progress, it will move to 'action'. Support will be given over a term before it moves to 'action' which can then involve the Headteacher.

11.14 The aim is for the teacher to have an impact on learning without the need for support.

11.15 NS asked if it was possible to see what the good practices are.

11.16 This is done continually during the weekly Staff Briefing.

Q Is it possible to think about impact measures?

A It is more about the context of what we do. There have been some real successes.

11.17 Governors need reassurance that those teachers who need support are not having a detrimental on students' progress.

11.18 We currently have two teachers who seem to be stuck at the moment.

12. HEADTEACHER'S REPORT:

12.1 BH informed the Board that the day before had been National Offer Day. 240 students had been offered places in Year 7.

12.2 In Sixth Form, 100 more students have applied than this time last year.

Q Do we have any idea how many will join us?

A The aim is 140.

PAPER 1 – OPTIONS BOOKLET:

12.3 Year 9 are currently choosing their Options which was launched the previous week.

12.4 Year 9 still have to choose 4 options

Q Why is RE in the same block as core subjects?

A Because it can be taught in 3 hours a week.

Q Why is Islam not covered by GCSE?

A Because of the similarities between Christianity and Judaism they are easier to teach, hence they are the religions taught at GCSE. Islam is covered at A Level.

Q Do students ask for subjects?

A Yes but it is not always possible to cover them. We do however, offer a lot more subjects than many schools. Some schools limit the amount of choice students have with triple science only being offered to the high attainers. That is not the case at Wanstead High School.

Q How often are the subjects reviewed?

A Every year.

Q What is the likelihood of all students getting their first choice?

A Last year they all got their first choice but it is impossible to say if that will be the case this year.

12.5 It is felt that with the one to one interviews, which are currently taking place, it enables the students to take ownership of the subjects they choose.

Q Do you have the same process for Sixth Form interviews?

A To some extent but there are some entry requirements.

PAPER 2 – HERON HOMELINK:

- 12.6 Governors had been given copies of the latest Heron Homelink. This gives parents updates on things that are going on in the school
- 12.7. DC spoke about an event that is advertised in the Heron Homelink which Governors are invited to. The FIT team will be in school on Thursday evening (5th March) for an event called Keeping Children Safe to which parents have been invited. There will be guest speakers who, along with the Wanstead High School's safeguarding team, will take part in a Q & A session.
- 12.8 At this point in time it was unclear as to how many parents would attend but BH agreed to report back at the next meeting about attendance. A reminder message would be sent out to parents the following day.

PAPER 3 – STAFFING UPDATE:

- 12.9. BH updated the Board saying that the Acting Head of Year post which was listed as TBC had now been filled by Reece Carfrae.
- 12.10 We still have a number of vacancies for which the closing date for applications have passed and interviews are being arranged.

Q Are they advertised Internally or Externally?

A We do have external applicants.

Q How many internal candidates have there been?

A It would be a break in confidence to give that information.

PAPER 4 – EXCLUSIONS REPORT:

- 12.11 JG reported that exclusions are on a downward trend.
- 12.12 Achievement points are going up.
- 12.13 At the moment there is a lot of work going on with students to isolate issues which seems to help.
- 12.14 There has been an increase in contextual issues involving some students which does lead to friction.
- 12.15 Cognitive Behavioural Therapy (CBT) is a technique being used to help students recognise negative behaviour and develop strategies to deal with them.
- 12.16 Year 11 do get anxious in the lead up to their final GCSE exams so a programme is in place to deal with this.
- 12.17 Governors observed that there were a number of Fixed Term Exclusion (FTE) for Racial Incidents which is unusual.
- 12.18 DC and JG explained that this had been one incident in a Tutor Group involving multiple students and sanctions were applied together with work being undertaken with the Tutor Group
- 12.19 It tends to be boys rather than girls who received FTEs.
- 12.20 BH agreed to provide figures relating to the whole school demographic rather than just FTEs for the next meeting.

Q Were there no permanent exclusions last term?

A Nothing last term although we have had one this term.

- 12.21 On the last Drop Down Day (Tuesday 4th February 2020) the School Police Officer did a presentation on hate crime which JG believes has had an impact.

PAPER 5 – FINANCIAL SUMMARY:

- 12.22 We are currently in a healthy state but we need to make sure this is maintained.

Q Has there been any communication about the promises made by the Government about more money for Education?

A We do appear to be getting an increase in our grant.

12.23 BH went on to explain to the Board that he had a meeting with the Corporate Director of People for Redbridge, Adrian Loades, to discuss local area issues.

Q Did you ask for the meeting and was it useful?

A Yes but all it resulted in was more promises.

12.24 BH wants police officers around at the end of the school day at 3.20pm.

12.25 BH has joined a Community Safety Team.

12.26 The Drop Down Day scheduled for 6th March 2020 has been postponed until June which works better.

12.27 BH updated the Board about the Coronavirus. The DfE are sending out daily updates.

12.28 Advice has been sent out to parents.

12.29 There are no trips abroad to any places considered dangerous.

12.30 The forthcoming trip to Belgium should be fine to go ahead.

Q Have there been any queries about the coronavirus?

A We have at least one parent who has self-isolated.

Q What if there is an issue with a teacher?

A We will deal with it.

13 **LINK GOVERNOR VISITS:**

13.1 SM reported on his visit to the Sixth Form on 9th December 2019 and started by thanking BH and EB for inviting him in to visit Sixth Form.

13.2 He reported that it seemed very professional and students seem happy and spoke very well of the staff.

13.3 SM felt it was good that Sixth Form has a connection on SLT.

Q How high would the school be prepared to go if Sixth Form becomes more successful? Would we be prepared to turn students away?

A No

13.4 Under the heading 'Issues for the Governing Body', SM mentions a rise in the percentage of lower attaining students (not to be confused with low attaining students).

13.5 This point was challenged as the current Year 13 are very high attainers.

13.6 Under the same heading point 6 suggested perhaps aspiring for a higher percentage of students going to Russell Group universities. It was pointed out that the figure shown (24%) was dependent on a number of factors such as what subjects students wanted to study and whether they take a gap year.

13.7 With regards to capturing data earlier, BW pointed out that data for Year 12 is first collected during the first term so it is not possible to do it any earlier.

13.8 YM reported on a safeguarding visit with JG on Friday 31st January 2020.

13.9 JG gave a clear presentation about safeguarding and Prevent which showed that all the work is carefully monitored.

14 **GOVERNOR TRAINING:**

14.1 Two of the Governors (IS and VK) had attended the Introductory course for new governors.

Q How did you find the training?

A It seemed to be biased towards primary schools rather than secondary. It might be beneficial to have a training specifically for staff governors.

14.2 DW had also attended a session on Finance which he found interesting.

15. **CHAIR'S ACTION:**

There were no actions taken by the Chair to report on.

16 **TIME AND DATE OF NEXT MEETING:**

The next meeting will be at 6.30pm on Thursday 14th May 2020

17 **ANY OTHER BUSINESS:**

- 17.1 Can strategic discussions be added to the agenda highlighting what items for information and what is for action?
- 17.2 Can the agenda be circulated to governors prior to the meeting asking for their comments.
- 17.3 YM asked that Governors do their link visits.
- 17.4 NR – asked for updates on Staff Wellbeing.
- 17.5 OOA will look at Governance at some point.

18. **CONFIDENTIALITY:**

Governors are reminded that the signed minutes of every meeting of the Full Governing Body shall, as soon as possible, be made available at the school. The Full Governing Body to consider which terms, if any, should be treated as confidential and excluded from publication.

The meeting concluded at 8.30pm

Chair: Ray Kiely

RB Kiely

Sign: *(electronic signature due to virtual meeting because of Covid-19)*

Date: 30th June 2020

Actions Required	Responsible	Completed by
6.1 – Amend the word 'revised' to 'refused'	HD	As soon as possible
7.1 – JLT to be invited to the summer meeting (Item 13.2 from 10 th December 2019 minutes)	BH	14/05/2020
11.11 – Governors invited to attend Inset on Friday 19 th June 2020	All	19/06/2020
12.8 – Report back on attendance at the Safeguarding meeting for parents on 05/03/2020	BH	14/05/2020
12.19 – Provide FTE figures relating to the whole school demographic.	JG	14/05/2020
17.2 – Agenda to be circulated to Governors prior to the FGB meetings for their comments	HD	30/04/2020
17.4 – Update on staff well-being	BH	14/05/2020