

**WANSTEAD HIGH SCHOOL GOVERNING BODY
MINUTES OF THE GOVERNING BODY MEETING
THURSDAY 15th JUNE 2021 AT 6PM**

Due to Covid-19 restrictions this meeting was held using Microsoft Teams

Present			
Local Authority	Parent	Headteacher	Co-opted
Yvonne MacCallum (YM) (Co-Chair)	Ray Kiely (RK) (Co-Chair)	Bob Hamlyn (BH)	Liz Smith (Co-opted)
Staff			
Donna Cini (DC) Ian Sweet (IS) Veronica Knock (VK)			

Also in attendance: Melany Steel (MS) – Deputy Headteacher
Jason Gharu (JG) – Deputy Headteacher
Ferdousi Mannan (FM) – CTL for RSHE
Shelley Axtell (SA) – School Business Manager
Helen Davies (HD) – Clerk to the Governors

1. MEMBERSHIP:

- 1.1 There will be two parent governor vacancies before the next meeting scheduled for September 2021. BH agreed to work with HD to start the election process as soon as possible.
- 1.2 RK and JBB would be asked to stay on as Co-opted Governors at the end of their term of office as Parent Governors.

2. APOLOGIES FOR ABSENCE:

Apologies were received from David Wills and Jackie Bowers-Broadbent. Apologies were received from Noreen Sarwar after the meeting. Absences were noted for Sally Ann Hales and Nishat Riaz for whom no apologies had been received.
HD was asked to check their attendance for meetings this academic year.

3. DECLARATION OF PECUNIARY INTERESTS:

There were no declarations of pecuniary interests in any of the Agenda items.

4. NOTIFICATION OF ITEMS FOR 'ANY OTHER BUSINESS':

There were no matters raised for discussion under Agenda Item 13.

5. MINUTES OF PREVIOUS MEETING:

The minutes of the previous meeting on 4th March 2021 were approved.

6. MATTERS ARISING:

- 6.2 It was confirmed that EB had helped students secure one place at Oxford University and one place at Cambridge University.
- 8.14 BH agreed to leave this until September 2021.

Q – When was last survey done?

A – About two years ago.

11.3 HD confirmed that the up-to-date Link Governor list had been sent out.

11.4 BH had made contact with Heads of Department about Link Governor visits. LS had met via Teams with FM.

7. SCHOOLS RESPONSE TO COVID 19

- 7.1 BH referred to a report he had circulated in May and updated Governors on various points.
- 7.2 We have had no further positive cases although BH believes we will have.
- 7.3 Years 11 and 13 have now finished and they left on a positive note. Staff have been working on grades which will be submitted on Friday (18th June).
- 7.4 Students are now in full school uniform rather than coming in in PE kits.
- 7.5 Masks do not have to be worn in classrooms, only in communal areas.
- 7.6 Outdoor field trips have been organised.
- 7.7 The Prime Minister's announcement on Monday 14th June means there will be no indoor events. Wanstead High Day will not take place but we need to find an alternative way to say thank you to staff and students.

Q Will you be receiving a rebate for exams?

A We will not get what we have paid, we will simply get what everyone else gets. We have been charged for exams that are not happening whilst teachers are doing all the marking and assessing. A refund will come back to all schools or no schools.

Q When will this happen?

A This is not known.

- 7.8 YM thanked BH for keeping governors up-to-date, stressing that we are moving forward.
- 7.9 IS highlighted that a few extra-curricular activities are now happening and it feels like we are moving in the right direction.

Q What about Transition Day?

A This is not happening. Many schools do not want to come because they still have students in bubbles and it will mean mixing bubbles. The hope is to have the main feeder schools in individually for a morning. Some secondary schools are going ahead with Transition Day but BH cannot see how they can do this safely.

8. SCHOOL IMPROVEMENT PLAN

- 8.1 BH referred to his previously circulated Wanstead High School Improvement Planning for 2021-2023.
- 8.2 BH highlighted that he did not want negative language overseeing the work for the next 2 years. He acknowledged the affect COVID has had on learning but does not want to make this the main feature.
- 8.3 BH explained that the 5 objectives listed remain the same. He also pointed out that the pandemic was not a factor when the objectives were written.
- 8.4 BH agreed to provide a fuller plan at the September meeting.

9. POLICY UPDATES:

9a - Relationship and Sexual Health Policy

- 9.1 FM introduced herself and proceeded to update the Governing Body about updates to the Policy.
- 9.2 Changes that have been made are in accordance with DfE guidance. They should have been adopted in September 2020 but because of the pandemic they have been delayed and will now be adopted from September 2021.
- 9.3 FM explained that parents have the right to withdraw their child from sex education and should put this in writing to the school.
- 9.4 The Headteacher has the right to deny this but only in exceptional circumstances such as Safeguarding.
- 9.5 Students can opt-in 3 terms before their 16th birthday and the school are not obliged to notify parents although the decision has been made to ask students if they are happy for parents to be notified.
- 9.6 RSHE teachers will be fully trained.
- 9.7 The RSHE advisors for Redbridge have shared a RSHE timeline and advised to proceed with Wave 2 because of the delay in starting Wave 1.

9.8 All consultation will be done on-line as this is the safest way.

Q What will success look like?

A Year 12 assemblies have revealed that a major concern is that staff are not sure what to do. All staff are receiving training the following week. What FM is doing is the proactive side of this. There will be more work with both students and staff and we realise the school have a huge part to play given the time students spend in school. The biggest issue is to make sure everyone is clear.

Q Do we need regular check ins?

A A focus group will be launched in September. A lot of what we need is already there, it just needs tidying up and work has already started on this. JG highlighted that there had been an issue with a particular year group which was tackled head on.

9.9 It was agreed that peer on peer voice will be more effective so the aim is to use older students.

9.10 FM was thanked for the amazing amount of work that has been put into this policy.

9.11 Parent feedback needs to be sort.

9.10 The Full Governing Body agreed to approve the Policy.

9b - Safeguarding Policy

9.11 JG explained that there had been a few changes to this policy

9.12 Governors were directed to page 21 which highlights the importance of on-line safety and pages 29 and 30 which explains that sexual harassment can occur both on and off-line.

9.13 The training next week should make it clear, sexual violence is not acceptable and is not a normal part of growing up. Staff need to be aware and challenge sexist language. Some of the language staff use is outdated and the student voice has picked up on this.

9.14 Referrals can be made to the Safer Schools' Officer.

Q Can the training being given to staff be arranged for Governors?

A Level 1 training has already been put in place for the September 2021 meeting.

9.15 The Full Governing Body agreed to approve the Policy

9c – On-line Safety Policy

9.16 JG explained that this Policy is connected with the Safeguarding Policy that has just been approved.

9.17 JG referred to page 7 of the Policy which highlighted the Governing Body's responsibilities with regards to regular strategic reviews of the policy.

9.18 Governors should be aware of LADO referrals.

9.19 On-line harassment is the same as off-line harassment. Any low level harassment must not be allowed to perpetuate.

9.20 It was highlighted that the policy was clear and useable.

9.20 Although this is not a policy that needs approval from the Governing Body they agreed to approve it.

9d – Allegations Against Staff Policy

9.21 There were only two things Governors need to be aware of:

9.21.1 How to deal with allegations against the Headteacher.

9.21.2 How to liaise with the Local Authority Designated Officer (LADO).

9.22 The Full Governing Body agreed to approve the Policy

10 HEADTEACHER'S REPORT

10.1 We have 240 students joining us in September. Students are much more local than previous year groups

10.1.1 All Sixth Form applicants have been given a conditional offer although we do not know how realistic the offers to external students are.

10.1.2 Dance and Music Tech will not be running due to lack of numbers.

10.1.3 It will a 130-135 intake.

Q Is that the same as last year?

A It's up by around 25%.

Q Are the numbers from primary school, Our Lady of Lourdes, higher than usual?

A We have in the past only had a handful so yes the numbers are increasing.

10.2 Paper 1 – Exclusions and Behaviour Report: Spring Term 2021

- 10.2.1 Referring to a previously circulated paper JG explained that despite lockdown exclusions have been happening.
- 10.2.2 This term the focus has been on getting back to a learning environment.
- 10.2.3 During the Autumn term there were a large number of exclusions relating to transgressions against public health but during the Spring term this has improved.
- 10.2.4 Because of the pandemic it is difficult to make realistic comparisons.
- 10.2.5 After the first lockdown there was a large number of social medial incidents. Work was done on this and it didn't happen after the 2nd lockdown.

10.3 Paper 2 – Staffing Update

- 10.3.1 An English teacher was appointed the previous Friday and there would be interviews for an RE teacher the following day.
- 10.3.2 Early Careers Teachers (ECT) are being interviewed for these posts and we are on track to be fully staffed.
- 10.3.3 This does mean that the Staff Handbook will be need to be reviewed.

10.4 Paper 3– School Calendar 2021/22

- 10.4.1 The calendar circulated to the Board is still a draft and needs drop down day to be added.
- 10.4.2 BH explained that is follows the same plan as the previous year with 2 disaggregated days in November which means training will be done is as and when needed rather than dedicating whole days.

10.5 Building Works

- 10.5.1 Work has now started and BH will update parents and staff by the end of this week.
- 10.5.2 A number of areas are being refurbished, toilets, Alan Hearne Hall and the Music block.
- 10.5.3 The main building work will begin in September 2021 with a deadline for completion of 30/11/2022.

Q Has there been any official communication from the Borough to parents?

A BH will be meeting with the Local Authority and wants an explanation as to why it has taken so long. Local people are being told that the delay to the swimming pool is as a result of the building programme.

Q New Year 7 parents will need to be informed.

A They have been told at open evenings.

10.6 Paper 4 – Financial Update

- 10.6.1 SA referred to papers that had previously gone before the Finance Committee. These included SBM's report to Governors and the Budget Summary 2021/22 (which the Finance Committee approved at their meeting on 29th April 2021).
- 10.6.2 The report shows that 2020-21 ended with a surplus of £529,880.
- 10.6.3 £215,609 of this surplus will be used to balance this year's budget.
- 10.6.4 Since setting the budget in April we have had two payroll runs.
- 10.6.5 We have had a number of resignations as well as appointments which has resulted in a £72,337 saving on teaching staff salaries as well as savings on midday staff.
- 10.6.6 Moving forward from September this will be a saving of around £80,000 which will help reduce the deficit so things are looking better for us.
- 10.6.7 SA had recently learnt that the proposed 2% pay increase (which had been budgeted for) for support staff will be 1% making a total saving of around £100,000.
- 10.6.8 Extra funding had come in from the Local Authority for mass testing with £16,000 in May and recently a further £22,000 although SA did stress that this may still need to used.
- 10.6.9 SA highlighted that the current forecast is better than that which was put to the Finance Committee on 29th April 2021.
- 10.6.10 The Full Governing Body agreed to approve the budget for 2021/22.

10.7 Paper 5 – Anti Racist Working Party

- 10.7.1 After the death of George Floyd in May 2020 it was felt that we needed to have an anti-racist working party and have something specific about race.
- 10.7.2 MS explained that the group talk about diversity but are aware that the road map is a longer journey but it is important that we are on that road. Staff and students are to own this.
- 10.7.3 The aim is that the group have frank discussions.
- 10.7.4 Staff need to be educated and have the confidence to challenge.
- 10.7.5 At the moment the group is made up of teachers but the hope is that others will come on board.
- 10.7.6 There is now a bank of reading, some on-line and some hard copies to help up-skill staff.
- 10.7.7 De-colonising the curriculum started last year.
- Q The term 'white privilege' is a contentious, uncomfortable term.**
- A This is the sort of dialogue we want to have with feedback such as this.**
- Q What experts are you using?**
- A Black Curriculum and Black Learning Achievement and Mental Health.**
- 10.7.8 JG will be attending a conference on Anti-Racism in Education the following day which may result in a policy being drawn up.
- Q What does it mean for us as Governors?**
- A JG invited Governors to join the Working Party which LS agreed to do.**

11 CHAIR'S ACTION

There was no action taken by the Chair to report since the last meeting.

12. TIME AND DATE OF NEXT MEETING: To note the date of the next Full Governing Body meeting as Thursday 23RD September 2021.

13 ANY OTHER BUSINESS:

There were no any other business items for discussion.

14 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.

Actions Required	Responsible	Completed by
1.1 Work to start on the parent governor elections	BH/HD	23/09/2021
1.2 RK and JBB to be asked to remain as co-opted Governors at the end of their term of office	Governing Body	23/09/2021
2 HD to check governor attendance	HD	Asap
8.4 BH to provide fuller School Improvement Plan	BH	23/09/2021

Chair: Ray Kiely

RB Kiely

Sign: _____

Date: 23rd September 2021