

**LONDON BOROUGH OF REDBRIDGE  
WANSTEAD HIGH SCHOOL GOVERNING BODY  
MINUTES OF THE GOVERNING BODY MEETING  
THURSDAY 17<sup>TH</sup> SEPTEMBER 6PM**

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

Present			
Local Authority	Parent	Headteacher	Co-opted
	Sean May (SM)	Bob Hamlyn (BH)	Yvonne MacCallum (YM)
Staff	Ray Kiely (RK) (Co-Chair)		(Co-Chair)
Donna Cini (DC)			Nishat Riaz (NR)
Veronica Knock (VK)			David Wills (DW)

Also in attendance: Helen Davies (HD) – Clerk to the Governors

**1. APOLOGIES FOR ABSENCE:**

Apologies were received from Ian Sweet, Sally-Ann Hales and Noreen Sarwar (these were received after the meeting).

**2. DECLARATION OF PECUNIARY INTERESTS:**

Declaration of pecuniary and personal interest forms were circulated with papers. Governors were asked to complete and return them to HD.

**3. MEMBERSHIP AND LINK GOVERNORS:**

3.1 Both RK and DW are happy to continue as co-opted Governors for a further term. SM's term of office will end on 20<sup>th</sup> October 2020.

3.1.1 RK, YM and BH agreed to meeting to discuss this.

3.2 YM suggested that Link Governors contact their relevant departments on-line before the next meeting.

**Q How should this be done?**

**A This should be done through HD.**

3.3 HD will email all Governors asking for volunteers to fill in any gaps for Link Governors.

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

There were no matters raised for discussion under Agenda Item 17.

**5. MINUTES OF PREVIOUS MEETING:**

The minutes of the previous meeting on 30<sup>th</sup> June 2020 were approved

5.1 HD agreed to forward a scanned copy of the minutes to RK for signature.

**6. MATTERS ARISING:**

There were no matters arising from the minutes from 30<sup>th</sup> June 2020.

**7. COVID 19 RE-OPENING:**

- 7.1 BH reported that students returning to school had been less needy than had thought would be the case. Some vulnerable students did have concerns to begin with but generally they are glad to be back in a routine and attendance has been good.
- 7.2 The Risk Assessment (which was circulated prior to the meeting) had been written solely for Wanstead High School and was not a 'cut and paste' exercise.
- 7.3 There are 6 bubbles with 240 students in each. They have separate break times and staggered lunchtimes.
- 7.4 If we have a case Public Health will assess the risk.
- 7.5 Masks in the corridors are compulsory (unless there is a medical reason for not wearing one). Some students can be defiant but on the whole it has been good.
- 7.6 BH explained the new breakdown of the school day. Because of the new staggered lunchtimes, every child is able to sit at a table which was not always possible previously.
- 7.7 The school day has been shortened. KS3 finish at 2.40pm and KS4 at 2.50pm.
- 7.8 Where necessary, individual risk assessments have been made.
- 7.9 Some departments (Science, Music and PE) are more frequently cleaned.
- 7.10 Extra portaloos are now on site and although they are not perfect it does mean there are more toilets available for students.
- 7.11 There have been some Borough schools that have had to send bubbles home.
- 7.12 It will be difficult if some students are isolating and some are in school.
- 7.13 BH reported that on the whole parents are happy. There are two isolation rooms from which parents can collect their children.
- 7.14 Testing is a problem. The school should be able to use the Employer Referral Portal but capacity is full and the school has been unable to get on to it.
- 7.15 There are aspects of the changes which the school may continue to use in the future, such as the staggered lunchtime as it is very controlled.
- Q How are things with public transport?**
- A This has not been a problem. A lot of students are walking or cycling.**
- 7.16 RK thanked BH and the school for making this feasible
- 7.17 BH did highlight how expensive the changes have been, £60,000 has been spent so far with £50,000 of that over the summer. The school is expecting to receive £80,000 from the government.
- Q If absences start to building up, how will you manage catch up.**
- A Staff have been asked to plan lessons as if students were not in school so that those who are isolating will be able to log into google classroom.**
- Q It is possible there will be another lockdown. How will the school prepare for this?**
- A It is impossible to say until we know what we are planning for.**
- Q Is it possible to estimate how much it will cost?**
- A PPE is very costly and will be an ongoing expense together with extra cleaning staff that have been brought in.**
- 7.18 There should be no more capital costs. Any further costs will be primarily staffing as we currently have 3 pregnant Maths teachers who will be going on maternity leave and will have to be covered.
- 7.19 BH agreed to circulate a short finance report from Shelley Axtell, after the meeting.
- 7.20 BH explained that students are all starting on new topics so that nobody feels they are being left behind.

- 7.21 DC explained that for the first half of the Autumn term the emphasis for students is recovery. They have been reflecting and sharing experiences and going forward they will focus on routine and reconnecting.
- 7.22 Staff have been trained to identify any issues.
- 7.23 We now have a well-being room which is working well.
- 7.24 DC stressed how impressed she has been with the students' resilience.
- 7.25 BH is expecting a routine call from the Health & Safety Executive but this is not something he is concerned about.

## 8. GOVERNING BODY RESPONSIBILITY FOR MONITORING CHILD PROTECTION AND SAFEGUARDING POLICY AND PROCEDURES OF SCHOOL

- 8.1 Staff have now received their annual training and are all being very vigilant.
- 8.2 DC highlighted that the recently circulated Policy needed to have page numbers added.
- 8.3 DC then took Governors through the major changes to the Policy
  - 8.3.1 Mental Health is now regarded as a safeguarding concern.
  - 8.3.2 A new term has been introduced, Child Criminal Exploitation (CCE), which means children being exploited to carry out criminal activities.
  - 8.3.3 Because more learning is now being done on-line this has increased the need for on-line security. This was highlighted to staff during the staff Inset.
- 8.4 YM thanked DC on behalf of the Governing Body for the work she had done over the summer.

## 9. GRADES 2020

- 9.1 The results were very positive.
- 9.2 The whole process was very thorough and we now have about 20 students who are appealing.
- 9.3 A Level results day was a real shock and it has now emerged that teachers' grades were not looked at.
- 9.4 BH stressed that we had expected a 'bumper' year after tightening 6<sup>th</sup> Form entry. The system had created a lot anxiety but we did get students into both Oxford and Cambridge.
- 9.5 Only a handful of students will be doing the Autumn exams.
- 9.6 The final six pages of the Item 9 paper is devoted to a list of updated documents received from Ofqual / DoE between 12/06/2020 and 28/08/2020. This just highlighted the chaos.
  - Q Were any students affected by the lower grades i.e. did any of them lose university place.**
  - A Oxford and Cambridge relented after Eleni Bray (EB) spoke with them. Some students have deferred and some took their insurance place so nobody lost out.**
- 9.7 RK thanked the school and LS congratulated them for navigating their way through it.

## 10. BUILDING PROGRAMME:

- 10.1 BH reported that building contractors have not yet been appointed. He met with Portacabin last week and will meet them again next week. Although he has been told the crane will be in before Christmas BH is not confident this will happen although the budget has now been cleared.
- 10.2 YM reported that BH has kept the Co-Chairs informed over the summer

## **11. HEADTEACHER'S REPORT**

- 11.1 BH highlighted that HD is currently chasing Redbridge to fill the spaces in Year 7 with those on the waiting list.
- 11.2 EB has been told not to take any more students as Sixth Form is full.
- 11.3 The following day there would be filming on site to record a virtual tour of the school to replace the usual Year 6 Open Evening.

**Q Will the school impose fines for non-attendance and how will this be managed?**

**A Attendance is good. Those who are off have valid reasons for being and we have procedures in place to work with these families. Students with family members who are shielding have produced valid medical evidence for doing so.**

**Q Referring to the list of A Level subjects which was part of Paper 1 – was this all the subjects?**

**A Physics and Politics was missing. BH agreed to email staff to get up-to-date numbers for these two subjects and circulate this to Governors.**

- 11.4 There have been no exclusions.
  - 11.5 Although there will be no school play an on-line Black History Month concert is being investigated.
  - 11.6 Duke of Edinburgh award is still going ahead but without the overnight camping.
  - 11.7 The numbers for Sixth Form seem good.
- Q Were the external Sixth Form candidates what you expected?**
- A Yes**
- 11.8 Paper 2 highlighted the format the two Inset days took at the start of the term.
  - 11.9 BH met with the staff in two halves rather than all together.
  - 11.10 Lots of work is being done around emotional and academic recovery.
  - 11.11 Referring to the Professional Handbook for this academic year BH pointed out that a School Closure addendum should have been included although school closures are not planned.
  - 11.12 A fire drill will have to happen soon. This will override the one-way system.
  - 11.13 YM thanked BH again for the informative report which was produced in spite of everything else that is happening.

## **12. GOVERNOR TRAINING**

There was nothing to report about training.

## **13. GOVERNOR VISITS:**

May be necessary for some meetings to take place through Teams.

## **14. CHAIR ACTION:**

RK reported that he had been kept up-to-date with events

## **15. TIME AND DATE OF NEXT MEETING**

The next Full Governing Body meeting will be on Tuesday 8<sup>th</sup> December 2020

## **16. AGENDA ITEMS FOR THE NEXT MEETING**

- 16.1 Recovery Plan
- 16.2 Operational Plan which will be Covid related.
- 16.3 YM asked for a written report from students asking how they feel things are working

**17. ANY OTHER BUSINESS:**

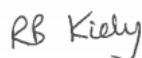
SM was thanked for his work as a Parent Governor.

**18. 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.

<b>Actions Required</b>	<b>Responsible</b>	<b>Completed by</b>
3.3 HD will email all Governors asking for volunteers to fill in any gaps for Link Governor.	HD	ASAP
5.1 HD agreed to forward a scanned copy of the minutes to RK for signature.	HD	18/09/2020
7.19 BH agreed to circulate a short finance report from Shelley Axtell, after the meeting.	BH	ASAP
8.2 Page numbers to be added to Child Protection and Safeguarding Policy with Procedures	DC	ASAP
11.1 HD to chase Redbridge to fill Year 7 spaces from the waiting list	HD	On-going
HD to remind BH to circulate up-to-date A Level subject list and numbers	HD/BH	ASAP

Chair: Ray Kiely



Sign:

*Electronic signature due to Covid restrictions*

Date: 08-12-2020