

# Wanstead High School

## Education with Character

- Redbridge Lane West, Wanstead, London E11 2JZ
- Tel: 020 8989 2791 • Email: whs@wansteadhigh.co.uk
  - Website: www.wansteadhigh.co.uk



Headteacher: Miss E Hillman

### ORDINARY MEETING OF THE GOVERNING BODY OF WANSTEAD HIGH SCHOOL TO BE HELD ON THURSDAY 23<sup>RD</sup> MARCH 2023 AT 18:30PM, MEMBERSHIP

Name	Role	Start	End
Hannah Fisher	Co-opted, Chair	12/12/2022	11/12/2026
David Wills	Co-opted, Co-Vice Chair	13/10/2020	12/10/2024
Liz Smith	Co-opted, Co-Vice Chair	06/03/2022	05/03/2026
Emma Hillman	Headteacher	01/09/2022	31/08/2026
Vacant	<i>Elected Staff</i>		
Vacant	<i>Local Authority</i>		
Maggie Leggett	Parent	07/12/2021	06/12/2025
Sara O'Donnell	Parent	07/12/2021	06/12/2025
Donna Cini	Co-opted (staff)	06/03/2022	05/03/2026
Noreen Sarwar	Co-opted	10/12/2019	09/12/2023
Anya James	Co-opted	12/12/2022	11/12/2026
Ian Selby	Co-opted	12/12/2022	11/12/2026
Alison Tobe	Co-opted	12/12/2022	11/12/2026
Vacancy	<i>Co-opted</i>		
Vacancy	<i>Co-opted</i>		
Sarah Williams	Business Manager	N/A	N/A
Helen Davies	Clerk to the Governing Body (Outgoing)	N/A	N/A
TBC, Juniper	Clerk to the FGB (Interim)	02/01/2023	31/08/2023

#### PRESENT:

Hannah Fisher	Co-opted, Chair
David Wills	Co-opted, Co-Vice Chair
Liz Smith	Co-opted, Co-Vice Chair
Maggie Leggett	Parent Governor
Sara O'Donnell	Parent Governor
Anya James	Co-opted Governor
Ian Selby	Co-opted Governor
Alison Tobe	Co-opted Governor

#### IN ATTENDANCE:

Emma Hillman	Headteacher
Donna Cini	Co-opted Staff Governor
Sarah Williams	Business Manager
Shevanah Burdett	Clerk, Juniper Education

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

- Apologies for absence were not received from or consented for Noreen Sarwar. There had been no notification of any other business to record.

#### 2. MEMBERSHIP OF THE GOVERNING BODY

- Governors took a vote to appoint Harry Caswell and Ellen Lake as co-opted Governors to the Governing Body.
- Unfortunately no members of staff had put themselves forward for the staff governor vacancy.
- It was explained that a Local Authority governor was still required.



<ul style="list-style-type: none"> <li>It was further explained that from after the Easter half term Fiona will take over the admin for governor meetings and she will also be undertaking the admin for exclusions.</li> </ul>
<b>3. DECLARATION OF INTERESTS</b>
<ul style="list-style-type: none"> <li>All those present confirmed that they had neither received nor given any gifts or hospitality since the last meeting.</li> </ul>
<b>4. MINUTES OF THE LAST MEETING</b>
<ul style="list-style-type: none"> <li>Governors considered the minutes of the meeting held on 12th December 2022 and also the minutes of the Committee meetings held on 6th February 2023.</li> <li>The Headteacher confirmed to governors that item 2 should be carried over. It was noted that 15.1 should be 5.1. It was confirmed that Governor services had been updated by the clerk. Their Headteacher informed governors of that another round of Disclosure and Barring Service (DBS) checks should be carried out.</li> </ul>
<b>5. MATTERS ARISING</b>
<ul style="list-style-type: none"> <li>Governors considered matters arising from the previous meeting minutes: <ul style="list-style-type: none"> <li>The Headteacher informed governors that there will be interviews for the Assistant Headteacher role and requested input from governors.</li> <li>The Headteacher queried with governors if they have access to the Governors Hub website. All governors confirmed that they do have access to the website. (<b>Action for Helen Davies</b>) to update the website to confirm that 7.4 had been completed. The Headteacher confirmed that sections 12.2, 14, 16, 17, 19 and 20 is now complete.</li> <li>The Chair noted that it would be useful to have page numbers on the minutes.</li> <li>The Headteacher informed that alcohol on the premises should link to the staff Christmas party after pupils had left the site.</li> <li>(<b>Action to Clerk</b>) newly appointed governors Harry Caswell and Ellen Lake, to be added to future meeting agendas.</li> </ul> </li> </ul>
<b>6. REPORTS FROM COMMITTEE MEETINGS</b>
<p><b>(5.1) Resources Committee Minutes</b>  The Headteacher informed governors that both sets of minutes will be uploaded onto the Governor Hub. Governors attention turned to the Resources Committee minutes, the Headteacher explained that a key issue is salaries because the government has increased pay for all staff but not provided the school with any additional funds to support this. Governors attention was turned to contracts, the Headteacher explained that the contracts that requires reviewing are the cleaning, energy and catering.</p> <p><b>(5.2) Behaviour and Personal Development Minutes</b>  The Headteacher informed governors that a Behaviour Policy had been drafted but there has not yet been a parent or pupil feedback session. The Headteacher noted that trigger points had been revised in the new Behaviour Policy. It was further noted that when a child hits the trigger point, currently a computer generated letter will be sent to the parent. It was further explained that more work needs to be completed with reasonable adjustments for children or with Special Educational Needs and Disabilities (SEND). The Headteacher further explained to governors about there is a new Deputy Headteacher for behaviour and they would present the Behaviour Policy to the BAPD Committee or could attend FGB if necessary. (<b>Action</b>) the two new Deputy Headteachers are to be added to the next away day that the school will be hosting.</p> <p><b>(5.3) Spotlights</b>  The Headteacher informed governors that there will be a focus on reviewing particular subject areas including maths, science and geography. This is part of a new proposal for quality assurance and would feed into new policy for next year, Spotlights consist of department reviews designed to support and enable leaders to improve their subject areas;</p>

this also supports with confidence for Ofsted preparation. It was explained to governors that maths and science had input from the Seven Kings Partnership. It was suggested that there needs to be a model at the school over what the school does to support development of staff with an emphasis on positive and constructive feedback.

## 7. LINK GOVERNORS

- The Headteacher explained to governors at that the new governors roles will be confirmed by the next meeting and that a protocol for visits will be developed.

## 8. HEADTEACHER'S REPORT

- The Headteacher informed governors that the report will be shared with them in the near future. The Headteacher informed governors that there had not been capacity to review many aspects of the data due to a lack of a data manager.

### **(8.1) Quality of Education**

The Headteacher informed governors that a key matter regarding the school currently is the quality of education. In questions raised by a governor, should Creative Arts and Humanities should have link Governors. However, it was explained that link governors will focus on core areas this year and will be reviewed for the next academic year. **(Action)** all governors to be sent the link for Governor Hub they all can see all documents that are uploaded onto the website.

### ***A governor queried if they would be able to receive the pupils in the school data and be able to compare them to London and UK data overall?***

The Headteacher explained that London does not publish its data as a data set. It was noted that a new Data Manager had now been appointed so there will be more clear data provided to governors in future. **(Action)** The Headteacher to check attendance figure for non PP in Year 8.

### **(8.2) Maintenance**

The Headteacher explained to governors that there had been no maintenance carried out at the school in a number of years. The Headteacher explained that as a result there will be a plan put in place for maintenance of the school including painting and this plan will be shared with the Local Authority. **(Action)** The Headteacher will be taking governors around the school site to show all the works that need to be carried out at the next governor meeting at 18:00 on Monday the 15<sup>th</sup> of May 2023.

### **(8.3) Events**

The Headteacher informed governors that we the school will plan a transition evening event at the school for parents and it would be good if for governors to attend where possible. **(Action)** this is to be added to governors diaries.

### **(8.4) Human Resources**

The Headteacher explained to governors that there was no Human Resources Manager in post for a while at the school however one was appointed and commenced work in November 2022. Governors were also informed that staff absence is currently high but there was a plan to understand the reasons for this and put the right support in place as necessary and manage through the sickness policy. It was further explained to governors that there was no benchmarking in place currently for how much of the absence is related to work related stress or any other reason. We would consider the best systems to support HR Management in the summer term and after the new Data Manager has started.

### **(8.5) Suspensions & Permanent Exclusions**

The Headteacher informed governors that the correspondence and behaviour records in pupil suspension documents will be included in future to governors. The Headteacher also explained to governors that time will be built into the process for governors to receive all documents at the same time that all included in the suspension receive them. The

Headteacher further explained that the documents would be redacted as necessary, and that there should be a written risk assessment, the minutes in permanent exclusion needed to be explicitly clear. **(Action)** training and training days to be sent out to governors. **(Action)** Michelle will meet with governors in the next meeting.

## **9. OPERATIONAL BRIEFING**

### **(9.1) Timetable, Curriculum, Staffing Update & Planned Changes**

The Headteacher informed governors of that there was a plan for a staff in analysis and recruitment, it was explained that there is likely to be a high turnover of staff in the school at the end of the year – the school will provide a full analysis of leavers but the Headteacher informed governors that a number of staff were leaving teaching or retiring. At present, only one confirmed leaver is moving to another school

The Headteacher informed governors of a plan to teach children six months of one language and then the preceding six months another language which will enable pupils to be able to choose a single language at the end of the academic year. It was also noted that there are nine forms of entry in the school but only eight forms of children. There is a plan to move Year 7 to a 8 form entry from September 2023. It was also noted that there would be more groups of English and Maths, with tutor groups remaining at a maximum of 30.

Governors attention were turned to Teaching and Learning Responsibility (TLR) Payments, the Headteacher explained there are a large amount of teachers in receipt of TLR payments. **(Action)** additional working hours to be sent to the Headteacher regarding the 6<sup>th</sup> Form department. A proposal was made to governors for the school to have a school dog to support children who have SEND needs. All governors agreed to consider this idea although the possibility of allergy to pet dander and subsequent anaphylaxis was raised as a significant consideration.

- **(9.2) School Site Update**

The Headteacher explained to governors that staff have requested for CCTV to be added to the new block. It was also noted that there is a rodent issue in the school with mice sighting regularly being reported by pupils and staff.

- **(9.3) Industrial Action**

The Headteacher explained to governors that there is possible strike action on the Thursday 27<sup>th</sup> April and Tuesday 2<sup>nd</sup> May 2023, as well as potential internal action.

## **10. OPERATIONAL CHANGES**

It was noted that a 32.5 hour staff week will be discussed at the Resources Committee.

## **11. GOVERNORS' ACTION PLAN**

Chair's Briefing of Outline Plan - There was a request for input & ownership of tasks.

## **12. ANY OTHER BUSINESS**

- There had been no notification of any other business to record.

## **13. CONFIDENTIALITY**

Governors were reminded that the signed minutes of every meeting of the Governing Body should, as soon as possible, be made available at the school to persons wishing to inspect them. It was noted that it was for the Governing Body to consider which items, if any, should be treated as confidential and excluded from publication. This may include details relating to prospective governors (in line with GDPR) or other items that are confidential in nature.

## **14. DATE OF THE NEXT MEETINGS**

Monday 15<sup>th</sup> May 2023

Meeting closed at 22:00