

Wanstead High School

Education with Character

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Headteacher: Miss E Hillman

FULL GOVERNING BODY MEETING OF WANSTEAD HIGH SCHOOL HELD ON MONDAY 15 MAY 2023 AT 6.30 PM

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 |
| Harry Caswell | Co-opted | 23/03/2023 | 22/03/2027 |
| Ellen Lake | Co-opted | 23/03/2023 | 22/03/2027 |
| Sarah Williams | Business Manager | N/A | N/A |
| Karen Redmond, Juniper | Clerk to the FGB (Cover) | N/A | N/A |

PRESENT:

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| Hannah Fisher | Co-opted, Chair <i>via Teams</i> |
| David Wills | Co-opted, Co-Vice Chair |
| Liz Smith | Co-opted, Co-Vice Chair <i>via Teams</i> |
| Maggie Leggett | Parent Governor |
| Sara O'Donnell | Parent Governor |
| Harry Caswell | Co-opted Governor <i>via Teams</i> |
| Ellen Lake | Co-opted Governor |
| Noreen Sarwar | Co-Opted Governor |
| Ian Selby | Co-Opted Governor |
| Emma Hillman | Headteacher, ex-officio |
| Donna Cini | Co-opted (staff) |

IN ATTENDANCE:

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| Sarah Williams | Business Manager |
| Karen Redmond | Clerk, Juniper Education <i>via Teams</i> |

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| 1. | WELCOME AND APOLOGIES FOR ABSENCE |
| | Apologies for absence received and accepted from Anya James and Alison Tobe. |
| 2. | REQUEST FOR ANY OTHER BUSINESS/CONFIDENTIAL ITEMS |
| | <ol style="list-style-type: none">1. Sabbatical Policy/request2. Stage 3 Complaint3. Team Building meeting <p>Confidential items to be taken at item 14</p> |



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| 3. | DECLARATION OF INTERESTS |
| | <p>There were no new declarations of business interests and no Governor recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting.</p> <p>Governors NOTED the requirement to complete a business interests form if they had not already done so.</p> <p style="text-align: right;">Action Governors</p> |
| 4. | MINUTES OF THE LAST MEETING |
| | <p>Governors AGREED that the Chair and the Headteacher should 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.</p> <p>The Minutes of 20 October and 12 December will 2022 also be reviewed to ensure they were a true reflection of the meeting and any addendums will be presented for approval at the next meeting.</p> <p style="text-align: right;">Action Chair and Headteacher</p> |
| 5. | TERMS OF REFERENCE FOR BEHAVIOUR, ATTITUDES AND PERSONAL DEVELOPMENT COMMITTEE (BAPD) |
| | Governors APPROVED the terms of reference for BAPD. |
| 6. | REPORTS FROM COMMITTEE MEETINGS |
| 6.1. | <p>Resources Committee Minutes – Governors AGREED that the Chair and Headteacher should 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.</p> <p style="text-align: right;">Action Chair and Headteacher</p> |
| 6.2. | Behaviour and Personal Development: Minutes to follow Action Cttee Clerk |
| 6.3. | Quality of Education: Minutes to follow Action Cttee Clerk |
| 7. | GOVERNOR ROLES & RESPONSIBILITIES |
| 7.1. | <p>Governors AGREED the committee membership and noted that the Chair and Vice-Chair roles will be elected at the next scheduled meeting.</p> <p style="text-align: right;">Action Chair/Clerk</p> |
| 7.2. | <p>Governors AGREED the Link Governor roles to allow monitoring visits to be arranged with named staff from 22 May 2023 onwards for completion by the end of the summer term.</p> <p style="text-align: right;">Action Governors</p> <p>The monitoring schedule was available on the Google Drive to receive updates. The Chair advised that the Google Drive folder structure was under review.</p> <p>Governors NOTED the following documents to reviewed at the next meeting for the next academic year:</p> <ul style="list-style-type: none"> 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 <p style="text-align: right;">Action Chair</p> <p>Q. How frequent should monitoring visits be? A. The protocol currently states there should be two visits per year which will be reviewed at the end of this academic year.</p> |

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| 8. | GOVERNORS' ACTION PLAN |
| <p>8.1.</p> <p>8.2.</p> <p>8.3.</p> <p>8.4.</p> <p>8.5.</p> | <p>Contact details – Governors were requested to review their contact details and to advise of any changes or gaps in information.</p> <p style="text-align: right;">Action Governors</p> <p>Skills matrix – Governors NOTED the skills matrix and were reminded to add their skills if they had not already done so.</p> <p style="text-align: right;">Action Governors</p> <p>Training matrix – Governors NOTED the training matrix and were reminded of the need to complete allocated statutory training, and recommended training, and to share any useful resources. Please contact the school to book any courses with the London Borough of Redbridge (LBR)</p> <p style="text-align: right;">Action Governors</p> <p><i>Q. Can Governors use other platforms for training?</i> <i>A. The preference was for Governors to use the subscription to LBR courses for statutory requirements e.g. exclusions, and to use The Key and the National College for additional training courses. Safeguarding training will be provided at the beginning of the year by the Designated Safeguarding Lead at the school.</i></p> <p style="text-align: right;">Action Headteacher</p> <p>Governors NOTED the requirement to arrange link visits before the end of term as discussed earlier.</p> <p>Risk Register (all committees & working groups)</p> <p>Governors NOTED the draft Risk Register which had been discussed at the Quality of Education Committee. Committees to review and add any relevant risks for review at the next meeting.</p> <p style="text-align: right;">Action Chairs of Committees</p> |
| 9. | BUDGET 2023-2024 |
| <p>9.1.</p> <p>9.2.</p> <p>9.3.</p> | <p>Budget 2022-2023</p> <p>Governors NOTED the detailed breakdown of income and expenditure for the year which had been reviewed by the Resources Committee including:</p> <ul style="list-style-type: none"> i. the in-year deficit of £230k as £163k had been taken from the brought forward and been added to revenue expenditure. The actual in-year deficit was £67k ii. the capital expenditure had been used on essential items e.g. extended CCTV, redecoration of the music block, replacement of whiteboards, classrooms computers, and iMacs in the music area iii. staffing expenditure, including agency costs, was 80%; Department for Education (DfE) guidance recommended between 75% to 85% iv. reserves were at 5.1% which was the DfE recommended level v. LBR allocated schools income for a 2.5% pay rise for teachers but the actual cost to the school was 5%. The allocated income for support staff was 2.5% and the actual cost to the school was 9% and that additional expenditure impacted on staffing costs, some of which had to be taken from reserves. Unfunded pay rises remains a big risk for the school and will impact on reserves further which may require the staffing structure to be reviewed. <p>Governors RATIFIED the Redbridge Financial Monitoring Return and closedown for 2022-2023 which had been signed by the Headteacher on 22 March 2023.</p> <p>Governors REVIEWED the Redbridge Budget Plan, and planned use of balances for 2023-2024 which had been reviewed by the Resources Committee including:</p> |

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| | <ul style="list-style-type: none"> i. increased Sixth Form income ii. income relating to government grants for catch up funding and tutoring was diminishing, and schools were expected to contribute 40% this year; the funding was clawed back if not spent iii. LBR has advised the school to budget for 3% for staff pay rises and the school has budgeted for 4%; if higher the costs will need to be taken from reserves iv. income has increased by 5% and expenditure increased by 3% as was planning for a neutral carry forward. The template showed a £75k deficit but that was because £75k will be taken from the carry forward and invested in the capital programme v. £5k will be allowed for contingencies. vi. the staffing structure will remain within the 80% expenditure guidelines. <p>Q. <i>Where was the risk for staffing, was it agency costs or difficulty with recruitment?</i> A. <i>The recruitment process will be much more robust this year. The plan was to ensure the timetable will be covered by permanent staff to ensure quality of education and provision for students.</i></p> <ul style="list-style-type: none"> vii. the three year budget has a notified income rise of 3% but inflation was currently at 10% which will impact the budget and it will be increasingly difficult if there were no further government grants. The Headteacher of Woodbridge High School had written to LBR on behalf of borough schools regarding financial sustainability. The letter was available on the Google Drive under Committees, Resources viii. the school was working with EPI to provide a 10 year estate strategy; the capital programme will be included within that strategy. <p>Q. <i>How often did the FGB review the budget to date?</i> A. <i>The Resources Committee reviewed the budget at every meeting and the school was required to submit a return every quarter to LBR.</i></p> <p>Governors AGREED the budget for 2023-24.</p> <p>9.4. Governors AGREED the Statement of Internal Controls (SIC) to 31 March 2023.</p> <p>9.5. Governors RATIFIED the Schools Financial Value Standard (SFVS) which had been approved by Mr Wills on 24 April 2023 following review at the Resources Committee.</p> <p>Governors NOTED the five key actions to address this year.</p> |
| 10. | PREMISES |
| | <p>Governors NOTED the first draft plan for summer 2023 projects and the rationale for each proposal; the capital expenditure allocated was £150,000.</p> <p>The school was working with EPI to manage the programme as a quick turnaround was required for the tender process and appointing contractors. The top priorities were reviewed alongside the School Improvement Plan and the final plan will be discussed and agreed with the senior and middle leadership teams. The site team will be able to carry out some improvements themselves.</p> <p>Q. <i>How much had the external space been impacted by building work and was that linked with the works on the leisure centre?</i> A. <i>The field causes huge concern as was out of bounds for many months of the year as it was waterlogged. There was an improvement to one end of the field by tarmac being laid at a cost to LBR of £400k but lack of access or space for students was not taken into account by them for during the works. Various options were under discussion for the field and the</i></p> |

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| | <p><i>school was awaiting a feasibility report to improve drainage for year round use. This will be kept under review by the Resources Committee.</i></p> <p><i>Q. Was the structural report available when the capital programme was agreed?</i></p> <p><i>A. The school did not have the report but the school was not paying for the structural repairs as that was the responsibility of LBR.</i></p> <p><i>Q. Will the structural repairs be prioritised by LBR?</i></p> <p><i>A. The Director of Education for LBR had intervened as there was no response from the LBR Capital Team but the school had still not received a visit. The Headteacher advised that she will write to LBR and the matter should be added to the Risk Register.</i></p> <p><i>Q. Will the works be completed over the summer term?</i></p> <p><i>A. It was hoped that the works will be completed over the summer but the full plans have not yet been received from EPI. An update will be provided at Resources Committee.</i></p> |
| 11. | POLICIES |
| 11.1 | <p>Leave of Absence</p> <p>Governors NOTED that the existing policy was based on a LBR model policy and had been approved by unions. The policy had been reviewed with HR advice to provide a fairer policy and follow standard practice at other schools, and staff and unions had been consulted on with feedback incorporated into the policy.</p> <p><i>Q. Could point C1, for death of an immediate family member, be increased from three days to five days.</i></p> <p><i>A. Yes, for immediate family only.</i></p> <p>Governors APPROVED the policy with a two year review period.</p> |
| 11.2 | <p>Pay Policy addendum for recruitment & retention incentives and benefits</p> <p>Governors AGREED the proposal to provide the Headteacher with a fund, at a sum to be agreed, which would provide flexibility to recruit high quality candidates. Governors requested that the Headteacher provide a regular report to the Resources Committee on the use of the fund and for permission if further funds were required.</p> <p style="text-align: right;">Action Headteacher</p> <p>Governors RATIFIED the policy which had been agreed at the Resources Committee.</p> |
| 11.3 | <p>Whistleblowing</p> <p>Governors APPROVED the model LBR policy which had been reviewed by the Resources Committee.</p> |
| 12. | WHAT MAINTAINED SCHOOLS MUST PUBLISH ONLINE – UPDATED APRIL 2023 |
| | <p>Governors NOTED the updated 'Collecting and publishing governing board diversity data' to clarify that information should be widely accessible to members of the school community and the public.</p> <p>Governors NOTED: https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#full-publication-update-history</p> <p>Headteacher advised that the website will be reviewed during the summer term. Chair advised that any missing information not gathered as part of the 2023 Governor Action Plan will be included in the 2023-2024 Governor Action Plan which is being drafted.</p> |

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| 13. | OPERATIONAL UPDATE |
| 13.1 | <p>Strike</p> <p>Governors NOTED the ACAS Agreement between the school and the National Education Union dated 28 April 2023 following negotiations with union representatives, the Headteacher and supported by Governors.</p> <p>Governors NOTED that point 18 had not yet been finished and further talks will take place next week. The agenda for the next meeting will include point 1, a joint staff survey, and point 18, union attendance at informal meetings and confidentiality of internal NEU communications.</p> <p>The agreement had been shared with staff and no comments have been received to date.</p> <p>The Headteacher thanked the Chair and Ellen Lake for their support during the negotiation process.</p> <p><i>Q. How were relations with the unions now and had there been any further demands?</i> <i>A. The Headteacher advised that she had thanked unions for working constructively with the school. There had been questions about emails which will be addressed.</i></p> <p><i>Q. Were there any monitoring visits that should temporarily be put on hold.</i> <i>A. Governors were to wait for confirmation from the Headteacher that she had spoken to senior and middle leaders before contacting them to arrange a convenient time after 22 May 2023. The leaders will be asked to disseminate information through department meetings and minutes.</i></p> |
| 13.2 | <p>Recruitment</p> <p>i. Governors</p> <ol style="list-style-type: none"> a. Mr Wills had tendered his resignation with effect from 31 July 2023. Governors offered him thanks for all his support. b. Ms Cini had tendered her resignation with effect from 16 May 2023. Governors thanked her for all her support. c. Another staff election process will commence. d. three candidates were being interviewed for the co-opted roles and one candidate through LBR to provide a full complement by the end of term. <p>ii. Staff</p> <ol style="list-style-type: none"> a. there were significant issues for Mathematics as three members of staff, including the Head of Department had resigned. The school had been unsuccessful in recruiting quality candidates so far, which means there is a risk that agency staff would have to be used b. to-date the school was unable to identify suitable candidates for Physics, Chemistry or Computer Science. Computer Science staffing is a national issue, so if necessary timetabling for some years may need to be reduced if the school are unable to appoint c. the field for English candidates so far had been weak this year d. there were two vacancies to fill for the current Head of Year 9 and Year 11 which have not been filled yet but interviews are ongoing. <p><i>Q. Were the resignations in Mathematics expected?</i> <i>A. Not for the Head of Mathematics post; the member of staff had sought a position that provided a better work/life balance. A communication will be shared with parents once the recruitment plan had been completed.</i></p> |

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| 13.3 | <p><i>Q. Will the lack of a teacher for Computer Science impact on examination classes?</i> <i>A. No, as the option choices will not shared until June and will not be offered if the school was without a teacher but was optimistic at the moment.</i></p> <p><i>Q. Can the Seven Kings Partnership loan support?</i> <i>A. The support rarely included recruitment.</i></p> <p><i>Q. Had the school appointed an Assistant Headteacher?</i> <i>A. Yes, the school had successfully appointed a quality candidate who will join the Teaching & Learning team.</i></p> <p><i>Q. Could Governors receive a staffing organisation chart?</i> <i>A. A staffing structure for September will be provided by the end of term.</i></p> <p style="text-align: right;">Action Headteacher</p> <p>Premises</p> <p>Governors NOTED the Structural Engineer’s Multi-Defect Inspection Report dated 4 May 2023 and that the school was and waiting for a response from LBR as it did not have the funding to pay for the repairs. The school was hoping to be reimbursed the condition survey fee of £10k by LBR as it was their asset.</p> <p>The hoarding will be removed this weekend and the field will hopefully then be open for students. Students will receive a full presentation on how to move around the site. An additional five midday assistants had been appointed to manage the site safely.</p> <p>The noise level in the examinations hall had been tested and was below expected levels. Everything went smoothly today.</p> |
| 14. | ANY OTHER BUSINESS / CONFIDENTIAL ITMES |
| | <p>1. Sabbatical Policy</p> <p>Governors NOTED that a request had been made for a leave of absence for one year.</p> <p>The Headteacher advised that her rationale for refusing the request was that:</p> <ul style="list-style-type: none"> i. the school did not currently have a Sabbatical Policy ii. the request was submitted with two weeks notice <p><i>Q. What would be the view of a request in a shortage area?</i> <i>A. As there was no policy in place, the view would be same especially with the lateness of such a request. The school will consider putting in policy in place in the future with advice from LBR but proposed there should be a minimum of sixth months’ notice for any such request.</i></p> <p><i>Q. Was there a purpose to the sabbatical?</i> <i>A. There was no specific reason for the request.</i></p> <p>Governors AGREED that the member of staff should be informed by the Headteacher that due to the lateness of the request and there being no policy in place yet at the school the request was declined.</p> <p style="text-align: right;">Action Headteacher</p> <p>2. Stage 3 Complaint</p> <p>Governors NOTED that they may be required to form a panel under the published Complaints Policy to hear a Stage 3 complaint. The parent has 10 working days to submit that request and the Headteacher will keep the Chair informed of any communications.</p> |

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| | <p>3. Team Building meeting</p> <p>Governors were reminded to complete the Doodle poll for the team building meeting. Governors AGREED that the Business Manager and HR Manager should be invited to attend.</p> <p style="text-align: right;">Action Governors</p> <p>There were no confidential items.</p> |
| 15. | DATE OF THE NEXT MEETINGS |
| | Monday 17 July at 6.30 pm |

Meeting closed at 8.40 pm

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 | |
| 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 | Open | |
| 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. Behaviour and Personal Development Minutes to follow Quality of Education: Minutes to follow | Chair/ Head Clerk Clerk | 17.07.23 Asap Asap | Open Pending Pending | |
| 15.05.23 – item 7.1 | Committee Chair and Vice-Chair roles to be elected at the next scheduled meeting. | Clerk | Summer term meetings | Pending | |
| 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. 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 | Link Govs Chair | July 2023 17.07.23 | Open Pending | |
| 15.05.23 – item 8.1 | Review contact details and make of any changes or complete gaps in information. | Govs | Asap | Open | |
| 15.05.23 – item 8.2 | Complete the skills matrix if not already done so. | Govs | Asap | Open | |
| 15.05.23 – item 8.3 | Complete allocated statutory training, and recommended training | Govs | Ongoing | Open | |
| 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 | |

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| 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 | |
| 15.05.23 – item 13.2 | Staffing structure for September to be provided by the end of term. | Head | July 2023 | Pending | |
| 15.05.23 – item 14.1 | Headteacher to advise member of staff that their request for one year sabbatical had been declined | Head | Asap | Pending | |
| 15.05.23 – item 14.3 | Governors were reminded to complete the Doodle poll for the team building meeting. | Govs | Asap | Pending | |