

**WANSTEAD HIGH SCHOOL GOVERNING BODY  
MINUTES OF THE GOVERNING BODY MEETING  
20<sup>th</sup> October 2022 at 6PM**

<b>Present</b>			
Local Authority	Parent	Headteacher	Co-opted
Vacancy	Sara O'Donnell (SO)	Emma Hillman (EH)	David Wills (DW) Liz Smith (LS) Noreen Sarwar (NS)
<b>Staff</b>			
Donna Cini (DC) Ian Sweet (IS) Veronica Knock (VK)			

In Attendance: Sarah Williams (SW) School Business Manager  
Helen Davies (HD) Clerk to the Governing Body

The Governing Body agreed to deal with the third and fourth items on the agenda first.

**3. ELECTION OF A TEMPORARY CHAIR FOR THIS MEETING**

3.1 David Wills agreed to Chair this meeting as a temporary Chair person.

**4. ELECTION OF A TEMPORARY VICE-CHAIR FOR THIS MEETING**

4.1 Liz Smith agreed to continue as Vice-Chair for the purpose of this meeting.

**1. WELCOME AND APOLOGIES FOR ABSENCE:**

1.1 Maggie Leggett had sent her apologies for this meeting which were accepted by the Governing Body.

**2 DECLARATION OF INTERESTS:**

2.1 There were no declarations of interest in any of the agenda items.

**5. MINUTES OF THE LAST MEETING:**

5.1 EH highlighted that these minutes had not gone before the Chair (who had resigned since the last meeting), which is the normal procedure for minutes before being circulated.

**6. MATTERS ARISING**

6.1 EH asked that the pages of the minutes be numbered in the future.

6.2 EH agreed that an Away Day (point 7.11) to established how the Governing Body and EH can work together in a positive way would be helpful. She pointed out that the Ofsted 'window' will open in January. A decision needed to be taken as to where the Away Day would take place.

6.3 EH suggested that Ogugua Okolo-Angus (OOA), who she would be meeting in January could be asked to come in to give the Governing Body some Ofsted training.

6.4 EH also asked that the Minutes be rearranged so that action points are clearer. She agreed to forward examples to HD for her to work from.

6.5 It was reported that necessary updates had been made to the Policies covered at the last Full Governors' Meeting.

6.6 EH highlighted that how governors are communicated with should be done through a school email rather than personal emails. HD now has the necessary emails and would share them with Governors the following day.

**7. MEMBERSHIP OF THE GOVERNING BODY**

7.1 SW spoke about the constitution of the Governing Body. EH expressed a wish for Governors with specific skills which ideally would be co-opted Governors The current Instrument of

Governance states that 3 parent governors are required, although HD pointed out that 2 is the legal requirement. SW stressed that the document stating 3 were required was a Local Authority document and as such the Local Authorities approval is needed to change it.

7.2 EH agreed to speak with Jagdeep Singh from Governor Services about reducing the number of parent governors to 2.

7.2.1 The current vacancies are 1 Local Authority governor and 3 co-opted governors.

7.2.2 DW explained the process for recruiting new Governors. Potential Governors would be invited in for a 15 minutes conversation with current Governors. LS stressed how important it is that new Governors are aware of what an important commitment being a Governor is.

**Q Who will do the interviews?**

**A A the moment DW and LS, but they would be happy for other Governors to be involved.**

7.2.3 EH thanked DW and LS for their work in trying to get this situation resolved.

7.3 Governors were asked to update their details on Governor Hub if there had been any changes.

7.4 The Governing Body discussed the issue of disqualification of Governors for non attendance at 2 consecutive meetings without a valid reason. Again it was stressed that the importance of the commitment needs to be addressed. This can be set as part of the criteria for being a Governor and needs to be added to the Code of Conduct.

7.5 Current Governors have all had DBS checks completed. HD to check that Governor Services have up-to-date details.

7.6 Current Governor details are up-to-date on GIAS.

7.7 IS's term of office will end on 10<sup>th</sup> December 2022 and he was thanked for the work he has done for the Governing Body.

## **8 ELECTION OF CHAIR**

8.1 The Governing Body agreed that a succession plan needed to be in place before the election of both the Chair and Vice Chair this was discussed.

8.2 The usual length of office for the Chair has always been one year with re-election at the first meeting of the autumn term.

## **9. ELECTION OF THE VICE-CHAIR**

9.1 Similar to the Chair's term of office, the Vice Chair's term of office is usually one academic year.

## **10. CHAIR'S REPORT**

There was nothing to report under this item.

## **11. CODE OF CONDUCT**

11.1 Governors need to acknowledge and sign the Code of Conduct indicating their agreement to the conditions included.

## **12. REVIEWS IN THE SUMMER TERM**

12.1 EH stressed that the previously circulated reviews for Teaching and Learning, SEN and Behaviour, should not be taken out of context. EH suggested that the reviews should be read in conjunction with the school's Self-Evaluation (SEF). IS however asked that it be discussed at this meeting.

12.2 EH highlighted that school improvement had already started and that the reviews and SEF are two very different documents.

12.3 IS suggested a programme for visits for governors and he feels that governors have been kept at arms length. He also said he did not feel the reports were fair to the previous Acting Headteacher as these things had been going on before his time. IS went on to say that governors need to be more involved to see the school 'warts and all'.

- 12.4 EH did say that the quality of information given to governors has not been good enough. The Headteacher's report seems to have been subjective and very narrative driven. She queried how the school could operate without a HR manager as there are a number of outstanding staff issues, including absence. Governors have not been given the right information so they can't ask the right questions.
- 12.5 IS also felt that questions needed to be asked about Sixth Form.
- 12.6 DS made the point that we need people with the right skill set in order to challenge.
- 12.7 It was highlighted that the reviews made very harsh reading although EH reiterated the context.
- 12.8 It was however, said that there is some excellent practice in school.
- 12.9 The point was made that PE GCSE is given half the teaching time of other GCSE subjects. These are things Governors should be aware of so they can question.

**Q Can we have some pupil subject data?**

**A EH agreed to share this information the following day.**

- 12.10 DW pointed out that Governors have not had much data over the last few years although it should still be there.
- 12.11 The school currently has no data manager although VK told the Governing Body the school were just not getting applications.

**Q Is there a teacher shortage?**

**A This is a national issue.**

- 12.12 EH did point out that the reviews are for the sole use of the school and will not be viewed by anyone else.
- Q Were they to present a balanced view of the school or were they to dig things out.
- A They may have been an aide for EH. EH did not think SLT were spoken to and the feeling was that the reviews were not wanted by a strong union body so no effort was made to make a show for Ogugua.
- 12.13 The Safeguarding Audit was done by a different company and as such would not be recognised by Redbridge.
- 12.14 The Behaviour review was commissioned by the Local Authority and showed that a lot of work needs to be done on how staff deal with conflict.
- 12.15 The SEN review was also commissioned by the Local Authority and showed that massive amounts of work needed to be done which has already started with the new SENCO.
- 12.16 Governors acknowledged there is useful information in all of the reviews which has fed into the School Improvement Plan.
- 12.17 Moving forward EH expressed that she would like these external reviews annually if not biannually, where appropriate. She stressed that Ofsted would ask to see the SEF first.

**13 SCHOOL SELF-EVALUATION**

- 13.1 EH explained that she would be going over the SEF during the half term as she was more familiar with the school and would update throughout the year.
- 13.2 Pupils surveys such as those done in the summer term, will be reinstated as pupil voice is very important.
- 13.3 It has become apparent that a small number of students truant lessons. This needs to be reviewed.
- 13.4 There needs to be a shift in culture around this. EH highlighted that when Deputy Headteacher, Helise Martin (HM) joins the school in January she will have a lot to do.
- 13.5 EH also stressed that behaviour is everyone's responsibility.

**Q** What instigated the 'lockdown'?

**A** There had been an incident outside the school and it was unclear if there was any danger to people in the school so a 'lockdown' was generated until things became clear. The incident did not last long and students were able to leave school at the correct time.

**Q** What is a Section 128?

**A** This is something that has to be done for Governors through the DfE website. It has been done for the current governors.

**Q** What about the Well Being Room?

**A** This is to be looked at although it is not at the top of the list.

**Q** Has this been communicated to students?

**A** Yes it has been advertised in assemblies.

### **13. SCHOOL SELF EVALUATION**

13.1 EH will review and make changes as appropriate.

### **14 SCHOOL IMPROVEMENT PLAN**

14.1 This will be sent out prior to the next meeting.

14.2 EH would like certain parts to be more specific around data although some of the data is not yet available until we have a data manager.

### **15 HEADTEACHER'S PERFORMANCE MANAGEMENT**

15.1 The panel will be appointed at the next meeting.

### **16. SAFEGUARDING UPDATE**

16.1 The Safeguarding Policy has previously been circulated to Governors. It was acknowledged that there is a lot more for governors to be aware of in this edition. It will need ratifying in the next Full Governing Body meeting

16.2 DW agreed to be the Safeguarding Governor going forward.

16.3 Governor Safeguarding training would be arranged for a later date.

### **17 COMMITTEES AND GOVERNOR LINK REPORTS**

17.1 The make up of the Committees was agreed as follows:

17.1.1 Quality of Education

Melanie Steel – Senior Deputy Headteacher

Noreen Sarwar

Maggie Leggett – Possible Chair

Ian Sweet

17.1.2 Resources

Emma Hillman

Sarah Williams

Sara O'Donnell

David Wills

17.1.3 Behaviour

Helise Martin

Noreen Sarwar – Chair

Donna Cini

Ronnie Knock

Liz Smith

### **17.3 GOVERNOR LINKS AND MONITORING CYCLE FOR 2022-23**

17.3.1 Governors had already seen and agreed some of the updates to the list of Link Governors which HD would update.

### **17.4 STAKEHOLDER STEERING GROUP**

Q Is this separate from the Resources Committee?

A Yes – this group needs two or three governors to meet fortnightly.

17.4.1 EH referred the Governing Body to the circulated plans. The work shown on the plans was due to start the following Monday. It showed that hoarding was to be erected 3 metres from the Science block.

17.4.2 There would be no recreation space left.

17.4.3 The 3 main exits would be unusable.

17.4.4 There had been no consultation before this was agreed.

17.4.5 The Local Authority have realised that this can't be done on Monday but this is what it is going to look like.

17.4.6 The solutions put forward in a recent meeting with Colin Stewart included

- Move the playground to the leisure centre car park and put a temporary multi storey car park on the roof of the leisure centre.
- concrete half of the field
- create new exits.

None of these solutions are feasible.

Q Is it right that the building work can't start until this happens?

A Exactly.

17.4.7 CS had a conditions survey from 2019.

17.4.8 No one has thought about the logistics or the impact on education.

17.4.9 It will also impact on staff morale.

17.4.10 Yet again the school is the last to hear of it.

17.4.11 It will affect everything from school applications to recruitment.

Q What can we do?

A We can't do anything until we know what they are doing.

17.4.12 EH stressed that Governors do need to walk around the site. It will be out of action from November to March.

17.4.13 EH also pointed out that Governors should be given accident reports so that they can ask questions.

17.4.14 This is now a political solution project rather than a building project and it feels like the stakes are high.

17.4.15 The Local Authority will come up with a plan for displaced students but the question is how will the school run.

17.4.16 Every meeting things have changed.

17.4.17 Perhaps the school should go down the safeguarding route.

**Q Can we call time on this?**

**A We need a legal brain for this.**

17.4.18 SO believes this is it is now political rather than legal

17.4.19 The view was put forward that parents should be involved as well.

17.4.20 EH agreed to contact Judicium the school's legal team if and when appropriate.

17.4.21 SO, DC, EW and LS all agreed to be part of the Steering Group.

**Q How do we move forward with the Building Work?**

**A SO agreed to do a political mapping over the half term.**

**Q Are the classrooms discussed at previous meetings, now fit for purpose?**

**A That issue has now been resolved.**

17.5 GDC Training

17.5.1 DW agreed to do this training. HD would contact him with dates and confirmation.

## **18. SUSPENSIONS AND PERMANENT EXCLUSION GUIDANCE**

18.1 Attention was given to the previously circulated 'School Suspensions and Permanent Exclusions Guidance (July 2022).

18.2 EH confirmed that HM would take the Behaviour Committee through this.

## **19 WEBSITE COMPLIANCE**

This is something that needs to be look at closely to ensure compliance.

## **20 POLICIES**

20.1 HM will work on the Behaviour Policy

20.2 DC explained that changes in the policy are highlighted.

20.2.1 There have been changes in personnel.

20.2.3 There are now clear definitions of abuse.

20.2.4 The Appendices give information on how to react if a child makes a disclosure.

20.2.5 The Policy was approved in principle.

## **21 GOVERNOR TRAINING**

21.1 SO agreed to share her recent Ofsted training.

21.2 The Borough had recently shared a training booklet which had been circulated with Governors. HD would book Governors on any required training courses.

## **22 ANY OTHER URGEN BUSINESS**

22.1 NEU Letter

22.1.2 EH explained that the letter had been sent to the Chair of Governors at a time when the Chair had resigned and had not been replaced. Everything that had been asked from them was within teachers' pay and conditions.

22.1.3 EH believes there is indicative talk about whether they should strike.

22.2.3 EH did not want to put the staff present in an uncomfortable position although staff confirmed there were no NEU members present.

**Q Are they asking that Governors override your decisions?**

**A I think so.**

22.2.2 This is operational rather than strategic which is outside Governors' remit.

22.2.4 There is nothing wrong with anything that has been done.

**Q How are changes communicated?**

**A By email.**

22.2.5 The established workload agreement does not seem to exist

Q How do you respond?

A EH believes they are doing a well being survey with members which she thinks will come back to governors.

22.2.6 HD was asked to forward her earlier holding reply to the NEU reps on to DW.

22.2.7 EH has been transparent by emailing staff.

22.3 Details of three forthcoming trips aboard had been circulated to Governors.

22.3.1 EH did acknowledge that is it not usual for trips to come to Governors but she wanted trips aboard to have their approval and this would be included in the new Policy.

22.3.2 Governors approved the 3 trips presented:

- Andalucía, Spain – 23<sup>rd</sup> May 2023 until 26<sup>th</sup> May 2023

- Paris, France – 23<sup>rd</sup> May 2023 until 26<sup>th</sup> May 2023

- Barcelona, Spain – 20<sup>th</sup> February until 23<sup>rd</sup> February 2023


23 **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 Governor Body to consider which terms, if any, should be treated as confidential and excluded from publication.

The meeting ended at 20:50.

**ACTION POINTS**

<b>Minute Point</b>	<b>Action</b>	<b>Responsibility &amp; Timeline</b>
6.1	EH asked that pages of minutes be numbered	HD
6.4	EH asked that action points in minutes be made clearer and agreed to send HD examples	EH
6.6	HD agreed to circulate Governors' new school emails the following day.	HD – 22/10/2022
7.2	EH agreed to contact Jagdeep Singh from Governor Services about changing the number of Parent Governors stated in the Instrument of Governors from 3 to 2	EH - ASAP
7.5	HD to check Governor Services have up-to-date Governor information	HD - ASAP
12.9	Governors asked for subject data which EH agreed to share the following day	EH – 22/10/2022
13.1	EH to review the School Self Evaluation over half term and as and when appropriate throughout the school year	EH 24-28/10/2022
14.1	SIP will be sent out prior to the next meeting	TBC
15.1	Appointment of Headteacher's Performance Management Panel	TBC
16.3	Governor Safeguarding training to be arranged for a later date	TBC
17.3.1	Link Governors' list to be updated	HD – ASAP
17.4.12	Governors' tour of the building site to be arranged	SW/EH
17.4.20	EH agreed to contact Judicium regarding the building works	EH
17.4.21	SO agreed to do a political mapping over the half term.	24-28/10/2022
17.5.1	HD to contact DW with GDC training dates.	ASAP

	<b>Chair's Signature</b>
<u>David Wills</u>	<b>Chair's Name</b>
<u>12<sup>th</sup> December 2022</u>	<b>Date</b>