

Wanstead High School

Education with Character

Redbridge Lane West, Wanstead, London E11 2JZ

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Headteacher: Miss E Hillman

| Name | Initials | Role | Start | End |
|---|----------|--------------------|------------|------------|
| Ian Selby | ISE | Co-opted, Co-Chair | 12/12/2022 | 11/12/2026 |
| Ellen Lake | ELA | Co-opted, Co-Chair | 23/03/2023 | 22/03/2027 |
| Emma Hillman | EHI | Headteacher | Ex-officio | Ex-officio |
| Donna Cini | DCI | Elected Staff | 17/07/2023 | 16/07/2027 |
| Nichola Baker | NBA | Local Authority | 17/07/2023 | 16/07/2027 |
| Maggie Leggett | MLE | Parent | 07/12/2021 | 06/12/2025 |
| Sara O'Donnell | SOD | Parent | 07/12/2021 | 06/12/2025 |
| Liz Smith | LSM | Co-opted | 06/03/2022 | 05/03/2026 |
| Anya James | AJA | Co-opted | 12/12/2022 | 11/12/2026 |
| Alison Tobe | ATO | Co-opted | 12/12/2022 | 11/12/2026 |
| Harry Caswell | HCA | Co-opted | 23/03/2023 | 22/03/2027 |
| Briony Labram | BLA | Co-opted | 17/07/2023 | 16/07/2027 |
| Andrew Higgins | AHI | Co-opted | 01/08/2023 | 31/07/2027 |
| Sarah Williams | SWI | Business Manager | N/A | N/A |
| Anesta Broad (LB of Havering Governor Services) | HGS | Clerk to the FGB | N/A | N/A |

Full Governing Body (FGB) Meeting Minutes Monday 18th March 2024 at 6.30pm – 9.00pm

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| PRESENT: | Nichola Baker Donna Cini Andrew Higgins Emma Hillman Briony Labram Ellen Lake Maggie Leggett Sara O'Donnell Ian Selby Liz Smith (via Teams) |
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| | Alison Tobe |
| IN ATTENDANCE: | Anesta Broad Anne Leach-Hurst (ALE) Sarah Williams |
| APOLOGIES | Harry Caswell |

| Item | Details |
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| 1.0 | <p>1.1 Welcome Governors and ALE were welcomed to the meeting by the Chair ISE. <i>ALE left the meeting.</i> <i>LSM joined the meeting.</i> Governors discussed the potential appointment of ALE as a governor and agreed to appoint her to the Governing Body, and that based on her knowledge and experience she would be suited to join the QoE committee. <i>ALE rejoined the meeting.</i> ALE was appointed as a Co-opted Governor for a 4-year term from 18 March 2024 to 17 March 2028.</p> <p>1.2 Apologies for absence Apologies for absence were received and accepted from HCA. No apologies were received from AJA. Consent for all absences with apologies was given.</p> <p>1.3 Requests for Any Other Business (to be taken at Item 18) The following additional items were tabled:</p> <ul style="list-style-type: none"> ● Pupil admission numbers <p>ALE would be required to complete the Governor Annual Declaration of Interests form prior to the next FGB.</p> <p style="text-align: right;">ACTION: ALE / SWI</p> <p>1.4 Confidential Items (to be taken at Item 19) There were no confidential items at this point of the meeting tabled for discussion.</p> |
| 2.0 | <p>2.0 Declarations of interest No new declarations of interests were received.</p> |
| 3.0 | <p>3.1 Minutes of Meeting The minutes of the previous FGB meeting held on 22 January 2024 were approved with the following amendments:</p> <ul style="list-style-type: none"> ● 7.2 Change the action to ELA. ● 9.4 Change to “The GIAS (Getting Information About Schools) entry would be updated by F Rutland.” <p>3.2 Matters Arising The following updates to the Action Log (not included elsewhere on the agenda) were noted:</p> <p>3.2.1. <u>Skills matrix (15/05/23 item 8.2)</u>: Submissions outstanding from LSM. New Governors would be required to complete the skills matrix as part of the forms for their induction. BLA should liaise with ALE to update the skills matrix.</p> <p style="text-align: right;">ACTION: LSM, ALE, BLA</p> <p>3.2.2. <u>Staffing structure chart (15/05/23 item 13.2)</u>: Current organisational chart would be recirculated to Governors.</p> <p style="text-align: right;">ACTION: EHI / FRU</p> |

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| | <p>3.2.3. <u>Pecuniary interest (23/24 001)</u>: Governors outstanding need to complete their Governor Annual Declaration of Interests form. ACTION: ATO, LSM, HCA, AJA, AHI and BLA</p> <p>3.2.4. <u>KCSIE 23/34 (23/24 005)</u>: Key changes in the KCSIE guidance included an update to online monitoring and filtering, which all schools were required to have robust systems in place. ATO observed the school’s processes during her last visit. Schools were also required to inform candidates that online checks would be carried out. The guidance on how to respond to allegations had been updated which was now reflected in the safeguarding policy. The school was on top of the changes and this was reflected within the school policies. A summary of KCSIE changes was saved on the Google drive for governors to read. LSM needed to complete the annual Safeguarding training. ACTION: LSM</p> <p>3.2.5. <u>Ofsted Readiness (23/24 009)</u>: Feedback had been received. Governors were interested in receiving Ofsted Governing Body training on this topic by HGS. ACTION: HGS</p> <p>3.2.6. <u>Bios & Headshots (23/24 012)</u>: Meeting minutes and meeting attendance record would be added to the school website. GovernorHub would be used for maintaining an audit trail primarily for archiving final meeting packs and governance documents. ATO and ALE bios were required for the school website. ACTION: ATO / ALE</p> <p>3.2.7. <u>Prevent training (23/24 013)</u>: Some Governors still needed to complete the Home Office Prevent training. ACTION: All Governors</p> <p>3.2.8. <u>GIAS (23/24 014)</u>: GIAS would be updated to include ALE. ACTION: FRU</p> <p>3.2.9. <u>Code of Conduct (23/24 015)</u>: The Governor’s Code of Conduct had been updated and a final copy placed in Google Drive folder 1.1.</p> |
| <p>4.0</p> | <p>4.1. Chair’s Urgent Actions It was noted that the cleaning and catering contracts had been signed.</p> <p>4.2. To report on any correspondence received or meetings attended The PTA had written a response letter thanking the Governing Body for its support. The PTA Quiz night was on 22 March 2024 and was attended by 5 governors. The Co-Chairs had attended the Redbridge Local Authority (LA) Chair’s Update on 12 February 2024. It was highlighted that the waiting list for CAMHS was currently 18 months. It was reported that the Palestine conflict had become increasingly challenging to manage in schools. The LA were restructuring which would result in the loss of 22 jobs and would gain 18 new staff. The Governance Handbook had been updated and renamed to the Maintained School Governance Guide.</p> |
| <p>5.0</p> | <p>5.1. Report from Training Governor BLA explained that the Governor onboarding document had been updated and saved to the Google Drive for review by SWI. BLA would go through onboarding with ALE and any other new governors. ACTION: SWI and HGS</p> <p>New ID/access passes would be required for AHI, NBA, BLA, ALE and ABR. ACTION: FRU</p> <p>The link to the Maintained School Governance Guide had been circulated to Governors. All governors had access to GovernorHub. All Governors were required to have up to date DBS checks and safer recruitment training. DBS details and a copy of Governors’ proof of ID were</p> |

held by the school on the SCR. Governors were asked to update the training log, and also let SWI know if any booked training was cancelled so that refunds could be requested.

ACTION: All Governors

5.2. Training requirements and/or training courses/conferences attended since the previous meeting

All Governors were required to complete Fire Safety, Data Protection and Cyber Security eLearning on National College, and the Home Office Prevent training.

ACTION: All Governors

6.0 6.1 BAPD Committee Update

- Further initiatives for cover staff had been introduced including a handbook that would be completed by the end of the Spring term.
- The alternative provision proposal and Behaviour Policy would be reviewed in the Summer Term.
- Behaviour issues around edibles and vaping had been discussed. The SLT had explained the interventions put in place to address the known behaviour issues and associated risks. External support from Fusion was being explored. A vape detection system covering a small area in the 6th form toilet was being installed and trialed. A response strategy to vape alerts with appropriate sanctions needed to be drafted. A further roll out may be considered following a review of the impact of the system. Many other secondary schools were starting to invest in vape detection systems, and intelligence would be shared with other schools in the LA. Until governors/the LA had a coherent vaping strategy, the school would need to invest in on-site deterrents. The school's first response would always be about safeguarding. Suspension would be considered for repeat vaping actions. This would be updated and reflected in the Behaviour Policy.
- The committee had discussed pupil attendance in the Autumn Term. The workload of the Pastoral Manager had gradually increased. The LA School Improvement Officer confirmed that the attendance policy and process was robust.
- Changes to the mobile phone policy had been discussed. There had been a positive response from Year 7 parents in relation to collecting mobile phones at the start of the school day.
- The one-way system would be reintroduced. The objective was to reduce the traffic in the corridors.

6.2 QoE Committee Update

- The committee had discussed the LEARN drop-ins which had looked positive and were well supported.
- The main meeting discussion centred on Science and the associated risks. Close monitoring would continue and the situation revisited in the coming weeks.
- The narrative around Maths was positive.
- The recent PE spotlight was not very positive. However, it was agreed that the risks associated with PE could be reduced as a result of the appointment of the new Director of Sport. His addition to the SLT was essential and it would be good for raising the standards and opportunities. It was suggested that the new Director be invited to an upcoming meeting.

ACTION: EHI

- Governors should talk about literacy in their link visits to make sure there was a consistent approach to literacy throughout the school.

6.3 Resources Committee Update

- Resignation dates had passed for the Spring Term. Flexi requests and staff working hours were currently being reviewed. The agency staffing costs remained very high. The new catering and cleaning contracts were in place commencing in April 2024. Caterers were due

to meet with pupils and parents before the end of the Spring Term which would be followed up by SWI.

ACTION: SWI

- Mr Ali demonstrated Edulink at the last Committee meeting, which was a communications system linked with SIMS. The system was based on real time data and could be used for distributing newsletters, notices and reports. A key aim was to ensure that the system was adopted by all users.
- The three-year financial plan was discussed. There were many moving parts that influenced the final submission including the outstanding build, the need to plan for real term reduction in income whilst expenditure and operating costs were increasing, whilst ensuring the surplus was not excessive. The current surplus had reduced to 3%. We need to make sure funds were allocated properly.
- The capital bid would fund the fire alarm system and LED lighting in three instalments. A further capital bid may fund the replacement of the Science block roof, however the state of the building framework needed to be confirmed.
- The caterers had agreed to capital investment in the outdoor hut (as part of their 5-year contract). Consideration was being made on how to raise funding for an outdoor canopy.

It was noted that additional spending may be required on catch up activities for Science pupils. The National Tutoring Programme was in place for this year. Additional interventions for Year 11s had been arranged for weekends and over the Easter holidays. Science interventions for Year 9 and 10 would be considered. Science options for the current Year 9s had been reduced to only allow for two triple Science groups moving forward. It was noted that the QoE committee had not felt that sufficient Science support was yet in place for the current Year 10s. It was queried if alternative support would be put in place, potentially funded by the PTA, if the NTP funding did not extend past the current academic year. EHI explained that tutoring was not always the solution for all pupils particularly if the quality of tutoring was not sufficient.

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| 7.0 | <p>7.1 Link Governor Reports There were no Link Governor reports to note.</p> <p>7.2 Review Link Visits ATO completed a Safeguarding link visit on 11 March. During the visit, ATO met with DCI, inspected the Single Central Register and discussed Safer Recruitment. The link report would be shared at the next FGB meeting. AHI completed a Pupil Premium link visit in February 2024 and would share the link report at the next FGB. LSM had completed a History link visit. The History teachers had undertaken a review of the curriculum and had managed their resources well. LSM would arrange a Staff Wellbeing Link visit with EHI at the start of next term. LSM would share the link report at the next FGB. BLA noted that the Science link visit had been postponed to allow further time for changes in the department to settle. NBA would follow up with HMA on a SEND visit. The review report had yet to be disseminated.</p> <p style="text-align: right;">ACTION: ATO, AHI, LSM, NBA</p> |
| 8.0 | <p>8.1 Build Update Building work was progressing which was positive. Some architectural drawings had been shared. There were a number of outstanding issues to be resolved which included who would be responsible for fixtures and fittings. Dates had not been confirmed for specific milestones or a clear completion date (cited as either Summer or Autumn 2025) which made it difficult to plan for the handover and full access. Communication between parties remained poor but a separate meeting with the LA would be arranged in order to ascertain clarity. A parent group had expressed concerns about the build and the probable finish date. A schedule of works had still not been provided. The LA had been emailed in regards to transforming the old kitchen into a</p> |

SEN and sensory area with flexible classroom space and toilets. The LA had previously indicated that some funding may be available for this specific area of work.

8.2 Governor Recruitment Update

There was currently one Governor vacancy on the Governing Body, and potentially one more if AJA stepped down. Good responses had been received when vacancies were shared on socials. Governors were asked to keep an eye out for potential candidates.

8.3 IT & Cybersecurity Update

AHI explained that introducing multifactor authentication required further consideration and would need to be discussed with the unions. Contrary to advice from the LA, companies were moving to longer security passwords rather than strong passwords because they were harder to hack and break.

8.4 Suspensions and Permanent Exclusions Update

Refer to the confidential minutes.

8.40pm LSM left the meeting.

8.5 Unions

The Co-Chairs had met with the NEU representatives. Whilst governors had worked to diffuse the situation and listened to their concerns, most of the issues raised were national and not personal to the school. A formal written response was required. Behaviour in the school was deemed by the NEU as unacceptable but there was a disconnect around where the behaviour responsibilities of pupils lay. The messaging was that everybody in the school needed to know, understand and implement the Behaviour Policy if there was to be real change. All the SLT had contributed to the guide that was being prepared for staff.

The national strike action over pay was out of the school's control.

9.0 Policies for approval

9.1 The Admission Arrangements were approved.

9.2 The Sixth Form Admissions Policy was approved. EHI explained that Colin Stewart at the LA had been contacted for advice on what narrative could be added to the Sixth Form Admission policy in regards to pupil behaviour, however, no response had yet been received. It was proposed that a condition would be added to the Behaviour Policy explaining that pupils would be put on a 12-week contract in response to behaviour issues. EHI would seek advice from ASCL.

ACTION: EHI

9.3 The following policies reviewed by the BAPD Committee were approved:

- (a) Children with Health Needs Who Cannot Attend School Policy
- (b) Educational Visits Policy
- (c) Harmful Sexual Behaviour Policy
- (d) Supporting Pupils with Medical Conditions Policy

9.4 The following policy reviewed by the QoE Committee was approved:

- (a) Examinations Policy

9.5 The following policies reviewed by the *Resources* Committee was approved:

- (a) CCTV Policy
- (b) Freedom of Information Policy
- (c) Health & Safety (including First Aid & Fire Action Plan) Policy
- (d) Managing Menopause in the Workspace Policy (LA policy)
- (e) Maternity, Paternity, Adoption, Fostering and Parental Leave Policy (LA policy)
- (f) Privacy Notice
- (g) Whistleblowing Policy (LA policy)

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| | <p>The Staff Work Life Balance and Wellbeing Policy was shared for consideration only pending a response to NEU consultation. The Accessibility Plan would be reviewed by the Resources committee in April following feedback from the LA.</p> <p style="text-align: right;">ACTION: Resources Committee</p> |
| 10.0 | <p>10.0 Scheme of Delegation</p> <p>The Chairs of Committees, ELA and EHI would cross check the draft scheme of delegation by the end of March.</p> <p style="text-align: right;">ACTION: Committee Chairs / EHI / ELA</p> |
| 11.0 | <p>11.1 Terms of Reference</p> <p>The Terms of Reference for the following committees were received and noted:</p> <ul style="list-style-type: none"> - BAPD - QOE - Resources <p>All Committee terms of references were agreed subject to the Committee Chairs reviewing for consistency against the Scheme of Delegation.</p> <p style="text-align: right;">ACTION: Committee Chairs</p> <p>11.2 Membership</p> <p>The Committee memberships were reviewed. ALE was invited to join the QoE Committee. No other changes were required.</p> |
| 12.0 | <p>12.0 SDP</p> <p>The SLT would review the SDP in the coming weeks as some areas needed to be recalibrated, particularly on the areas that the NEU was expressing discontent. Some areas had already been changed, whilst others had been completed where there was capacity. There was more known information than at the start of the academic year that would inform and change the SDP. The SDP would be reviewed at the first Summer Term FGB meeting.</p> <p>It was suggested that the SDP needed to be given more time for discussion in the next FGB. Agreed that the item would be added higher up the agenda in the May meeting.</p> <p style="text-align: right;">ACTION: EHI / HGS</p> |
| 13.0 | <p>13.0 Budget Monitoring</p> <p>The school was broadly in line with average annual staff expenditure, which was currently at 82% of the budget in comparison to a nation average of approximately 85%. This would be monitored.</p> |
| 14.0 | <p>14.0 SFVS</p> <p>The SFVS was reviewed by ISE and SWI and worked in conjunction with the 3-year plan. There were two parts that required action. JRP organised a structural survey during the February half term and the outcome report was yet to be received.</p> <p>The SFVS was approved and would be submitted to the LA by 31 March 2024.</p> |
| 15.0 | <p>15.0 Risk Register</p> <p>Risk 12 – PE department: The risk had been reduced from red to amber as the likelihood was reduced from three to two.</p> <p>Risk 7 – Upper playground wall: The recent structural survey deemed that the issues were cosmetic rather than structural. The risk would be closed once the maintenance plan was completed.</p> <p>Risk 8 – Science block: The integrity of the structure had been assessed as part of the estate strategy and the outcome would be shared with governors once completed.</p> <p><i>9.13pm MLE left the meeting.</i></p> |

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| | <p>An Ofsted preparation meeting was being planned for middle leaders on a Friday afternoon and Saturday morning. The review of safeguarding would also form part of the meeting. The Pupil Voice outcome was strong but further exploratory work was required. More pupil voice opportunities would be created during the Summer term. The Pupil Council was set up and delivering feedback. Plenty of work was needed on supporting the Year 10s which was a specific focus for Ofsted. Leaders throughout the school needed to be regularly engaging with pupils, as well as actively modelling the behaviour policy and safeguarding. Greater strategic leadership of SEND was needed. The SEND review would be shared at the next meeting.</p> |
| 16.0 | <p>16.0 Website Work on the school website was required. Ideally, an apprentice would be recruited to build the new website. The aim was to launch after Easter or after the May half term, subject to design approval.</p> |
| 17.0 | <p>17.0 Forthcoming Meeting Schedule & Reports Due Proposed agenda for the next two FGB meetings would be circulated for review.</p> <p>The following items were agreed for inclusion in the next FGB meeting:</p> <ul style="list-style-type: none"> - Termly financial budget update. - Pupil premium strategy outcome report - Review of the risk register - Health & Safety report - Link reports <p style="text-align: right;">ACTION: ELA / HGS</p> |
| 18.0 | <p>18.0 Confidential Items There were no further confidential matters discussed.</p> |
| 19.0 | <p>19.0 Any Other Business – Admissions Numbers EHI explained that there was initial concern that the building works would have deterred some parents from applying for a place at the school. Last year, 261 applications for Year 7 were received and this year 264 applications had been received for 240 places. The primary school roll was falling and it was expected that this would impact secondary schools in the next 3 to 5 years.</p> |

Meeting closed at 9.35pm.