

**KING EDWARD VII SCHOOL  
MINUTES OF FULL GOVERNING BODY MEETING  
HELD REMOTELY**

**Tuesday 1 February 2022, 5.30pm – 7.30pm**

**PRESENT:**

Peter Dickson, <b>Chair of Governors</b> (PD) Linda Gooden, <b>Headteacher</b> (LGO) Michael Williams (MW) Clare Allison (CA) Huw Parker, Deputy Headteacher (HP) Samantha Bailey (SB) Charlie O'Daly (COD)	Mike Heselton (MH) Kate Williamson (KW) Michael Davison, Business Manager (MPD) Tzameret Rubin (TR) Carol Addy (part attendance), Head of Learning Support and SEND Catherine Jackson (part attendance), Assistant Headteacher Inclusion
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No.	ITEM	ACTION
1.	<b>Elect a vice chair</b>	
	PD said there had been one nomination received from Kate Williamson and he accepted her nomination. MW and LGO seconded the nomination. PD congratulated KW to the position of vice-chair. KW said she was looking forward to fulfilling her duties.	
2.	<b>Apologies for Absence (received)</b> Sue Hammersley (SH), Emma Titterington-Giles (ETG), Will Giles (WG), Heather Stewart (HS)	
	<b>Absence (apologies not received): N/A</b>	
3.	<b>Declaration of any Pecuniary Interests relevant to this agenda and to ensure the register of pecuniary interests for all Governors and Staff is up to date</b>	
	None declared.	
4.	<b>Confirmation of the minutes of the previous meeting and report on matters arising from the minutes on 23 November 2021 – decisions and information</b>	
	<p><b>Link governing board vacancies and governor recruitment:</b> LGO – discussions to follow - agenda item. HP briefed curriculum leaders at a recent curriculum leaders' meeting.</p> <p><b>Website update/review:</b> MPD said this review has now commenced. MPD and COD have spoken with two external providers and will make a recommendation shortly.</p> <p><b>OFSTED preparation - Six character benchmark document:</b> LGO said this was circulated to governors following the full Governing Board meeting in November 2021.</p>	<b>MPD</b>
5.	<b>Update and presentation on Special Educational Needs and Disabilities in the School</b>	
	PD welcomed the SENDCO and AHT Inclusion who delivered their presentation on the above to the Governing Board. Key points as follows: <ul style="list-style-type: none"> <li>• Vision of the Learning Department</li> <li>• Context of SEND</li> </ul>	

	<ul style="list-style-type: none"> <li>• Progress of key groups at key stages – all students on track and doing very well</li> <li>• Attendance – Sheffield average for SEND: School is well above Sheffield average and national much of the time.</li> <li>• SEND support available in School: Curriculum is accessible to all students regarding of their special need or disability.</li> <li>• Developments 2021-2022.</li> <li>• Quality of Education process completed with a focus for SEND across the School in December 2021 and findings shared with the Leadership Team and curriculum leaders.</li> </ul>	
<b>6. Headteacher’s Report for February 2022</b>		
	<ul style="list-style-type: none"> <li>• LGO will present detailed reports of Quality Assurance findings at the Curriculum and Performance Committee meeting on 9 February 2022.</li> <li>• Recovery curriculum has been implemented across all departments.</li> <li>• LT members have viewed responses from parents from the survey conducted in the summer term and have followed up on the action points. Progress review document reformatted as one of the points raised.</li> <li>• Staff wellbeing survey – high level of response from staff. Results shared with the whole staffing body on 7 December 2021 at the full staff meeting.</li> <li>• Busy period of staff recruitment – some are new posts to the School.</li> <li>• Performance Management Review Meetings conducted and were successful.</li> <li>• Permanent exclusion of a Year 7 student: An Independent Review Panel Appeal hearing took place on Friday 28 January 2021 and the panel upheld the Governing Board Disciplinary Panel’s decision to permanently exclude the student.</li> </ul> <p>Governors were invited to ask any questions on the above.</p> <ul style="list-style-type: none"> <li>• COVID-19 contingency plan shared with parents/carers.</li> <li>• The School will step down cautiously in the non-wearing of masks.</li> <li>• Need to balance the safety measures with keeping the School open so that students can access their learning face to face in School.</li> </ul> <p>Governors were invited to ask any questions on student progress to HP. Governors were satisfied with the information provided by LGO.</p> <p>HP explained that it is looking likely that exams will go ahead this summer unless unforeseen circumstances prevent this.</p>	
<b>7. Review of Sexual Abuse in Schools and Colleges, OFSTED report, June 2021 and King Edward VII School’s position – update</b>		
	<p>LGO updated the Governing Board on the above work:</p> <ul style="list-style-type: none"> <li>• In June 2021 OFSTED published a report in response to information that had reached the national press on the number of cases of sexual harassment in Schools, along with a lot of other information used to produce the report. A statement was made that schools need to assume that sexual abuse is taking place on some level – no school can state that they do not have an issue with this.</li> <li>• A contextual summary has been distributed to governors reiterating the School’s position.</li> <li>• The School has a strong PSHE department – confident teachers to deliver content in an age appropriate way. The School’s curriculum leader of</li> </ul>	

	<p>PSHE was commissioned to develop schemes of work recently that are being delivered across the city.</p> <ul style="list-style-type: none"> <li>• A sexual abuse working group has been set up. High quality training be delivered to staff in March 2022. A survey will be produced for the whole student body to undertake to capture their experiences on a range of things under the safeguarding umbrella.</li> <li>• A strategic plan has been produced.</li> <li>• A clear line of reporting is followed.</li> </ul> <p>PD invited questions from governors. All were satisfied with the information provided.</p>	
<b>8.</b>	<b>Review of the Governing Board's Action Plan 2021-2022 (red, amber, green)</b>	
	<p>PD said this was signed off by him and VK at the end of the last academic year. Governors went through each section and RAG'd (red, amber, green) each item with regard to progress made so far.</p>	
<b>9.</b>	<p><b>Reports from Governors' Committees:</b></p> <p><b>Finance, Premises and Personnel – MPD - Wednesday 26 January 2022:</b></p> <ul style="list-style-type: none"> <li>• Staffing, covered by LGO above</li> <li>• Contract and supplier matters</li> <li>• Renewal of the SIMS contract for a further three years</li> <li>• Replacement of the next phase of photocopiers at Upper School - contract due for renewal.</li> <li>• Finance update given</li> <li>• The signing off of the School's private fund audit from 2020-2021.</li> <li>• Discussion on the GDPR site audit that took place in January 2022 - awaiting results.</li> <li>• Premises discussed</li> </ul> <p><b>Curriculum and Performance – KW - Wednesday 17 November 2021</b></p> <ul style="list-style-type: none"> <li>• Intervention funding for KS3, KS4 and KS5 – how it is spent and allocated.</li> <li>• Discussed evaluating and evidencing the quality of education – LGO gave an update and this has been referenced in this evening's discussions above.</li> <li>• Early Careers Teacher policy discussed and ratified.</li> <li>• Children Looked After Policy - discussion – changes made and will be ratified at the next meeting.</li> </ul>	
<b>10.</b>	<b>Strategic meetings with the Chair and Headteacher – areas addressed since the last meeting of the full Governing Board</b>	
	<ul style="list-style-type: none"> <li>• LGO updated the Governing Board on areas addressed.</li> </ul> <p><b>Link Governors:</b> The document was reviewed.</p>	
<b>11.</b>	<b>Early Career Teacher Policy</b>	
	Discussed at the Curriculum and Performance meeting on 17 November 2021.	
<b>12.</b>	<b>Any other business</b>	
	<b>Inclusion and Learning Service consultation on the proposed calendar and term dates for 2023-2024 and Year 7 transition days:</b> LGO said transition days have been recommend to take place on specific dates prior to the transfer of students to secondary schools and this suggestion has been advocated by	

	<p>Headteachers in representative groups. For 2023-2024 it has been recommended that transition visits take place on Wednesday 5 and Thursday 6 July 2022. The School will have its visits on Thursday 6 July 2022 as this takes into account the timing of work experience visits and staff being available etc. Governors were happy with these proposals. LGO and PD to sign off the document to return to the Local Authority.</p> <p><b>Governors' Allowances Policy – MPD:</b> The School needs to be in possession of such a policy to provide advice on any costs incurred by governors while fulfilling their duties. The policy explains what circumstances might be eligible to claim for and the process to go about doing this. The policy is based on the Local Authority standard policy. Governors agreed the content and ratified the policy.</p>	<p><b>LGO, PD</b></p> <p><b>MPD</b></p>
	<p><b>Meeting closed at 7.40pm</b>  <b>Date of next meeting: Tuesday 26 April 2022</b></p>	