

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

**Tuesday 2 February 2021
5.30pm – 7.25pm**

PRESENT:

Peter Dickson, Chair of Governors (PD) Verity Kemp, Vice Chair of Governors (VK) Linda Gooden, Headteacher (LGO) Michael Williams (MW) Clare Allison (CA) Huw Parker, Deputy Headteacher (HP) Heather Stewart (HS) Mike Heselton (MH) Samantha Bailey (SB) Kate Williamson (KW)	Patrick Creedon, Assistant Headteacher, Key Stage 3 (PC) (part attendance) Honey Smith (HSm) Will Giles (WG)
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IN ATTENDANCE:

Jo Jackson, Clerk to the Governors

No.	ITEM	ACTION
1.	Apologies for Absence (received) Sue Hammersley (SH), Tzameret Rubin (TR), Emma Titterington-Giles (ETG), Michael Davison, Business Manager (MPD)	
	Absence (apologies not received): N/A	
2.	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 N/A	
3.	Confirmation of the minutes of the previous meeting and report on matters arising from the minutes on 24 November 2020 - decisions and information MH's suggestion from the full Governing Board meeting on 22 September 2020 that LGO take some of the emails received from parent/student queries relating to COVID-19 and create a standard communication/FAQ document which could answer questions on bubble sizes, why other schools are not self-isolating a whole year group etc: LGO said governors' have received the Headteacher's letters and information sent to parents/carers. Positive feedback has been received regarding the documents produced by LGO. VK said she finds the documents and letters very useful. School Self-Evaluation Framework 2020-2021; Stakeholder voice: This work is progressing. LGO met with the Administration Manager to discuss and plan.	
4.	Headteacher's Report for February 2021 LGO presented and talked through her report. Changes in policy from the Government - LGO felt it important to praise LT members, staff and governors in how far they have been willing to go to make sure everything works well in School. The School's core business is to ensure	

<p>everything works well for students in relation to teaching and learning. Systems are in place to support key areas. LGO said although COVID-19 has been devastating it has been a catalyst for change and innovation. The School will continue to ensure it delivers the best possible structure for students as it emerged from the pandemic. Responses received from curriculum leaders via line management meetings have been fabulous.</p> <p>COVID-19 Risk Assessment: LGO said this is a large document. She has updated it. LGO will continue to update it periodically and will share the key changes with staff as they come through.</p> <p>VK said the quality of the School’s risk assessment is very high – risk assessments were a large part of VK’s career life. Governors acknowledged the constant demands on LGO and the LT team in relation to the Government’s requests.</p> <p>Governors were invited to give suggestions in relation to the risk assessment.</p> <p>Governors were satisfied with the information contained in the risk assessment and had no further questions/suggestions.</p>	<p>LGO</p>
<p>Union representatives have made some suggestions which LGO will include in the document.</p> <p>MH asked about children of key workers attending School during the first lockdown. As the definition of key worker has now changed, has this put an extra strain on the School? LGO responded to this question.</p>	<p>LGO</p>
<p>HP gave an update on attendance: excellent attendance especially in PSHE. HP will give a presentation later in the meeting.</p>	<p>HP</p>
<p>LGO said, arising from a review of remote education provision that she conducted with the LT on Wednesday 27 January 2021, based on a DfE document, three areas have been identified to address during twilight sessions this year: 1. Ensure online lessons are accessible to all students, including EAL, SEND and more able students. 2. Explore how student engagement and participation in lessons can be made more interactive. 3. Review and decide which platform will be used in School to hold online events when large numbers of people need to participate.</p> <p>COVID-19 testing in School: LGO said a lot of planning has been carried out by the School and this will be revisited two weeks before the 8 March 2021, when students are expected to return to School, or later if this is the case. LGO gave thanks to PD for completing all the online training sessions required to run the process and for offering to be the project lead. A good number of parents have also responded to the School’s request for volunteers which means that the testing can be adequately staffed. All volunteers will need to attend online training sessions at the relevant time.</p> <p>School Improvement Plan: This document has been RAG’d and shared with the Governing Board.</p> <p>External review of the Learning Support and SEND departments: LGO invited David Bartram to review the School’s provision. The department can now progress to the next level in terms of improvement. David’s report has been</p>	<p>LGO</p>

circulated to the Governing Board and some of the implementations recommended are now in place.

LGO invited questions from governors.

Governors were satisfied with the information provided and had no further questions.

Single Central Record (SCR) - external review: Scott Glover conducted a review and Tom Hall presented a summary of the review to the Finance, Premises and Personnel committee on Wednesday 27 January 2021. Governors registered thanks to Tom.

Structure of the School day from 2021-2022: LGO said this had been reviewed due to the crisis situation caused by COVID-19. SAH and the COVID-19 recovery planning group will focus on what they would like to retain in the new structure. LGO outlined the advantages of the current and the proposed new structure. The new structure for September 2021 has been approved by the LT and was discussed with curriculum leaders at their meeting on Tuesday 2 February 2021. Their points will be revisited at the SLT meeting on Friday 5 February 2021 and at the full LT meeting on Wednesday 10 February 2021.

LGO invited questions from governors.

Governors were satisfied with the information provided and had no further questions.

Financial update: LGO gave an update on this.

HSm asked about School projects funding and LGO provided a response.

Attendance at lessons: Statistics continue to improve, technology has been provided to students and the School is very pleased with the level of engagement.

The School is awaiting information from the Government and Ofqual in relation to summer examinations. Curriculum leaders have shared their views and a questionnaire has been completed and submitted by LGO, HP and SJC. The School is awaiting a response.

LGO invited questions from governors.

Governors were satisfied with the information provided and had no further questions.

Progress of students at KS4 and online learning: HP shared the data contained in the Headteacher's report.

Options process: LGO noted this has now been moved to an online process and is working well – positive feedback received.

LGO referred to the destinations data for Year 11 students in 2020. The statistic is very impressive; only four students were not accounted for when the data were produced for the School. Staff work very hard to ensure students progress to employment, education or training at end of Year 11. Thanks were registered from LGO to all the Key Stage 4 team.

MPD/LGO

HP, LGO

	<p>SEND information report: LGO said it is a requirement for schools to publish this information.</p> <p>LGO invited governors to ask questions regarding the SEND Information Report.</p> <p>VK said the School has a strength in this area in supporting students with SEND needs.</p> <p>Governors were satisfied with the information provided and had no further questions.</p> <p>Secondary school places: LGO explained that this debate takes place every year at this time of year. Developments are taking place in the City. LGO has had a detailed conversation with PD and VK and the School's views have been forwarded to the lead person dealing with admissions across the City. LGO will convene an extraordinary meeting with the lead in Sheffield and the Governing Board.</p>	LGO
5.	Presentation on School Exclusions	
	<p>PC gave a presentation on exclusions. The presentation has been circulated to governors.</p> <p>Governors were invited to ask questions on the presentation and PC responded to them.</p> <p>VK thanked PC and all LT members and staff for their good work in implementing the Consistent Conduct Policy (CCP) and all other School policies which make the above easier. PC said the vast majority of students get on well with each other and they are a pleasure to teach.</p>	
6.	<p>Online learning update:</p> <p>HP updated governors as follows:</p> <ul style="list-style-type: none"> • Student uptake and engagement (statistics) and evidence of reach amongst disadvantaged students: • WG and KW who have children in Year 11 said their children were enjoying the online lessons. • WG said perhaps now is the time to repeat what he said the other week about the quality and enthusiasm of online lesson provision from the School, as far as he is able to observe, regarding his youngest child. It has been a bit of a life saver. • HSm said the provision sounds really great, creative and inclusive – fantastic! • MW said he agreed. The CCP has made a big difference to the vast majority of students. • HSm gave thanks to the staff for all they are doing – fantastic effort in such difficult times. <p>Access to laptops: 300 will have been distributed by the time the School has finished with its Sixth Form package. 67 received recently for Post 16 students. The laptops have been acquired via a mix of those from the School's bid, the allocation from the Department of Education and Learn Sheffield's reconditioned</p>	

	<p>laptops. There is still a waiting list of students who are still without a device. Around 35 more are needed to meet all needs. Access to data: The School have started to request 4G wireless routers. This is a long process.</p> <p>Good practice: An enormous amount of innovative work is going on in departments and with individuals in trying new technology/methodology to make lessons more interactive.</p> <p>Governors were invited to ask questions on the above.</p> <p>Governors were satisfied with the information provided and had no further questions.</p> <p>VK thanked HP for the above presentation and said the situation is very positive.</p>	
7.	<p>Reports from Governors' Committees:</p> <ul style="list-style-type: none"> • Finance, Premises and Personnel: see minutes from the meeting on 27 January 2021 • Curriculum and Performance Committee: The next meeting will take place on 10 February 2021. <p>Link governors: VK said all meetings with link governors and School staff should now be arranged via JJ.</p>	
8.	<p>Any Other Business</p>	
	<p>School calendar consultation 2022-2023: LGO said the SLT had looked at this. There is nothing unusual being proposed. Governors are happy with it. PD will sign this off along with LGO who will then submit the School's response.</p> <p>Pupil admission number for 2021-22: LGO said for the last three years governors have approved a temporary increase from 230 to 238 to accommodate places from the South West. The School has been approached again by the Local Authority who have asked if the School is happy to increase its number for a further year. LGO has said yes. The pupil admission number for 2021-2022 will be 240.</p> <p>VK said she was proud to be a governor at King Edward VII School and was in awe, especially just before the Christmas period, at how the School had 'cracked on with all that had been dropped on it'. VK gave thanks to the School on behalf of all governors.</p>	LGO, PD
	<p>Meeting closed 7.25pm Date of next meeting: Tuesday 27 April 2021</p>	