

KING EDWARD VII SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
Venue: Library, Upper School, Glossop Road
Tuesday 24 April 2023, 5.30pm – 7.40pm

PRESENT:

<ul style="list-style-type: none"> • Peter Dickson, Chair of Governors (PD) • Linda Gooden, Headteacher (LGO) • Huw Parker, Deputy Headteacher (HP) • Sue Hammersley (SH) • Mike Heselton (MH) • Catherine Jackson, Assistant Headteacher, Inclusion (CJ), part attendance 	<ul style="list-style-type: none"> • Michael Williams (MW) • Malik Refaat (MR) • Kate Williamson, Vice Chair of Governors (KW) • Donna Ellerby, Business Manager (DE)
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No.	ITEM	ACTION
1.	Apologies for absence	
	Clare Allison (CA), Bashir Khan (BK), Emma Titterington-Giles (ETG)	
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)	
	None declared.	
3.	Confirmation of the minutes of the previous meeting and report on matters arising from the minutes on Tuesday 31 January 2023 – decisions and information	
	Welcome and introduction of the new School Improvement Partner (SIP) – Jean Watt: LGO said the SIP has reviewed the School’s Post OFSTED plan (completed on 27 February 2023). Jean has agreed four days to work with the Leadership Team with a particular focus on curriculum leaders and preparing for the OFSTED monitoring visit. A plan is in place for focus. The first session was scheduled for 2 May, but as this is the day of NEU industrial action this will be moved. Jean will still visit the School on 2 May to speak with LT members to agree on a focus.	LGO
4.	Safeguarding induction training	
	<p>CJ delivered the training to the Governing Board. Presentation attached to these minutes.</p> <ul style="list-style-type: none"> • Training purpose • Explanation of what safeguarding and promoting the welfare of children means • What the School should ensure it does to ensure Safeguarding is embedded • Who the safeguarding team are (names and post titles were discussed and clarified) • Explanation of the School’s Safeguarding Support leaflet – reviewed annually and distributed around the School • What the responsibilities of the safeguarding team are • What the Governing Board should be aware of • Referral routes for concerns 	

- What the training delivered to the Governing Board should include
- Explanation of the ‘Safeguarding Children in Education Training Pathways’ document
- Explanation of the Sheffield Children Safeguarding Partnership website: Its content and how the School uses this
- Explanation of ‘Keeping Children Safe in Education 2022’ and updates, and the expectation of staff knowing the content of these

Following CJ’s presentation governors discussed the content in detail.

Governors asked the following questions:

Which members of staff have completed the safer recruitment training?

A number of Leadership Team members have completed the training, including the Headteacher. There is always a member of the LT on all interview panels who has completed the training. The Chair of Governors has completed the training but is due to attend a refresher session. This will be booked. In the interim he will complete an online session.

How do you know if staff have completed key safeguarding training?

The School has introduced an electronic ‘compliance’ process so that key staff such as the AHT for CPD can check who has responded to a follow up questionnaire. Further action is taken if necessary.

SH noted that in her church there is a checking/compliance system and this is a useful system to have to ensure everyone has completed key training.

Governors have accessed training and briefing sessions relating to safeguarding on previous occasions e.g. staff training days; via full Governing Board meetings. It was agreed that governors would complete the safeguarding training for governors safeguarding – how to fulfil the governance role via the National Governance Association Learning link.

How will governors know this has been done and will a deadline be set?

A certificate will be issued upon completion. This should be sent to JJ to log on the School’s CPD record. A deadline date was agreed.

Will there be any changes to Keeping Children Safe in Education for 2023?

Yes, changes are usually communicated towards the end of the summer term. The School’s Safeguarding and Child Protection Policy including Self Harm will be reviewed and updated ready for the new academic year.

5. Post OFSTED update, the School’s Post OFSTED Action Plan and OFSTED’s School Monitoring handbook

LGO gave an update, including:

- All governors have received the Post OFSTED Action Plan – circulated.
- The Regional Advisory Board met today – unclear whether the School was discussed or not. The DfE replied to LGO’s email stating this and said they will present the request to have the item deferred, to the Advisory Board.

- The LA are confident in the progress the School has made in terms of safeguarding.
- LGO said it is important to communicate to the parent body with concrete information only.
- KW asked Kevin Straughan and Andrew Jones to re-visit the School to meet and speak to parents. Follow this up.
- Letter sent to Andrew Jones, signed by large number of staff in the School, sharing their views on the inspection. Staff wanted to do this independently. Meeting will take place with SCC officer and a group of staff.
- External unions NEU, GMB and NASUWT will write a joint open letter to the media this week.

LGO said she had received messages from university students and other organisations requesting an interview.

LGO said when the School knows the outcome of the Regional Advisory Board meeting it will be more straight forward to establish the next steps.

The School will continue to prepare for its monitoring visit and working on improving the grade given by OFSTED.

MH asked how many CEOs were contacted? The process not followed. What can the School do with that information? Wait for the outcome of the Regional Advisory Board meeting.

LGO to contact the Regional Director to ask what the outcome of the meeting today was and what decisions were made.

Summing up - LGO

- Governors defer writing the letter to request re-inspection until September, which will be a year after the inspection, and time for the School to have shown improvement. The School will anticipate the monitoring visit before the end of the year and will continue to focus on this.
- KW and LGO will meet with Andrew Jones on 12 May 2023 to talk about the support offered. This is part of the monitoring process.
- Governing board to meet again when more information available.

ALL
KW, LGO

ALL

Post OFSTED Action Plan:

LGO said a section has been added alongside areas for improvement to demonstrate the embedded practice and action taken. The plan has been reviewed twice by LT member and will do this again in May. LGO has presented the plan to the whole staff. Team leaders are fully aware of the plan for their team. The plan will be updated after today's meeting with the addition of the safeguarding training that governors will undertake later in today's meeting. This area is now green on the r/a/g system.

Revisiting governor's skills audit: Responses from this have been collated in a document and circulated today to governors.

MH asked what is meeting the criteria to demonstrate challenge from governors? Governors do challenge what is given to them. See minutes of meetings.

6.	Governing Board's Action Plan 2022-2023 – review and update	
	To be reviewed at the Curriculum and Performance committee meeting on 10.5.23.	
7.	The School's Complaints Policy and process - Terms of Reference for a Governing Board Appeal Panel	
	Carried forward to the next meeting.	
8.	Reports from: Governors' Finance, Premises and Personnel Committee - see minutes Governors' Curriculum and Performance Committee – see minutes	
9.	<p>Any other business</p> <p>Strategic meetings with the Chair and Headteacher OFSTED related plus FOI (see below).</p> <p>Freedom of Information (FOI) requests: Two substantial requests have been received. LGO has responded. Another FOI request from a Post 16 student who did not produce their lanyard when asked to do so by a member of staff. The student's FOI request was asking for data on the percentage of students who were given suspensions – race, gender etc. LGO responded.</p> <p>Governing Board's Skills Audit – summary and training needs: This will be discussed at the Curriculum and Performance committee meeting on 10 May 2023.</p> <p>Single Central Record review: PD and LGO reviewed this with T Hall, HR/Cover Manager on 17.4.23 and the School is fully compliant.</p> <p>A previous, comprehensive external review of the SCR was conducted by an independent advisor.</p> <p>Governor hub: LGO has received an email regarding a training session being available which would introduce the hub and how this can be managed. LGO and JJ will attend the training session on 9.5.23 to see how they can support the Governing Board. The sessions has been organised by Learn Sheffield.</p>	
	Meeting closed at 7.50pm Date of next meeting: Tuesday 4 July 2023	