

**KING EDWARD VII SCHOOL**  
**MINUTES OF THE FULL GOVERNING BOARD MEETING**  
**Venue: Library, Upper School, Glossop Road**  
**Monday 25 September 2023, 5.30pm – 7.30pm**

**PRESENT:**

<ul style="list-style-type: none"> <li>• Peter Dickson, Chair of Governors (PD)</li> <li>• Linda Gooden, Headteacher (LGO)</li> <li>• Huw Parker, Deputy Headteacher (HP)</li> <li>• Malik Refaat (MR)</li> <li>• Bashir Khan (BK)</li> <li>• Parveen Hussein (PH)</li> <li>• Simon Cooke, Assistant Headteacher Post 16 (SJC) part attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Michael Williams (MW)</li> <li>• Kate Williamson, Vice Chair of Governors (KW)</li> <li>• Donna Ellerby, Business Manager (DE)</li> <li>• Clare Allison (CA)</li> <li>• Emma Titterington-Giles (ETG)</li> </ul>
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No.	ITEM	ACTION
1.	<b>Apologies for absence</b> Emma Wilkinson (EW)	
2.	<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.	
3.	<b>Register of Business and Personal Interests Academic Year 2023-2024</b> JJ to check with T Hall whether any are outstanding.	<b>JJ</b>
4.	<b>Confirmation of the minutes of the previous meeting and report on matters arising from the minutes on 4 July 2023 – decisions and information</b> <b>New School Improvement Partner:</b> LGO informed governors that following the SIP's recent visits to the School she had produced reports for two subjects. Both visits were very successful. LT will now look at the next cycle of quality assurance. <b>Numbers on roll:</b> An action point for LGO following a question from ETG who asked what the current on roll figures looked like compared to previous years: LGO reiterated figures from 2019. Current number of students on roll: 1755. <b>Looked After Children numbers:</b> An action point for LGO following a question from CA - number of Looked After Children in the School. LGO confirmed there were three (2 x Y11 and 1 x Y8) and this figure was included in her July Headteacher's report to the Governing Board.  Agreed true record	<b>LGO</b>
5.	<b>General Data Protection Regulation – update and training</b> Client Relationship Officer – Data Protection from Fusion HR joined the meeting and delivered a presentation to governors on the seven principles of GDPR. Presentation attached separate to these minutes.  Governors asked a range of questions and the officer responded.	<b>JJ</b>

	The officer read out some examples of real data breaches and these were discussed.	
6.	<b>Governing Board's Action Plan and Objectives 2023-2024, including roles and responsibilities e.g. link governors and visits to the School 2023-2024</b>	
	<p>KW said it is the Governing Board's aim to increase the amount of governors, look at link governors and committee memberships and governors coming into School as part of the quality assurance process.</p> <p><b>ETG asked what governors should be aiming for by the end of each year?</b></p> <p>A governor training programme had been distributed prior to today's meeting and this was discussed. Some of the sessions can be conducted at committee meetings. Governors to come forward for those they are interested in (let JJ know). The sessions can be a combination of face to face and teams. Governors now have full access to the National Governance (NGA) website. JJ will circulate the list of training opportunities to governors and request expressions of interest. LGO will work with the Admissions and Access Manager, Sheffield City Council to ask him to offer some dates for training sessions on exclusion guidance via Teams. The guidance from the NGA states that to recruit parent governors to the Board it should be taken to parental votes. LGO, PD and KW to discuss further. The Board needs another two parent governors.</p>	<p>JJ</p> <p>LGO</p> <p>LGO, PD, KW</p>
7.	<b>Headteacher's Report including the Self-Evaluation Framework 2023-2024</b>	
	<p>LGO highlighted some key points:</p> <p>Accomplishments from last year on pages 1 and 2. The hard work in working towards the future of the School will start in the spring term 2023-2024 post two OFSTED inspections in 2022 -2023 and the revocation of the Academy Order.</p> <p><b>ETG asked if there was any information sharing with neighbouring schools on other ways of tackling attendance?</b> LGO said each school is part of a local Attendance and Inclusion team and the Assistant Headteacher Inclusion attends regular meetings where lots of good practice across the city is shared. The School has invested in two educational welfare officers who work with families to get students back into school. School systems are robust and tight.</p> <p><b>KW asked if the School is seeing an increase in the number of children being home schooled?</b> LGO said there was a phase where this was slightly increased but this is not the case now. A parent stated they planned to home school their child but the student re-appeared in School. Citywide, there was definitely an increase but LGO did not have access to current data.</p> <p>LGO said the School's Self Evaluation Framework (SEF) was sent to the SIP and she has tracked some changes.</p> <p><b>ETG said it was great to see reference to the student/staff/ parent surveys and asked what stakeholder voice consisted of?</b></p> <p>LGO said stakeholder voice surveys refer to the annual staff survey completed before the end of the summer term. LGO will feed back to governors on this.</p> <p>Annual parent view survey: LT discussed this at the meeting last week. The survey was conducted before the summer term. After the parent forum meeting has taken place LGO will draft a letter to the parent body and provide feedback.</p>	<p>LGO</p> <p>LGO</p>

	<p>Student survey; Y11 exit survey: The Assistant Headteacher KS4 conducted a number crunch on all responses and has produced a summary of actions.</p> <p>Student survey; Y13: The Assistant Headteacher Post 16 explained that this survey was sent out in May 2023. Students were asked about their career provision, progress, plans, student welfare and pastoral support and were asked to provide feedback on teaching and learning in each subject area.</p> <p>School Council re-launch - action point for LGO to follow up.</p> <p>The SEF is a working document and continues to be reviewed: what is working well and 'even better ifs'.</p> <p>Internal audit report received from the Local Authority following the recent audit. This will be discussed at the next Finance, Premises and Personnel meeting (4 October 2023). There are no high risk areas. LGO registered huge thanks to the Business Manager for leading and being on hand throughout the recent audit.</p> <p>Governors were asked to read the latest documentation on suspensions and exclusions (September 2023). LGO will update the School's policy in light of this new guidance.</p> <p>Governors had no further questions regarding the Headteacher's report.</p>	<p><b>LGO</b></p> <p><b>LGO, DE</b></p> <p><b>ALL, LGO</b></p>
<p><b>8.</b></p>	<p><b>Examination results for summer 2022 – Key Stage 4 and Key Stage 5 - presentations</b></p>	
	<p><b>SJC – Key Stage 5 examination results</b> SJC updated governors and explained that he had presented the figures to governors at the Curriculum and Performance committee meeting on 13 September 2023. SJC presented the headlines.</p> <p><b>ETG asked if the picture looked similar at other schools?</b> SJC said it was mixed across the city.</p> <p><b>HP – KS4 examination results</b></p> <ul style="list-style-type: none"> <li>• Good outcome</li> <li>• Improved on results from last year</li> <li>• Good results for EBACC including Languages and Sciences</li> <li>• Gaps have not widened</li> <li>• EAL students are doing significantly well</li> <li>• King Edward VII School is a typical high attaining school – it is up there with high performing schools – this is encouraging</li> </ul> <p><b>HP invited questions from governors:</b></p> <p><b>ETG asked if the gender gap was a national issue and what the School is doing about this?</b> HP explained that the Assistant Headteacher CPD and Assistant Headteacher Teaching and Learning are looking at this and the first theme for departmental monitoring is looking how boys and girls learn in each subject. Maths and English gap is very big. Will be looking at Science. There is definitely a gender gap nationally.</p>	

9.	<b>Reports from:</b> <ul style="list-style-type: none"> <li>• <b>Governors' Finance, Premises and Personnel Committee</b> Minutes not yet available. First meeting scheduled for 4 October 2023.</li> <li>• <b>Governors' Curriculum and Performance Committee</b> Already covered above</li> </ul>	
10.	<b>Documents and information to note:</b> <ul style="list-style-type: none"> <li>• <b>Strategic meetings with the Chair and Headteacher 2023</b> PD and LGO continue to meet regularly. Discussed the agenda for the full Governing Board meeting, the School Improvement Plan with reference to the governors' action plan etc.</li> <li>• <b>To note and adopt the Governing Board's Code of Conduct 2023</b> Governors have adopted the National Governance Association's (NGA) code of conduct. All governors to sign to indicate that they have read and acknowledged receipt of this and that they agree to adopt it.</li> <li>• <b>To note completion of the governors' skills audit</b> Completed. This will feed into what training needed and the governing board action plan. <ul style="list-style-type: none"> <li>• <b>To make governors aware of the training available to them</b> As above. Governors will sign up to the courses available. The School will endeavour to run the training courses internally.</li> <li>• <b>To confirm whistle blowing procedures are in place</b> Governors are aware of the procedures in place. Staff have also received and read the policy.</li> </ul> </li> </ul>	
11.	<b>Parent elections for the Governing Board</b>	
	Work will be undertaken on this as soon as possible.	<b>LGO, PD, KW</b>
12.	<b>Any other business</b> <ul style="list-style-type: none"> <li>• <b>Governors to review the Health and Safety Policy 2023 and the First Aid and Managing Medicines Policy 2023 – confirm time to do this</b></li> </ul>	
	Governors will look at these policies and will provide feedback to JJ. PD and LGO will meet next week and take on board final comments.	<b>ALL LGO, PD</b>
	<b>Date of next meeting:</b> Tuesday 21 November 2023.	