

KING EDWARD VII SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
Venue: Library, Upper School, Glossop Road
Tuesday 4 July 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) • Emma Wilkinson, Governor (EW) 	<ul style="list-style-type: none"> • Michael Williams (MW) • Kate Williamson, Vice Chair of Governors (KW) • Donna Ellerby, Business Manager (DE) • Clare Allison (CA) • Emma Titterington-Giles (ETG)
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No.	ITEM	ACTION
1.	Apologies for absence	
	Malik Refaat (MR), Mike Heselton (MH)	
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 25 April 2023 – decisions and information	
	<p>PD gave a welcome to EW as a new governor. EW is also a Year 7 parent. All introduced themselves and their role and welcomed EW.</p> <p>New School Improvement Partner - Jean Watt: LGO confirmed that JW was on site today working with the Geography Department and will be on site on Friday 14 July to work with Science. JW sent in her report today for her work with Geography. LGO will look at this in due course.</p> <p>Post OFSTED update:</p> <ul style="list-style-type: none"> • KW has not yet been in touch with A Jones and K Straughan regarding setting up a meeting for them to speak with parents. This will be deferred for now. • LGO exploring an independent legal firm in relation to the academisation process: Things have now moved on and this is no longer applicable at this stage. 	LGO
4.	General Data Protection Regulations - update and training	
	Deferred to a future agenda.	
5.	Headteacher's Report, including update post OFSTED inspection in May 2023	
	LGO talked to the report.	

- Damage/impact on the School from the previous report/grading: Students should not be reassured at their choice, now that the final report has been issued.
- LGO has a meeting on Thursday 6 July 2023 at 11.30am with a colleague from the Department for Education (Team Leader – Sheffield, Yorkshire and the Humber Regions Group) for an update on the academisation process in relation to the School.
- LGO has sent a letter and a copy of the final OFSTED report to parents today and has drafted a long press release which was also circulated today. The monthly meeting with LGO and councillors/MPs today went well. Olivia Blake MP has created a letter to publish in public. EW said there is more support to follow from parents and retweeting of supporting messages etc. LGO said the press release/report had also been circulated to the Old Edwardians’ database and they may have circulated it wider themselves.
- ETG said the support from all has been amazing and relentless.

ETG asked about the figures currently on roll what did they look like compared to previous years?

LGO said the School will compare this data in September.

ETG asked LGO what would be the focus of the discussion with the DfE representative?

LGO said the focus will be on the revoking of the academy order.

ETG stated the importance of a ‘lessons learned’ exercise?

LGO said the LT had pulled together extensive information and had documented this.

PD said he conducted a Health and Safety premises walk around both sites, with the Facilities Manager recently. The cost of repairs, i.e. maintenance of window frames, cost of scaffolding and pointing etc was discussed. Some internal plastering to do also – all planned into the budget.

CA asked if there was any particular lean to capital spend?

DE – The School will use its revenue with capital projects and staffing.

CA asked about matching funding for the renovation of the caretaker’s house.

DE said the School will use its current balance at the moment. This will be looked at in future. LGO said there are currently two options being explored for the renovation of this building: restoring or extending it to meet the needs of students. MW shared information regarding the recent quality assurance process.

LGO will establish with curriculum leaders, what they are doing differently to address the needs of Pupil Premium or SEND students, to feed into the whole School strategy. The School’s SEND students and Pupil Premium students are some of the most able.

LGO said the involvement of governors in this process has been welcomed and was there anything that LT can do to assist governors in attending?

Governing Board

	<p>MW suggested the School suits the most suitable times of days for governors. HP to provide provisional dates for next year's Quality Assurance process dates, in September. JJ will circulate training days for next year. HP will start with looking at when governors can come in and work around that. JJ to ask governors for dates in September for that term.</p> <p>Governors to circulate their availability next year so that School can work with them to arrange visits.</p> <p>HP explained the content of his meetings with curriculum leaders.</p> <p>ETG said the cyber bullying data is low – what is the strategy taken by the School when this seeps outside of the School grounds; how does School deal with this?</p> <p>LGO said regarding online/cyber bullying, the curriculum leader is the lead. When student joins Year 7 they receive a series of lessons via Computer Science and PSHE, looking at online safety and bullying and how to keep themselves safe. LGO said if any issues are disclosed to staff, the School will follow them up but cannot police all that happens outside the School; even the police cannot police this. School staff will advise the student/ to block the students who are bullying, remove them from their chat group and will provide strategies to manage this.</p> <p>KW asked if the School was still comparing the above data against 2019?</p> <p>HP said yes; percentage of grades. 2019 high watermark.</p> <p>ETG asked if English and Mathematics were below expectations? What are the targets for when these figures are presented?</p> <p>HP said Year 10 is cautious grading but it is easier for Year 11 as they have conducted their mock examinations. The School does not set targets for Year 10.</p> <p>KW said Learn Sheffield and the Local Authority are looking at Post 16 education across the city.</p> <p>PD said he, CJ and LGO met recently to go through the School's annual safeguarding review. This has been completed and return to the Local Authority. Going forward the document will be a live document.</p> <p>No further questions from governors.</p>	<p>LGO, PD</p>
<p>6.</p>	<p>Constitution of the Governing Board</p>	
	<ul style="list-style-type: none"> • MH had now left the governing board. • There are various vacancies to fill. This was discussed • KW said the School will undertake parent/governor elections. Some thought to be given to the communication i.e. greater representation. To action in September. Transparency and opportunity to explain to the parent body what being a governor involves. <p>Governors agreed that associate governors will have voting rights.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>

7.	The School's Complaints Policy and process – Terms of Reference for a Governing Board Appeal	
	PD explained the process: after stage three there is no further appeal available unless a new concern is raised. If this is then pursued it becomes vexatious. A tweak to be made to the policy to make it clear about the last stage of the process. Approved by governors.	
8.	Parental engagement and Parents' Forum	
	KW said the since last meeting she had met with two parents, the AHT Key Stage 3 and C Robinson (Education Manager) to discuss moving forward with a parents' group as there has been a lot of interest in this. Terms of reference and ways of setting up a group to be established. LGO said there are some questions to be added to the parent survey. LGO will look at this in September. LGO said it is the School's intention to try to reach harder to reach parents and will look at timing/format/how they can engage with groups may not necessarily have contact with School and who will not attend meetings. Explore ideas of linking new parents with others for advice and questions answering. Emma said there is a concern that this will not be pursued. It was clarified that the above will not replace the Headteacher drop in sessions. Those sessions are about forming connections and are another avenue for communications and community. LGO said the School's key aim is to look at what can parents do to support the education of their child and others in the School.	LGO ALL
9.	Reports from: Governors' Finance, Premises and Personnel Committee <ul style="list-style-type: none"> • All documents viewed and signed off • Looked at the building work involved in the caretaker's house renovation and plans for this. Governors' Curriculum and Performance Committee As minutes	
10.	Any other business Trips and visits 2023-2024 LGO and the member of staff with responsibility for Duke of Edinburgh trips have had a number of meetings to discuss trips and visits for 2023-2024. Fundraising discussed and ensuring trips are promoted to all students. Look at ways of removing barriers. Very positive meeting. Look at ensuring opportunities are shared out. Governors approved the list of trips and visits for 2023-2024. LGO to inform the coordinator and he will inform all staff. Amendments to policies LGO said many policies have been updated by LT members. LGO will offer a set of time for governors to come in and approve the policies. Some have already been ratified at committees i.e. Pay, Performance Management and the 16-19 bursary policy. Strategic meetings with the Chair and Headteacher PD said these have been focussed on the SIP, OFSTED, safeguarding and moving forward. They can now have a broader focus. LGO and PD meet once every half term.	

	<p>CA asked if there would be any more meetings with councillors? LGO said perhaps one more in September. Tom Hunt (Leader of SCC) and Dawn Dale MP are keen to continue working with LGO. D Dale has set up a working group already.</p> <p>Governors' link meetings with middle leaders</p> <ul style="list-style-type: none"> • Some have been conducted this year • Governors have undertaken online safeguarding training 	
11.	Farewell to governors – Michael Heselton	
	PD gave thanks and farewell to MH etc. LGO will send MH.	
	Date of next meeting: Tuesday 25 September 2023.	