

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

**Tuesday 6 July 2021, 5.30pm – 7.30pm**

**PRESENT:**

Peter Dickson, <b>Chair of Governors</b> (PD) Verity Kemp, <b>Vice Chair of Governors</b> (VK) Linda Gooden, <b>Headteacher</b> (LGO) Michael Williams (MW) Clare Allison (CA) Huw Parker, Deputy Headteacher (HP) Heather Stewart (HS) Samantha Bailey (SB) and minute taker due to extenuating circumstances	Mike Heselton (MH) Kate Williamson (KW) Tzameret Rubin (TR) Michael Davison, Business Manager (MPD) Sue Hammersley (SH) Honey Smith (HSm)
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No.	ITEM	ACTION
1.	<b>Apologies for Absence (received)</b> Will Giles (WG), Emma Titterington-Giles (ETG)	
	<b>Absence (apologies not received): N/A</b>	
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>Confirmation of the minutes of the previous meeting and report on matters arising from the minutes on 2 February 2021 - decisions and information</b>  <b>Matters Arising</b> Page 2 link governors – PD, VK and LGO met - dates offered with curriculum leaders and these will be circulated.  GDPR training has been carried forward to next academic year – recorded training will be shared for staff to view and governors too.  Pg 3 admissions and secondary school places – update provided.  Pg 8 site matter – in light of the extraordinary governor meeting and the meeting with PD/VK and LGO, the concession strategy was presented to the SSC Officer.	
4.	<b>Headteacher's Report</b>  LGO shared her report with governors prior to the meeting and welcomed questions and discussion on the report and will give opportunity for questions throughout. LGO presented her report.  Pg. 3-4 Covid update.  VK/ETG commented that the rates of COVID transmission are low which is great, do we have comparison with other schools? LGO said she had no access to city-wide or other schools' data, however based on anecdotal feedback and feedback from the consultant virologist and health team, we are in a strong position. Mathematicians - cases in line with predictions for a school our size.	

PD stated that on behalf of all governors please note a thank you to all efforts School have put in place to keep School and teaching and learning going in unprecedented time. Governors gave thanks.

LGO will communicate the thanks via her weekly bulletin to all staff.

**LGO**

Leadership and finance sections – five year development and annual School Improvement plan. Significant amount of work to produce these plans. VK and PD added their comments and feedback which have been fed in. Further suggestions shared by Governing Board after discussion.

Governors are happy with documents and suggested amendments.

Budget – MPD here to answer any questions. Finance and Payroll Manager is leaving but in a strong position with regards to finance.

VK – ETG – payroll technology expensive but necessary, how much are we planning to spend and how are we succession planning for manager and will they be responsible for up to date guidance? MPD responded.

LGO continued, Pg 6 - structure of School day available for information and governors have been involved in this. Detailed discussions have taken place and governors explored the rationale for the new structure.

Year 9 Options - Everything moved online due to COVID.

Quality of education – firstly, Assistant Head appointed with responsibility for teaching and learning and is leading working with LGO and HP. Will come to 21<sup>st</sup> September full Governing Board meeting. Governors will have the opportunity to ask questions.

Pg 13 - KS5 popular Sixth Form – internal vs external applicants normal. Plan to attempt to retain more internal students.

LGO asks if governors have any questions with regards to pupil premium?

Are there impacts of the year on these students more than other students because of COVID-19? HP responded.

Attendance will not be reported in 2021. However, stats from when schools opened in March 2021 will be available and required, figures are favourable for the School in comparison to figures for Sheffield as a whole.

Safeguarding Report will be available in the autumn term.

High number of Children Looked After in the School.

CPD, stakeholders, use of School Cloud was interesting – can see response in report.

ETG – attended one of the online Parents' Consultation evenings and it was exceptional and would like to keep them going forward whilst remaining under review.

	<p>LGO support was offered before the consultation evenings started. At the beginning of each session extra staff were available to respond to calls from parents.</p> <p>Parental feedback – huge amount received.</p> <p>Trips and visits – gradual return.</p> <p>PD asks if governors have any further questions or comments. Governors were satisfied with the report and had raised the questions they wished to ask.</p>	
<b>5.</b>	<b>Governing Board’s actions, achievements and effectiveness during 2020-2021 – feedback from extraordinary meeting on 28 June 2021</b>	
	<p>VK – extraordinary meeting met last week – activity sheets shared with governors, which will be used to make an action plan.</p> <p>LGO – it was a very productive session and enabled us to reflect upon where we are and further steps. One suggestion received was to have a session with the School Improvement Partner. LGO has followed this up.</p> <p>Learn Sheffield – we are in OFSTED window – entitled to extra day of School improvement support with School Improvement Partner. LGO confident with regards to school improvement.</p>	<p><b>LGO</b></p> <p><b>LGO</b></p>
<b>6.</b>	<b>Governing Board’s action plan for 2021-2022 – introduction, discussion and planning</b>	
	LGO reported that PD, VK and herself met to discuss the governors’ action plan for next academic year. Details were tabled.	
<b>7.</b>	<b>Reports from Governors’ Committees:</b>	
	<p><b>Minutes from the Finance, Premises and Personnel committee meeting on 10 March 2021</b></p> <ul style="list-style-type: none"> <li>• Pay policy and performance policy were updated and reviewed by committee and unions.</li> </ul> <p>PD – well done for creation of surplus and healthy position given where we were a couple of years ago, demonstrated robustness and testament of work.</p> <p><b>Minutes from the Curriculum and Performance committee meetings on 10 February and 22 March 2021</b></p> <ul style="list-style-type: none"> <li>• Minutes were circulated and most of what was discussed has been addressed in the meeting and in the Headteacher’s report. A high number of policies have been reviewed by the LT and Governing Board.</li> </ul> <p><b>Policies that have been reviewed recently by governors:</b></p> <ul style="list-style-type: none"> <li>• Access Arrangements</li> <li>• Code of Conduct</li> <li>• Confidentiality</li> <li>• Dress Code</li> <li>• E Safety</li> <li>• Email Code of Practice</li> <li>• Equality Act Statement</li> </ul>	

	<ul style="list-style-type: none"> <li>• Exam</li> <li>• Online Safeguarding</li> <li>• Peripatetic Music Tuition</li> <li>• Remote Blended Learning</li> <li>• Staff Acceptable Use</li> <li>• Student Acceptable use</li> <li>• Unexpected Visitors to School</li> <li>• Unreasonable Complaints</li> <li>• Vexatious Complaints</li> <li>• Visitors</li> <li>• Volunteers</li> <li>• Whole School Food</li> </ul>	
<b>8.</b>	<b>Any Other Business</b>	
	<p><b>Trips and Visits 2021-22</b> – only essential visits to support examination courses will go ahead. DoE has been approved to go ahead. Landscape is still uncertain. There will be a gradual return to some trips in the future.</p> <p><b>Amendments to Policies</b></p> <p><b>Succession Planning and Recruitment</b></p> <p>LGO when we are recruiting we need to consider the skills that are needed to support the School. We need to ensure we are covering the required skill set. Governors’ skills were audited some time ago. Would be useful to revisit. This should inform who and how we recruit.</p>	<b>PD, VK</b>
	<p><b>Meeting closed at 7.20pm</b></p> <p><b>Date of next meeting: 21 September 2021</b></p>	