

**KING EDWARD VII SCHOOL**  
**MINUTES OF THE FULL GOVERNING BOARD MEETING**  
**Venue: Library, Upper School, Glossop Road**  
**Tuesday 7 October 2025, 5.15pm – 7.15pm**

**PRESENT:**

<ul style="list-style-type: none"> <li>• Peter Dickson, Chair of Governors (PD)</li> <li>• Linda Gooden, Headteacher (LGO)</li> <li>• Louisa Warde, Deputy Headteacher (LAW)</li> <li>• Michael Williams (MW)</li> <li>• Marcus Brown (MJB)</li> <li>• Emma Wilkinson (EW)</li> </ul>	<ul style="list-style-type: none"> <li>• Rachael Galletly (RG)</li> <li>• Kate Williamson, Vice Chair of Governors (KW)</li> <li>• Chris Hood (CH)</li> <li>• Mohamed Ahmed (MA)</li> <li>• Mark Coppel, Governance Consultant, National Governance Association – part attendance</li> </ul>
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No.	ITEM	ACTION
1.	<b>Apologies for absence</b>	
	Emma Titterington-Giles (ETG), Donna Ellerby, Business Manager (DE), Farhan Aziz (FA)	
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>	
	All have completed this. None declared.	
3.	<b>Confirmation of the previous meeting and report on matters arising from the minutes on 8 July 2025</b>	
	<p>All introduced themselves to Mark. Mark explained his role as a governance consultant, working for the National Governance Association. Mark is attending the meeting today to conduct a review on the Governing Board. Mark asked all to expect an email to complete a survey. All to complete this as soon as possible. Let JJ know if you do not receive the email/link.</p> <p><b>School Council:</b> LGO confirmed that money raised by the School Council will go to Mums in Need.</p> <p>LGO said at the last full Governing ETG asked if data were available on the number of detentions and isolations for ethnic minority students. JJ will circulate this after today's meeting.</p> <p>LGO has arranged for a twilight session to be held with the School Improvement Partner, for her to work with governors, on 24 November 2025 from 4pm-6pm. This session will be recorded for governors who are unable to attend. Focus – governance, strategic responsibilities, OFSTED preparation etc.</p> <p>Minutes agreed subject to amendment being made.</p>	<p><b>ALL</b></p> <p><b>JJ, LGO</b></p>
4.	<b>Review of any vacancies for the Governing Board</b>	
	There are two vacancies within the Governing Board at present. LGO said it is important to consider the skills needed on the Governing Board and it would be useful to have local authority representation. LGO and PD to follow up.	<b>LGO, PD</b>

5.	<b>Terms of Reference for the Governing Board – review</b>	
	LGO said the terms need to align more explicitly with the core functions of the governing board. Amendments noted.  Document to be finalised by LGO, PD and EW.	LGO, PD, EW
6.	<b>To adopt and confirm the updated NGA 2025 Governing Board Code of Conduct</b>	
	EW said to ensure the governors' welcome pack is part of this. Document endorsed and signed by PD.	
7.	<b>Headteacher's Report, including the annual Local Authority Safeguarding Audit and compliance with Keeping Children Safe in Education 2025</b>	
	<p>LGO talked to her report:</p> <p><b>Secondary sufficiency:</b> Officers walked the Upper School site today at a meeting to establish whether the School (and have done the same at other schools) has additional capacity to admit further children over time. They will think about what the options are for the School going forward. For 2026-2027 there will be a deficit of 9.5 full time form groups across the city. For the following year, a deficit increase to fifteen form groups. In 2028-2029 4.5 forms of entry needed.</p> <p>The sufficiency colleagues will visit the Lower School site and go through the same process. There are insufficient toilets at Upper School based on recommendations so this will need to be taken into account. Key points were shared by LGO.</p> <p>Caretaker's house at Upper School; there is already a plan in place for this, plus the rooms are small and would only accommodate three or four students. LGO will keep governors informed because it is the GB who will need to make final decisions about admission numbers.</p> <p>Governors asked questions on:</p> <ul style="list-style-type: none"> <li>• Compromise position?</li> <li>• Position of other schools?</li> <li>• Any capital funding?</li> <li>• Schools policies and how they were reviewed?</li> <li>• Basic safeguarding training on 1.10.25</li> </ul> <p>SEF Framework: Reviewed with the Leadership Team. The document contains a reduced number of sections from the previous year's, to align with the School Improvement Plan.</p> <p>School targets: LAW explained how these were arrived at.</p> <p><b>CH asked why the School has no Key Stage 2 data?</b></p> <p>LAW said this was due to COVID.</p> <p>Governors receive detailed information on the above via the Curriculum and Performance Committee meetings.</p> <p>Targets for 2025-2026 will be discussed with the School Improvement Partner. A range will be set.</p>	

The School will be in a better financial position moving forward. DE and LGO meet regularly to discuss this.

Fire safety audit completed at Lower School with excellent results. The Inspector said it was the best School she had visited.

PFI (Private Finance Initiative) continues to make progress. Governors asked for a more detailed item on PFI. LGO will provide a detailed report and tracker at the next meeting.

**LGO**

LGO asked if governors had any further questions on the above. Governors were satisfied with the information provided.

Parent view annual survey and staff survey: The School conducts these every year to seek the view of parents and staff. LGO responded to questions.

**KW asked if the School is continuing working with Action Tutoring?**

LAW said yes, the School reassess this every year and are confident in them.

Y12 recruitment is good. 1000+ applications received each year.

Governors asked questions on:

- The high uptake/interest in STEM subjects.
- Range of subjects.
- Progression routes of Year 11 students.
- Whether Year 11 students have priority over external applicants; based on meeting admissions criteria.

Safeguarding; Keeping Children Safe in Education: This document was shared by the Assistant Headteacher Inclusion and a safeguarding lead in the School. MJB said he believes there is an audio version available of this on spotify. MJB to check.

PD explained, as the School's designated safeguarding governor, that he is regular contact with the Assistant Headteacher throughout the year, and when the annual safeguarding report arises they arrange a meeting, including LGO. The review/report was not available until the 1 September 2025 so the meeting was late this time. The Local Authority have revised the process and it was simpler this year.

From that report, the School can extract action points. The School's strength is its culture of safeguarding and its quality assurance process which is linked to CPOMS (Child Protection Online Management System; the School's safeguarding platform for recording information). A member of staff checks every CPOMS entry to ensure all relevant information is there and that action points are linked. The whole School staff undertook basic safeguarding training on Wednesday 1 October 2025 and staff were reminded that CPOMS records can form part of a subject access request (SAR). A previous Local Authority (LA) Safeguarding audit of the School (2022) said there should be an increase in the number of staff who access advanced safeguarding training. This was questioned. Those who need advanced training are the safeguarding leads and those responsible for key stages. The Local Authority revised their approach and made it clear that schools

	<p>should apply to their appropriate pathways. There is no statutory number for how many staff should access advanced CPD. The LA provide intermediate pathways. Safeguarding remains strong and robust in the School.</p> <p>LGO asked if governors had any questions regarding the above. Governors were satisfied with the information provided.</p>	
<b>8.</b>	<p><b>Governing Board’s Action Plan 2025-2026 to set priorities for the year in line with the Strategic Development Plan 2025-2030</b></p>	
	<p>KW and PD had met prior to today to discuss the document. Decision made to stay with five priorities on questioning, challenging and supporting, based on the School’s priorities contained within the School Improvement Plan 2025.</p> <p>KW explained the content from the action plan, the priorities, and which governor would be best placed to work on certain areas:</p> <ul style="list-style-type: none"> <li>• New OFSTED framework – KW, RG, LGO</li> <li>• School partnership LGO, PD, EW.</li> <li>• Curriculum; teaching and learning; core purpose – PD, KW, EW, CH, MW</li> <li>• KW will set up a twenty minute teams meeting with governors to discuss quality assurance and how this can fit into the School’s process. LAW has drafted a set of questions.</li> <li>• School culture and parental links – key area. Includes the School Council. Governors attending open evenings and parents’ forum. EW will write the points up if chairs of the two sub committees forward these to her.</li> <li>• Financial position and PFI – oversight of budget and understanding of the end of the contract.</li> </ul> <p>EW will remain as the School Council governor.</p> <p>Timescales for all – KW and PD to set.</p>	<p><b>KW</b></p> <p><b>LAW</b></p> <p><b>EW</b></p> <p><b>EW</b></p> <p><b>KW, PD</b></p>
<b>9.</b>	<p>Reports from:</p> <ul style="list-style-type: none"> <li>• Governors’ Finance, Premises and Personnel Committee</li> <li>• Governors’ Curriculum and Performance Committee</li> </ul> <p>KW asked governors if they had any further questions. Governors were satisfied with this information.</p>	
<b>10.</b>	<p><b>Documents and information to note:</b></p> <ul style="list-style-type: none"> <li>• Strategic meetings with the Chair and Headteacher: PD said he and LGO meet regularly to cover strategic work, School improvement planning, priorities for the Leadership Team and the School as a whole including staffing and personnel, student related matters etc.</li> <li>• Make governors aware of the training available to them – safer recruitment etc. Scott Glover has circulated new training dates. Decision made that the School has sufficient governors training already.</li> <li>• Confirm whistle blowing procedures are in place. The policy is in force. It is one of the School’s key policies that all staff must read and sign to indicate they have done this and have understood it.</li> <li>• Publication of governors’ attendance for 2024-2025 including those who have left in the last twelve months. This information is available on the School’s website.</li> <li>• Climate policy: This has been circulated; governors to read it.</li> </ul>	<p><b>LGO, PD</b></p> <p><b>ALL</b></p> <p><b>ALL</b></p>

11.	<b>Any other business</b>	
	<p><b>Sheffield Role Review Process – LGO:</b> Sheffield City Council are reviewing their evaluation of job descriptions and salaries attached to particular posts that have been underpaid for a period of time. Kate Josephs has written to schools to ask for information on it to be distributed to support staff. The redress will take place so that those staff who qualify will receive recompense and this will happen around January 2026 with the process finalising in December 2025. LGO will look at details with regard to protected salaries etc. There may be a sum of money that the School will need to pay out. The process applies to all job roles across Sheffield City Council, not just school based posts.</p>	
	<p>Meeting finished 7.05pm  <b>Date of next meeting:</b> Tuesday 18 November 2025</p>	