

KING EDWARD VII SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
Venue: Library, Upper School, Glossop Road
Tuesday 18 November 2025, 5.15pm – 7.15pm

PRESENT:

<ul style="list-style-type: none"> • Peter Dickson, Chair of Governors (PD) • Linda Gooden, Headteacher (LGO) • Louisa Warde, Deputy Headteacher (LAW) • Michael Williams (MW) • Marcus Brown (MJB) • Emma Wilkinson (EW) • Emma Titterington-Giles (ETG) • Donna Ellerby, Business Manager (DE) 	<ul style="list-style-type: none"> • Rachael Galletly (RG) • Mohamed Ahmed (MA)
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No.	ITEM	ACTION
1.	Apologies for absence Farhan Aziz (FA), Chris Hood (CH), Kate Williamson	
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.	
3.	Confirmation of the previous meeting and report on matters arising from the minutes on 7 October 2025 LGO referred to governors requesting additional information on data relating to detentions and isolations. information has been circulated by LAW. Review of vacancies on the Governing Board: The governance section of Learn Sheffield has advised that the National Governance Association does not specify a specific size but usually between nine and eleven members is common. Decision: maintain current size of the Governing Board.	
	Question on School places coming with capital funding: LGO said she is working on this with the Assistant Headteacher Timetabling and Staffing and has had a meeting with representatives from sufficiency who have walked both sites. Need to establish if the Pupil Admission Number (PAN) will be cumulative going forward. No decisions have been made. Further meetings are anticipated. LGO will feed to back to the Governing Board as they will need to make the final decisions. LGO discussed the School targets with the School Improvement Partner (SIP) and discussed them in detail at the recent Curriculum and Performance meeting. Targets will remain realistic considering each cohort. Survey responses and numbers last year (2024): 402 parents responded and 565 have responded this year. Keeping Children Safe in Education: MJB will check whether there is an audio version available. Minutes agreed as a true record.	 LGO LGO MJB

4.	Terms of Reference for the Governing Board – ratification	
	<ul style="list-style-type: none"> • Detailed discussion. • Finance committee – LGO has cross referenced with the terms of reference for this committee and there are very few differences but information has been added on work covered for example. • Curriculum and Performance committee – some changes in terms of updating some of the terms used relating to ethnic groups. • The section regarding the complaints committee has been removed – refer to the School’s actual Complaints policy as this has been tested thoroughly. The Complaints Policy is clear, alongside the procedures. • Performance management reviews and other content remains the same. <p>All were happy with the document.</p> <p>All suggested that after receiving the external governance review report, governors should review the recommendations.</p>	ALL
5.	External Review of Governance – Review Report	
	<p>PD said the report is not ready yet. M Coppel will meet with some Governing Board members again before he finalises the report. Two other governors alongside PD, KD and LGO to be available to meet too. The Governing Board would like to receive the report before governors work with the SIP. M Coppel observed the full Governing Board meeting on 7 October 2025 and subsequently met with LGO, PD and JJ. Governors were asked by M Coppel to complete a governor questionnaire. LGO noted it would be useful to share the purpose and key outcomes with the parent body. EW referred to governors’ discussions previously on sharing the Governing Board’s work with parents and suggested that some of those findings could go out in a letter to parents.</p> <p>It was stated that it is clear that one of the Governing Board’s strengths is strategic planning.</p> <p>Communicating with parents; suggested that this is done in the summer term with a round up of the work that governors have been working on over the past year.</p>	LGO, PD, KW ALL
6.	PFI report, update and tracker	
	<p>LGO said that the School, alongside six other schools, are part of the (Private Finance Initiative (PFI) Phase 1 contract and this expires in August 2026. The PFI company needs to hand Lower School back in good condition. There are still some issues in trying to manage the latter stage of the contract. There is a team of people working on behalf of the Phase 1 schools to try to manage the final transition phase. The team consists of Sheffield City Council officers, HR representatives, legal representatives etc. Monthly meetings take place on site with Sheffield City Council officers, LGO, C Robinson (the School’s Education Manager with day to day responsibility for PFI at Lower School), S Holmes (Facilities Manager) and DE (Business Manager). There is a significant amount of work to do before 31 August 2026.</p> <p>DE gave an update on the tracker and displayed this on the screen. DE explained the content; allocated costs etc. raw data, updated every month. DE is expecting reports some time during November on the work currently being undertaken. The expiry programme overview was displayed, detailing timescales when various areas need to be completed by. It is an ongoing process and all will be functional for September 2026.</p>	

	<p>Governors asked a range of questions which were answered.</p> <p>EW referred to the TUPE process in the Department of Education; it takes four months so it was correct for the School to bring this forward bearing in mind there are human resource procedures to fulfil. EW asked how many staff are being TUPE'd and what would be their pay and conditions? DE said the School does not have that information yet but it will involve members of the catering team, cleaning team and caretaking staff; approximately 15 – 20 staff. A sharepoint system is being set up. LGO said at the meeting on Thursday it will be established which staff are in the scope for the TUPE process and which are not. It is a complex process to manage. LGO said with regard to action points, the School is waiting for an update letter from Sheffield City Council and governors can then have sight of this.</p> <p>School update letter from Sheffield City Council to be circulated to the full Governing Board when it is available.</p>	<p>LGO, SCC</p> <p>LGO</p>
<p>7.</p>	<p>Review of Pupil Premium Strategy Statement for the website</p>	
	<p>LAW referred to the document circulated.</p> <ul style="list-style-type: none"> • Our priorities • Starting points • Our learning • Statement of intent. • Eight principles taken down to four areas to sharpen focus. • Challenges change from six to five using data and discussions with staff. • Reviewing of last year's progress. • Work to be done – finalise intended outcomes – costings – agree departmental bids process – finish analysing data from last year. Select useful data to evidence challenges – continue weekly meetings – how to share more widely. • LAW to email slides to governors. • Governors thanked LAW for this excellent work. <p>EW said the above sounded useful and the process was very detailed and asked about plans for communicating with parents? LAW said this will be done.</p> <p>EW said the simplification of language used was very good and referred to the quarterly monitoring; will governors see this and do all governors know what Pupil Premium means? LAW said Pupil Premium data will be published by December when it can be placed back on a full Governing Board meeting agenda so that governors can see the work done so far.</p>	<p>LAW</p>
<p>8.</p>	<p>Content to include in the next Headteacher's Report for February 2026</p>	
	<p>All are happy with the content and appreciate the opportunity to ask for further updates and actions. MA asked for career guidance and pastoral to be included.</p>	<p>LGO</p>
<p>9.</p>	<p>Governing Board's priorities for 2025-2026 – update on strategic progress</p>	
	<p>The new OFSTED framework has been implemented so discussions are taking place at Leadership Team meetings. The Leadership Team have undertaken work around OFSTED/safeguarding and CJ presented to them in line with the new framework. LGO has attended a number of training sessions and will attend future ones.</p>	<p>LGO</p>
<p>10.</p>	<p>Reports from:</p> <ul style="list-style-type: none"> • Governors' Finance, Premises and Personnel Committee 	

	<p>DE circulated the latest financial information via email today. LGO said all performance management review meetings with teaching staff have been completed and quality assured. Staff will receive a copy of their annual salary statement and confirmation letter. A meeting took place last Thursday regarding the Sheffield Role Review Programme. Information was circulated to all support staff to update them on the Local Authority's position. By December or early January, staff will receive a letter relating to their particular job role. The session in School was led by DE.</p> <ul style="list-style-type: none"> Governors' Curriculum and Performance Committee LGO referred to an email from a parent regarding smart phones. See the Consistent Conduct Policy. LGO said it is important that key points are shared when they are discussed. EW said the Governing Board talked about the policy as a School and some of the parents who have emailed the School about smartphones do not yet have their children here at the School. Governors decided that students learning to use mobile phones responsibility is important. They need to be prepared for the digital world in which we exist. Governors talked about whether a ban would solve the problem of the impact of mobile phone use on students. The School will remain evidence based and will teach students to be critical thinkers and to use devices safely. Governors thought about whether phones are interrupting lessons and this is not the case. See the Consistent Conduct Policy. The School is not responsible for things that happen outside of School. EW forwarded research done in Australia around this, to LGO. Governors felt it important to decide what works for the School, its students and its teachers. What are we trying to address? Governors decided that they are happy with the policy as it stands but will continue to review it. Issues raised by parents; the School cannot solve these as it is a government policy that is needed to do this. The School trusts its students and will continue to prepare them for the life of work. If mobile phones are banned there would be no opportunity to do this. Positive Regard colleagues during their recent visit to the School, said they were taken aback at how students play at Lower School and at Upper School students were involved in other things. They do not just sit on their phones. There is no issue with mobiles in this School. 	
<p>11.</p>	<p>Documents and information to note:</p> <p>Strategic meetings with Chair and Headteacher</p> <ul style="list-style-type: none"> PD said at this recent meeting the external review of governance and discussion around the School Improvement Partner took place. When the external governance review report is produced. PD and LGO discussed the Governing Board's Development Plan and the organisation of governor working groups which will focus on key points which will link to priorities. Sheffield Steel Netball Partnership: LGO said it is important to continue to build links and have a number of links with various external groups. Sheffield Steel Netball Partnership is well established. They are looking to involve students from as early as primary school age and are recruiting and organising training sessions, look at diversity, barriers, any gender being involved. They are also looking at pathways into playing for England. Colleagues came to meet key colleagues in the School to discuss the offer and a partnership. They were bowled over by the School's ethos and values etc. Key Stage 3 netball students attended a training session on Sunday before an elite game. EW said this sounds positive as teenage girls often drop out of sport. LGO has shared the partnership details with feeder schools. Final partnership agreement to be produced. 	<p>LGO, PD</p>

	Training available to governors and training completed: PD said there is safeguarding training available so governors should advantage of this and all the other training opportunities available.	
12.	Any other business	
	N/A	
	Meeting finished 7.35pm. Date of next meeting: Tuesday 3 February 2026	