

**KING EDWARD VII SCHOOL**  
**MINUTES OF THE FULL GOVERNING BOARD MEETING**  
**Venue: Library, Upper School, Glossop Road**  
**Tuesday 1 October 2024, 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>• Clare Allison (CA)</li> <li>• Emma Titterington-Giles (ETG)</li> <li>• Kate Williamson, Vice Chair of Governors (KW)</li> <li>• Michael Williams (MW)</li> <li>• Donna Ellerby, Business Manager (DE)</li> <li>Emma Wilkinson (EW)</li> </ul>	<ul style="list-style-type: none"> <li>• Rachael Galletly (RG)</li> <li>• Simon Cooke, Assistant Headteacher Key Stage 5 (SJC) part attendance</li> <li>• Catherine Jackson, Assistant Headteacher Inclusion (CJ) part attendance</li> <li>• Jean Watt, School Improvement Partner (JW) part attendance</li> </ul>
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No.	ITEM	ACTION
1.	<b>Apologies for absence</b> Farhan Aziz (FA), Bashir Khan (BK)	
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>  PD welcomed RG to her first full Governing Board meeting. Rachael introduced her background: She has worked for Action Tutoring for four years and prior to this was Second in English at King Edward VII School. Rachael has a nephew who attends the School, in Year 8, and enjoys the connection to School so put her name forward to join the Governing Board.  All introduced themselves and their roles.	
	<b>Register of Business and Personal Interests Academic Year 2024-2025</b> Please return if you have not already. Thank you to governors who have already returned theirs.	
4.	<b>Review of the Governing Board’s constitution, membership, vacancies and roles, including election for new parent governor</b>  It is still the intention of the Governing Board to seek another parent governor. Governors are happy with the draft letter so LGO will circulate this to the parent body.	<b>LGO</b>
5.	<b>Confirmation of the minutes of the previous meeting and report on matters arising from the minutes on 9 July 2024</b> <b>Health and Safety audit postponed by Sheffield City Council:</b> LGO contacted Sheffield City Council (SCC) earlier in the year and they advised that they will get back to the School with another date for the audit.  LGO met with Meredith Dixon Teasdale (Strategic Director of Children’s Services – SCC) on site last Thursday where a range of matters were discussed.  EW has contacted an external academic to ask him to attend a Governing Board meeting to talk about the Government review balance.  SEND information – actioned.	

	Minutes agreed as true record.	
6.	<b>School Improvement Partner (SIP) – evaluation of work and support during 2023-2024 and responses to questions. Scope of work for 2024-2025.</b>	
	<p>All introduced themselves and their role to Jean Watt (JW).</p> <ul style="list-style-type: none"> <li>• LGO welcomed JW to the Governing Board meeting and explained that she had been conducting very successful work with the School for a period of time.</li> <li>• LGO said schools in Sheffield who subscribe to Learn Sheffield are given access to a School Improvement package.</li> <li>• Curriculum leaders have worked with JW and she has provided detailed feedback at the end of each day, with the LT line manager present. Feedback notes were discussed at Leadership Team meetings to identify areas of strength and development and overlaps.</li> <li>• Eight members staff have worked with JW on peer coaching to build capacity. The School will have at least sixteen peer coaches at the end of the programme.</li> <li>• JW introduced herself and explained her career background and some of her former posts: <ul style="list-style-type: none"> <li>- Deputy Head at a School, contributing to bringing it out of special measures</li> <li>- Deputy Head at a school in Nottingham</li> <li>- HMI</li> <li>- School Improvement Partner for primary and secondary schools</li> <li>- In her own time she likes to run and has taken part in the Sheffield half marathon</li> </ul> </li> <li>• Jean said her first session with staff took place during the summer term 2023-2024.</li> <li>• LGO has a logical mind in improving school; she is aware of what will it look like in six months/eighteen months.</li> <li>• JW is looking forward to working with the School again this year and likes the continuity in making sure students at this School receive the best education.</li> <li>• JW is happy to come and meet governors when they feel necessary regarding what she has found and what she has to share.</li> </ul> <p>Governors thanked JW and said the above was really useful to hear.</p>	
7.	<b>Safeguarding briefing and training for the Governing Board, including Keeping Children Safe in Education 2024 and serious case review</b>	
	<p>CJ gave a presentation. Attached with the minutes.</p> <p><b>KW asked if there had been an increase in numbers of students taken out of School to be home educated?</b></p> <p><b>CJ said the number is relatively low.</b></p> <p>CJ responded to various other questions.</p> <p>CJ explained what a serious case review is; serious injury/death of a student where a multi agency meeting will look at what lessons can be learnt for the family and child.</p>	

	CJ left an exercise for governors to complete.	
<b>8.</b>	<b>Headteacher's report, including the Self-Evaluation Framework 2024-2025 and examination results for summer 2024 (AHTs)</b>	
	<p>LGO explained her report and the content was discussed. LGO responded to questions.</p> <p><b>SJC updated on Key Stage 5 exam results:</b></p> <p>KW asked if there was a staffing an issue preventing more classes being run for over subscribed subjects?</p> <p>LGO and SJC said the School would not be able to run more classes as it would have to change its timetable.</p> <ul style="list-style-type: none"> <li>• Attainment has improved from last year – high attaining year group</li> </ul> <p>LGO explained that a memorial event had taken place in School on Saturday 21 September 2024 in memory an ex Year 11 student who was killed during the summer (governors are aware of the incident).</p> <p>LGO invited any further questions from governors on the content of her report. Governors were satisfied with the information provided.</p>	
<b>9.</b>	<b>Reports from:</b>	
	<ul style="list-style-type: none"> <li>• <b>Governors' Finance, Premises and Personnel Committee</b> The next meeting is scheduled for tomorrow</li> <li>• <b>Governors' Curriculum and Performance Committee</b> MW said he had a question of competency and capacity as there were worrying statistics with reference to the external marking of formal exam papers.</li> </ul>	
<b>10.</b>	<b>Documents and information to note:</b>	
	<ul style="list-style-type: none"> <li>• <b>Strategic meetings with the Chair and Headteacher</b> PD said that he and LGO met recently and noted the areas covered.</li> <li>• <b>Governing Board's Code of Conduct 2024</b> PD and KW will look at this outside of today's meeting and will ratify it. Governors received it prior to the meeting. No further comments.</li> <li>• <b>Make governors aware of training available to them</b> Governors are aware of training available to them.</li> <li>• <b>Check all governors are DBS checked</b> JJ to check with T Hall who conducts DBS checks in School. Expected that all are DBS checked.</li> <li>• <b>Confirm whistle blowing procedures are in place</b> Governors and all staff are aware of the procedure in place</li> <li>• <b>Publication of governors' attendance at meetings for 2023-2024, including those who left in last twelve months</b></li> </ul>	

	This is a statutory duty. Governors have received copies of this information also.	
<b>11.</b>	<b>Any other business</b>	
	MW – SYNC project. Governors to look at this.	
	Meeting finished 7.15pm <b>Date of next meeting:</b> Tuesday 19 November 2024 – to be rearranged as some governors are working out of the area on that date.	