

**KING EDWARD VII SCHOOL
MINUTES OF FULL GOVERNORS MEETING**

**Tuesday 4 July 2017
5.30pm – 7.30pm
Lower School**

PRESENT:

Barbara Walsh, Chair of Governors (BW) Peter Dickson, Vice Chair of Governors (PD) Linda Gooden, Headteacher (LGO) Sarah Mann (SM) Samantha Ryalls (SR) John Cornwell (JC)	Colin Muncie (CM) John Parr (JP) Michael Williams (MW) Heather Stewart (HS) Caroline Fisher (CF)
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IN ATTENDANCE:

Huw Parker, Deputy Headteacher (HP)
 Rob Whittingham, Deputy Headteacher (RJW)
 Michael Davison, Business Manager (MPD)
 J Jackson, Clerk to the Governors

No.	ITEM	ACTION
1.	Apologies for Absence (received)	
	Clare Allison, Catherine Holmshaw Absence (apologies not received): n/a	
2.	Declaration of any Pecuniary Interests	
	Governors were asked to declare any pecuniary interests: n/a	
3.	Confirmation of the minutes of the previous meeting(s) and report on matters arising from the minutes – decision and information	
	<p>BW recorded thanks to Catherine Holmshaw for her contribution to the Governing Body during her time as a governor. Catherine will no longer be part of the Governing Body from September 2017 due to other busy commitments. BW circulated a card and collection for Catherine.</p> <p>BW welcomed back Caroline Fisher to the governing body.</p> <p>BW asked all to introduce themselves and their roles and welcomed Heather Stewart to the Governing Body as a parent governor.</p> <p>Class of 2021 – Demographics: LGO said that a pilot of the translation initiative will commence in September 2017 and that the letter to parents introducing the Consistent Conduct Policy had been translated into Urdu and Arabic by two members of staff.</p> <p>Attendance – students: LGO said that she and RJW had received the long awaited attendance report resulting from the recent audit and will look at this in early September with a view to reporting back to governors on the outcomes.</p> <p>Cutlers Company Passport Programme – CM: LGO thanked CM for spearheading this project and confirmed that James Creasy (Y10 Pastoral</p>	LGO, RJW

	<p>Manager) will be the key contact in School for the project. BW said that the project is very positive in terms of the School developing links with external organisations.</p> <p>Budget position: LGO referred to a re-structuring of the Pastoral teams and explained that this had been discussed with governors at the Finance, Premises and Personnel meeting on 21 June 2017. A meeting took place with current year leaders on 20 June 2017 and the new structure was presented to them. A meeting will be held with all support staff on 13 July 2017, led by LGO and MPD to explain staffing, re-structuring and plans for 2017/2018 to give staff the opportunity to ask any questions.</p>	<p>LGO, MPD</p>
<p>4. Headteacher's Report 3 – LGO</p>		
	<p>LGO referred governors to her report and invited governors to ask any questions throughout.</p> <p>SEF: LGO said that the final version of the document will be summarised to make it easier for staff to read the key priorities. LGO noted an amendment to be made to the entry regarding judgements for Outcomes for Students. The word “Outstanding” to be deleted and graded ‘Good’. LGO asked governors if they felt that the document was a fair reflection of the School as they see it. Governors agreed that it was. CM said that a more concise document would be helpful.</p> <p>JC referred to references to “Most Able” in the cohorts stated in School documents. HP said that Schools are challenged in this area to ensure that these students do better. LGO clarified that focus on a certain cohort can shift.</p> <p>SM asked for clarification of what the Single Central Record is. LGO explained that it is a record of DBS checks carried out on all staff, volunteers, contractors, supply staff and all who have access to School buildings. It also contains details of when references were obtained. LGO explained that should this document be called into question by OFSTED it could cause a significant issue for any School but this would not be the case for King Edward VII School because the SCR is adhered to and managed in a robust manner.</p> <p>CM asked if governors were satisfied with the process/protocol for the review of School policies i.e is this a timely process? CM suggested that governors could take ownership of this process. BW said that policies are discussed regularly at strategy meetings which involve herself, PD and LGO. BW said that not all policies have the same review period i.e some are to be reviewed annually, some have longer review dates and that the School works on the guidance provided by the Department of Education for this. BW said that PD, LGO and herself will discuss at the next strategy meeting; policies being distributed to governors for review. LGO clarified that the School’s Safeguarding Policy is one of the critical policies and it is reviewed annually. LGO informed governors about an OFSTED folder on the staff shared drive where she will place documents for staff to read. The file is read only so staff can only view the documents. LGO has produced detailed OFSTED Checklists to prepare the School for inspection.</p> <p>SM asked about General Data Protection Regulation 2018 (GDPR) which is a new regulation coming into place next year with relation to safeguarding/digital data and the impact of this. MPD said that the School will</p>	<p>LGO, BW, PD</p>

<p>expect to receive guidance from the Local Authority.</p> <p>LGO asked governors if they would like to attend any specific training courses or to advise if any courses already attended had been particularly helpful. CM said that he had attended a Preparation for OFSTED and a Finance course and these were both useful. CM said that a Health and Safety course would be helpful to governors. BW said that this could be looked into in September, along with courses on preparation for OFSTED for governors.</p> <p>LGO informed governors about the posters that are created in School each year: Achievement and Development Priorities. LGO asked governors to let her know if they have any ideas for inclusion on these.</p> <p>LGO advised governors that during the OFSTED inspection, the inspectors will work in her office and HP's office.</p> <p>SIP: LGO advised governors that the format of this document will be finalised for September 2017 and will include success criteria etc. LGO asked governors if there were any other areas that they would like to see included in the Leadership and Management section. BW said that other areas for inclusion may arise following conversations with governors about the work plan for 2017/2018.</p> <p>LGO said that most staff would benefit from additional sessions on using data and staff briefing sessions will be introduced, focussing on Teaching and Learning; the frequency of these is to be established. LGO said that these sessions will be based on quality assurance cycles, key learning arising from the process and the sharing of good outcomes across departments. LGO invited governors to ask any questions about the draft SIP. BW asked governors to send comments to J Jackson and LGO.</p> <p>LGO informed governors that consultation meetings had been arranged relating to the formal academisation process. The School now has the name of a lead person from the Department of Education (George Read) and MPD has spoken with Mr Read regarding monies to be paid. Solicitors now need to be appointed. LGO would like to appoint a different solicitor to the one that the other Schools in the MAT are using so that they can work solely on King Edward VII School's behalf, particularly as the School has issues such as PFI, Swimming Pool etc.</p> <p>LGO invited questions from governors on the racist, homophobic and bullying reports contained in her Headteacher's Report. JC said that the incidents are very low considering that the data is across the whole school. JC and JP said that during the governor meeting with Y7 students the students felt that there was little or no issue with bullying and at Upper School it is non-existent. LGO said that schemes of work in PSHE address bullying and other preventative measures are in place. LGO pointed out that this is a positive result of the School being inclusive. LGO said that the student body are more than likely to share information if a victim of bullying does not speak up for themselves. JP asked how the data compares with other Schools. LGO said that it is difficult to know as the Local Authority does not collect data from all schools as it used to. CM questioned the differences between homophobic behaviour and racist behaviour. LGO said that a mediation meeting takes place in School with the victim and the perpetrator for both types of incident and the meetings are very successful in transforming behaviour.</p>	<p>BW</p> <p>ALL</p> <p>ALL</p>
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	<p>Safeguarding: LGO gave thanks to Catherine Jackson (Assistant Headteacher Inclusion) for her work in leading on Safeguarding. LGO advised governors that a Safeguarding bulletin will now be produced regularly in School. LGO explained that the new Child Protection Online Management System (CPOMS) system would improve efficiency in School and would avoid notes being completed manually as the information will now be entered into one central system; reports can be produced. LGO said that governors are welcome to attend the training sessions. Dates to be advised.</p> <p>Audits: LGO advised that all audits that had taken place in School had positive outcomes with useful recommendations for developments: Health and Safety Audit: LGO advised that MPD and N Seemley (Facilities Manager) were involved with this audit and an action plan had been produced following it. MPD reported that the action plan for work to be done included some areas relating to the PE facility, staff to attend Health and Safety refresher training, School transport, stress management/staff welfare and the correct disposal of waste substances in Science. MPD said that the report was a fair assessment. LGO said that the School has well documented Health and Safety checks and that the staff who conducted the audit were impressed with the Facility Manager's systems. LGO and MPD will organise a staff briefing session for all staff to be led by the Health and Safety executive.</p> <p>Review of the Science Department: LGO circulated a paper and asked governors to refer to this. The review will be conducted by Bob Sawyer and will be led by RJW and M Brown (Curriculum Leader of Science). LGO said that the audit will provide the School with a template for reviews of other department in the School.</p> <p>Learn Sheffield: LGO advised:</p> <ul style="list-style-type: none"> • She feels that this offers a good service across the city. • Secondary Heads were asked to complete a questionnaire on how they felt they were supported and the responses were collated. Some categories worked well. • LGO distributed a paper detailing how funding can continue to be provided based on a preliminary proposal. • LGO asked governors if this was a model they were willing to support. • LGO advised that Stephen Betts and the Secondary Heads Partnership were keen to keep the service. • Costs to be identified. • CM said that this initiative was discussed at the Association of School governors meeting that he attended recently and CM has now joined the executive committee. CM said that the feedback from LGO was echoed by governors who attended that meeting. CM said that he felt that governors should continue to support this initiative. • BW advised that a final decision will be communicated via the Finance, Premise and Personnel meetings, but in principle all agreed with it. • LGO will attend the next Schools Forum meeting in September when firmer figures will be presented by Stephen Betts. <p>BW gave a further opportunity for governors to ask questions. There were no further questions.</p>	<p>LGO</p> <p>LGO and MPD</p> <p>LGO</p>
<p>5.</p>	<p>Pupil Premium/Disadvantaged Students report - HP</p>	
	<p>HP distributed a paper detailing data on Pupil Premium students and explained it. HP explained to governors the work done with PP students in</p>	

	<p>KS3 and KS4 and explained the focus and challenges for the year ahead. HP advised governors that the School's was in the top 25 percentile of Schools (ALPS) last year and it needs to ensure that its Maths, English and Ebacc buckets are strong. HP said that he will present the KS4 ALPs report to governors at a future full governing body meeting. LGO said that the ALPs document is a relatively new document in School at the moment. CM asked about the implications of demonstrating how monies are spent in the area of PP i.e that the School is not discriminating against any other cohort of student. HP said that the School can demonstrate this. CM asked how estimates/proportions are arrived at (initiatives etc). HP said that he will work on how this information can be presented clearly. MPD suggested that case studies would demonstrate the breakdown of the budget and how it is allocated.</p> <p>BW thanked HP and asked for a revision of this document to be available before the OFSTED visit.</p>	<p>HP</p> <p>LGO, HP</p>
<p>6.</p>	<p>Governors' feedback on work undertaken during 2016/2017 - ALL</p>	
	<p>BW asked governors to work in groups to talk about how things have been this year and how they will be next year. Feedback was given as follows:</p> <ul style="list-style-type: none"> • CF – more engagement with parents needed as this underpins what the School wants to do, otherwise things will not work, for example, attendance panels; those parents in the middle, who do not engage. • SM – Pastoral team re-organisation; what will the impact be on individuals students and their results. • SM – has seen some impressive work in the ICT department from David Kavanagh (Curriculum Leader). Curriculum changes are leaning more towards computing and coding. The impact of this is that students are no longer being taught how to use Excel etc and this has an impact across the curriculum. BW said that it is important for the School to produce students who can use Excel, Powerpoint etc. HP said the School will not offer the ICT route to some students, perhaps in Y7, 8 and 9, and that the School is looking at how to address this. LGO said that she will invite David Kavanagh to present an overview to governors so that they understand the changes. SM said that D Kavanagh's work with girls who are involved in Engineering has been magnificent. • MW suggested that a meeting be arranged to take place during w.c.10 July 2017 with BW and PD to talk about the staff changes and staff morale. MW said that a meeting had taken place with union representatives and MW will feed back to PD and BW on the outcome of this at this meeting. The union meeting involved discussions about the pastoral re-structure and the impact of this on students. • Governor involvement; Consistent Conduct Policy: PD suggested that it be determined at what point governors become involved; 50/100/150 behaviour points? It was suggested 50. • BW said that she had been invited in her capacity as a foster carer (and not Chair of Governors) to visit the Inclusion Centre. BW said that she had an impressive meeting with the Deputy Head who would like to establish relationships with other schools, as some schools are reluctant to get involved. BW will obtain some dates for a further meeting to build relationships between the School and the Inclusion Centre and for the School to see how the Inclusion Centre deal with students who for example find it difficult to sit still for a period of time. BW said that the Inclusion Centre are interested in getting students 	<p>LGO</p> <p>BW, PD, LGO</p> <p>LGO, BW, PD</p>

	<p>back into mainstream schools. BW asked governors to email her if they are interested in being involved.</p> <ul style="list-style-type: none"> • CM suggested engaging parents, in future, with a target message according to the audience. • CM said that the Cutlers Ambassador Programme would provide links in terms of Engineering across the city. • JC suggested that governors become more involved in the social life of the School i.e School productions so that they get a feel for the ethos and splendour of the School. <p>BW thanked governors for the above and asked them to email her with any suggested changes for the Work Plan document for 2017/2018.</p>	ALL
7.	Review of work Plan 2016/2017 and Work Plan for 2017/2018 - BW	
	As item 6	
8.	Consistent Conduct Policy – update – RJW	
	<p>RJW introduced the policy which replaces the existing Behaviour for Learning policy and explained the following in relation to KS3 at Lower School:</p> <ul style="list-style-type: none"> • The policy was implemented w.c 26 June 2017. • Thank you to governors for coming into School to provide support during the first week of its implementation. • RJW talked through the main points in the policy and said that LT are pleased with the effects of it so far. • The policy is about training/modelling young people on how to interact with others. • Students start the day in registration with an achievement point which is “theirs to lose” should they breach the policy. • Achievement points awarded in the week before the launch of the policy; 1074. Points awarded during the week that the policy was launched; 10,288. • The majority of staff are fulfilling their duties asked of them by the policy. Conversations are needed with a few members of staff who are not doing so. • Students are keen to show adults their planners. • The policy is currently in a four week trial period which will establish systems and routines. • Behaviour points allocated the week before the launch of the policy; 353. Points allocated during the week that the policy was launched; 66. This is due to the tightening up in systems and students being made aware that the School will not continue to accept poor behaviour. • Detentions will now take place after School every day and will not take place during the School day. Detentions and isolations will take place in the gym until another suitable area is identified. • The number of detentions that took place the week before the launch of the policy; 64. The number of detentions that took place during the week that the policy was launched; 53. • Staff who are on-call (previously referred to as the Responsible Person): 30 call outs the week before the launch of the policy and 70 during the week that the policy was launched. • The confiscation of mobile phones should they be visible in School has been accepted by students. 77 mobile phones were confiscated during the week that the policy was launched. Four of these students had their phones confiscated twice. • 36 students did not have their planners with them during the first week. Two incidents where the same student forget theirs twice. The School 	

will review the current sanction of students having to pay £1 for a day page to insert into their planner should they forget it.

- Isolation: eight referrals to Upper School isolation were made the week before the launch of the policy. 21 students were put in isolation in the Lower School gym during the week that the policy was launched.
- Many staff at Lower School feel that lessons are calmer, students are more cooperative and complaint and there is less defiance.
- Students have said that they don't like the policy but they can see why it was brought about as they push boundaries sometimes.
- Isolation has had an effect on students as they do not want to go back in. Some students have been in isolation every day since the launch of the policy. This will inform the School of students who may have difficulties such as autism so that strategies can be put in place to support them.
- RJW and LT are grateful for all the support received and this had had a positive effect on ironing out some of the administrative issues.
- Staff need to continue to be supportive and consistent, on both School sites.
- RJW said he had noticed that rows of staff are out on the corridors at key times and this is fantastic.
- There are still some issues with staff not getting the allocation of achievement points quite right. These will be addressed.

HP gave an update on the policy's effects at Upper School (KS4):

- The policy was implemented in Upper School w.c 3 July 2017 so it is two days into the policy's implementation.
- Three on-call incidents today (1 x Y10 student and 2 x Lower School students).
- 11 students did not bring their planner to School this morning.
- Eight mobile phones have been confiscated.
- One student has been placed in isolation.
- A re-assessment will take place at the end of the week.

Governors were invited to ask questions:

JC said that it is encouraging that students have been supportive of the policy. In a recent governor/student meeting with Y7 students some students said that they thought the policy was too strict, but JC noted that there did not appear to have been any students protesting against it.

JC said that the use of the gym for isolation and detentions seemed acceptable for the moment while the weather is fine but what were the plans for PE in future if there is no gym available? RJW said that the gym will be used for the first couple of weeks when School returns in September and then the provision will be moved to a classroom or Art Room 2.

JC asked what would happen if parents refused to pay the £1 for the replacement page, especially if the price increases to £5 after the review and asked what would be the School's legal position. RJW said that students are given the opportunity to buy pages in advance, should they forget their book and this may be the way forward.

JP said that he was thoroughly impressed with how staff had dealt with the implementation of the policy and he felt this was fantastic. JP gave credit to RJW.

MW said that some staff had concerns beforehand relating to procedures rather than the content of the policy and as it was only day three of its implementation that a re-assessment could be made by staff later down the line. MW said that it is a good thing if it makes students think twice about “pushing the envelope”.

SM said that she is supportive of the policy and asked how students with SEN/autism will be dealt with if they contravene the policy. RJW said that students with SEN/autism and other needs are well monitored already by staff and the School asked the SEND department to have a plan in place for each individual student who they have concerns about before the policy was implemented. RJW said that spares of the pages are kept aside for genuine SEND students. RJW said that the School intends to talk with families of those students and pointed out that the policy is still in its implementation stage. RJW gave an example of a particular SEND student who is going through the experience of complying with the new policy and pointed out the importance that the message gets across even to him/her.

CF asked about the ID card in the sixth form as some parents are under the impression that students cannot attend lessons without one. HP said that there is flexibility. CF suggested that communication with parents could have been better and suggested that this happens in future. CF said that she herself as a parent had not received clear communication and expressed the importance of not spoiling the good work that the School has done so far in trying to establish good relationships with parents.

BW suggested that the parents who the School has recently established relationships with are asked to be “readers” in future to test the tone of communications that are circulated to parents. BW said the School can learn from this and do it better next time.

CF suggested that students have an account where parents can deposit cash into it instead of students carrying cash around, which they may not have on them at the time that it is needed. CF suggested that parents then receive a phone call to ask them to place more money in the account when needed. MPD said that Parent Pay will be rolled out in School in the next two weeks.

CF referred to students who are given after School detention but who may have responsibilities after School, i.e going to a job or looking after younger siblings. HP said that these circumstances are taken into account.

JP said that the message from the School had not been conveyed clearly but noted that it is difficult to cover every point. JP suggested that in future a sentence stating the importance of using professional judgement could be included in communications.

BW asked governors, should they have any issues as part of the review during the last week of term, to email them to LGO and BW so that these can be taken into account. LGO said that the Leadership Team will place the review on the LT meeting agenda for the last meeting of the School year.

Governors thanked RJW and HP for their presentations.

9. Proposal to create the post of Associate Governor – BW

BW said that she felt it was a good idea to create a new role to strengthen the

	<p>Governing Body. The role would mean some involvement but without full commitment and this would help with succession planning and relationships with parents. Part of the new role would also involve taking the lead on an area. BW suggested that this role could be filled by a parent with an expertise. BW proposed that the associate governor would receive board papers with an invite to attend the full governing body meetings should they want to. JC said that the governing body should look at its gender balance. All agreed that they were agreeable with the associate governor role. BW proposed Honey Smith who had recently led a Facebook campaign to stop King Edward VII School becoming an academy. BW said that Honey was interested in environmental sustainability and fundraising. It was noted that an associate governor will not have voting rights.</p>	
<p>10.</p>	<p>Minutes and key action points from: Finance, Premises and Personnel meetings of 3 May 2017 and 21 June 2017: CM said that it is not the intention of the committee to increase the amount of meetings held. CM said that the recent Finance, Premises and Personnel meetings had discussed the minibus situation and the reduction in sixth form teaching periods from five to four. MPD said that this is a proposal at the moment in an effort to save money and that no decision had been made yet. CF said that it was important to be clear on communication as views are 'out there' with parents at the moment. JC referred to the budget position paper produced by LGO and asked if the School was avoiding redundancies. BW said yes and that there would be some re-structuring in order to avoid redundancies.</p> <p>Curriculum and Performance meeting of 10 May 2017 CF agreed to continue her role as Chair of the Curriculum and Performance Committee from September 2017.</p>	
<p>11.</p>	<p>Any Other Business</p>	
	<p>Apprenticeships: BW suggested that this area be explored and to look at what other schools were doing. BW will raise this with the other schools involved in the MAT. MW said that Gripple (an external organisation) are interested in hearing from students from King Edward VII School. A student from the School is already working with this organisation as an apprentice. MPD will seek advice from the Local Authority regarding what the School can offer and to seek advice on the apprenticeship levy. MPD is meeting with a provider during w.c 10 July 2017 to ascertain what programmes are available. It was suggested that internal offers for apprenticeship could be made to students if external recruitment has a cost. MPD said that other schools do not seem to be moving quickly in this area and that there is not a huge amount of guidance available currently from the Local Authority to advise Schools on the way forward.</p>	<p>BW</p>
	<p>Date of next meeting</p>	
	<p>10 October 2017</p>	