

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

**Tuesday 25 September 2018
5.30pm – 7.30pm
Lower School**

PRESENT:

Peter Dickson, Chair of Governors (PD) Verity Kemp, Vice Chair of Governors (BW) Linda Gooden, Headteacher (LGO) Mike Heselton (MH) Colin Muncie (CM) Michael Williams (MW) Anna Butler (AB) Amanda Dempsey (AD)	Clare Allison (CA) Heather Stewart (HS) Barbara Walsh (BW) Tzameret Rubin (TR) Kate Williamson (KW) John Parr (JP) Honey Smith (HSm)
--	--

IN ATTENDANCE:

Huw Parker, Deputy Headteacher (HP)
 Michael Davison, Business Manager (MPD)
 Catherine Jackson, Assistant Headteacher (CJ)
 Jo Jackson, Clerk to the Governors

No.	ITEM	ACTION
1.	Apologies for Absence (received) Will Giles (WG), Samantha Bailey (SB), Charlie O'Daly (CoD)	
	Absence (apologies not received): None	
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	
	Governors were asked to declare any pecuniary interests: N/A	
3.	Confirmation of the minutes of the previous meeting and report on matters arising from the minutes – decision and information	
	<p>Old Edwardians' Dinner: LGO said that she and JP, along with other members of The Old Edwardians' Committee, met recently to discuss plans for the next annual Old Edwardians' Dinner which will take place at the Upper School site. A further meeting is planned for October 2018.</p> <p>PD informed the governing body that today's meeting will be the last governors' meeting attended by JP as he is moving away from Sheffield. JP will remain in his role as the President of the Old Edwardians' Association.</p> <p>Sheffield Fair Funding: LGO informed governors that she had included information on this in her start of term letter to parents and carers and had asked parents/carers to show their support by signing the petition.</p> <p>Children Looked After: LGO referred to funding for Children Looked After and explained that she had received a response from a manager at the Virtual School which confirmed that posts within the Virtual School are funded from a</p>	LGO, JP

	<p>combination of central government funding and Sheffield City Council funding. No posts are funded through the Pupil Premium Grant.</p> <p>LGO confirmed the School's final attendance figure at 94.3% which is just shy of the target of 95%. LGO said that work is taking place to improve this figure. The persistent absence figure has improved: in 2017 2018 the final figure was 16.3% which was down from 19.2% the year before. LGO said this is heading in the right direction and registered her thanks to RJW and CJ, Assistant Headteacher, who is now leading on Attendance having taken over from RJW who has now retired.</p> <p>Silverdale Consultation: LGO informed governors that Jayne Ludlam had sent a letter to the Headteacher of Silverdale School to state the Local Authority's position. The Local Authority are keen to work in partnership with schools across Sheffield.</p> <p>Employability skills and the work of the Governors' Working group: HP explained to governors that the presentation given by MH at the full Governing Body meeting on 10 July 2018 has been discussed at the Leadership Team meeting on 12 September 2018 and LT members were agreeable to working on the points raised. HP said that the Employability Group will meet again shortly and Simon Fingleton (Careers Curriculum Leader) will be involved in taking the ideas forward.</p> <p>Welcomes: BW reintroduced AD to all. AD was a full governor at King Edward VII School in the past until leaving for Columbia and has now returned as Associate Governor. AD will be working with BW on volunteering. BW said that the main areas discussed in the governors' Volunteering Working Group since September are working with Post 16 students, mentoring, careers, UCAS application mentoring. BW or AD will join the Employability Group. BW and AD have met with SJC this week and work will continue.</p> <p>GDPR: MPD said that he had now drafted a Data Protection Policy which now needs to be reviewed at a LT meeting. MPD has also updated the Freedom of Information Policy and Publication Scheme. MPD has drafted a Records Management policy also. MPD said there is still a need to appoint a Data Protection Officer following the retirement of Rob Whittingham.</p>	<p>HP, MH</p> <p>BW, AD</p> <p>MPD</p> <p>MPD and LGO</p>
<p>4.</p>	<p>Headteacher's Report – Linda Gooden</p>	
	<p>LGO talked through her report with additional comments as follows:</p> <p>Numbers on Roll: The numbers have increased for the Post 16 intake but it is important to ensure that the offer continues to be of a high quality. LGO said that this will be picked up in the next Post 16 Strategic Group meeting. Overall, the situation is very positive.</p> <p>Schools' Forum: BW asked if double pupil premium money is received for a Looked After Child. LGO confirmed that this is the case. CJ explained the types of meetings involving external organisations that are held in School for Children Looked After. CJ will provide for governors, a list of interventions and activities that Children Looked After are involved in. CM said this would be helpful. TM asked about voluntary work – other people/students working with Children Looked After and whether this would be possible. LGO said that staff can look into this.</p>	<p>LGO</p> <p>CJ</p> <p>CJ</p>

	<p>Statutory Relationships, Sex Education and Health Education (RSE): HSm said should the School require any involvement from individuals outside of the School in terms of sex education, to let her know as she can assist with this. Also, if more resources are needed she can ask medical students for these. LGO said that where external agencies can support the curriculum then yes this would be helpful. LGO suggested that HSm send an email to CP (Head of PSHE).</p> <p>School Development Plan 2018-2019: LGO explained the importance of providing training for middle leaders. She planned and organised this with HR. Two key action points came out of the session: 1. More guidance on how PM objectives are set and 2. Addressing staff underperformance. HP explained that he had led one to one and Performance Management Training meetings with all Curriculum Leaders to explain how performance management objectives are set and to ensure that leaders are clear and confident that the same process is used in all departments. Also to ensure that Curriculum Leaders are familiar with the data systems that are used in School. A number of middle leaders have requested further training and this will be progressed with Capita. BW has located a volunteer whose job is within career development. BW will pass contact details to JJ.</p> <p>Financial Statement: LGO said that the School's mission to reduce the deficit continues and plans are in place to achieve this.</p> <p>MPD gave an update:</p> <ul style="list-style-type: none"> The three year forecast has been resubmitted to the Local Authority based on the current position, including National Funding Formula and timescales etc. MPD will be able to update projections based on that. Other factors: MPD is awaiting formal guidance on the Teachers' pay award and confirmed that this is likely to be positive for the School. <p>Safeguarding Annual Report to governors: CJ will transfer sections of the report to a more readable document and will circulate this to governors. CJ has produced an action plan from the report and work will take place on this alongside the intervention document to ensure that the School is doing all it can.</p> <p>LGO and CJ asked if governors had any questions or required further clarification: Governors were satisfied with the above information.</p> <p>Key events this term: PD asked governors to let JJ know if they are available to support any of the parents' evenings/events.</p>	<p>HSm</p> <p>LGO</p> <p>BW</p> <p>MPD/LGO</p> <p>CJ</p> <p>CJ</p> <p>ALL</p>
5.	<p>Key Stage 4 examination results 2018 – presentation – Huw Parker</p>	
	<p>HP distributed a document entitled "Headlines Area – Summary Report" which contained various data and talked through the content. TR asked what 'O' means as detailed on the document. HP explained that this means it is normal for value added and is in line with other schools nationally. Minus means below other schools nationally. HP said that the governors Curriculum and Performance Committee are currently looking at models for options of hours per week for subjects. HP said that staff will look into the headline figure in more depth.</p>	<p>HP</p>
6.	<p>Key Stage 5 examination results 2018</p>	
	<p>LGO included a section on the A Level results in her Headteacher's Report and governors referred back to this. SJC had produced a detailed paper that he tabled at the Curriculum and Performance Committee on the 19 September 2018.</p>	

	<p>HP gave an overview of the results. TR asked if other schools had done any better than King Edward VII School. HP said that some had done better and some had not. Overall, the results were very positive for the School.</p> <p>LGO and CJ asked if governors had any questions or required further clarification: Governors were satisfied with the above information.</p>	
7.	<p>School Improvement Partner's Report 14 June 2018 – Linda Gooden</p>	
	<p>LGO referred governors to the final report of the year and explained that this was the second year that KM had been working with the School. LGO said it is a very good investment.</p> <p>LGO said that the key action points and suggestions from KM's report are already in place and the School is working through them. LGO is pleased with the report.</p> <p>CM gave an update to governors on LGO's Performance Management meeting on Monday 24 September 2018 involving CM, PD and KM. PD registered particular thanks from himself and BW, to Linda, for achieving her objectives for 2017-2018 in light of the additional matters experienced by the School recently, i.e. the OFSTED inspection and looking into academisation. LGO thanked CM and PD for their involvement in the process.</p> <p>HS asked if there were any other visits planned by KM in the forthcoming year: LGO said there are four visits planned for the year.</p>	<p>LGO</p>
8.	<p>Governors' Revised Work Plan 2018-2019 – Peter Dickson and/or Verity Kemp</p>	
	<p>BW confirmed that there were no further comments received from governors since the last discussion, apart from HSm's comment regarding the reduction/consumption rate of single use plastics in School. CM said that the School will get together to move this forward. BW said that the major area for governors to focus on over the next year is fundraising. BW said that it is important that all groups buy into it, i.e. governors, students and parents.</p> <p>Employability: BW said that the School and governors need to 'pull in' activities around this.</p> <p>Volunteering: BW said that there is a clear way forward on this. The governors' working group will move forward on this.</p> <p>Post 16 working group: JP has been leading on this. BW said this is now a role for another governor to take over from JP. MPD explained what work was needed; the numbers are good but it is important to ensure that provision remains good enough and remains sustainable. JP said that SJC is currently working on a plan. The working group to agree a date for the next meeting.</p> <p>LGO explained that the Leadership Team have discussed how to manage Y11 exam results days in future more effectively with reference to Post 16 recruitment.</p>	<p>Fundraising Group</p> <p>Employability Group</p> <p>Volunteering Group</p> <p>P16 working Group</p>
9.	<p>Risk Register – Interserve – Colin Muncie</p>	
	<p>CM gave an update:</p> <ul style="list-style-type: none"> The floor in the Hall at Lower School has been repaired to a good standard 	

	<ul style="list-style-type: none"> • Cashless catering; progress has been made. The School needs to look at its' financial situation relating to this and bring further information to the Finance, Premises and Personnel committee as soon as possible. • CM has applied to The Woodland Trust to ask them to donate shrubs and trees for Lower School. Governors suggested that this area could be a fundraising focus where students could get involved. CM and JP have contacts for people involved in landscaping and will ask them for advice on species/planting etc. • CM will circulate the list of the types of plants/shrubs that he has applied for. <p>CM registered a huge thank you to LD for her excellent work on liaising with Interserve and ensuring that the support for students was received.</p>	<p>CM, MPD</p> <p>CM, JP</p> <p>CM</p>
<p>10.</p>	<p>Reports from Governors' Committees: Curriculum and Performance – Wednesday 19 September 2018:</p>	
	<p>BW gave update on areas discussed at this meeting:</p> <ul style="list-style-type: none"> • Quality Assurance for Teaching and Learning assessments • Exam results for Key Stage Four and Key Stage Five • BW explained that at the next meeting the committee will discuss the curriculum review that HP made reference to earlier in the meeting as exams are changing and therefore the time for teaching is changing. Discussions will focus on how time can be allocated for different subjects and the impact of this. BW explained that in light of the above, the next meeting has been pulled forward to 17 October 2018 (from 21 November) so that decisions made by governors can be put into place in good time for January 2019. HP is consulting with various departments. <p>LGO and PD asked if governors had any questions or required further clarification: Governors were satisfied with the above information.</p>	<p>HP</p>
<p>11.</p>	<p>Any other business – Peter Dickson</p>	
	<p>Securing the Upper School site: BW said that the consultation document, for the Swimming Pool and parking on Clarkehouse Road is now available. BW suggested that governors move forward on this and securing the Upper School site.</p> <p>PD gave thanks to John Parr for his work with the governing body. All thanked John and wished him well for the future.</p>	<p>ALL</p>
<p>12.</p>	<p>Date of next meeting: Tuesday 27 November 2018</p>	