

KING EDWARD VII SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
Venue: Library, Upper School, Glossop Road & Teams
Tuesday 21 November 2023, 5.30pm – 7.30pm

PRESENT:

<ul style="list-style-type: none"> • Peter Dickson, Chair of Governors (PD) • Linda Gooden, Headteacher (LGO) • Huw Parker, Deputy Headteacher (HP) • Shaun Hovers, Assistant Headteacher Staffing and Timetabling (SAH) part attendance • Hayley Balfield, Pupil Premium Support Manager (HBF) part attendance 	<ul style="list-style-type: none"> • Michael Williams (MW) • Donna Ellerby, Business Manager (DE) • Clare Allison (CA) • Emma Wilkinson (EW) • Farhan Aziz (FA)
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No.	ITEM	ACTION
1.	Apologies for absence	
	<ul style="list-style-type: none"> • Bashir Khan (BK), Parveen Hussein (PH), Kate Williamson, Vice Chair of Governors (KW), Emma Titterington-Giles (ETG), Malik Refaat (MR) 	
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 declared.	
3.	Confirmation of the minutes of the previous meeting and report on matters arising from the minutes on 25 September 2023 – decisions and information	
	<p>PD welcomed FA to his first Governing Board meeting. All introduced themselves and their role. FA has joined the Governing Board as Co-Opted governor.</p> <p>New School Improvement Partner (SIP): LGO updated governors on the SIP's visit to the School on Friday 10 November 2023 where she worked with the English department. MW contributed.</p> <ul style="list-style-type: none"> • Feedback was very positive. • Two action points arising from the visit, to look at over the next half term and these were discussed at the English department meeting this week. • The department felt the visit was very helpful to see both key stages. • Students were alert and focused and the SIP could clearly see the two different methods which achieved the same general outcomes. • LGO said the Leadership Team discussed the feedback notes at the LT meeting on Wednesday 15 November 2023. <p>Governing Board's Action Plan and Objectives 2023-2024: LGO has asked the Local Authority Admissions Manager to deliver a training session to governors on suspensions and permanent exclusions. He had already organised the session centrally and LGO has attended one. It was an excellent session even though LGO was already familiar with the content. If the session becomes available again LGO recommended strongly that governors attend. Other officers from Sheffield Inclusion Team attended and this gave a helpful insight. Changes to statutory guidance were flagged up. PD said it was important to have as many governors as possible, familiarise themselves with procedures. EW said she had attended the training and it was very useful. LGO said a learning point for her, was that a representative from the Local Authority can be invited to sit with governors as part of the disciplinary panel to work with the young person and their family and they can signpost additional support. Ultimately all parties want the student to remain in School.</p>	ALL

	All agreed the minutes were a true record.	
4.	<p>The Scholars' Programme Impact Report for King Edward VII School</p> <p>PD introduced HBF to the meeting. HBF handed out a document and explained the programme:</p> <ul style="list-style-type: none"> • The School has bought into the programme. • 14 students are involved – All in Year 8. • Students work with a PHD tutor on producing a piece of work/assignment, based on enquiry type. Students make their own conclusions and decide on their rationale. • Visits to universities included – gives insight into the impact and understanding of attending university and provides a feeling of belonging. • Selection of students: target Year 8 students based on ability in English from KS2 sats (EAP of five plus in English), must have 95% attendance, attend tutorials, have 2.2 in attitude and approach, have a strong focus on receiving pupil premium funding, and be approved to join the programme by the KS3 leader. • Overview from last three years provided on the document circulated. • Students feel a sense of belonging, understand what attending university entails and feel able to go on to attend. • Students are assessed on written and communication skills. <p>Reflections and next steps:</p> <ul style="list-style-type: none"> • Post 16 students who went through the programme from Year 8 will be asked about their experience on the programme to 'sell' it going forward. <p>Governors were invited to ask questions about the above.</p> <p>LGO asked about student impact; three universities were mentioned, varying statistics and the programme not running through COVID years. Was there an impact due to COVID on the students? Readiness? HBF said she spent time with some of the students through stretch and challenge. No significant difference through the two launches of the programme.</p> <p>FA asked how big the assignments are in terms of workload? 1500 words. Substantial and challenging for a Year 8 student. Work is marked at university standard i.e. a First, 2:1 etc.</p> <p>FA asked if parents get be involved? Yes, parents are part of the process currently but this could work better going forward.</p> <p>LGO asked about the quality of guidance as this is important to ensure the students' success. 1500 words is a substantial amount and would be challenging for a Year 8 student. Students base their work on STEM subjects i.e. Malaria, dementia and the guidance is varied depending on the PHD tutor's knowledge. Students are given a booklet to provide information and guidance.</p> <p>FA asked how long is the programme? Starts in March and ends in July.</p> <p>PD asked how many students attend the programme? 14 at the moment (14 is the maximum for the programme).</p>	

	<p>EW asked if there was a way to identify if a student is not motivated or feeling overwhelmed? Yes, through pastoral support. Students are now more comfortable to ask for the support they need.</p> <p>LGO confirmed the cost; £2,562 per placement (i.e. university student). All agreed this was good value in terms of raising aspirations.</p> <p>LGO said targeted support always works and there needs to be that investment. The resources are available, the cohort identified and a way forward has been planned. It will make a difference.</p> <p>HBF said there are a number of reasons why the last group did not work well. The current Year 9 students are difficult to engage in PE, with wider aspects, so that might have played into this. Could be the impact of COVID - not sure.</p>	
<p>5.</p>	<p>Structure of the School day 2024 awards</p>	
	<p>LGO introduced the item and welcomed SAH to the meeting:</p> <ul style="list-style-type: none"> LGO and SAH presented the above at the recent full staff meeting and at the curriculum leaders' meeting to give staff the opportunity to reflect and feed back and discussions have taken place a number of times at LT meetings. <p>LGO shared the following:</p> <ul style="list-style-type: none"> Governors will remember in response to COVID changes, a number of features of the School day were adapted in response to the pandemic. Governors and LT members decided to retain some of the changes and a decision was made that this would be reviewed for the 2024-2025 academic year. Staggered lunch times were implemented, removing the form tutor, with tutorials taking place throughout the year. This demonstrated very clear benefits in retaining some of those changes. For example, a year group will get time to go through the dining room hence not too busy at LS and leaving time for student activities. During the spring/summer term, through line management meetings with curriculum and team leaders, specific discussions have taken place around the structure of the School day, to gain feedback. This has fed into discussions at Leadership Team meetings and with School Union representatives who provided feedback from their members – this was helpful. Important point to share – the government's white paper which is now on the back burner indefinitely; they were keen to address the minimum number of hours that Schools should operate within each week. 32.5 hours stipulated. This was not passed to legislation but there is still an expectation that schools will deliver the minimum of those hours. Schools, including King Edward VII, are working towards this. <p>SAH presented the two models that he had previously presented to staff and LT members. These were discussed in detail and governors asked questions.</p> <p>EW asked if there were any issues around the staggered movement of students on and off site? SAH said this becomes about the bus services and this is why the school will retain these as it is easier to have shifts moving off site.</p>	

	<p>CA asked about form time? Both models retain form time as period 1 as it is at the moment (12 sessions through year). Both models see break at the end of period 1 to give consistency with a form teacher.</p> <p>FA asked how long is the lunch break? Currently forty-five minutes, this will move to one hour.</p> <p>PD asked governors their opinions, were they in support? SAH thinks the move to more curriculum time is positive and more consistent.</p> <p>SAH said a final decision will be made at the Leadership Team meeting next week.</p> <p>LGO said the transport issue in Sheffield in getting children to and from school is still an issue. Start and finish times will impact on this. SAH said bus companies feel it is financially viable to put a bus on.</p> <p>EW said the last lesson before lunch ends at 1.20pm – might this be late for Year 7 students? SAH said careful thought to be given about this. HP said Year 7s can have access to the dining hall at break, where they can get something to eat.</p>	
<p>6.</p>	<p>Annual Parent View Survey 2023 and Staff Well Being Survey 2023 – feedback and action points</p>	
	<p>LGO said each year the School conducts an annual parent survey; the same questions are asked each year so that trends can be tracked over time. The survey is completed in the summer term. LGO sent a summary of the survey in a recent letter to parents. Governors have already had sight of this. Overall responses were very positive and very good for the School. For example, of the 1777 students on roll, 313 responses were received from parents. That number is low but large enough for feedback to be meaningful.</p> <p>HP said that figure is in line with Parentview/Ofsted and is seen as valid. It is a good response. LGO suggested that the survey is conducted earlier next year, before Year 13 and Year 11 students leave.</p> <p>LGO gave a snapshot of the results: 84.79% strongly agreed that the School has high expectations of their child. 88.20% would recommend the School to another parent. Very positive.</p> <p>Action points:</p> <ul style="list-style-type: none"> LGO said there were a number of clear action points and these were shared with parents and governors. LT suggested next time the survey is conducted, give parents the option to flag up which key stage their child attends so the School can drill down on any issues. Some parents wanted to receive subject specific information relating to Key Stage 3 students. R Gardiner (Assistant Headteacher Key Stage 3) now produces a half termly newsletter for Key Stage 3 parents, to inform them what is happening in School and core subjects covered as a direct response to the survey. LT discussed that it would be helpful to provide parents with the School supports wider in the professional development of young people in the school with information. Thought will be given how to do this. LT are mindful of overloading parents with too much information. Parents were asked additional questions in the survey about the setting up of a parent/teacher association (exact name for this group not decided yet). A high response rate. Two meetings have taken place in School to 	

discuss this, with key staff (LGO, AHT KS3, Education Manager and the vice chair of the Governing Board, plus two parents at the first meeting). A follow up meeting then took place with one of the parents there. Once the survey had been concluded and responses collated it was agreed that another meeting would take place to discuss responses to questions around the setting up of the group. A meeting has been organised for interested parent on Wednesday 29 November 2023, 5.30-6.30pm, at Upper School. Twenty four parents have signed up so far. RG, CR and LGO have planned the session. Parents will be asked to work in small groups around three central issues from the survey: 1. The community and ways to create a stronger community that fosters a strong sense of belonging for all the communities we serve. 2. Parental engagement reflecting the needs of all students. 3. How can parents and carers contribute and enhance learning experiences for students i.e. offering skills. LGO said it was too early to formalise the group into a formal structure, key staff will start with generating interest and commitment which will then form a working group of parents. Parents can opt into a session on a particular issue they want to contribute to. To be established after next meeting. LGO is pleased with responses from parents. Responses discussed at a recent LT meeting and action points have been acted on. The next step is to work with parents who attend on 29 November 2023.

LGO asked governors if they had any questions or suggestions to improve the above, going forward.

EW asked if responses could be teased out whether they relate to Upper School or Lower School? LGO said the School cannot do so at this time but can look at this in future.

Staff Wellbeing Survey: LGO said this annual survey is completed in July. The same survey questions were used as the 2021 and 2022 survey. Survey was completed towards the latter end of the summer term. In 2022, 177 staff responded and in 2023, 186 staff responded. Huge response rate.

LGO said the survey is conducted externally by Fusion HR. LGO wanted the process to be managed externally. Fusion look at data and flag up recommended action points from the information. This gives independence to the survey.

Some outcomes shared by LGO:

- Responses moved in a positive direction from the previous year
- Strongly agree category – significant improvement
- School demonstrates a commitment of wellbeing to staff
- Equality of opportunity and inclusion are part of the ethos of the School and are implemented in practice. Significant improvement which demonstrates that staff are happy with how LT and governors demonstrate that they are focused on equality and diversity of staff and seeking to meet their needs – very positive.
- Comments included under each response and LT looked at these, shared them with staff and identified recommendations and action points from the results.

LGO asked governors if they had any suggestions/comments on the above?

	<p>EW suggested asking for more feedback from those members of staff who flagged up an area for development as to what they can suggest that would make it easier for them.</p> <p>FA asked if this could be picked up at review/appraisal/staff meeting/line management meetings? LGO said this was a good suggestion and colleagues can communicate outside of these formal times so would expect staff to explore training and development through that channel. LGO will give thought to conducting a governor survey.</p>	LGO
7.	City wide secondary sufficiency data forecasts and expansion requests	
	<ul style="list-style-type: none"> • LGO explained that this relates to student places across the city. • There is a deficit model in terms of secondary school places and this will roll through to Post 16. • Two Local Authority officers are holding face to face meetings with school leaders across the city to talk about planning for school places. <p>LGO shared some information:</p> <ul style="list-style-type: none"> • The two Local Authority officers presented information to LGO and other school leaders in other schools. • Previously schools have been approached to increase their PAN (pupil admission numbers) on an annual basis. LGO and governors have supported this on a number of occasions. LGO has increased the current Year 7 PAN to 240. • Sheffield City Council (SCC), since September 2023, have stated that 1000 more young people have moved into the city and Sheffield (this is indicative across the country) and SCC have a statutory duty to provide school places for the students. Students now being placed as part of the fair access. On a daily basis places are being requested in the school and students are being placed with us. • Admissions team have indicated that the peak in terms of Year 7 admissions would have been this September and then numbers will level, but the most recent data shows 2023 is no longer peak due to a range of factors. There will be a peak for at least four years up to 2030. The student change in numbers means that the admissions team had to reassess their forecast and have factored a 3% increase on top of their forecast. This is problematic for schools in Sheffield. LGO said it is important for governors to know, after her initial meeting with the two LA colleagues. Further communications have taken place regarding School places. • In the south west for 2024-2025 SCC need to find a minimum of two forms of entry and six forms of entry across the city. • SCC have advised that 2100 new homes will be built in the city each year until 2030. • The numbers are not going to drop – high. <p>A detailed discussion took place and governors asked a range of questions. LGO responded to the questions.</p>	
8.	<p>Reports from: Finance, Premises and Personnel Committee – Wednesday 4 October 2023 DE gave an update.</p> <p>Governors were invited to ask questions of the above. Governors were satisfied with the update.</p>	

	<p>Curriculum and Performance Committee – Wednesday 15 November 2023 PD gave an update.</p> <p>CA asked if government are still going ahead with Ebacc headlines? HP said yes, next year they will publish headline measures. Students have done well. Decision not needed until around January 2024.</p>	
<p>9. Any other business</p>	<ul style="list-style-type: none"> • Governor recruitment • Parent elections for Governing Board • Governor feedback on training accessed since the previous meeting, including National Governance Association training • Face to face online safety safeguarding session for parents on 7.11.2023 <p>PD thanked FA for joining the Governing Board. Governors will organise recruiting parents in January 2024. The LA have advised that schools can only have two parent governors. The composition of the current Board will be discussed in January.</p> <p>Health and Safety Audit to be conducted in School by SCC on 6 February 2024 - LGO: LGO has been informed that the LA will conduct yet another audit in School and this will focus extensively on Upper School.</p>	<p>LGO, PD, KW</p>
	<p>Date of next meeting: Tuesday 30 January 2024</p>	