

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

**Tuesday 21 April 2020
5.30pm – 7.00pm
Upper School**

PRESENT:

Peter Dickson, Chair of Governors (PD) Verity Kemp, Vice Chair of Governors (VK) Linda Gooden, Headteacher (LGO) Michael Williams (MW) Clare Allison (CA) Huw Parker, Deputy Headteacher (HP) Honey Smith (HSm) Will Giles (WG)	Mike Heselton (MH) Emma Titterington-Giles (ETG) Kate Williamson (KW) Michael Davison, Business Manager (MPD) Tzameret Rubin (TR) Colin Muncie (CM) Samantha Bailey (SB) Charlie O'Daly (COD)
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IN ATTENDANCE:

Jo Jackson, Clerk to the Governors

No.	ITEM	ACTION
1.	Apologies for Absence (received) Heather Stewart (HS), Sue Hammersley (SH)	
	Absence (apologies not received):	
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 of 4 February 2020 and report on matters arising from the minutes – decisions and information	
	LGO's responses to the previous minutes and matters arising: <ul style="list-style-type: none"> • Pages 2/3 - AEN registers in other schools - no further progress in light of the Coronavirus situation • Pg 6 - Increasing capacity in Careers next year - this will happen and has been budgeted for in the 2020-2021 • Pg 6 - student admissions - the Pupil Admission Number of Y7 starting in September 2020 has been increased to 238 (extra 8 places). I also produced and sent the School's Appeals Statement to the LA by the deadline date of Friday 27 March 2020. This was in readiness of parents/carers appealing for places in the School. • Pg 7 - School Improvement Partner's Report for January - I have received this and will forward it to governors. Site Security – update from MPD.	
4.	Coronavirus and School planning	
	LGO said she had produced a lengthy paper to give governors a clear understanding of work that has taken place and work that still needs to take place prior to the School re-opening.	

LGO asked governors if they had any questions on the future plan for the School to reopen:

PD has received communications from Learn Sheffield and updates from the Local Authority.

LGO said she is receiving communications daily from Andrew Jones (Director of Education and Skills – interim) at the Local Authority.

PD asked about communications with feeder schools given the nearing of the end of term and the start of new academic year. Linda has communicated with feeder school Headteachers and has explained the transition process including a way of sharing information of children that will be incoming to the School.

If schools open before end of the summer term, the Induction day will go ahead as normal on Monday 22 June 2020 and the Year 6 Information Evening on Tuesday 16 June will. If schools are instructed not to open the process may be deferred to the autumn term. LGO said contingency planning will be needed in the interim if so.

VK echoed on behalf of all governors, MH's request to thank school staff who have worked to keep virtual education going.

HSM volunteered to be part of the Recovery Phase group. VK will also be a member of the group.

MW has asked about staffing levels – the ratio of staff to children when students return to school.

MW said there are staff in the 'vulnerable category' across the School which may affect the smooth running of the building.

LGO said she recognised that the School had reached its limits of staffing to continue to operate the School safely before Easter so made the decision to partially close on Thursday 19 March 2020. Before the School reopens staffing and other key factors will be addressed.

MW said it is important to ensure that events such as the Year 11 ball go ahead when safe to do so to mark the end of education for Year 11 students as this is important for them from a psychological aspect.

LGO drafted and sent a letter to Year 11 and Year 13 students to state that the School realised that they will be devastated that the end of year events had not taken place and has made a commitment to organise the Year 11 and Year 13 balls at a later date, alongside other celebration events.

PD asked LGO if queries received from parents had been reasonable?

LGO said a reasonable number of comments and queries had been received, mostly positive, thanking the School for its clarity of communication. Parents/carers said they have valued this. There has been a handful of parents/carers who have expressed their frustration at trying to support their child's learning at home as they felt overwhelmed. LGO sent parents and carers a letter on 14 April 2020 giving additional clarity on the home based learning situation and expectations (three hours of work to be completed per day). MW

	said HP has devised a pack for students who do not have online accessibility or a laptop. LGO has provided some further guidance for staff on home based working. LGO read out a few of the frequently asked questions and her responses.	
5.	Budget update	
	<p>MPD has provided a paper. Aspects will be discussed at the LT meeting on Wednesday 22 April 2020 with a view to links to the School Development Plan. The Finance, Premises and Personnel meeting on Wednesday 29 April 2020 will discuss the budget needs to be agreed for submission to the Local Authority.</p> <p>MPD invited questions from governors:</p> <p>CM referred to LGO's paper and an item relevant to the financial situation: FSM vouchers - this amount will be reimbursed. CM said if the School needs to spend more to ensure students receive food then it should do that. If the Leadership Team feels there are other necessary steps to take to protect disadvantaged students then governors agree to give them the right to do so. LGO said it is deeply frustrating that the system is not working as efficiently as it should be at national level. There are glitches with the national system (the School has 333 students who qualify for free school meals) and progress is very slow. Schools were informed that they could provide vouchers for one week of the Easter holiday and this has been resolved today; vouchers have been printed and posted today. The national system is problematic.</p>	
6.	Summer qualifications and grades 2020 – GCSE, A Level, Extended Project Qualifications – Ofqual guidance and School action	
	<p>HP had distributed a paper and explained the content. The process is being led by HP and Marcus Brown (Data Manager) in School. Staff are getting on with the process, discussion is taking place via telephone and Microsoft Teams virtual meetings. Staff are ahead of the schedule.</p> <p>HP invited questions from governors and he responded to them.</p>	
7.	Any other business	
	<p>MH referred to his previous acknowledgement that governors are grateful for the work that is being done in School and as a parent and governor he is grateful that staff have kept things going. MH also gave acknowledgement to governors for holding their first virtual meeting using technology. LGO said for the future it is important to look at what has been done differently and to look at good practice i.e. are there things that can be done differently in the future. LGO said it is important to do this rather than things just returning to the norm.</p> <p>A COVID-19 Recovery Planning Group will be convened for the School.</p>	LGO
	<p>Meeting closes 7.00pm Date of next meeting: Tuesday 7 July 2020 – to take place remotely.</p>	