**KING EDWARD VII SCHOOL**

**MINUTES OF FULL GOVERNING BODY MEETING**

**Tuesday 9 July 2019**

**5.30pm – 7.15pm**

**Upper School**

**PRESENT:**

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| Peter Dickson, **Chair of Governors** (PD)  Verity Kemp**, Vice Chair of Governors** (VK)  Linda Gooden, **Headteacher** (LGO)  Colin Muncie (CM)  Michael Williams (MW) | Clare Allison (CA)  Barbara Walsh (BW) |

**IN ATTENDANCE:**

Huw Parker, Deputy Headteacher (HP)

Michael Davison, Business Manager (MPD)

Jo Jackson, Clerk to the Governors

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| **No.** | **ITEM** | **ACTION** |
| **1.** | **Apologies for Absence (received)**  Honey Smith (HSm), Heather Stewart (HS), Tzameret Rubin (TR), Kate Williamson (KW), Mike Heselton (MH) |  |
|  | **Absence (apologies not received):** |  |
|  | Samantha Bailey (SB) |  |
| **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 on 23 April 2019 and report on matters arising from the minutes – decision and information – P Dickson** |  |
|  | **Site Security:** LGO has written to John Doyle requesting financial assistance to part fund the purchase of the gates for the Upper School site. John Doyle has acknowledged receipt of the letter. This now needs to be discussed with a wider team of people at Sheffield City Council. LGO will send another letter requesting an update before the end of term. A meeting took place with the Swimming Pool trustees, governors and key staff on Friday 17 May 2019. This was a productive meeting and a two tiered approach has now been set up as suggested by CM: A strategic steering group and a project management team. MPD said that documents will go out in October 2019 at the earliest regarding the tender.  **Exclusions and Statutory Guidance presentation and training:** LGO said the School has permanently excluded four students. One family has appealed the decision and there will be an Independent Review Panel Hearing.  **Climate Change/Eco School:** LGO said three members of staff have expressed their interest in working on this. LGO will revisit this in early September 2019.  **Membership of the Governing Body**: MPD said the DFE website had been updated with Governor details. MPD will continue with this. LGO said a person has expressed an interest in being a governor at the School and LGO and PD will meet with them prior to end of the School year.  **Review of the Teaching and Learning Responsibility Structure:** LGO said the new structure will be in place from 1 September 2019 and any staff who will be affected by the changes have been notified.  **School Improvement Partner’s Report, K Moloney, January 2019:** LGO said the action points from the previous report have now been actioned and completed.  HP said he had met with Assistant Headteachers and Timetablers from other secondary schools and will do so again in September to discuss further curriculum models. He joined LGO’s recent meeting with primary feeder Headteachers to discuss the curriculum. The School’s Maths team have been in touch with some primary feeder schools and some meetings have already taken place. Other meetings will take place in September.  **MH’s Employability policy:** LGO said this had been discussed at Leadership Team meetings. MH to produce a summary page for staff. Careers Department to now move this forward. | **LGO**  **LGO, MPD**  **LGO**  **MH** |
| **4.** | **Headteacher’s Report – Linda Gooden** |  |
|  | LGO talked through the report.  CM asked if a session could be arranged for governors to attend in the new School year relating to the new OFSTED Framework?  PD said this will be placed on the agenda for the full Governing Body meeting in September. PD will ask a colleague to deliver this session. LGO said the School Improvement Plan for 2019-2020 has been informed by the new Ofsted Framework.  CM referred to the pattern/differing numbers in key stages of students who have an EHCP (Education Health Care Plan) plan and asked why it was prevalent earlier in the School? LGO noted there are no particular patterns to this; dependent on student admissions.  LGO said those who joined in Year 7 have moved through the School. LGO said she will invite the School’s SENCO and Assistant Headteacher for Inclusion to the full Governing Board meeting in September to give a presentation to governors and to answer any questions that governors may have.  BW referred to Schools’ attempts to reduce the number of fixed term exclusions and said that other schools are working on solutions. BW asked if King Edward VII School is working with other schools on this agenda? LGO responded to this question.  MPD talked through the budget situation.  Post 16 offer - improvements: textbooks will be made available for every subject and the toilet facilities will be improved.    BW asked if the School has asked students what it was that made them choose King Edward VII School? LGO and HP responded to this question.  Attendance: LGO thanked key stage teams and the Assistant Headteacher Inclusion for their work in this area. LGO said Simon Cooke is doing some excellent work in looking at Post 16 attendance and the impact on progress.  Governors’ Attendance Panels: to be formalised next year.  PP students were discussed in detail.  PD said he will meet with Catherine Jackson before the end of term, after CJ has met with LGO, to finalise the annual safeguarding document. | **PD**  **PD**  **LGO, PD**  **LGO, SJC**  **LGO** |
| **5.** | **School Improvement Partner’s Report based on Visit 4 – L Gooden** |  |
|  | LGO tabled the SIP’s most recent report and talked through the key points and the action points at the end of the report.  Governors were satisfied with the report and had no further questions to ask.  LGO said the outcomes of the meeting with K Moloney, PD and VK are included in the 2019-2020. The meeting was very positive. |  |
| **6.** | **Governors’ actions and achievements for 2018-2019 and Work Plan**  **for 2019-2020 – Peter Dickson and Verity Kemp** |  |
|  | Governors discussed this item, shared detailed feedback and action points for 2019-2020. |  |
| **7.** | **The School’s Risk Register – update – Colin Muncie** |  |
|  | CM said there were no significant changes, but there is a need to identify any other new risks.  Suggestions for the way forward:   * Income Generation – specific projects need to be identified when organising events to raise money * Former pupils/Old Edwardians – invite them to School events * Y11/13 prom to be held at the School * Parent body – framework to be drawn up in asking for their help when raising funds |  |
| **8.** | **Reports from Governors’ Committees:**   * **Finance, Premises and Personnel – 24 and 30 April 2019 - Colin Muncie**   Cashless catering is working very well at Lower School. |  |
| **9.** | **Any other business – ALL** |  |
|  | * **Trips and visits 2019-2020**   There is an extensive programme for next year. LGO said a number of trips still require further details.   * **Management of Multi-Faith spaces Draft Policy**   LGO reminded governors that the School has done a lot of work on this and it will be revisited by the Leadership Team in September ready for new cohorts. Colleagues have worked with external individuals in devising the policy. Students will be included in the process.   * **General Data Protection Regulation**   The School has signed up to utilise the services of Andy Wynne from the Local Authority, as the School’s Data Protection Officer, from 1 July 2019. This includes some consultancy time from Andy.  CA said the evening class brochure has been circulated externally.  **Volunteering Report BW:** BW said this is working very well with those organisations who have bought into it.  Work with refugees: School staff would like to do more on this. VK is meeting with Phil Ward on Monday 15 July and will feed back to governors. It was agreed that the School must be able to fulfil the commitment if an opportunity is offered. Capacity is the key issue.  BW suggested that LGO to write to those who are volunteering to thank them and to invite them to attend the training day in September. BW also suggested that volunteers are provided with lanyards so they can access the building etc. |  |
| **10.** | **Farewells – Peter Dickson** |  |
|  | BW resignation: Governors gave huge thanks to BW for her many years of excellent service to the Governing Board. Gifts and cards were presented to BW.  James Creasy and Sarah Brown (Associate Governors) have also resigned from the Governing Board. Governors thanked them for their work. |  |
|  | **Meeting closes 7.15pm**  **Date of next meeting: Tuesday 24 September 2019** |  |