



A Regular Meeting of the Ermysted's Grammar School Full Governing Board was held on **Thursday 1st July 2021 at 4.45pm online via MS Teams.**

GOVERNORS

Mr C Worts [CW] Chair (FTG); Mr M Evans [MJE] Headmaster (SG); Mr S Flanagan [SF] Vice Chair (FTG)
 Mrs J Lloyd [JL] (FTG); Mr AM Davies [AD] (FTG); Mr HG Cutler [HC] (FTG); Dr S Humphrey [SH] (FTG)
 Ms S Trelease [ST] (PAFTG); Mr S Clarkson [SC] (OBFTG); Mrs D Swiffen [DS] (FTG)
 Ms V Anderson [VA] (PG); Mr A Hart [AH] (PG); Mrs R Nazar [RN] (CG)
 Mr B Garner [BG] (LA); Mr J Burton [JB] (CG); Mr C Baker [CB] (SG)

(FTG) Foundation Trustee Governor; (OBFTG) Old Boys Foundation Trustee Governor
 (PAFTG) Parents Association Foundation Trustee Governor; (SG) Staff Governor
 (LA) Local Authority Governor; (PG) Parent Governor; (CG) Co-opted Governor

TO BE IN ATTENDANCE

Mr D Frankland [DF] Clerk to Governors
 Mr A Wooley [ADW] School Business Leader
 Ms P Davies [PD] Deputy Head Teacher
 Members of the Senior Leadership Team

MINUTES OF THE REGULAR MEETING OF THE FULL GOVERNING BOARD 01.07.21

GOVERNORS ONLINE

Mr C Worts [CW] Chair (FTG); Mr M Evans [MJE] Headmaster (SG); Mr S Flanagan [SF] Vice Chair (FTG)
 Dr S Humphrey [SH] (FTG); Ms S Trelease [ST] (PAFTG); Mr S Clarkson [SC] (OBFTG)
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PROCEDURAL

Min	Item	Lead	att
109::21 FGB	To extend a welcome to all present and open the meeting. Meeting status::Quorate The Chair opened the meeting at 4.50pm, extended a welcome to Governors and to members of Senior Leadership Team in attendance.	Chair	



110::21 FGB	<p>To receive apologies and consent to absences.</p> <p>The Clerk was in receipt of apologies from JL, AD, HC, AH, and JB which were recorded as consented.</p>	Chair Clerk	
111::21 FGB	<p>To receive any Declaration of Interests, pecuniary or non-pecuniary, for the purpose of the business of this meeting.</p> <p>There were no Declarations of Interest recorded, pecuniary or non-pecuniary for the purpose of the business of this meeting.</p>	Chair Clerk	
112::21 FGB	<p>To receive notification of other urgent business for consideration at agenda item: - other business.</p> <p>Taking an item of AOB now, and given the general nature of confidentiality of business within Board meetings, Governors declined a request from a Chair of Governors at a local school, and more generally declined for all external governors, to sit as observers in Board meeting at Ermysted's.</p> <p>However, Governors remain open to extending a welcome to governors from local schools by arrangement, to visit Ermysted's for discussion around school governance best practice in general.</p>	Chair	
113::21 FGB	<p>To determine whether any part of the proceeding should be treated as confidential and excluded from the minutes to be made available for public inspection.</p> <p>Governors agreed items of confidential business to be determined where appropriate. Governors are reminded of the need for confidentiality on some aspects of Governing Board Meetings.</p>	Chair	
114::21 FGB	<p>To confirm completion of individual Governor documents on OneDrive as required: link</p> <ul style="list-style-type: none"> • LA Governor Self Declaration • Register of Business Interests • Register of Gifts & Hospitality • Governor Skills Audit <p>The Chair highlighted the importance of Governors completing their required responses to documents as above and available on the 365 drive and advised of a new approach to the completion of the above in the new academic year.</p> <p>Action: For Governors who have not already done so, please complete the above documents and publish to their individual folders on OneDrive: link</p> <p>Action: The Safeguarding Governor, SH, reminded Governors who had not already done so, to complete any outstanding Safeguarding training and submit as required.</p>	Chair Clerk	



<p>115::21 FGB</p>	<p>Governor Composition and Report: Confirm the Governing Board Composition.</p> <p>The Clerk advised that, as discussed in the Foundation Trustees meeting immediately prior to this Board meeting, JL had agreed to sit for a further term of office as a Foundation Trustee Governor for four years from 18.10.21 – 18.10.25.</p> <p>The term of office for Parent Governor VA, had expired on 04.07.21 and VA therefore sits as an observer in this meeting. The Chair extended a welcome to VA to participate in the Parent Governor Election in the autumn term should she be desirous of sitting for a further term.</p> <p>Action: The Headmaster confirmed the school would run a Parent Governor Election at the beginning of the autumn term; this being a helpful time to include and engage the interest of the parents of the new Year 7 boys.</p> <p>The Clerk noted the term of office for the Co-opted Governor (RN) due to expire on 16.10.21, and on enquiry, RN advised for personal reasons it would be beneficial for her to be able to consider continuing for a further term, across the Summer recess, and would advise of her decision in due course.</p> <p>Action: RN to advise in due course; business to be brought to the next meeting of the Full Governing Board on 14.10.21.</p> <p>On a proposal from SF and seconded by SC the Governing Board approved the above appointments of VA and RN, subject to a successful Parent Governor Election in favour of VA, and a favourable outcome for RN.</p>	<p>Chair Clerk</p>	<p>Act MJE</p> <p>Act RN Clerk</p>
<p>116::21 FGB</p>	<p>To approve as a correct record, the minutes of the meeting of the Full Governing Board held on: 20.05.21.</p> <p>The minutes of the meeting of the Full Governing Board held on 20.05.21, were proposed as a correct record by SF, seconded by ST, and approved by Governors.</p> <p>To approve as a correct record, the confidential minutes of the meeting of the Full Governing Board held on: 20.05.21.</p> <p>The confidential minutes of the meeting of the Full Governing Board held on 20.05.21, were proposed as a correct record by CW, seconded by MJE.</p> <p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>There were no matters arising other than those to be concluded within the business of this meeting.</p>	<p>Chair Clerk</p>	



117::21 FGB	<p>To receive minutes and a brief resume of business from the Chair, from the meeting of the School Improvement Committee held on 17.06.21.</p> <p>Providing overview to the business from the meeting of the School Improvement Committee held on 17.06.21 the Committee Chair, SH advised:</p> <p>The School had now appointed an IT Network Manager to commence employment on 16.07.21. The Headmaster confirmed that over the summer it was hoped to move all user email addresses to the domain: 'ermysteds.uk', to shorten the school's existing domain name.</p> <p>On other staffing developments, an advertisement was out to recruit a caretaker following a recent resignation, and there was a need for additional support in the Finance team; the position currently being filled, very capably, by a Year 14 student prior to his move to university.</p> <p>The Headmaster had provided a verbal update on Admissions for September 2021, with the School now full for Year 7 entry in September 2021, and there had been discussion around late testing and the new guidance around 'in year' testing. Amendments to the 2021 and 2022 Admissions Policies had been incorporated following publication of the revised Admissions Code, which requires certain statutory changes to be made to the policies already ratified by the board.</p> <p>On operational matters, the Headmaster advised there had been limited opportunity for enrichment in the last year due to Covid related issues. The School hopes to return to some order of normality and reinstate a larger programme of enrichment opportunities in the next academic year.</p> <p>The Headmaster had also provided an update on the 2021 GCSE and A-Level Awarding process, with a summary of progress and overview of the remaining challenges.</p> <p>There had also been discussion around School uniform, following recent legislation but ahead of guidance being published to schools. Governors were pleased to note the School had come to an agreement with 'SCAD', a Skipton based charity, which had agreed to take stock the School's second-hand uniform; the arrangement to the benefit of all concerned, and a great resource to parents.</p> <p>There were no questions.</p> <p>The minutes from the meeting are available to Governors on the 365 Drive at: link</p>	Chair SH	
	<p>To receive minutes and a brief resume of business from the Chair, from the meeting of the Resources & Finance Committee held on 21.06.21.</p> <p>In the absence of the Committee Chair, the Committee Vice Chair, SF, provided a brief resume of business from the meeting of the Resources & Finance Committee held on 21.06.21.</p>	Chair JL	



SJP had provided update on the Asset Register with this now complete, and a significant piece of work requiring a physical check throughout the school, and the documenting of all assets. Governors had recorded an especial note of appreciation and thanks to the ex-student, Thomas Shaw, and indeed to SJP, who had both given much of their time in the preparation of the Register.

Governor had reviewed the 2021-2022 Contract Schedule identifying contractors with the School and including the range of services contracted with North Yorkshire. Since the preparation of the Schedule, the cleaning contract services had now been brought 'in house'.

ADW had provided an update on the Artificial Sports Pitch; with a review of the most recent developments to be provided within the business of this Board meeting.

Governors had discussed the programme of site works anticipated through the Summer recess, a smaller scale exercise than the previous two Summers, limited in the main to need.

The minutes from the meeting are available to Governors on the 365 Drive at: [link](#)

To receive a brief resume of business from the Chair, from the meeting of the Foundation Trustees immediately preceding this Full Governing Board Meeting.

Chair

The Chair to the Foundation, CW provided an overview of business concluded within the meeting of the Foundation Trustees immediately preceding this Board meeting.

There had been discussion around the Trustee and Governor memberships and terms of office, and as detailed earlier at 115::21FGB.

Trustees had discussed the ongoing business of update with the Land Registry, currently with AD, to confirm the change to the named Trustees.

Trustees had received and approved the Foundation Accounts, supported by a detailed narrative provided by SJP, and considered the responses from the three Auditors invited to tender for the Independent Examination of the accounts. The proposal to appoint the 'Independent Examiner of the Foundation Accounts' had been deferred for approval to the next meeting of the Foundation Trust on 30.09.21.

There had been discussion around the school archives / archive material and whether the care of same should formally move across to the Old Boys' Society. It was agreed, however, that given the charitable status of the Foundation the archives would remain under the ownership of the Foundation, and the oversight and care of the historic archive material would become the responsibility of the Old Boys' Society.

Reporting on the Petyt Library, SC had little to update other than the proposals from the previous meeting of Trustees on 18.03.21 (to extend the agreement of governance and



	<p>oversight), had gone from Skipton Council to York with the amendments, and was awaiting sign off.</p> <p>To receive minutes, where available, from any additional Committee Meetings or Panels held since the last meeting of the Full Governing Board on 20.05.21.</p> <p>The Clerk confirmed, to his knowledge, there had been no other meetings of Committees or Panels held since the last meeting of the Full Governing Board on 20.05.21.</p>		
<p>118::21 FGB</p>	<p>Dates of meetings of the FGB & Committees for the academic year 2021 - 2022: All meetings at 4.30pm unless otherwise indicated.</p> <p>Autumn Term 2021 Thursday 30 September 2021 4.00pm Foundation Trustees Meeting (AGM) Thursday 14 October 2021 Full Governing Board (AGM) Thursday 11 November 2021 School Improvement Committee Monday 15 November 2021 Resources & Finance Committee Thursday 2 December 2021 Full Governing Board</p> <p>Spring Term 2022 Thursday 20 January 2022 School Improvement Committee Monday 24 January 2022 Resources & Finance Committee Thursday 3 February 2022 Full Governing Board Thursday 3 March 2022 School Improvement Committee Monday 7 March 2022 Resources & Finance Committee Thursday 17 March 2022 4.00pm Foundation Trustees Meeting Thursday 17 March 2022 4.45pm Full Governing Board</p> <p>Summer Term 2022 Thursday 28 April 2022 School Improvement Committee Monday 9 May 2022 Resources & Finance Committee Thursday 19 May 2022 Full Governing Board Thursday 16 June 2022 School Improvement Committee Monday 20 June 2022 Resources & Finance Committee Thursday 30 June 2022 4.00pm Foundation Trustees Meeting Thursday 30 June 2022 4.45pm Full Governing Board</p>	<p>Chair</p>	



BUSINESS OF THE FULL GOVERNING BOARD

119::21
FGB

Headmaster's Report (attached) Pupil progress, Staffing, Educational Visits

Chair
MJE

Presenting his Report to Governors for July 2021, the Headmaster explained, as advised previously, the amount of data being collected had been determinedly reduced in recent years, to optimise the monitoring of pupil progress and to manage staff workload. The reporting system had been amended with data now only being collected, for most year groups, at two points in the academic year.

Year 13 and Year 11 students were involved in the Teacher Assessed Grades (TAGs) process this year. TAGs had now been submitted to the boards and no further updates can be provided to governors until the results are published in August. Years 9, 8, and 7 were doing well and performing in line with targets. Year 10 seems to be a strong year group, had made excellent progress, with the hope that next year's GCSE results would reflect the students' hard work.

Year 12, however, was a more varied year group. The UCAS grades will be determined and published to the students in the next week and will be based holistically on the work produced throughout the year. The School will offer all students the opportunity to revisit these grades in September, if a student can demonstrate a *significant* improvement in attainment by that time.

In terms of the progress of key group, the Headmaster concluded students were all making similar progress to the wider cohorts.

The Headmaster provided the detail of the staffing update; the appointments (academic year to date), and external appointments, together with the resignations (academic year to date).

On the School roll, the Headmaster confirmed this had not changed, the total number of students on roll being 826; the FTE for 2020-21 being 47.4; and the PTR, therefore 17.5.

Governor noted that the Absence Data was difficult to compare to previous years due to authorised absence arising from Covid isolation and technicalities around the recording of absence for EHCP pupils during the spring term lockdown. In overview, however, attendance at School remains very good. The official attendance rate as reported in the spring census was 96.12%, with authorised absence at 3.04% and unauthorised absence at 0.84%.

Concluding the Headmaster provided resume of the:

- Behaviour (year to date);
- Referrals to outside agencies;
- Accident data (year to date);
- Freedom of Information Requests and Environmental Information Regulations (year to date);



	<ul style="list-style-type: none"> • Data Breach (year to date); • Single Central Record; (the School, in previous years, part of the NYCC ‘sampling process’, and since opting out of the process had managed the DBS checking process in School, now with regular periodic checks on staff.) <p>Referring to Educational Trips and Visits (since last meeting of the Full Board), the Board approved the 16.07.21, Malham, Year 12, Field Trip, trip leader Andrew Herring, (non-residential), to go ahead.</p> <p>Action: A Governor requested that, going forward, the Headmaster’s Report include contextualised information alongside the Behaviour Statistics for the purpose of comparison. It was recognised that such figures would be of limited value this year (due to the periods of COVID-related absence and changes to the application of the Behaviour Policy) but it was agreed figures from the previous year would help inform the process and will be included from September.</p> <p>A Governor questioned the drop in ‘late detentions’ from previous years. The Headmaster explained that start times had been staggered to ensure there were no large groups of students congregating on site and Sixth Form students in particular had been given dispensation to arrive at the end of Period 1 on certain days if they had no timetabled lessons. There would, however, be a sharp reestablishment of expectation around punctuality from the beginning of the autumn term.</p> <p>There were no further questions,</p> <p>The Chair thanked the Headmaster for his detailed and informative reporting.</p> <p>The Headmaster’s Report to Governors for July 2021 is available to Governors on the 365 Drive at: link</p>		Act MJE
120::21 FGB	<p>Admissions Policies (attached) Revised policies for ratification</p> <p>Providing an update on Admissions for September 2021 the Headmaster confirmed the School was full for Year 7 entry in September 2021 and there had been a total of 15 appeals with none upheld.</p> <p>The School would also hold late testing on 08.07.21 for individuals who had not sat the Year 7 Entrance Test in October (September 2021 Entry). All available places had been allocated in March, so individuals reaching the required standard will be added to the waiting list and placed in rank order according to the published over subscription criteria.</p> <p>There had also been a number of (In Year) applications for other year groups, nearly all of which were already full. Governors noted applications for in year admissions would automatically be refused a place if the year group was already full, whether candidates reach the required standard or not. Such applicants have a statutory right of appeal.</p>	Chair MJE	



	<p>Referring to the new Admissions Code, and as advised in a previous Full Board, the Headmaster explained there were technical updates and definitions required to the Policy. Additionally, the government was moving to formalise the ‘in year’ admissions process with schools being required to respond to parents within 15 working days, from September 2021, with the outcome of an application, or, in the case of grammar schools, the date of testing.</p> <p>These changes were discussed and agreed. On a proposition from MJE and seconded by CW, the Board ratified the amended 2021 Admissions and 2022 Admissions policies pending formal approval of the Code (which is expected over the summer). The revised policies to be published to the School website in September.</p>		
<p>121::21 FGB</p>	<p>Support for disadvantaged pupils Verbal update</p> <p>MJE confirmed that the School had entered into a contract with Frog Education and GSHA to provide access to the familiarisation platform for the School’s Disadvantaged applicants. GL Assessment content was being sourced by Frog and the facility would be advertised to qualifying candidates in due course.</p>	<p>Chair MJE</p>	
<p>122::21 FGB</p>	<p>Operational matters TAGs and on-going work</p> <p>Speaking to Teacher Assessed Grades and on-going work, the Headmaster confirmed the School had received a request for a sample of evidence of TAG’s from the Exam Boards in three subjects (2 GCSE and 1 A Level) and these samples had since been uploaded to the Exam Board as requested.</p> <p>The School was undertaking a substantial amount of work ahead of the publication of results in August, to double check all of the data used. Staff have been employed to check that the results have been transcribed correctly from test papers to subject spreadsheets and from subject spreadsheets to the Exam Board’s portal.</p> <p>In the final week of term, the School hopes to organise a barbeque on the top field, for staff members and their immediate families as a measure of thanks for all their hard work.</p> <p>There were no questions.</p> <p>On behalf of Governors, the Chair expressed an especial thanks to all members of the SLT, the staff, and all the team in School for what had been a Herculean effort in exceptional circumstances, in a full awareness that the work does not end when the term ends.</p> <p>Action: The Chair to write to all staff to acknowledge the appreciation of the Governing Board, and to discuss with the Headmaster to perhaps recognise, in some way, the commitment and dedication of all the team.</p>	<p>Chair MJE</p>	<p>Act Chair MJE</p>



<p>123::21 FGB</p>	<p>Capital projects Verbal update</p> <p>The School Business Leader, ADW provided an update on progress to the Artificial Pitch project and confirmed the recent calendar of events.</p> <ul style="list-style-type: none"> • On 02.06.21 the planning application had been submitted and fee paid via the National Planning Portal, with a confirmation on 03.06.21 that application had been passed to Craven District Council; • On 08.06.21 ADW had then written to advise neighbouring residents as a matter of courtesy; • After a considerable period of silence, ADW confirmed he had received an email from the Council on Tuesday of the previous week confirming they had validated the application and it was being considered - and noted the determination date as detailed on the CDC planning website was 30.07.21. <p>With the planning application opened for comment, the School would now proceed to encourage feedback and comment from the Ermysted's School community, including Parents, Staff, Governors, Old Boys, and potential users of the facility.</p> <p>Should planning consent be secured, ADW confirmed of his readiness to approach potential sponsors including Education and Business Trusts, professional and commercial sponsors in due course.</p> <p>Meeting status: a confidential item of business was recorded.</p> <p>The Chair thanked the School Business Leader for his reporting.</p> <p>There were no questions.</p>	<p>Chair ADW</p>	
<p>124::21 FGB</p>	<p>Link Governor Reporting</p> <p>There were no Link Governor reports.</p> <p>The Chair express thanks to Governor who had linked in with their faculties and subject areas across the year; a valuable resource and much appreciated from both sides.</p>	<p>Chair</p>	
<p>125::21 FGB</p>	<p>Safeguarding update</p> <p>Reporting on Safeguarding, AJJ provided the key updates (yet to be released) around KCSiE, with further guidance to be presented at the September Board meeting. The delay in release, no doubt, due to the OFSTED and DfE review into sexual abuse in schools, of which AJJ provided summary.</p>	<p>Chair AJJ SH</p>	



	<p>AJJ confirmed of the proactive steps being taken in School to initially identify the scale of the issue, and to respond appropriately to the issues of sexual abuse and harassment within School and the wider school context, see: link</p> <p>AJJ confirmed the School had already reached out to the SGHS students attending Ermysted's, and there had been open and very positive conversations.</p> <p>The Safeguarding team would be conducting a whole school, pupil survey prior to close of term, again to assess the scale of the problem and to engage their thoughts around PSHCE and the openness, or approachability of staff. Some guidance by way of an information booklet is to be provided to students to support their safety through the Summer recess, to better enable them to make informed choices whilst they are away from school.</p> <p>AJJ further confirmed, the School was also planning 'Drop Down Days' for students' and planned to engage with external providers keen to come into School to engage with and deliver some of the content being planned. The overall programme a heavy focus for this next year and beyond.</p> <p>As an aside AJJ confirmed the Year 6 Transition Evening, held the previous evening, had been conducted via Zoom, and linking to the Admissions Policy and the Entrance Test in October, the team would visit the 'in catchment' area primary schools to engage with and raise awareness in the interest of eligible pupils.</p> <p>Concluding, AJJ advised of an NYCC Webinar planned for the early part of the following week, (the detail of which circulated to all Governors on 28.06.21 by the Clerk) the invitation open to Governors with reservations via the school office. In view of the short time scale AJJ agreed to attend and debrief SH, the Safeguarding Governor, in due course.</p> <p>There were no questions.</p> <p>The Chair thanked AJJ for hie Report.</p>		
<p>126::21 FGB</p>	<p>Policy to ratify / reviews, revisions, and updates:</p> <ul style="list-style-type: none"> • Admissions Policies 2021-22 and 2022-23 <p>The ratification of the Admissions Policies 2021-22 and 2022-23 concluded within 120::21FGB.</p>	<p>Chair</p>	
<p>127::21 FGB</p>	<p>Governor support information / NYCC governor training (links updated and active as at 05.05.21)</p> <ul style="list-style-type: none"> • Governor Handbook & Competency Framework (NGA; March 2019): link • NYCC Governor Training / SIN Meetings 2020-2021: link • For NYCC, CYPS / Governance / main page: link 	<p>Chair Clerk</p>	



	<ul style="list-style-type: none"> • Support Information for new Governors is available on the Governor 365 Drive in the folder for this academic year. • NGA (National Governors Association): link • NGA Members login / password reset: link 		
OTHER BUSINESS			
128::21 FGB	<p>To deal with any matters agreed for consideration under previous agenda item (urgent business).</p> <p>There was no other business agreed, or matters brought forward for consideration under previous agenda item (urgent business).</p> <p>On a question around Prize Giving this year, the Headmaster confirmed this would be a virtual event, as in the previous year, and again complicated by COVID issues.</p>	Chair	
129::21 FGB	<p>To review the business of the meeting and determine whether any part of the proceeding should be treated as confidential and excluded from the minutes to be made available for public inspection.</p> <p>The Governing Board exercised the option to determine an item of business be treated as confidential and the business, therefore, be excluded from the minutes of this meeting to be made available for public inspection; ergo a confidential item of business is assigned to the minutes of this meeting.</p>	Chair	
	<p>There being no further business, and in closing, the Chair thanked Governors, the members of the SLT, and indeed all those in attendance and contributing to meetings, for their continuing level of commitment to the School and their steadfast support throughout the year.</p> <p>Meeting status: The Chair declared the meeting closed at 6.25pm.</p> <p>David Frankland Clerk to the Governing Board Secretary to the Foundation Trust clerktogovernors@ermysteds.uk</p>		