



A Regular Meeting of the Ermysted's Grammar School Full Governing Board was held on **Thursday 2 December 2021 at 4.30pm 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)
 Mr A Hart [AH] (CG); Mr B Garner [BG] (LA); Mr J Burton [JB] (CG)
 Mr C Baker [CB] (SG); Ms V Anderson [VA] (PG); Ms L Tuck [LT] (PG)

(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 [DRF] Clerk to Governors
 Mr A Wooley [ADW] School Business Leader
 Ms P Davies [PD] Deputy Head Teacher; Mr A Jackson [AJJ] Deputy Head Teacher
 Members of the Senior Leadership Team

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD 02.12.21

GOVERNORS ONLINE

Mr C Worts [CW] Chair (FTG); Mr M Evans [MJE] Headmaster (SG); Mr S Flanagan [SF] Vice Chair (FTG)
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 Mr C Baker [CB] (SG); Ms V Anderson [VA] (PG); Ms L Tuck [LT] (PG)

ATTENDEES ONLINE

Mr D Frankland [DRF] Clerk to Governors
 Mr A Wooley [ADW] School Business Leader
 Ms P Davies [PD] Deputy Head Teacher; Mr A Jackson [AJJ] Deputy Head Teacher

PROCEDURAL

Min	Item	Lead	att
23::21 FGB	To extend a welcome to all present and open the meeting. Meeting status::Quorate The Chair opened the meeting at 4.30pm., and extended a welcome to Governors, and to members of Senior Leadership Team in attendance.	CW	



	The full complement of papers for this meeting is available on the 365 Drive at the following: link		
24::21 FGB	To receive apologies and consent to absences. An apology was recorded for AD which was consented.	Clerk	
25::21 FGB	To receive any Declaration of Interests, pecuniary or non-pecuniary, for the purpose of the business of this meeting. There were no declarations of interest recorded, pecuniary or otherwise for the purpose of the business of this meeting.	Chair Clerk	
26::21 FGB	To receive notification of other urgent business for consideration at agenda item: - other business. The Headmaster gave notice of two items of business to be tabled at 44::21FGB, 'other urgent business'	Chair	
27::21 FGB	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. 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.	Chair	
28::21 FGB	Governor Composition and Report: Confirm the Governing Board Composition. Appointments and retirements There was no change to the Governing Board composition. The Chair advised he had been in communication with AD who had confirmed the business to update the named Ermysted's Foundation Trustees with the Land Registry was progressing. Further, AD had indicated it would be his intention to retire from the Governing Board on the expiry of his present term of office on 12.09.22 having served the Board initially as a Parent Governor and latterly as a Foundation Trustee, for over twenty years. Trustees note, the Term of Office for DS as a Foundation Trustee and consideration for reappointment for a further term of four years to be brought to the next meeting of the Foundation Trust.	Chair Clerk	



	<p>Action: All the above business to be brought to the next meeting of the Foundation Trust on 17.03.22.</p>		Act Clerk
29::21 FGB	<p>To confirm ‘SignNow’ completion of individual Governor documents as previously circulated.</p> <ul style="list-style-type: none"> • LA Governor Self Declaration • Register of Business Interests • Register of Gifts & Hospitality • Governor Skills Audit • EGS Code of Practice • Safeguarding Requirements <p>The Clerk advised the above required declarations, emailed to Governors via ‘SignNow’, had, in the main, been completed; the record of completion available in the individual Governor folders on the 365 at: link</p> <p>Action: Governors to please complete / update above as or where required.</p>	Chair Clerk	Act all Gov’s
30::21 FGB	<p>To approve as a correct record, the minutes of the Annual General Meeting of the Full Governing Board held on: 14.10.21.</p> <p>The minutes of the Annual General Meeting of the Full Governing Board held on 14.10.21 were proposed as a correct record by SF, seconded by JL and approved by the Board.</p> <p>To approve as a correct record, the confidential minutes of the Annual General Meeting of the Full Governing Board held on: 14.10.21.</p> <p>The confidential minutes of the Annual General Meeting of the Full Governing Board held on 14.10.21 were proposed as a correct record by CW, seconded by MJE and approved by the Board.</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.</p>	Chair	
31::21 FGB	<p>To receive a brief resume of business from the Chair, from the meeting of the School Improvement Committee held on 11.11.21.</p> <p>Providing overview to the business from the meeting of the School Improvement Committee held on 11.11.21 the Committee Chair, SH advised:</p>	Chair SH	



- Committee had elected SH as Chair, and SC as Vice Chair for the academic year 2021-2022;
- The Headmaster had provided overview to the 2022-2023 Curriculum Policy, the extra-curricular activities as listed in the KS4 enrichment programme, and the recent associated updates to the school website;
- Governors had considered the draft 2023-24 Admissions Policy, and recommended it be referred to this meeting of the Full Governing Board for ratification;
- AJJ had provided an analysis of behaviour and as DSL had provided a verbal update on Safeguarding;
- The Headmaster had provided an update on staff training, and the continuing investment in the staff training programme;
- **To ratify the 2021-2022 School Improvement Committee Terms of Reference.**
- On a proposal from the Committee Chair and seconded by the Committee Vice Chair, the Governing Board ratified the 2021-2022 School Improvement Committee Terms of Reference without amendment.

To receive a brief resume of business from the Chair, from the meeting of the Resources & Finance Committee held on 15.11.21.

Chair
JL

The Committee Chair JL, provided a brief resume of business from the meeting of the Resources & Finance Committee held on 15.11.21:

- Committee had elected JL as Chair, and SF as Vice Chair for the academic year 2021-2022;
- Speaking to the Accounts for year to date (end of period 7) ADW had advised the School was now projecting a small deficit for the financial year.
- ADW had provided an update on the site works ongoing and projects recently completed in the half term recess;
- ADW had provided a Health & Safety update;
- SJP had presented an update on lettings developments and proposal confirming that lettings were now up and running again for this academic year;
- There had been several items of business of a confidential nature;
- Governors had discussed the current HR practice in schools generally.
- **To ratify the 2021-2022 Resources & Finance Committee Terms of Reference.**
- On a proposal from the Committee Chair and seconded by the Committee Vice Chair, the Governing Board ratified the 2021-2022 Resources & Finance Committee Terms of Reference without amendment.

To receive minutes, where available, from any additional Committee Meetings or Panels held since the Annual General Meeting of the Full Governing Board on 14.10.21.

Chair



	<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 14.10.21.</p>		
<p>32::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>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			
<p>33::21 FGB</p>	<p>Headteacher Report (attached) Current operational data</p> <p>Presenting his Report to Governors to December 2021, the Headmaster provided a summary of the current levels of pupil progress data, noting the most recent detail would become available towards the end of term and currently unavailable due to the earlier date of this (Full Governing Board) meeting.</p> <p>Referring to the Staffing update, Governors noted the appointments and resignations in the academic year to date.</p> <p>There were currently 839 pupils on roll. The FTE for 2021-22 is 47.7; therefore, the PTR is 17.6 (cf. 17.5 in 2020-21).</p> <p>Updating on Absence, the Headmaster advised the overall attendance rate currently at 93.9%, slightly lower than normal and almost entirely due to authorised absence as a consequence to pupils self-isolating. In terms of Unauthorised Absence, Governors noted the specifics, (the footnotes within the Report), and with AJJ to provide more detailed information within his reporting.</p>	<p>Chair MJE</p>	



	<p>Behaviour in the School was in general, excellent, which was reflected in the limited number of sanctions detailed within the Report. There had been several SLT presentations as a result of the School’s strategy to move towards restorative justice in sanctioning for behaviour.</p> <p>The School was continuing to make referrals to the associated outside agencies, and continued to make available the internal counselling and social prescribing service.</p> <p>Governors noted the additional support information, ‘Accident data’ and ‘Freedom of Information Requests and Environmental Information Regulations’ (all year to date), together with FOI requests and the Single Central Record data.</p> <p>Referring to educational trips and visits (since last meeting of the Full Board), the Headmaster advised that four potential MFL trips for 2021-22 had been cancelled due to restrictions introduced by overseas governments. Potentially, the Sixth Form trips might be able to be resurrected at short notice if the situation changed, but the outlook suggested that 2022-23 might be a better option.</p> <p>There were no questions.</p> <p>The Headmaster’s Report is available on the 365 at: link</p>		
<p>34::21 FGB</p>	<p>Review of the school website (verbal update) An update for governors on the most-recent additions.</p> <p>The Headmaster provided an update on the most-recent additions to the School website and referred Governors to the approved (non-confidential) minutes of the meetings of the Full Governing Board which are available online to the public.</p> <p>The policies required by the DfE to be published to the website of a maintained school, together with the School Evaluation Form (SEF) and the School Development Plan (SDP) were also available to view.</p> <p>Governors noted the School’s audited accounts, and the Pupil Premium ‘catch-up funding’ were also available online.</p> <p>The two main areas of improvement to the website had been around the Curriculum and the Extra-curricular sections.</p> <p>On a question relating to Pastoral Support (available to Parents), the Headmaster referred Governors to a most comprehensive section of the website detailing the range of support available under the various range of topics.</p> <p>The Chair expressed an especial thanks to the member of the SLT and others who had contributed to the recent review of the School website and the range of detailed information and guidance now available.</p>	<p>Chair MJE</p>	



	<p>There were no further questions.</p> <p>School website available at: link</p>		
<p>35::21 FGB</p>	<p>Admissions (attached) Draft 2023-24 Admissions Policy</p> <p>Presenting the draft 2023-2024 Admissions Policy, the Headmaster advised there had been minor changes from the previous policy in the section relating to the home address of the applicant. These had been made in response to recent judgements by the Office of the Schools Adjudicator (OSA). The OSA had confirmed to the School that it could amend the Admissions Policy without the requirement for consultation.</p> <p>Governors discussed the merits for and against increasing the PAN, and on a proposal from the Chair, seconded by the Vice Chair, the Governing Board agreed:</p> <ol style="list-style-type: none"> 1. To increase the Year 7 PAN from 120 to 124 for entry in September 2023 and; 2. To admit over PAN to 124 for entry into Year 7 for September 2022. <p>There were no questions.</p> <p>Action: The Headmaster to publish the 2023-2024 Admissions Policy to be to the School website the next day and notify the Local Authority of the changes.</p>	<p>Chair MJE</p>	<p>Act MJE</p>
<p>36::21 FGB</p>	<p>School Uniform (attached) Updated Policy for discussion and ratification</p> <p>The Headmaster presented the updated School Uniform Policy for Governor consideration (the policy appended to the School Behaviour Policy).</p> <p>The updated policy reflects the recent statutory and non-statutory guidance from the DfE on the subject, see: link</p> <p>The draft School Uniform Policy is available to Governors on the 365 drive at: link</p> <p>Governors noted that most items of school uniform are generic, may be purchased from any outlet, and the establishment of a source of good quality second-hand uniform.</p> <p>Governors, particularly those who have, or have had children in the school, agreed the update to the policy and the revised directive from the DfE as a positive move forward.</p> <p>On a proposal from SF and seconded by SC, the Governing Board ratified the updated School Uniform Policy</p> <p>Action: the Headmaster to publish the approved School Uniform Policy to the school website the next day</p>	<p>Chair MJE</p>	<p>Act MJE</p>



	<p>Action: The Headmaster to communicate with parents to raise awareness of the second-hand EGS school uniform now being sold in the Skipton & Craven Action for Disability (SCAD) shops in Skipton and Crosshills, with all profits from this scheme to support the work of this local charity; the arrangement to provide parents with an alternative, low-cost source of school uniform.</p>		Act MJE
37::21 FGB	<p>Resources and Finance An update for Governors</p> <p>Providing update from the business of the Resources & Finance Committee meeting of 15.11.21, ADW noted of the key points, with the revised Full Year Forecast suggesting a potential operating deficit:</p> <p>On Income adjustments Governors noted:</p> <ul style="list-style-type: none"> • Pupil Premium and SEN Funding updated for actual pupil cohort from September 2021; • Additional catch-up funding (but will be offset with corresponding expenditure). <p>...and on Expenditure adjustments:</p> <ul style="list-style-type: none"> • Support Staff anticipated increase in employment costs (pay award 1.75%+ rather than 1.00%); • Additional Support Staff (and as detailed within the PowerPoint report); • Cost of external staff advertising; • Building maintenance - repairs to heating and boilers / door locks and controls / replacement of light fittings; • Professional fees associated with new build proposal as discussed in Committee - may be capitalised in due course. <p>ADW provided overview to the site work in progress and anticipated, together with the issues hampering progress including contractor availability / to attend site to quote for work, and delays in the supply of equipment.</p> <p>Governors considered a proposal from ADW to install a second defibrillator on the school site, situated outside Memorial Hall and available to the wider community (the other unit being situated in the school office). ADW noted a provider had been identified and confirmed the council planning office had confirmed consent would not be required where the / a unit was positioned on the non-listed building.</p> <p>Action: It was agreed SC approach the Old Boys' Society with a view to the Society considering a contribution towards the cost of the defibrillator, and that he report back to Full Governing Board in due course.</p>	Chair ADW	Act SC



	<p>Regarding the Site Team resource, ADW advised progress to work was compromised to some extent due to staff availability, together with the additional demands of the vaccination programmes and the requirement to support the resumption of lettings.</p> <p>Speaking to ventilation and the monitoring of carbon dioxide levels around the site, ADW noted that the guidance on ventilation was being followed, although this would inevitably impact on energy consumption and cost.</p> <p>Meeting status:: a confidential item of business was recorded.</p>		
<p>38::21 FGB</p>	<p>Quality Assurance of Teaching and Learning (verbal summary)</p> <p>Providing update to the Quality Assurance of Teaching and Learning, PD explained this had taken place predominantly over a three week period 8th - 26th November, with every HoF having completed paired learning walks with either the Head, or the Deputy Headteachers. In addition, the HoF had completed paired learning walks with the AHoF.</p> <p>As part of the process, there had been discussion with pupils about their learning, and book checks had been undertaken. Moreover, there had been a ‘discrete book look’ of twelve Year 8 pupils in order to compare their curriculum experiences, progress and response to feedback across a range of their subjects. This sample had included SEN and PP pupils, and had been conducted within a Heads of Faculty meeting, supporting Faculty Leaders’ understanding of the process and ability to lead discussion at faculty level.</p> <p>Observers had recorded the overall strengths and areas for development in both Curriculum and Pastoral, the detail of which is expanded within the written Report at: link</p> <p>Governors overviewed the next step priorities to include:</p> <ol style="list-style-type: none"> 1. Consistent implementation of responsive marking to be a key focus. CPD had already started in whole school training, including use of Faculty meeting time, twilight, and the planned INSET day for Tuesday January 4th with best practice to be shared; 2. HoF, SEN and pastoral team to identify pupils in Y7 and Y8 who may have barriers which are preventing them from making the same rapid progress as their peers. Teaching assistants to provide bespoke interventions during form period to identified pupils. Teaching strategies to support differentiation to be incorporated into CPD training. Tracking to identify progress of identified pupils; 3. Where necessary, HoF have added to their FDPs as a result of the Learning walks and have fed back key suggestions to their faculties, for example: timetabling discussions around delivery of food in enrichment lessons to better support resourcing: SDS to review timetable for next year; 4. Reinforce protocols around pupil and staff transitions between and within lessons. 	<p>Chair PD</p>	



	<p>There were no questions.</p> <p>The Chair thanked PD for her detailed reporting.</p>		
<p>39::21 FGB</p>	<p>Pupil Premium Strategy (document to be provided at the meeting)</p> <p>Speaking to the Pupil Premium Strategy, AJJ confirmed the statement detailed the School’s use of pupil premium (and recovery premium for the 2021 to 2022 academic year) funding to help improve the attainment of the disadvantaged pupils. It also outlined the pupil premium strategy, how the School intended to spend the funding in this academic year, and the effect that last year’s spending of pupil premium had had within the School.</p> <p>Governors considered the Funding Overview for the academic year (the Pupil Premium funding allocation; the Recovery premium funding allocation; the Pupil premium funding carried forward from previous; and the total budget for this academic year).</p> <p>AJJ confirmed the ‘Statement of Intent’ aim at Ermysted’s Grammar School to provide all pupils regardless of their socio-economic background with the opportunity to achieve their full potential in both their academic studies and extra-curricular endeavours. This to ensure pupils have positive learning experiences and develop necessary life skills to ultimately lead to well-rounded pupils who can go on to achieve their aspirations and to contribute positively to life in modern Britain.</p> <p>Governors noted of the key challenges to achievement the School had identified among the disadvantaged pupils; and of the intended outcomes by the end of the current strategy plan, and how the School will measure whether they have been achieved.</p> <p>Governors reviewed the activity in this academic year; how the School intended to spend the pupil premium (and recovery premium funding) to address the challenges.</p> <p>Concluding, AJJ provided a resume of the outcomes of the previous academic year, including an overview of the activities and interventions, detailing the impact that the pupil premium activity had had on pupils in the year.</p> <p>There were no questions.</p> <p>On a proposal from SF and seconded by DS, the Pupil Premium Strategy for 2021-2022 was approved by the Governing Board.</p> <p>Action: AJJ to publish the Pupil Premium Strategy document to the School website.</p> <p>The Chair thanked AJJ for his detailed and informative reporting.</p> <p>The Pupil Premium Strategy anonymised document is available on the 365 at: link</p>	<p>Chair AJJ</p>	<p>Act AJJ</p>



40::21 FGB	Safeguarding update Meeting status:: a confidential item of business was recorded.	AJJ SH	
41::21 FGB	Link Governor Reporting To receive the following Link Governor Reports: <ul style="list-style-type: none"> • Governor: SF; Date of visit: 08.10.21; Link area: Career Partnership • Governor: SF; Date of visit: 09.11.21; Link area: Career Partnership / Curriculum Café The Link Governor Reports are available on the drive / folder for this meeting: link	Chair	
42::21 FGB	Policies to ratify: <ul style="list-style-type: none"> • Budget Management Policy and Scheme of Delegation to the Headteacher • 2023-24 Admissions Policy • Health and Safety Policy • School Uniform Policy • Developing Performance Policy • Capability Policy • Recruitment Policy On a proposal from the SF and seconded by SH, Governors ratified all the above policies 'en bloc'.	Chair	
43::21 FGB	Governor support information / NYCC governor training (links updated and active as at 18.11.21) <ul style="list-style-type: none"> • Governor Handbook & Competency Framework: link • NYCC Governor Training / SIN Meetings 2020-2021: link • For NYCC, CYPS / Governance / main page: link • Support Information for new Governors is available on the Governor 365 Drive. • NGA (National Governors Association): link • NGA Members login / password reset: link 	Chair Clerk	
OTHER BUSINESS			
44::21 FGB	To deal with any matters agreed for consideration under previous agenda item (urgent business). MJE explained that NYCC, School Improvement Service, was currently in a subject level agreement with the School to provide access to training, which was not used very much. As a traded service the LA had also been approached to support the Headteacher's Performance Management (HTPM) review. However, despite repeated requests, NYCC	Chair	



	<p>had been unable to confirm availability and the Headmaster, therefore, sought the approval of Governors to source an alternative provision, it being a legal requirement that a Governing Board appoint an external advisor to assist with the HTPM process.</p> <p>On a proposal from the Chair and seconded by the Vice Chair, the Governing Board agreed the School give notice on current SLA, and the Headmaster seek to secure an alternative provision for the HTPM process.</p> <p>Meeting status:: With the exception of CW, SF, MJE, PD and DRF all other Governors and attendees were invited to retire from the meeting.</p> <p>Meeting status:: a confidential item of business was recorded.</p>		
45::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 the Chair thanked Governor and attendees for their support throughout this challenging year, extended his best wishes to all for a Happy Christmas and New Year, and declared the meeting closed.</p> <p>Meeting status: The Chair declared the meeting closed 6.25pm.</p> <p>David Frankland Clerk to the Governing Board Secretary to the Foundation Trust clerktogovernors@ermysteds.uk</p>		