



A Regular Meeting of the Ermysted's Grammar School Full Governing Board was held on **Thursday 17 March 2022 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)  
 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  
 Members of the Senior Leadership Team  
 Mr A Wooley [ADW] School Business Leader  
 Ms P Davies [PD] Deputy Head Teacher; Mr A Jackson [AJJ] Deputy Head Teacher

## MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD 17.03.22

### GOVERNORS ONLINE

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 HG Cutler [HC] (FTG); Dr S Humphrey [SH] (FTG)  
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### ATTENDEES ONLINE

Mr D Frankland [DRF] Clerk to Governors  
 Members of the Senior Leadership Team  
 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
65::22 FGB	To extend a welcome to all present and open the meeting.  Meeting status::Quorate  The Chair opened the meeting at 4.40pm., 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: <a href="#">link</a>		
66::22 FGB	To receive apologies and consent to absences.  The Clerk was in receipt of apologies from AD, SC, and JB, which were recorded as consented. An unconsented absence was recorded for LT. <b>Action:</b> Chair to liaise with LT regarding the need to submit an apology when unable to attend meetings.	Clerk	Act CW
67::22 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	
68::22 FGB	To receive notification of other urgent business for consideration at agenda item: - other business.  The Headmaster advised of several items to be included within the general business of the meeting.	Chair	
69::22 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	
70::22 FGB	<b>Governor Composition and Report:</b> Confirm the Governing Board Composition. Appointments and retirements  <ul style="list-style-type: none"> <li>The Clerk advised that AD had given notice of his intention to retire as a Foundation Trustee and would stand down on the expiry of his Term of Office on 12.09.22. <b>Action:</b> It was agreed the Chair discuss with AD, that he be invited to sit as an Associate Member from that date, the Term of Office to be confirmed.</li> <li>Governors noted the Term of Office for SF, sitting as a Foundation Trustee and Vice Chair to the Foundation and the Governing Board, was due to expire on 17.10.22. SF advised he would consider sitting for a further term, if invited to do so, and confirm of his intention with the Chair in due course. <b>Action:</b> SF to discuss with CW and confirm of his intention.</li> </ul>	Chair Clerk	Act CW  Act SF CW



	<ul style="list-style-type: none"> <li>Governors noted the retirement of AD would leave a vacancy on the Board for a Foundation Trustee from 12.09.22: <b>Action: the Chair to consider the options and take appropriate action.</b></li> </ul>		Act CW
71::22 FGB	<p>To confirm 'SignNow' completion of individual Governor documents as previously circulated.</p> <ul style="list-style-type: none"> <li>LA Governor Self Declaration</li> <li>Register of Business Interests</li> <li>Register of Gifts &amp; Hospitality</li> <li>Governor Skills Audit</li> <li>EGS Code of Practice</li> <li>Safeguarding Requirements</li> </ul> <p><b>Action: It was agreed the Clerk check the SignNow record with Ms Tamsons and notify Governors of any outstanding returns.</b></p>	Chair Clerk	Act DRF
72::22 FGB	<p>To approve as a correct record, the minutes of the Regular Meeting of the Full Governing Board held on: 03.02.22.</p> <p>The minutes of the Regular Meeting of the Full Governing Board held on 03.02.22 were proposed as a correct record by SH, seconded by SF, and approved by the Board.</p> <p>To approve as a correct record, the confidential minutes of the Regular Meeting of the Full Governing Board held on: 03.02.22.</p> <p>The confidential minutes of the Regular Meeting of the Full Governing Board held on 03.02.22 were proposed as a correct record by MJE, seconded by CW, 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	
73::21 FGB	<p>To receive a brief resume of business from the Chair, from the meeting of the School Improvement Committee held on 03.03.22.</p> <p>Providing overview to the business from the meeting of the School Improvement Committee held on 03.03.22 the Committee Chair, SH advised:</p> <ul style="list-style-type: none"> <li>the Headmaster had set out a proposal to move to five Year 9 classes in the core subjects next year (2022-23) to better support the pupils (the 128 coming through from year 8), and to reduce staff workload;</li> <li>There had been discussion around the GCSE and A-Level options for the respective cohorts, noting the pattern of option choices over the past four years,</li> </ul>	Chair SH	







Governors approved an amendment to the role of: ‘Assistant Exams Officer and Data Manager’, to that of: ‘Assistant Exams Officer plus a different role’. This would allow for an individual already working in School to be appointed to that post as in a combined role. It was noted that such an appointment would leave no back-up for the existing Data Manager, and a different solution would be required to resolve this issue.

Referring to SEND Funding (Core SEND Funding), the Headmaster advised this had increased (due to certain metrics from 2019 being carried forward unchanged during the subsequent years of pandemic). In consequence, and with emerging needs in the student population identified, the School had appointed an additional Advanced Teaching Assistant. The individual is also a qualified English Teacher and to provide short term interventions with pupils to strengthen their literacy.

Governors noted the incumbent to the SENDCo role had resigned (from that role) but would remain as a Teacher of PE at the School. An existing member of staff had since been appointed to the role with a unique TLR combined with their existing AHoF role.

**Meeting status: A confidential item of business was recorded.**

The Headmaster confirmed the School roll at 840, the FTE for 2021-22 was 47.7; and the PTR, therefore is 17.6 (cf. 17.5 in 2020-21).

On Absence, the data was similar to that reported in the previous Full Governing Board meeting, with the overall attendance rate at 92.1%; somewhat lower than it would be normally, and largely as a consequence of Covid.

Governors noted the rate of Unauthorised Absence, the Behaviour Data, the Referrals to Outside Agencies, the Accident Data, and Freedom of Information Requests (all year to date). Further, and at the School’s initiative, the SCR and recruitment documentation had been subject to an external audit on Monday, 28 February 2022. No significant issues had been highlighted at the time:

**Action: the Headmaster to present the full Report to Governors in due course.**

Concluding, the Headmaster shared information about the most recent School Educational Trips and Visits

There were no questions.

The Chair thanked the Headmaster for his detailed and informative Report which is available on the Drive at: [link](#)

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As an aside the Headmaster updated Governors on the long expected DfE White Paper which is expected to encourage all schools to join a ‘strong’ Multi Academy Trust in the years ahead. At the Headteachers’ Conference the previous week, which MJE had attended, he formed the view that despite the work involved the direction of travel was

Act  
MJE



	<p>that more, if not all schools, would become academies, or part of a MAT. The Headmaster had since booked a meeting with the Regional Schools Commissioner for Yorkshire (together with representatives of the RSC in Lancashire) and would feedback to the Governing Board in due course.</p> <p>The Headmaster noted, that whilst ADW would speak further about the School budget later in the meeting, he confirmed there had been an increase in Post 16 Funding (reported as 7.8%). However, this was largely accounted for in funding that schools were currently receiving under another label. In return for this non-increase in funding, schools were now required to provide forty hours of additional learning hours; an issue that would need to be addressed in the coming months.</p> <p>In closing, the Headmaster confirmed the School was running a set of internal exams for Year 11 and Year 13 to collect assessment data in the event the exams be cancelled. However, it seems increasingly likely that exams will go ahead as normal in the Summer, and the Headmaster confirmed he would be writing to parents and pupils the following day to confirm the School would be cancelling the tests planned for the beginning of the Summer term.</p>		
<p>76::22 FGB</p>	<p><b>SEND (to be tabled at the meeting)</b> An update on support for pupils with SEN and wider literacy issues</p> <p>Providing a verbal update on SEND with a supporting PowerPoint presentation, and with input from PD, AJJ overviewed on the progress of existing SEN and literacy support, the new SENCo appointment, the Advanced Teaching Assistant, the Accelerated Reader programme and wider reading support.</p> <p>Referring to support the SEND cohort was receiving, AJJ detailed the support some were receiving from the established Learning Support Assistants and provided a brief outline on the levels of intervention in place.</p> <p>AJJ confirmed the new appointments: the new SENDCo, and the fixed term Advanced Teaching Assistant and as outlined by the Headmaster within his Report to Governors earlier in the meeting.</p> <p>The aims and objective of the new ATA appointment is to raise literacy standards with identified pupils; initially to focus on the ‘low prior attainment on entry’ pupils, and subsequently with focus on support for the ‘middle attainers’ and indeed those ‘high attainers’, and to monitor the impact and outcomes.</p> <p>Speaking to Quality Assurance, and on Learning Walks, PD advised there had been Paired Learning Walks with SGHS during February, with those students studying A-Level jointly at SGHS and EGS. Lessons observed at EGS had included: Y12 PE, Y12 and 13 German, Y12/13 Music; and lessons observed at SGHS: Y12 English Language.</p>	<p>Chair AJJ</p>	



	<p>In summary and on future actions:</p> <ul style="list-style-type: none"> <li>• Both schools had been happy with the quality of the teaching provision for Y12 and Y13.</li> <li>• PD to send Head of Languages Faculty email to M. Blythe to share with C. Woolley;</li> <li>• A meeting between the Sixth form teams is to be planned for May to discuss protocols and provision for next year, with EGS to ensure laptops are available to any students attending SGHS.</li> </ul> <p>Updating on Initial Teacher Training (ITT) and Early Career Teachers (ECT), PD advised the School had just finished Placement 2 for the ITT trainees; a Chemistry student from Northern Lights and a PE student from Leeds Trinity, with both very successful in training, and the Chemistry Student continuing through to placement 3 together with a new History student (placement 3).</p> <p>In terms of ECT there were two trainees in School at the moment; the PE teacher and a Latin teacher; both working well with observations recently completed and mentoring ongoing. In the second year ECT will have 5% timetable reduction (not 10%) and the one mentoring session per fortnight (not weekly).</p> <p>Providing a broader update on Staff Training, PD advised on recent Twilight which had included additional training on the writing of UCAS references. Future Twilight plans to include Behaviour for Learning in May, Curriculum Planning in June, and training for the new SEND lead. Looking further ahead. there would be additional support for literacy, particularly at KS3 (and to complement the interventions in place); Curriculum planning including reinforcing cross-curricular links; with Marking and feedback as an ongoing focus.</p> <p>There were no questions.</p> <p>The Chair thanked both AJJ and PD for their reporting.</p> <p>The detailed PowerPoint presentation is available on the Drive at: <a href="#">link</a></p>		
<p>77::22 FGB</p>	<p><b>Quality Assurance of Teaching and Learning (to be tabled at the meeting)</b> An update on QATL processes on shared classes with SGHS.</p> <p>Business concluded within the previous agenda item and the associated PowerPoint.</p>	<p>Chair PD</p>	
<p>78::22 FGB</p>	<p><b>Capital projects (to be tabled at the meeting)</b> An update on developments at the School</p> <p>In terms of Health &amp; Safety observations discussed within the Resources &amp; Finance Committee, (see minutes: <a href="#">link</a>) and as a consequence of the North Yorkshire Health and Safety Premises Inspection, ADW was pleased to confirm all actions from that Report had now been addressed.</p>	<p>Chair ADW</p>	





	<p>Secondly and on a positive note, ADW was pleased to confirm the defibrillator had now been installed outside the Memorial Hall, with thanks to the Old Boys' Society for their generous contribution in support of the project.</p> <p><b>Proposed new Gym / Studio building:</b></p> <p>Referring to the proposed new Gym / Studio building project, ADW confirmed the application for planning consent had been submitted on 18 November 2021 and approved on 7 February 2022, and the application had since been submitted to DfE to commit to the allocation of the School Condition Allowance.</p> <p>The Structural Engineer had completed the design specification which had been shared with the Quantity Surveyor and the Architect, with the QS now preparing the tender documents, targeting release to potential contractors by end of March / return end April.</p> <p>The Architect had indicated a five month build period – targeting to reduce this with the aim to commence at the earliest opportunity and take advantage of the summer holiday period and good weather. The target to complete the project in 2022, although dependent on the availability of contractors etc.</p> <p><i>Meeting status: A confidential item of business was recorded.</i></p>		
79::22 FGB	<p><b>Financial projections (to be tabled at the meeting)</b> An updated set of financial projections.</p> <p><i>Meeting status: A confidential item of business was recorded.</i></p>	Chair ADW	
80::22 FGB	<p><b>Safeguarding update</b></p> <p><i>Meeting status: A confidential item of business was recorded.</i></p>	Chair AJJ SH	
81::22 FGB	<p><b>Link Governor visits &amp; reporting;</b> Link Governor visit pro-forma &amp; 2021-2022 reports: <a href="#">link</a></p> <ul style="list-style-type: none"> <li>• <b>Governor:</b> DS; <b>Date of visit:</b> 13.12.21 <b>Link area:</b> Leadership and Management;</li> <li>• <b>Governor:</b> SF; <b>Date of visit:</b> 10.02.22 <b>Link area:</b> Data Analysis - Student Behaviour and Progression.</li> </ul> <p>Governors noted the above, and historic Link Governor Reports, together with the current Link Governor Policy and the Link Governor pro-forma were now available on the drive in a separate folder at the above link.</p>	Chair	



82::22 FGB	<p><b>Policies to ratify:</b> To approve the Schools Financial Value Standard (SFVS)</p> <p>On a proposal from the DS and seconded by the BG, the Governing Board ratified the: Schools Financial Value Standard (SFVS), and the revised Disciplinary Policy.</p>	Chair ADW	
83::22 FGB	<p><b>Governor support information / NYCC governor training</b> (links updated and active as at 07.02.22)</p> <ul style="list-style-type: none"> <li>• Governor Handbook &amp; Competency Framework: <a href="#">link</a></li> <li>• NYCC Governor Training / SIN Meetings 2021-2022: <a href="#">link</a> - updated</li> <li>• For NYCC, CYPS / Governance / main page: <a href="#">link</a></li> <li>• Support Information for new Governors is available on the Governor 365 Drive in the folder for this academic year.</li> <li>• NGA (National Governors Association): <a href="#">link</a></li> <li>• NGA Members login / password reset: <a href="#">link</a></li> </ul>	Chair Clerk	
<b>OTHER BUSINESS</b>			
84::22 FGB	<p>To deal with any matters agreed for consideration under previous agenda item (urgent business).</p> <p>There were no matters brought forward or agreed for consideration under previous agenda item (urgent business).</p>	Chair	
85::22 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 all for their attendance and declared the meeting closed.</p> <p>Meeting status: The Chair declared the meeting closed 6.32pm.</p> <p>David Frankland Clerk to the Governing Board Secretary to the Foundation Trust <a href="mailto:clerktogovernors@ermysteds.uk">clerktogovernors@ermysteds.uk</a></p>		