

A Regular Meeting of the Ermysted's Grammar School Full Governing Board was held on **Thursday 30 June 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);

> (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 30.06.22

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)
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);

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 Members of the Senior Leadership Team

| PROCEDURAL | | | |
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| Min | Item | Lead | att |
| 107::22 | To extend a welcome to all present and open the meeting. | CW | |
| FGB | All the associated papers for this meeting are available on the 365 at: link | | |
| | Meeting status::Quorate | | |
| | The Chair opened the meeting at 4.45pm., extended a welcome to Governors, and to members of Senior Leadership Team in attendance. | | |



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| 108::22 FGB | To receive apologies and consent to absences. | Clerk | |
| | The Clerk was in receipt of apologies from AD, HC, and JL, which were recorded as consented. | | |
| 109::22 FGB | To receive any Declaration of Interests, pecuniary or non-pecuniary, for the purpose of the business of this meeting. | Chair Clerk | |
| | A Governor declared a non-pecuniary interest and confirmed where decisions were required to be made relating to the Admissions Policy, or admissions to the school, he would either take no part in those discussions, or retire from the meeting when required. | | |
| | There were no other declarations of interest recorded, pecuniary or otherwise for the purpose of the business of this meeting. | | |
| 110::22 FGB | To receive notification of other urgent business for consideration at agenda item: - other business. | Chair | |
| | • The Headmaster advised of a confidential item of business which would require the Staff Governor and all other staff members to retire from the meeting. | | |
| | • On a query from BG relating to access to IT support in school, the Headmaster advised he would: Action: provide a mobile support number to the Clerk for distribution to Governors; or perhaps a better solution might be to move away from the current authentication process to a more reliable solution. | | Act MJE |
| 111::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. | Chair | |
| | 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. | | |
| 112::22 FGB | Governor Composition and Report: Confirm the Governing Board Composition. Appointments and retirements | Chair Clerk | |
| | • The Clerk overviewed the discussion in the Foundation Trust meeting immediately preceding this meeting when Trustees had accepted that AD would retire from the Governing Board as a Foundation Trustee Governor, and with the approval of the Board sit as an Associate Member going forward, and: | | |
| | On a proposal from the Headmaster and seconded by BG, the Board agreed that AD sit as an Associate Member to the Board, the Term of Office for one year, with effect from 30.07.22 to 29.07.23. | | |
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| In his absence, the Chair recorded a note of especial thanks to AD for his support to the School, and his service to the Governing Board and the Foundation Trust over many years and pleased that he had agreed to sit as an Associate Member going forward. | | |
| • SF gave notice of his intention to retire as a Foundation Trustee Governor at the close of this meeting, thereby giving way for another Governor to be appointed as a Trustee in his stead, and prior to the close of the academic year. The Chair extended an especial thanks to SF for his service to the School as both a Parent Governor, and more recently as a Foundation Trustee Governor, and more particularly for the level of challenge, and the forensic inspection and scrutiny of documents he had brough to the meetings throughout his term of office. | | |
| The Chair advised that in the meeting of the Foundation Trust, immediately prior to this meeting of the Full Governing Board, Trustees and appointed both JB and BG as Foundation Trustee Governors; JB with effect from 01.07.22 and BG with effect from 29.09.22, both for a term of four years. Action: It was agreed BG to give notice to the Local Authority of his intention to resign the LA Representative Governor, to sit as a Foundation Trustee Governor with effect from 29.09.22. | | Act BG |
| • The Chair gave notice it was his intention to defer the appointment of a Vice Chair to the Governing Board until the Annual General meeting of the Governing Board on 13.10.22. In the event of the Chair becoming unable to fulfil his role during the period preceding, the Board to convene an emergency meeting to appoint as required. | | |
| • The Chair recorded a note of thanks to CB for his contribution to the Board as the Staff Governor, stepping down at this time, his contribution in bringing a different perspective to the Board over time, most valuable. | | |
| • Action: It was agreed the Headmaster progress a Parent Governor election and a Staff Governor election at the beginning of the Autumn term; | | Act MJE |
| • Action: The Board to consider the appointment of a new Co-opted Governor for appointment at the beginning of the Autumn term. | | Act CW |
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| | Chair | |
| | Clerk | |
| LA Governor Self Declaration Register of Business Interests | | |
| Register of Gifts & Hospitality | | |
| Governor Skills Audit | | |
| EGS Code of Practice | | |
| Safeguarding Requirements | | |



| | With the exception of the one Governor, (DS Action: to return hard copy of her SignNow to school on 05.07.22, Speech Day), all other Governors confirmed their returns as complete. | | Act DS |
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| | Action: It was agreed that CW confirm the Associate Member appointment with AD and arrange for the Headmaster's PA, KT to provide AD with hard copy of all the required Safeguarding and Governor declarations for the academic year 2022-2023 for sign off. | | Act CW KT |
| 114::22 FGB | To approve as a correct record, the minutes of the Regular Meeting of the Full Governing Board held on: 19.05.22. | Chair | |
| | The minutes of the Regular Meeting of the Full Governing Board held on 19.05.22 were proposed as a correct record by SF, seconded by JB, and approved by the Board. | | |
| | To approve as a correct record, the confidential minutes of the Regular Meeting of the Full Governing Board held on: 19.05.22. | | |
| | The confidential minutes of the Regular Meeting of the Full Governing Board held on 19.05.22 were proposed as a correct record and approved by CW, seconded by MJE. | | |
| | To consider matters arising from the minutes and for which there is no separate agenda item. | | |
| | There were no matters arising, other than those to be concluded within the business of this meeting. | | |
| 115::22 FGB | To receive a brief resume of business from the Committee Chair, from the meeting of the School Improvement Committee held on 16.06.22. | SH | |
| | The Committee Vice Chair, SC, provided a brief resume of business from the meeting of the School Improvement Committee held on 16.06.22: | Chair | |
| | Committee had scrutinised the revisions to the Behaviour Policy and the Attendance Policy, both circulated to Governors with papers for this meeting and for ratification on the agenda at 118::22; AJJ had presented to RSE Drop down days and intended outcomes, and the response to the national SVSH concerns, and also to RSE, to give young people the information they need to help them develop healthy, nurturing relationships of all kinds, not just intimate relationships; | | |
| | PD had provided an update on Reading and Literacy, with current and future initiatives; a 'follow up' to her reporting at the previous Governing Board meeting; There had been discussion around School Governance and the key questions for Governors to consider. | | |
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| | | SUTVEZ TEAL RAISON | |
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| | | Link Governor reporting; the Chair raising the ame, to better enable Governors to know and day work of the School. | |
| | | n the Foundation Chair, from the meeting of the nmediately prior to this Full Governing Board | Chair |
| | | update to the business of the meeting of the g this meeting of the Full Governing Board, | |
| | of the appointments and retireme within 112::22; | es with the Land Registry and as a consequence ents to the Trust Board as previously outlined | |
| | substantial amount of material and to work with the support of Mr K (for the purpose of the historic re preserved in a humidity controlled | wided update on the School Archives, with a documents to review; the Headmaster and SC Daley to determine of the material to be retained cord, with the more valuable documents to be environment. These documents, if possible, to , and indeed staff and visitors to the school, to n. | |
| | To receive minutes, where available, from held since the Regular Meeting of the Ful | n any additional Committee Meetings or Panels l Governing Board on 19.05.22. | |
| | The Chair confirmed, to his knowledge, the or Panels held since the last meeting of th | nere had been no other meetings of Committees e Full Governing Board on 19.05.22. | |
| 116::22 FGB | Dates of meetings of the Foundation Committees for the academic year 2022 All meetings at 4.30pm unless otherwise | | Chair |
| | Autumn Term 2022 Thursday 29 September 2022 4.00pm Thursday 13 October 2022 Thursday 10 November 2022 Monday 14 November 2022 Thursday 1 December 2022 | Foundation Trustees Meeting (AGM) Full Governing Board (AGM) School Improvement Committee Resources & Finance Committee Full Governing Board | |
| | Spring Term 2023 Thursday 19 January 2023 Monday 23 January 2023 Thursday 2 February 2023 Thursday 2 March 2023 Monday 6 March 2023 Thursday 16 March 2023 4.00pm Thursday 16 March 2023 4.45pm | School Improvement Committee Resources & Finance Committee Full Governing Board School Improvement Committee Resources & Finance Committee Foundation Trustees Meeting Full Governing Board | |



Summer Term 2023 Thursday 4 May 2023 Monday 8 May 2023 **Thursday 18 May 2023** Thursday 15 June 2023 Monday 19 June 2023 Thursday 29 June 2023 4.00pm **Thursday 29 June 2023 4.45pm**

School Improvement Committee Resources & Finance Committee **Full Governing Board** School Improvement Committee Resources & Finance Committee Foundation Trustees Meeting **Full Governing Board**

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| BUSINESS OF THE FULL GOVERNING BOARD | | | |
| 117::22 FGB | Headmaster's Report (attached) Pupil progress, Staffing, Educational Visits | Chair MJE | |
| | Presenting his current Report to Governors, the Headmaster advised, in terms of data, the School had changed the schedule this year to accommodate additional tests and exams for Years 11 and 13. The external exams had finished, and pupils are now awaiting the results, which will be published in August. | | |
| | The Year 10 exams were ongoing, with data too late to be presented to Governors this term; the Years 7 and 8 exams having concluded the previous week with the data also currently unavailable for Governor approval. | | |
| | Governors reviewed the staffing update, the School now fully staffed; the detail of appointments and resignations, academic year to date, available within the Report. | | |
| | Of note, Governors recorded their appreciation for the work of Stephen Lane, the DofE Coordinator, due to retire shortly, who had actively sought to continue his tremendous work throughout the pandemic, with all the associated difficulties. The Headmaster was pleased to confirm he had appointed a new Chemistry teacher to the school the day previous; the individual to take on the role of the DofE Coordinator going forward. | | |
| | The Headmaster confirmed the School roll at 837, the FTE therefore 47.7; and the PTR 17.6 (cf. 17.5 in 2020-21) – and for the purpose of comparative data at 16.7 for Secondary Schools nationally. | | |
| | Speaking to attendance, the Headmaster overviewed the associated attendance issues in the summer term with Years 11 and 13 on study leave influencing the data, and the need therefore to consider the unauthorised absence to see any significant variation. Governors noted of the summary detail in the reporting footnotes. | | |
| | Concluding, the Headmaster shared information about Behaviour, the Referrals to outside agencies, Accident data, the FOI requests, and Data breaches, (all year to date), together with update of the SCR and DBS. | | |
| | Governors were pleased to note the continuing programme of Educational trips and visits, and the recent successes across the school, particularly of the Intermediate Athletics | | |



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| | Team having won the regional finals by a comfortable margin and now progressing to the national finals. | | |
| | There were no questions. | | |
| | The Chair thanked the Headmaster for his detailed and informative Report which is available on the Drive at: <u>link</u> | | |
| | As an aside the Headmaster referred to the discussions at the previous Governing Board around the Education Bill and where the School might be positioned going forward. He confirmed as having had discussions with other local schools and had also met with schools from outside the area who had also expressed an interest in exploring options with the school. The Headmaster confirmed he had therefore organised a meeting between all the Headteachers and Chairs of Governors this coming September to find the common ground and would report back to Governors in due course. | | |
| | The Headmaster advised that the Government had released a non-statutory national plan for music education. | | |
| | The Headmaster confirmed the school as largely already compliant although there were aspects for consideration being that children should have one hour of music per week in Key Stage 3. Currently the school is slightly below that level (with compulsory music education extending into Year 9 and Year 10). However, the Headmaster advised he was in discussion with the Dr Cloke and the Creative Arts department to consider possible changes for Sept 2023. | | |
| 118::22 FGB | Policies (attached) Behaviour Policy (Pupils) Attendance Policy (Pupils) Attendance Management Policy (Staff) Flexible Working Policy (Staff) Governor Induction Policy (Governors) Acceptable Use Policy (all) | Chair MJE | |
| | The above policies, to include the Behaviour Policy, the Attendance Policy as discussed in the recent School Improvement Committee, were proposed by BG seconded by SF and ratified en bloc by the Governing Board. | | |
| 119::22 FGB | Education Framework and Governance (questions attached) Discussion item | Chair SH PD | |



Governors overviewed the Governor Briefing paper; Potential lines of enquiry: Ofsted: with a focus on Q&A's to include suggested responses from questions Governors might expect:

- What is your vision? How do you contribute to achieving the vision and ensuring the ethos?
- What is the impact of the governors' strategic decisions? How do you know?
- How do you triangulate what the Headteacher is telling you?
- How do you ensure there is robust accountability, oversight and assurance for educational and financial performance?
- How do governors ensure safeguarding at the School?
- What are the School's current priorities?
- What do you know about the School's curriculum intention (the plan)?
- What is the benefit of a three-year KS4?
- What do you know about the School's curriculum implementation (teaching and learning)?
- Which subjects need to improve and what are subject leaders doing to address this?

The discussion thereafter, in part, around the importance of 'Effective Governance', and the three core functions, namely:

- 1. Ensuring clarity of the vision, ethos and strategic direction;
- 2. Holding the executive leaders to account for the educational performance of the school(s) and its pupils and the effective and efficient performance management of staff;
- 3. Overseeing the financial performance of the school(s) and making sure that its money is well spent.

Governors reaffirmed the importance of the Ethos and Values of the School:

Ermysted's Ethos and Values Statement:

- Ermysted's Grammar School seeks to provide an inspiring and enjoyable educational environment in which every student has the confidence, motivation, and opportunity to fulfil their potential;
- We have the highest expectations of each student's learning, respect for self and others, sense of community, appearance, behaviour and discipline;
- Our aims are for every individual to:
 - achieve their full academic potential by participating in a rich, stimulating and challenging curriculum;
 - be able to contribute to society as active, compassionate and responsible citizens; and
 - flourish culturally, intellectually, morally, physically and emotionally through participation in a wide range of opportunities.

It was agreed to defer the discussion, to revisit the topic, and to schedule –



| | Action: a detailed collaborative session in the near future, or the October meeting of the Full Governing Board. There are several support papers are available on the drive: Ofsted overview for Governors: <u>link</u> Ofsted Q&A: <u>link</u> | | Act MJE Clerk |
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| 120::22 FGB | Capital projects Proposals to be tabled during the meeting and voted upon. Prior to speaking to Capital Projects, ADW provided an update to the additions and disposals to the Asset Register, the detail of which is available in the papers circulated prior to the meeting and in the accompanying PowerPoint available at: link On the Contract Schedule the most significant variations to those of the previous year were detailed, and again available within the papers as circulated and the PowerPoint at the above link. ADW provided overview to the proposal to increase school meal pricing from September 2022, the rationale behind it, and contingent on the cost components and anticipated increases in 2022 - 2023 (financial year). Given the challenges facing families at the moment, and in full consideration of the rationale behind it, and contingent on the cost components and anticipated increases in 2022 - 2023 (financial year). Given the challenges facing families at the moment, and in full consideration of the rationale, the Board agreed to increase the standard meal price to £3.10 from September 2022. It was agreed, at the same time: Action: ADW to republish the reminders around the eligibility for Free School Meals to engage with those parents who perhaps have not previously been eligible, or may become due to change in circumstances, and to raise the general awareness. | Chair ADW | Act ADW |
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| | In the interim period, and to utilise the SCA funding currently available, ADW provided guidance on the proposed use of same, and sought the approval of Governors for the following projects: | |
| | Upgrading of sound system in Memorial Hall; Eleven interactive touchscreen TV screens; Two storage devices for CCTV system; Five additional CCTV cameras; Ten desktop PCs replacement; Replacement fencing (Sixth Form Block); Replacement of rear gate (Raikes Road); Replacement / upgrading of fire alarm system. | |
| | Governors approved the above projects progress. | |
| | In addition, the following requiring both Governor approval and planning consent: | |
| | Replacement of Glass Passageway; English / DT Block windows and doors; Perimeter fencing – western boundary; Observatory / groundworks / power; Library door replacement. | |
| | Governors endorsed the above projects which require planning consent in principle; ADW to progress the associated planning applications and refer back to the Governing Board with associated tenders and quotations in due course. | |
| | There were no questions. | |
| | The chair thanked ADW for his reporting. | |
| | The more detailed rationale and indicative costs for the above projects is available in the PowerPoint at: <u>link</u> | |
| 121::22 FGB | Keeping Children Safe in Education (KCSiE) (attached) Update on the 2022 changes. | Chair AJJ |
| | AJJ provided a most detailed PowerPoint presentation on Keeping Children Safe in Education (KCSiE), to include the updates on the 2022 changes. The updated guidance for implementation from 01.09.22. | |
| | In brief, the guidance setting out what schools and colleges in England must do to safeguard and promote the welfare of children and young people under the age of 18: | |
| | There are no significant changes to the guidance, butAwareness needed to realise difficulties pupils have when reporting abuse; | |



- Greater emphasis on extra- and intra-familial harms including domestic abuse and impact of witnessing ill treatment of others;
- Previous standalone departmental advice Sexual violence and sexual harassment is incorporated;
- 'Peer-on-peer abuse' has been changed to 'child-on-child abuse';
- Greater consistency of language regarding allegations and low-level concerns;
- Online safety referred throughout the guidance;
- Online searches implemented as part of safer recruitment;
- Importance of RSHE in preventative education;
- DSL's understanding and implementation of an appropriate adult when required (Child Q strip-search case).

The KCSiE Part one is the section that governing bodies should ensure is read and understood by all staff, and the key points:

- Greater emphasis on disclosures (p19) highlights problems young people face when speaking out about abuse;
- More details added on what constitutes abuse (p26) now including 'witnessing ill treatment of others';
- More details added specifically on domestic abuse (p43);
- Emphasis added that data protection regulations do not prevent sharing of information to keep children safe (p57);
- Greater emphasis on the importance of the need to make an early help assessment immediately (p59);
- A new paragraph (p73) has been added around the sharing of low level concerns "in accordance with the low-level concerns policy".

Concluding, AJJ raised awareness of, and Governors noted specifically the implications of the KCSiE updates, in summary:

- Whole staff investment in safeguarding being everyone's responsibility;
- Whole school approach to safeguarding embedded in all we do curriculum and culture;
- "It could happen here" action taken immediately;
- Zero tolerance on any prejudicial behaviour and HSB;
- Review existing policies and procedures including low-level concerns and online checks whilst shortlisting candidates;
- Ensure all staff and governors read Part 1 and Part 5;
- Continued safeguarding training for staff and governors.

The Chair thanked AJJ for his detailed presentation.

The Safeguarding Governor noted of potential further updates to the final iteration of the paper prior to publication in September, and it important that Governors read parts one, two, and five.

Action: AJJ to clarify updates at the October meeting of the Full Governing Board.



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| | The AJJ PowerPoint is available on the Drive at: <u>link</u> The KCSiE update on the 2022 changes are available at: <u>link</u> | | |
| 122::22 FGB | Term Dates 2023-24 (attached) For ratification | Chair MJE | |
| | The Governing Board ratified the term dates for 2023-2024 - on the drive at: <u>link</u> Action: The Headmaster to publish the dates to the school website the following day 01.07.22. | | Act MJE |
| 123::22 FGB | Link Governor visits & reporting; Link Governor visit pro-forma & 2021-2022 reports: <u>link</u> | Chair | |
| | The Clerk confirmed of the Link Governor Report received from SH; Safeguarding and Pastoral Care, date of visit 23.06.22 and available on the drive: <u>link</u> | | |
| | The current Link Governor Policy, the pro-forma, and all the Link Governor reports for the academic year 2021-2022 are available on the drive at the above link. | | |
| 124::22 FGB | Updated policies to ratify: See above. | Chair | |
| | Business concluded at 118::22 | | |
| 125::22 FGB | Governor support information / NYCC governor training (links updated and active as at 16.06.22) Governor Handbook & Competency Framework: link NYCC Governor Training / SIN Meetings 2022-2023: link For NYCC, CYPS / Governance / main page: link 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 | Chair Clerk | |
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| | OTHER BUSINESS | | | |
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| 126::22 FGB | To deal with any matters agreed for consideration under previous agenda item (urgent business). | Chair | | |
| | With the exception of the Headmaster, the Chair invited the Staff Governor and all other members of staff to retire from the meeting. | | | |
| | Prior to members of the SLT and staff retiring, the Chair expressed a note of thanks to all for their sterling effort, and dedication to their work throughout the year, very much appreciated by all Governors, and parents alike. | | | |
| | Meeting status:: a confidential item of business was recorded. | | | |
| 127::22 FGB | 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. | Chair | | |
| | 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. | | | |
| | There being no further business the Chair thanked all for their attendance and declared the meeting closed. | | | |
| | Meeting status: The Chair declared the meeting closed 7.15pm. | | | |
| | David Frankland Clerk to the Governing Board Secretary to the Foundation Trust <u>clerktogovernors@ermysteds.n-yorks.sch.uk</u> | | | |
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