



A Regular Meeting of the Ermysted's Grammar School Full Governing Board
was held on **Thursday 1 December 2022 at 4.30pm in the Boardroom.**

GOVERNORS

Mr C Worts [CW] Chair (FTG); Mr M Evans [MJE] Headmaster (SG); Mr S Clarkson [SC] Vice Chair (OBFTG)
Mrs J Lloyd [JL] (FTG); Mr HG Cutler [HC] (FTG); Dr S Humphrey [SH] (FTG)
Ms S Trelease [ST] (PAFTG); Mrs D Swiffen [DS] (FTG); Mr B Garner [BG] (FTG)
Mr J Burton [JB] (FTG); Ms V Anderson [VA] (PG); Mr A Hart [AH] (CG); Ms S Poole [SP] (SG)
Mr G Hamilton [GH] (CG); Mrs B Sturman [BS] (PG); Mrs S Ahsan [SA] (LA)

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

TO BE IN ATTENDANCE

Mr D Frankland [DRF], Clerk to Governors
Mr AM Davies [AMD], Associate Member
Members of the Senior Leadership Team
Ms P Davies [PD] Deputy Head Teacher; Mr A Jackson [AJJ] Deputy Head Teacher
Mr A Wooley [ADW] School Business Leader; Mr S Speak [SS]

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD 01.12.22

GOVERNORS PRESENT

Mr C Worts [CW] Chair (FTG); Mr M Evans [MJE] Headmaster (SG); Mr S Clarkson [SC] Vice Chair (OBFTG)
Ms S Trelease [ST] (PAFTG); Mrs D Swiffen [DS] (FTG); Mr B Garner [BG] (FTG)
Mr J Burton [JB] (FTG); Ms V Anderson [VA] (PG); Mr A Hart [AH] (CG); Ms S Poole [SP] (SG)
Mrs B Sturman [BS] (PG); Mrs S Ahsan [SA] (LA)

IN ATTENDANCE

Mr D Frankland [DRF], Clerk to Governors
Members of the Senior Leadership Team
Ms P Davies [PD] Deputy Head Teacher; Mr A Jackson [AJJ] Deputy Head Teacher
Mr S Speak [SS]

PROCEDURAL

Min	Item	Lead	att
27::22 FGB	<p>To extend a welcome to all present, particularly to the new Governors. All papers for this meeting are available on the 365 drive at: link</p> <p>Meeting status::Quorate</p> <p>The Chair CW, opened the meeting at 4.30pm., extended a welcome to Governors, in particular to the newly appointed Governors, BS and SA, and to all members of Senior Leadership Team in attendance. DS was in attendance via MS Teams.</p>	CW	



	The Chair confirmed of the intention to run the Full Governing Board meetings face to face and the Committees via Teams going forward.		
28::22 FGB	<p>To receive apologies and consent to absences.</p> <p>The Clerk was in receipt of apologies from JL, HC, SH, GH, ADW, and AMD which were recorded as consented.</p>	Clerk	
29::22 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 Declaration of Interests, pecuniary or non-pecuniary, for the purpose of the business of this meeting.</p>	Chair Clerk	
30::22 FGB	<p>To receive notification of other urgent business for consideration at agenda item: - other business.</p> <ul style="list-style-type: none"> • MJE: Update on Multi Academy Trusts; • MJE: Confidential item of business; • Chair / MJE: The appointment of a member of Support Staff. 	Chair	
31::22 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 and attendees are reminded of the need for confidentiality on some aspects of Governing Board Meetings.</p>	Chair	
32::22 FGB	<p>Governor Composition and Report: Confirm the Governing Board Composition. Appointments and retirements:</p> <ul style="list-style-type: none"> • To confirm the appointment of the new Parent Governor, Mrs B Sturman; The Board confirmed the appointment of Mrs B Sturman (BS) as the new Parent Governor; date of election / appointment 12.10.22 for a Term of Office of three years; • To consider the nomination from the Local Authority, and if approved, to appoint Mrs S Ahsan as the Local Authority Representative Governor to the Board; The Board considered the nomination from the Local Authority, and on a proposal from the Headmaster, seconded by BG, Governors approved the appointment of Mrs S Ahsan (SA) as the new Local Authority Representative Governor; date of appointment: 01.12.22 for a Term of Office of four years, or until termination by the Local Authority. 	Chair Clerk	



	<ul style="list-style-type: none"> To confirm the appointment of new Governors to the respective Committees <p>The Board invited new Governors to sit on the following Committees:</p> <ol style="list-style-type: none"> BS to sit on the Resources & Finance Committee, with ST to provide mentoring support; SA to sit on the School Improvement Committee, with BG to provide mentoring support. 		
33::22 FGB	<p>To update re: 'SignNow' receipt of individual Governor documents as previously circulated.</p> <ul style="list-style-type: none"> Register of Business Interests; Register of Gifts & Hospitality; Governor Skills Audit; EGS Code of Practice; Safeguarding Requirements. <p>Action: It was agreed the Clerk confirm with the Headmaster's PA regarding the circulation of the above suite of documents / Governor declarations via the SignNow process to new Governors, and to Governors who have yet to complete.</p>	Chair Clerk Act Clerk	
34::22 FGB	<p>To approve as a correct record, the minutes of the Annual General Meeting of the Full Governing Board held on: 13.10.22.</p> <p>The minutes of the Annual General Meeting of the Full Governing Board held on 13.10.22 were proposed as a correct record by SC, seconded by VA 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: 13.10.22.</p> <p>The confidential minutes of the Annual General Meeting of the Full Governing Board held on 13.10.22 were proposed as a correct record by the Chair and seconded by the Headmaster.</p> <p>To consider matters arising from the minutes for which there is no separate agenda item.</p> <p>There were no matters arising.</p> <p>As an aside the Deputy Headteacher, PD advised an item of AOB for 46::22.</p>	Chair	
35::22 FGB	<p>To receive a brief resume of business from the Committee Chair, from the meeting of the School Improvement Committee held on 10.11.22.</p> <p>In the absence of the Committee Chair, the Committee Vice Chair, SC, provided a brief resume to the business from the meeting of the School Improvement Committee held on 10.11.22.</p>	Chair SH	



- Committee had appointed the Chair to the Committee, SH, and the Vice Chair SC, for the academic year 2022-23;
- Governors had approved the Committee Terms of Reference for the academic year 2022-2023 which remain unchanged;
- Governors had reviewed the 2024-25 Admissions Policy, and the Initial considerations of the document;
- On Careers, Governors had evaluated the last year's targets and identification of new priorities;
- The had been discussion around the school uniform policy with the Headmaster reporting the School was in a position to agree a contract with a second uniform supplier; the supplier was approved by Committee;
The Headmaster provided an update to this Full Governing Board meeting, (the detail within the Committee minutes); Governors noted the discussion ongoing to consider the opening of an online e-store on the school website;
- Committee had approved the 2023-2024 Curriculum Policy and the suite of Information Policies.

To ratify the 2022-2023 School Improvement Committee Terms of Reference.

- On a proposal from SC and seconded by the ST, the Governing Board ratified the 2021-2022 School Improvement Committee Terms of Reference without amendment.

As an aside, and on a proposal from the Chair and seconded by the Vice Chair the Board approved a change to the membership of the Terms of Reference for the Pay Committee, to be:

- **Membership:** Three Governors, including the Chair of Governors, at least one of whom is a Foundation Governor (excluding the Staff Governor).
Quorum: Three Governors;
Meetings: At least twice a year

To receive a brief resume of business from the Committee Chair, from the Resources & Finance Committee held on 14.11.22.

JL

In the absence of the Committee Chair, the Committee Vice Chair, VA, provided a brief resume to the business from the meeting of the School Improvement Committee held on 14.11.22.

- Committee had appointed the Chair to the Committee, JL, and the Vice Chair VA, for the academic year 2022-23;
- Governors had approved the Committee Terms of Reference for the academic year 2022-2023 which remain unchanged;
- Governors had discussed the Financial Update and reforecast from the Draft Budget presented in May 2022, the assumptions within that, most particularly around energy costs, and more importantly, the salary increases for staff given the magnitude of that as a proportion of the School's expenditure;



	<ul style="list-style-type: none">There had been discussion around Site Work, the projects under consideration and those where planning permission was required, together with the associated tenders;ADW had provided Benchmarking data based on the DfE sampling of similar schools; - schools with similar characteristics to Ermysted's <p>To ratify the 2022-2023 Resources & Finance Committee Terms of Reference.</p> <ul style="list-style-type: none">On a proposal from VA and seconded by the JB, the Governing Board ratified the 2021-2022 Resources & Finance Committee Terms of Reference without amendment. <p>To receive minutes, where available, from any additional Committee Meetings or Panels held since the Annual General Meeting of the Full Governing Board on 13.10.22.</p> <p>The Chair confirmed, other than the meeting of the Headteacher's Performance Management Committee, immediately preceding this Full Governing Board meeting there had been no other meetings of Committees or Panels held since the last meeting of the Full Governing Board on 13.10.22.</p>	Chair																																	
36::22 FGB	<p>Dates of meetings of the FGB & Committees for the academic year 2022 - 2023: All meetings at 4.30pm unless otherwise indicated.</p> <table><tr><td>Spring Term 2023</td><td></td></tr><tr><td>Thursday 19 January 2023</td><td>School Improvement Committee</td></tr><tr><td>Monday 23 January 2023</td><td>Resources & Finance Committee</td></tr><tr><td>Thursday 2 February 2023</td><td>Full Governing Board</td></tr><tr><td>Thursday 2 March 2023</td><td>School Improvement Committee</td></tr><tr><td>Monday 6 March 2023</td><td>Resources & Finance Committee</td></tr><tr><td>Thursday 16 March 2023 4.00pm</td><td>Foundation Trustees Meeting</td></tr><tr><td>Thursday 16 March 2023 4.45pm</td><td>Full Governing Board</td></tr><tr><td>Summer Term 2023</td><td></td></tr><tr><td>Thursday 4 May 2023</td><td>School Improvement Committee</td></tr><tr><td>Thursday 11 May 2023</td><td>Resources & Finance Committee - updated</td></tr><tr><td>Thursday 18 May 2023</td><td>Full Governing Board</td></tr><tr><td>Thursday 15 June 2023</td><td>School Improvement Committee</td></tr><tr><td>Monday 19 June 2023</td><td>Resources & Finance Committee</td></tr><tr><td>Thursday 29 June 2023 4.00pm</td><td>Foundation Trustees Meeting</td></tr><tr><td>Thursday 29 June 2023 4.45pm</td><td>Full Governing Board</td></tr></table>	Spring Term 2023		Thursday 19 January 2023	School Improvement Committee	Monday 23 January 2023	Resources & Finance Committee	Thursday 2 February 2023	Full Governing Board	Thursday 2 March 2023	School Improvement Committee	Monday 6 March 2023	Resources & Finance Committee	Thursday 16 March 2023 4.00pm	Foundation Trustees Meeting	Thursday 16 March 2023 4.45pm	Full Governing Board	Summer Term 2023		Thursday 4 May 2023	School Improvement Committee	Thursday 11 May 2023	Resources & Finance Committee - updated	Thursday 18 May 2023	Full Governing Board	Thursday 15 June 2023	School Improvement Committee	Monday 19 June 2023	Resources & Finance Committee	Thursday 29 June 2023 4.00pm	Foundation Trustees Meeting	Thursday 29 June 2023 4.45pm	Full Governing Board	Chair	
Spring Term 2023																																			
Thursday 19 January 2023	School Improvement Committee																																		
Monday 23 January 2023	Resources & Finance Committee																																		
Thursday 2 February 2023	Full Governing Board																																		
Thursday 2 March 2023	School Improvement Committee																																		
Monday 6 March 2023	Resources & Finance Committee																																		
Thursday 16 March 2023 4.00pm	Foundation Trustees Meeting																																		
Thursday 16 March 2023 4.45pm	Full Governing Board																																		
Summer Term 2023																																			
Thursday 4 May 2023	School Improvement Committee																																		
Thursday 11 May 2023	Resources & Finance Committee - updated																																		
Thursday 18 May 2023	Full Governing Board																																		
Thursday 15 June 2023	School Improvement Committee																																		
Monday 19 June 2023	Resources & Finance Committee																																		
Thursday 29 June 2023 4.00pm	Foundation Trustees Meeting																																		
Thursday 29 June 2023 4.45pm	Full Governing Board																																		



BUSINESS OF THE FULL GOVERNING BOARD

37::22
FGB

Headteacher Report (attached)

Current operational data.

The detailed PowerPoint covering items 37::22 - 42::22 is available on the Drive at: [link](#)

Presenting his Report to Governors to December 2022, the Headmaster provided a summary of the current levels of pupil progress data.

- Year 13 are making good progress; a strong year group with the UCAS programme on track, and students currently doing their Mock Examinations;
- On Year 12, the data, now received, is to be populated in the next week;
- Year 11 boys were making good progress, although the overall grade 7 to 9 % attainment would be lower than normal (a cohort with lower prior attainment);
- The disadvantaged cohorts were small; the school becoming more 'disadvantaged' over time, although the national picture demonstrating there are fewer disadvantaged pupils (nationally) due to changes in the criteria. Governors noted one of the ways in which the school encouraged disadvantaged pupils to apply to the school is by providing supporting with the entrance test; last year being the first year the school had offered the online platform 'Frog'; a programme run by the 'Grammar Schools Heads Association' where children in receipt of Pupil Premium have free online access to the portal;
- The (Low PA) Low Prior Attainment Group students were progressing well, and generally better than their targets;
- The EAL (English as an Additional Language) students group was perhaps under reported at the school, (the % being quite low), and one of the drivers behind all of the work being undertaken to support the Group.

Referring to the Staffing update, Governors noted the appointments and resignations in the academic year to date. Subsequent to the Report being prepared, the Headmaster advised of the retirement of the Head of Music, Dr Cloke, at the end of the year, and the school would, therefore, be advertising for a Music teacher.

Meeting status:: a confidential item of business was recorded.

The Headmaster raised awareness of an issue encountered with the GCSE Music exams in the Summer.

Meeting status:: a confidential item of business was recorded.

There were currently 834 pupils on roll. The FTE 47.9; PTR 17.4 (cf. 17.6 in 2021-22 and 16.7 for Secondary Schools).

Updating on Absence, the Headmaster advised the overall attendance rate currently at 94.93%; of note the Year 13 FSM, a very small cohort of students, the figure distorted by the one authorised absence.

Chair
MJE



Behaviour in the School was in general, excellent, and reflected in the limited number of sanctions as detailed within the Report.

Governors noted the references to the Single Central Record (SCR) with Safeguarding strong and as reflected in the recent Ofsted Report.

Meeting status:: a confidential item of business was recorded.

The Headmaster provided detail of the planned educational trips and visits (since last meeting of the Full Board):

- Sixth Form joint rugby and football tour to Belfast (c.40) – February half term – in development;
- Sixth Form to Berlin (32 including 5 from SGHS) – Easter – confirmed;
- Sixth Form to Paris – Easter – cancelled due to lack of uptake;
- Simbach Music Tour (44, including 6 from SGHS and 4 from IGS) – July – confirmed;
- Middle school German Exchange (45 pupils) and Normandy (17 pupils) – July – in development.

On a question relating to Educational trips for the Year 11 students in the light of the events of the last two years and surrounding Covid, the Headmaster advised that in consultation with the SLT they had considered extending the Paris trip at Easter to Year 11. However, with Exams soon after Easter, SLT would hope to extend the opportunities to the Year 11 students in their next year.

On a question around the ‘take up’ from disadvantaged students wanting to participate in School trips, the Headmaster confirmed there had been some contribution made from the allocation of Pupil Premium funding to the school to provide support.

There were no further questions.

The Chair thanked the Headmaster for his Report available on the 365 drive at: [link](#)

38::22
FGB

Ofsted Inspection (attached)
Analysis and next steps.

The Headmaster advised that he, together with other Governors had spent considerable time in discussion, and in the main he was pleased with the majority of the Ofsted Report. The boys in school had been brilliant throughout the Inspection, the Headmaster so very proud, with all the boys across the school responding positively to the Inspectors’ questions and enquiry.

The Headmaster provided overview to the Ofsted process and the visit to the school, the outcome from the inspection of 28 and 29 September:

Chair
MJE



	The Report available online at: link		
39::22 FGB	Financial considerations (verbal presentation) Overview of current financial considerations. Meeting status:: a confidential item of business was recorded.	Chair MJE	
40::22 FGB	Admissions (attached) Draft 2024-25 Admissions Policy <p>With nominal amendment to the draft Policy as presented to Governors, and on a proposal from the Chair, seconded by the Vice Chair, the Board approved the 2024-25 Admissions Policy, which included an increase in the Year 7 PAN to 128 and an increase in the maximum admission number to 128 for the in-year admissions process. The Year 12 PAN was left unchanged at 20 students.</p> <p>This policy has since been published to the School website and a copy has been sent to the Local Authority.</p> <p>On a proposal from the Chair, seconded by the Vice Chair, the Board approved a decision to admit over PAN to 128 (up from 124) to Year 7 for September 2023 and agreed to increase in the maximum admission number to 128 for the in-year admissions process. The website has since been updated to reflect these changes and the applicants for Year 7 in September 2023 have been informed of the decision.</p> <p>The Local Authority has been notified of the Governors' decision ahead of the 2023 admissions process.</p>	Chair MJE	
41::22 FGB	Behaviour Analysis and Safeguarding update (verbal report) Update on trends and outcomes The Behaviour Analysis and Safeguarding update is available on the drive at: link <p>Presenting the Behaviour Analysis and Safeguarding update, the Deputy Headteacher, AJJ explained the paper provided an analysis to the behaviour displayed by pupils and use of sanctions over a three-year period from 2018-19 to 2021-22; this document summarising the 2021-22 academic year in depth and should be read alongside the 2018-2021 analysis for full comparison with the previous three academic years, to provide a rolling summary of behaviour and sanctions over a four-year period.</p> <p>Of note, AJJ explained the behaviour in the school was excellent and had remained consistently so for many years, this evidenced since the introduction of Class Charts in January 2017, where a whole-school overview of behaviour had remained at roughly 90% positive. Further, there did not appear to be any significant discrepancy between positive and negative behaviour of pupils of different socio-economic or cultural background.</p>	Chair AJJ	



However, there was still work to be done, the academic year of 2021-22 having displayed a slightly lower positive percentage behaviour which was, in the main, affected by Year 13 students readjusting to post-Covid school routines, with a somewhat relaxed timetable.

Moving on to permanent exclusions and suspensions, Governors remain aware these continue to be below the regional and national averages, are used sparingly and only following significant breaches to the school behaviour policy.

Governors reviewed the 'Use of Sanctions Summary 2018-22', the School having at its disposal, a range of sanctions for unacceptable behaviour, and when sanctions are used, they are proportionate, reasonable, and fair, and always applied following the school's behaviour policy.

Pupil retention remained high with the most common reason pupils are taken off the school roll being a move to a different school, or due to family relocation away from the local authority.

On a question around morning detentions, AJJ advised after three late registrations a pupil would receive a morning detention and be required to be in school by 8.15am. Where there were issues around travel, the pupil being unable to come into school at an earlier time, the school would exercise appropriate flexibility.

Concluding, and on Records and Analysis of Bullying and Prejudiced Behaviour, Governors scrutinised the analysis, including the recorded incidents of bullying and / or prejudicial behaviour; the recorded behaviours taken from the behaviour policy and are available 'behaviour options' on Class Charts; these include verbal bullying, physical bullying, and prejudicial bullying.

On a question seeking clarity as to why the school recorded ethnicity when recording a suspension, AJJ explained he used a template provided by the Local Authority and the recording of the information was a statutory requirement.

On a question around the level of support and training for the teaching staff on the use of Class Charts, AJJ advised the reasoning around the recording of negatives was initially to enable a deeper level of understanding (of the negatives). The positives were broken down into (six) desirable behaviours and were introduced more recently to enable the pupil's broad skill sets to be acknowledged by the staff.

There were no further questions.

The Chair thanked AJJ for his informative report.

42::22
FGB

Policies to ratify

- Admissions Policy
Business discharged within item 40::22
- Link Governor Policy

Chair



	On a proposal from JB and seconded by SC, the Board approved the 2022-2023 Link Governor Policy, available, together with the Link Governor pro-forma on the Drive at: link		
43::22 FGB	Link Governor visits & reporting: Link Governor visit pro-forma & 2022-2023 reports: link <ul style="list-style-type: none"> Link Governor: SH; Link Area: Safeguarding and Pastoral Care; Date of visit: 19.10.22. 	Chair SH	
44::22 FGB	Petyt Library update Speaking to the Petyt Library, SC provided a general resume of the history of the Library for the benefit of new Governors; a collection of books and documents bequeathed to Skipton and the School by the Petyt brothers in the early 18 th century. At a recent town council meeting, which SC and the Headmaster had attended, the council had agreed to reconstitute the Petyt Library Trust, (the charity) with the suggestion that there be three representatives / Trustees from the School and three from the Town Council. A proposal (from SC and the Headmaster) of 'joint ownership of the Library' to go to a meeting of the Town Council in the new year. The Library was currently on loan to the University of York, with the University keen to extend the agreement to be able to access support funding; SC and the Headmaster having visited the University the previous week.	Chair SC	
45::22 FGB	Governor support information / NYCC governor training: (links updated and active as at 17.11.22) <ul style="list-style-type: none"> 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 The National College: link 	Chair Clerk	
OTHER BUSINESS			
46::22 FGB	To deal with any matters agreed for consideration under previous agenda item (urgent business). The Deputy Headteacher, PD advised the school was in the process of organising a 'Mock Interview Day' on Wednesday 08.02.23 and extended an invitation to any Governors who would be available; the event a very valuable experience for students.	Chair	



	<p>Action: For Governors who have availability to contact PD directly or the Careers Coordinator Ms N Rose.</p> <p>Speaking to Multi Academy Trusts, the Headmaster confirmed he had met with other Grammar School leaders in the north where there had been discussion around the options of conversion to a MAT, and all had expressed an interest to continue those discussions. Governors noted that whilst the urgency around the Education bill relating to Multi Academy Trusts may have changed, the direction of travel from Government may not. The Board endorsed the Headmaster continue to progress discussions with the other Grammar School group leaders and Action: that he provides reporting to Governors as a regular item on the agenda of the Full Governing Board.</p> <p>Meeting status:: a confidential item of business was recorded.</p>	All Gov's	
47::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 6.42pm.</p> <p>David Frankland Clerk to the Governing Board Secretary to the Foundation Trust</p>		