



The Annual General Meeting of the Ermysted's Grammar School Full Governing Board was held on **Thursday 13 October 2022 at 4.30pm online via MS Teams.**

GOVERNORS

Mr C Worts [CW] Chair (FTG); Mr M Evans [MJE] Headmaster (SG)
 Mrs J Lloyd [JL] (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 B Garner [BG] (FTG); Mr J Burton [JB] (FTG)
 Ms V Anderson [VA] (PG); Mr A Hart [AH] (CG); Ms S Poole [SP] (SG)

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

TO BE IN ATTENDANCE

Mr D Frankland [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
 Mr AM Davies [AMD], Associate Member

MINUTES OF THE ANNUAL GENERAL MEETING OF THE FULL GOVERNING BOARD 13.10.22

GOVERNORS ONLINE

Mr C Worts [CW] Chair (FTG); Mr M Evans [MJE] Headmaster (SG); Mr S Clarkson [SC] Vice Chair (OBFTG)
 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)

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
01::22 FGB	<p>To extend a welcome to all present, particularly to the new Staff Governor, Ms Samantha Poole, and the new Parent Governor elect.</p> <p>Meeting status::Quorate</p> <p>The retiring Chair CW, opened the meeting at 4.30pm., extended a welcome to Governors, in particular to the newly appointed Governors, and to all members of Senior Leadership Team in attendance.</p>	CW	



	<p>The full complement of papers for this meeting is available on the 365 Drive at the following: link</p> <p>The Headmaster provide a brief resume to the result of the recent Parent Governor Election of 12.10.22 – see minute 08::22 FGB.</p>		
02::22 FGB	<p>To confirm the procedure for the election of Chair and Vice Chair in accordance with EGS Standing Orders Policy.</p> <p>The Clerk confirmed the procedure for the election of Chair and Vice Chair in accordance with the current EGS Standing Orders Policy; the vote to be conducted by show of hands.</p> <p>To confirm the Terms of Office of the Chair and Vice Chair in accordance with the current Standing Orders Policy.</p> <p>The Clerk confirmed the Terms of Office of the Chair and Vice Chair as one year and in accordance with the current Standing Orders Policy.</p> <p>To receive nominations and elect a Chair for the period detailed in the current EGS Standing Orders Policy. The vote shall be by show of hands.</p> <p>The Clerk received a nomination from SC and seconded by HC, that the retiring Chair CW be elected as Chair of the Governing Board for the academic year 2022-2023. There were no other nominations.</p> <p>On the proposal from SC, seconded by HC and approved by a show of hands, CW was duly appointed as Chair of the Governing Board for the academic year 2022-2023, or until the next election and in accordance with the current Standing Orders Policy.</p> <p>To receive nominations and elect a Vice Chair for the period detailed in the current Standing Orders Policy. The vote shall be by show of hands.</p> <p>There were two nominations for the role of Vice Chair;</p> <ul style="list-style-type: none"> • SC indicated of his willingness to sit as Vice Chair; • Although unable to attend this meeting due to an unavoidable work commitment, prior to the meeting JL had indicated to CW of her willingness to sit as Vice Chair; <p>Meeting status:: SC was invited to retire from the meeting for a short while.</p> <p>A ballot was taken for the above candidates with SC the successful nominee on a majority show of hands. Therefore, on a proposal from CW, seconded by MJE it was agreed SC be elected as Vice Chair to the Governing Board for the academic year 2022-2023, or until the next election and in accordance with the current Standing Orders Policy.</p> <p>Meeting status:: SC was invited to re-join the meeting.</p>	<p>Clerk</p> <p>Chair</p>	



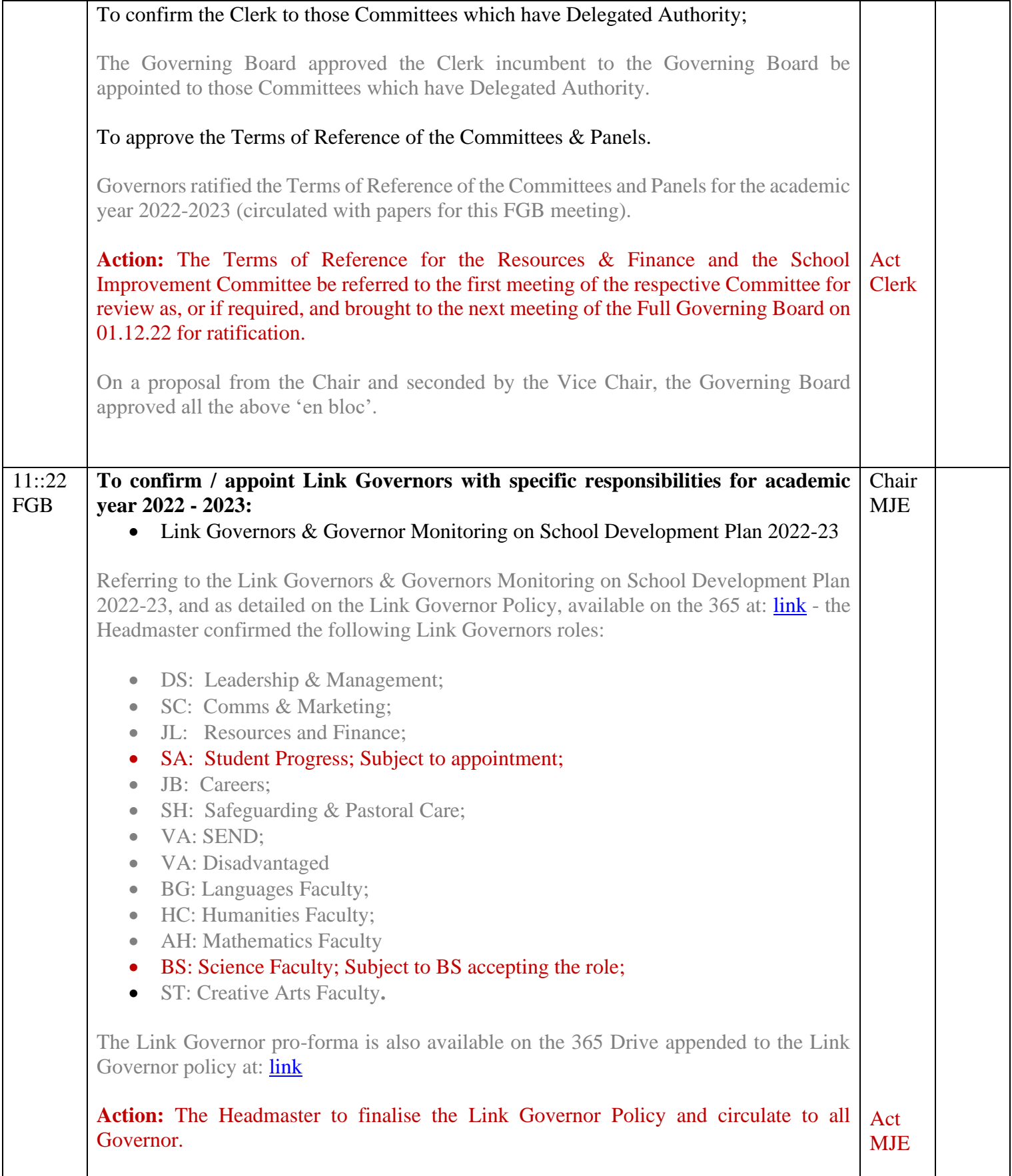
	<p>The Chair advised SC of the decision of the ballot and extended congratulations on his appointment as Vice Chair to the Governing Board for the academic year 2022-2023, or until the next election and in accordance with the current Standing Orders Policy.</p>		
03::22 FGB	<p>To receive apologies and consent to absences.</p> <p>The Clerk was in receipt of an apology from JL which was recorded as consented.</p>	Clerk	
04::22 FGB	<p>To receive any Declaration of Interests, pecuniary or non-pecuniary, for the purpose of the business of this meeting.</p> <p>A Governor declared a non-pecuniary interest regarding an external interest in their association with another school.</p>	Chair Clerk	
05::22 FGB	<p>EGS Instrument of Government; Standing Orders Policy & Governor Code of Practice:</p> <ul style="list-style-type: none"> To ratify the EGS Instrument of Government; To ratify the EGS Standing Orders Policy and EGS Governor Code of Practice; To confirm circulation of a SignNow document for the EGS Code of Practice (appended to the Standing Orders Policy). <p>On a proposal from SC, seconded by VA, and approved by the Board, the EGS Instrument of Government and the EGS Standing Orders Policy were ratified without amendment.</p> <p>Action: It was agreed the Clerk communicate with the Headmaster's PA to confirm the circulation of the EGS Code of Practice and the additional annual Governor declarations via the SignNow process.</p>	Act Clerk	
06::22 FGB	<p>To receive notification of other urgent business for consideration at agenda item: - other business.</p> <p>The Headmaster advised the school had not yet received the Ofsted Report, and at 17::22 he would therefore share a presentation he made to other Headteachers and Chairs of Governors of the Northern Grammar School Group about the Multi Academy Trust position.</p>	Chair	
07::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	



<p>08::22 FGB</p>	<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 Staff Governor, Ms Samantha Poole; The Chair extended a welcome to Ms Samantha Poole (SP) to the Governing Board as the new Staff Governor with effect from 16.09.22 and for a Term of Office of three years; To consider the appointment of a new Co-opted Governor, Mr Graham Hamilton; On a majority vote by show of hands and with no objections, it was agreed Mr Graham Hamilton (GH) sit as a Co-opted Governor with effect from 13.10.22 and for a Term of Office of two years; Action: The Headmaster to communicate the decision of the Board to GH. To confirm the appointment of the new Parent Governor; The Chair confirmed the appointment of Mrs Bess Sturman the new Parent Governor (unable to attend this meeting at short notice) with effect from 12.10.22 and for a Term of Office of three years; To confirm the appointment of Mr Antony Davies as an Associate Member. The Chair confirmed the appointment of Mr Antony Davies as an Associate Member to the Governing Board with effect from 30.06.22 and for a term of Office of one year. <p>Governors recommended the parent with the second highest number of votes in the Parent Governor Election of 12.10.22, Ms Shabnam Ahsan, be considered for the role of the Local Authority Representative Governor; the office having become vacant on the appointment of BG as a Foundation Trustee Governor. Action: It was agreed the Headmaster communicate the proposal to the parent, Ms Shabnam Ahsan, and thereafter, if acceptable, the Clerk refer to the NYCC Governor Support to progress the appointment process.</p>	<p>Chair Clerk</p> <p>Act MJE</p> <p>Act MJE Clerk</p>	
<p>09::22 FGB</p>	<p>To confirm '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 to all Governors via the SignNow process.</p>	<p>Chair Clerk</p> <p>SH AJJ</p> <p>Act Clerk</p>	



<p>10::22 FGB</p>	<p>To confirm the following business for the academic year 2022 - 2023:</p> <p>Governors reviewed the Committees & Panels to be established; the 2022-2023 doc: Committee Structure, (including the Terms of Reference to be made available on the school website) is appended to the papers for this meeting.</p> <p>The Committees & Panels to be established;</p> <p>The Governing Board confirmed the following Committees and Panels be established:</p> <ul style="list-style-type: none"> • School Improvement Committee • Resources & Finance Committee • Admissions Panel • Staff Discipline Panel • Pupil Discipline Panel • Complaints Appeal Panel • Appeals Panel • Headmaster's Performance Management Panel • Pay Committee <p>The determine the composition and membership of the Committees & Panels;</p> <p>The Governing Board approved the composition and membership of the Committees & Panels for the academic year 2022-2023 as the previous academic year with the additions of:</p> <ul style="list-style-type: none"> • SP to sit on the Resources & Finance Committee in her role as Staff Governor; • GH to sit on the School Improvement Committee in his role as Co-opted Governor; • BS to sit on the Resources & Finance Committee in her role as Parent Governor; • If appointed as the Local Authority Representative Governor, Ms Shabnam Ahsan, to sit on the School Improvement Committee; <p>Action: It was agreed the Clerk circulate the agenda and papers for the meetings of both the Resources & Finance Committee and the School Improvement Committee to all Governors.</p> <p>To confirm, or otherwise, the Delegation of Authority to the Committees;</p> <p>The Governing Board approved the Committees to have Delegated Authority for the academic year 2022-2023.</p> <p>The confirm the election of the Chairs and Vice Chairs to the Committees;</p> <p>The Governing Board approved the Committees and Panels elect their respective Chairs and Vice Chairs.</p>	<p>Chair Clerk</p> <p>Act Clerk</p>
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<p>12::22 FGB</p>	<p>To approve as a correct record, the minutes of the Regular Meeting of the Full Governing Board held on: 30.06.22.</p> <p>The minutes of the meeting of the Full Governing Board held on 30.06.22 were proposed as a correct record by BG, seconded by VA 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: 30.06.22.</p> <p>The confidential minutes of the meeting of the Full Governing Board held on 30.06.22 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 other than those to be concluded within the business of this meeting.</p>	<p>Chair</p>	
<p>13::22 FGB</p>	<p>To receive a brief resume of business from the Chair, from the Annual General Meeting of the Foundation Trust held on 11.10.22.</p> <p>The Chair of the Foundation, CW, provided a brief resume to the confidential business from the meeting of the Foundation Trust held on 11.10.22. Governors noted the appointment of CW as Chair to the Foundation, SC as Vice Chair; ADW as Treasurer; and DRF as Secretary and Clerk.</p> <p>Trustees had approved the Foundation Accounts for the period 01.04.21 - 31.03.22 and had delegated the appointment of the Independent Examiner to the Foundation Accounts for the period, to the Chair.</p> <p>The business of update of the named Trustees with the Land Registry was ongoing with Antony Davies acting.</p> <p>There had been discussion around the substantial amount of archive material, documents, papers, photographs, historic and otherwise, stored under the Memorial Hall with agreement a small team of Trustees support the task to identify the material of historic and archive significance, the material to be retained, and that to be disposed of.</p> <p>There had been progress with the business of the Petyt Library, for the school to provide proof of ownership, or part thereof, and preserve its interest.</p> <p>To receive a brief resume of business from the Headmaster, from the meetings of the Admission Panel on 25.08.22, 04.09.22 and 05.10.22.</p> <p>The Headmaster provided a brief resume to the confidential business from the meetings of the Admissions Panel held:</p> <ul style="list-style-type: none"> On 25.08.22, to consider boys who had not met the criteria for progression into the Sixth form; On 04.09.22, to consider the special arrangement for the Entrance test; and 	<p>Chair</p> <p>MJE</p>	



	<ul style="list-style-type: none"> On 05.10.22, to determine the required standard. <p>To receive a brief resume of business from the Headmaster, from the meeting of the Pay Committee on 11.10.22.</p> <p>The Chair of the Pay Committee, CW, confirmed the Committee had met on 11.10.22 and the required business had been concluded; the 2022-23 Pay Policy, if available, deferred to this meeting of the Full Governing Board for ratification.</p> <p>To receive minutes, where available, from any additional Committee Meetings or Panels held since the Regular Meeting of the Full Governing Board on 30.06.22.</p> <p>The Clerk confirmed there had been no other meetings of Committees or Panels since the last meeting of the Full Governing Board on 30.06.22.</p>	MJE	
14::22 FGB	<p>Dates of meetings of the FGB & Committees for the academic year 2021 - 2022: All meetings at 4.30pm unless otherwise indicated.</p> <p>Autumn Term 2022 Thursday 10 November 2022 School Improvement Committee Monday 14 November 2022 Resources & Finance Committee Thursday 1 December 2022 Full Governing Board</p> <p>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</p> <p>Summer Term 2023 Thursday 4 May 2023 School Improvement Committee Monday 8 May 2023 Resources & Finance Committee 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</p> <p>The above dates were confirmed as correct. Going forward, the Full Governing Board meetings to be face-to-face in the boardroom with a virtual / MS Teams option, unless otherwise advised. The Committees to remain via MS Teams.</p>	Chair	



BUSINESS OF THE FULL GOVERNING BOARD

15::22 FGB	<p>Headmaster's Report (report attached) Pupil progress; staffing; behaviour and attendance; GDPR and H&S; School trips</p> <p>The Headmaster's Report is available on the drive at: link</p> <p>The Headmaster presented his Report to Governors for October 2022 and provided a summary to the current levels of progress. Governors noted there was little progress data available (to date) to track current pupil progress, with this to be populated in due course.</p> <p>Governors noted the increase in SEND pupils further down the school; an increase reflected nationally with the number of SEND Children being diagnosed, and the increase in Disadvantaged pupils, again a developing trend at the School.</p> <p>Referring to Staffing, the Headmaster provided update on Resignations and Appointments, (academic year to date).</p> <p>There were 834 pupils in total on the school roll; the FTE therefore 47.9; PTR is 17.4 (cf. 17.6 in 2021-22 and 16.7 for Secondary Schools in England generally)</p> <p>Attendance was good, although there had been considerable amounts of flu this term. Unauthorised absence was very low. It was too early in the term to identify any particular absences across the year groups, although with some anticipation that attendance in Years 12 and 13 would be improved this year.</p> <p>Governors noted the data on behaviour, and although there was little to report, behaviour continued to be very good at the school.</p> <p>Data was presented for the Referrals to Outside Agencies, Accidents, Freedom of Information Requests, Data Breaches (all year to date), and the Single Central Record.</p> <p>Referring to Educational Trips the Headmaster explained Governors had already approved a (multiple year group) Music trip to Simbach, Germany, in Enrichment Week. There were four other trips under consideration: Year 10 to Normandy; the Year 9 and 10 German exchange; a Sixth Form German and History student to Berlin; and (in discussion with SGHS) a Sixth form trip to Paris. The Headmaster outline the cost of each trip, which on reflection governors considered to be reasonable. Governors stated that they were pleased to see these trips back on the school agenda.</p> <p>On a question around insurance for school trips the Headmaster confirmed the school would mitigate the risk by way of the School's RPA (Risk Protection Assurance) or a bespoke insurance product from the Tour operator.</p> <p>Speaking to the SCR, the Safeguarding Governor advised that Governors had a responsibility to audit the record on a termly basis with a plan in place to ensure compliance. On a recommendation from the Headmaster, Governors agreed to maintain the independent audit of the SCR currently provided by the NYCC.</p>	Chair MJE	
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	<p>A Governor suggested the Governing Board might encourage a programme of fund raising to help reduce the cost of the school trips with the Headmaster to engage with the boys to consider same.</p> <p>There were no further questions.</p> <p>The Chair thanked the Headmaster for his detailed and informative reporting.</p>		
16::22 FGB	<p>2021 Examination Performance (report attached)</p> <ul style="list-style-type: none"> Analysis of the 2022 GCE and GCSE results, including groups analysis. <p>The Headmaster provided an analysis of the 2022 A level results, which he explained were not comparable to the previous two years due to the Teacher and Centre Assessed Grades processes that had been used. The Headmaster advised the A level performance for 2022 when compared to 2019 had been slightly better; aided perhaps by the slightly lower grade boundaries used this year to compensate for the pandemic.</p> <p>In terms of GCSE's, the performance had been very good. At + 0.64 Progress 8 had been very strong and was likely to be categorised as 'well above average' and placing the school among the top providers. Interestingly, at GCSE, this was the first cohort with the new school curriculum, and the first required to take a humanities and language option, and the grades had been very good.</p> <p>There were no questions.</p> <p>The Examination Performance data is available on the drive at: link</p>	Chair MJE	
17::22 FGB	<p>School Development Planning (documents attached)</p> <ul style="list-style-type: none"> Summary of the 2022-23 key development priorities Copies of the evaluated 2021-22 SDP; the evaluated key priorities in 2021-22; the current School SEF; and the 2022-23 SDP are provided for information in the Office365 drive. <p>The Headmaster provided a summary to the School Development Planning, 2022-23 key development priorities for the coming year to ensure continuing improvement, namely:</p> <ol style="list-style-type: none"> 1. Ensure consistently outstanding teaching in all areas of the curriculum; 2. Embed positive behaviour and climate for learning; 3. Embed the Personal Development programme across the school; 4. Support the development of teachers' subject and pedagogical knowledge; 5. Consider the benefits of academisation and MAT membership. <p>The Key Priorities strategy paper (Governor Briefing) is available on the drive at: link</p>	Chair MJE	



	<p>Governors considered a paper (PowerPoint) the Headmaster had recently presented to other Headteachers and Chairs of Governors of the Northern Grammar School Group about the government's proposal on the Multi Academy Trust position, 'that all schools be in a strong Multi Academy Trust or have plans to join or form one by 2030'.</p> <p>The detailed PowerPoint is available on the Drive at: link</p>		
18::22 FGB	<p>Performance Related Pay (policy attached, second policy to be ratified by email)</p> <p>Items from the Pay Committee</p> <ul style="list-style-type: none"> • 2022-23 Appraisal Policy (2022-23 Pay Policy if available) • 2022-23 Pay Recommendations • The 2022 Equalities Monitoring document is provided for information in the Office365 drive. <p>The Headmaster confirmed the 2022-23 anonymised pay appraisals and recommendations had been approved by Governors in the Pay Committee meeting held on 11.10.22.</p> <p>The 2022-2023 Appraisal Policy was being presented for ratification to this Board and the 2022-2023 Pay Policy was delayed, the Government having, to date, not yet confirmed the pay structure for teaching staff; the Pay Policy to be circulated therefore at the earliest opportunity for ratification via email.</p> <p>From the rigorous evidence supporting the pay recommendations presented to the Pay Committee on 11.10.22, and on a proposal from the Committee Chair, CW, seconded by ST, the Board ratified the 2022-2023 pay recommendations.</p>	Chair MJE	
19::22 FGB	<p>Ofsted Inspection (report, if received in time, to be distributed)</p> <p>Report and action plan.</p> <p>oOo</p>	Chair MJE	
20::22 FGB	<p>Finance and Premises (to be tabled at the meeting)</p> <ul style="list-style-type: none"> • To include update for the autumn term. <p>Meeting status:: a confidential item of business was recorded.</p> <p>The detailed reporting (PowerPoint) from the School Business Leader is available to Governors on the drive at: link</p>	Chair ADW	
21::22 FGB	<p>Safeguarding (verbal report)</p> <p>Meeting status:: a confidential item of business was recorded.</p>	Chair AJJ	



	<p>The Safeguarding Governor, SH, highlighted the importance of Internet Safety, an item raised at the recent Ofsted, and she was pleased to confirm the school regularly monitored for breaches of the firewall/s and the audit of same was regularly reported to Governors. AJJ was pleased to confirmed work was continually ongoing to further develop the associated systems</p> <p>The Chair thanked both AJJ and SH for their reporting.</p>		
22::22 FGB	<p>Link Governor visits & reporting; Link Governor visit pro-forma & 2022-2023 reports: link</p> <p>The Clerk referred Governors to a Link Governor Report from close of the summer term on 13.07.22 from BG on Languages, and available on the drive at: link</p>	Chair	
23::22 FGB	<p>Policies to ratify:</p> <ul style="list-style-type: none"> • The 2022-23 Appraisal Policy (the 2022-23 Pay Policy is delayed) • Link Governor Policy <p>On a proposal from the DS and seconded by SC the 2022-23 Appraisal Policy and the Link Governor Policy were ratified by the Governing Board.</p>	Chair	
24::22 FGB	<p>Governor support information / NYCC governor training (links updated and active as at 05.09.22)</p> <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 	Chair Clerk	
OTHER BUSINESS			
25::22 FGB	<p>To deal with any matters agreed for consideration under previous agenda item (urgent business).</p> <p>There were no matters agreed for consideration to be brought forward under the previous agenda item (urgent business).</p>	Chair	
26::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>	Chair	



	<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>		
	<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 6.34pm.</p> <p>David Frankland Clerk to the Governing Board Secretary to the Foundation Trust</p>		