

A Regular Meeting of the Ermysted's Grammar School Full Governing Board
was held on **Thursday 2 February 2023 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 [AS] (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 Wooley [ADW] School Business Leader; Mr S Speak [SS]

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD 02.02.23

GOVERNORS PRESENT

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)
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 [AS]
(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 Wooley [ADW] School Business Leader

PROCEDURAL

Min	Item	Lead	att
48::23 FGB	To extend a welcome to all present, particularly to the new Governors. Papers for this meeting are available on the 365 drive at: link Meeting status::Quorate	CW	

	The Chair CW, opened the meeting at 4.30pm., extended a welcome to Governors and members of Senior Leadership Team in attendance. BG joined the meeting online via MS Teams.		
49::23 FGB	To receive apologies and consent to absences. The Clerk was in receipt of apologies from JL, GH, AJJ and SS, which were recorded as consented. DS was unable to connect to the meeting via MS Teams. There was no response from AD.	Clerk	
50::23 FGB	To receive any Declaration of Interests, pecuniary or non-pecuniary, for the purpose of the business of this meeting. A Governor declared a non-pecuniary interest regarding an external interest in their association with another school.	Chair Clerk	
51::23 FGB	To receive notification of other urgent business for consideration at agenda item: - other business. <ul style="list-style-type: none"> • Chair / ADW: Confidential items of business; • MJE: Confidential item of business. 	Chair	
52::23 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 and attendees are reminded of the need for confidentiality on some aspects of Governing Board Meetings.	Chair	
53::23 FGB	Governor Composition and Report: Confirm the Governing Board Composition. Appointments and retirements. There were no new appointments or retirement to report. Governors noted the Term of Office for AD as an Associate Member due to expire on 26.06 23.	Chair Clerk	
54::23 FGB	To update re: 'SignNow' receipt of individual Governor documents as previously circulated. The Clerk circulated a paper record with detail of Governor declarations and Safeguarding still requiring completion; Action: Governors with any outstanding declarations, including safeguarding training to complete as required and return to the Headmaster's PA. please.	Chair Clerk	Act Gov's
55::23 FGB	To approve as a correct record, the minutes of the Regular Meeting of the Full Governing Board held on: 01.12.22.	Chair	

	<p>The minutes of the Regular Meeting of the Full Governing Board held on 01.12.22 were proposed as a correct record by VA, seconded by MJE 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: 01.12.22.</p> <p>The confidential minutes of the Regular Meeting of the Full Governing Board held on 01.12.22 were proposed as a correct record by the Chair and seconded by MJE.</p> <p>To consider matters arising from the minutes for which there is no separate agenda item.</p> <p>There were no matters or actions arising.</p>		
54::23 FGB	<p>To receive a brief resume of business from the Committee Vice Chair, from the meeting of the School Improvement Committee held on 19.01.23.</p> <p>In the absence of the Committee Chair (at the 19.01.23 meeting), the Committee Vice Chair, SC provided a brief resume of business from the School Improvement Committee held on 19.01.23.</p> <ul style="list-style-type: none"> • The Headmaster had provided update on the curriculum planning for the forthcoming year. The SLT would be carefully considering the implications on the budget to maintain a healthy level of reserve going forward; • AJJ had presented a progress report on the Pupil Mental Health Survey; a summary of the current position since the first whole-school pupil wellbeing questionnaire in September 2020; • SS had provided an update on Pupil Progress 2023 Year 11 forecast data; • PD had reported on Staff Training and Quality Assurance of Teaching & Learning, with a summary of actions to date and plans for the remainder of the year. <p>To receive a brief resume of business from the Committee Chair, from the Resources & Finance Committee held on 23.01.23.</p> <p>In the absence of the Committee Chair, CW provided a brief resume of business from the Resources & Finance Committee held on 23.01.23.</p> <ul style="list-style-type: none"> • ADW had presented the Financial update to Period 9 (December 2022), and the revised Full Year Reforecast position, mainly as a consequence of the additional 	Chair SC CW	

	<p>‘Supplementary Grant’ income, and additional Pupil Premium income, although this offset by the increased staff and energy costs;</p> <ul style="list-style-type: none"> • Governors had reviewed the current planning applications, given the position at the last meeting of the Committee in November; • ADW had provided overview to the capital funding available to be spent by 21.02.23, and the funding available for spending in 2022-23; • SP had overviewed the Schools Financial Value Standard, (the SFVS), the document to be brought to the meeting of the Full Governing Board on 16.03.23 for ratification, and thereafter for submission to the LA by 31.02.23. • There had been several items of a confidential nature tabled for discussion. <p>To receive minutes, where available, from any additional Committee Meetings or Panels held since the Regular Meeting of the Full Governing Board on 01.12.22.</p> <p>The Chair confirmed, there had been no other meetings of Committees or Panels held since the last meeting of the Full Governing Board on 01.12.22.</p>	Chair	
55::23 FGB	<p>Dates of meetings of the FGB & Committees for the academic year 2022 - 2023:</p> <p>All meetings at 4.30pm unless otherwise indicated.</p> <p>Spring Term 2023</p> <p>Thursday 2 March 2023 School Improvement Committee</p> <p>Monday 6 March 2023 Resources & Finance Committee</p> <p>Thursday 16 March 2023 4.00pm Foundation Trustees Meeting</p> <p>Thursday 16 March 2023 4.45pm Full Governing Board</p> <p>Summer Term 2023</p> <p>Thursday 4 May 2023 School Improvement Committee</p> <p>Thursday 11 May 2023 Resources & Finance Committee - updated</p> <p>Thursday 18 May 2023 Full Governing Board</p> <p>Thursday 15 June 2023 School Improvement Committee</p> <p>Monday 19 June 2023 Resources & Finance Committee</p>	Chair	

	<p>Thursday 29 June 2023 4.00pm Foundation Trustees Meeting</p> <p>Thursday 29 June 2023 4.45pm Full Governing Board</p>		
BUSINESS OF THE FULL GOVERNING BOARD			
56::23 FGB	<p>Headteacher Report (attached)</p> <p>Current operational data.</p> <p>The Report is available on the Drive at: link</p> <p>Presenting his Report to Governors to February 2023, the Headmaster provided a summary of the current levels of pupil progress data.</p> <p>The Headmaster advised of the Year 11 and Year 13 mock examination performance and highlighted key trends within the data.</p> <p>The Year 11 pupils on the whole were working well, they had been in school the previous day (the day of teachers' strike) when there had received bespoke training on revision strategies and then participated in two hours of mathematics and two hours of English revision lessons.</p> <p>In term of the other Year Groups, Year 7 data would become available later in this term; as with other Groups, the targets would be generated from KS2 prior attainment and then amended by staff where necessary.</p> <p>On a question as to whether the school graded the Year 7 boys according to GCSE criteria, the Headmaster advised the school did not, rather it used projected attainment (called 'Forecast Grades' within the school), with indications on their attitude to learning (ATL grades) also provided at each reporting point.</p> <p>A governor asked whether GCSE mock examinations had always been scheduled prior to Christmas. The Headmaster said these had previously been scheduled in January but, on balance, staff felt it better to move to assessments to the autumn term. Taking the assessments then would provide an earlier indication of attainment and sufficient time to intervene if necessary.</p> <p>In terms of Staffing, the Headmaster advised governors of a resignation received earlier in the day. PD provided update on the confirmation of two new appointments, the interviews having taken place earlier in the week.</p> <p>The detail on other appointments and resignations (academic year to date) is available in the Report.</p>	Chair MJE	

	<p>The Headmaster advised around the forthcoming changes to the PAN, and there were currently 838 pupils on roll. The FTE 47.9; PTR 17.4 (cf. 17.6 in 2021-22 and 16.7 for Secondary Schools).</p> <p>Governors noted on Absence information to date – attendance was currently at 92.91% with this some 3-4% lower than normal, and due to considerable pupil absence through illness, throughout the autumn term. The position was improving and thus, other things being equal, the attendance rate would rise naturally as the year progressed.</p> <p>Unauthorised absence had increased slightly (which is unusual for this school), and in the main as a consequence of unauthorised absence on train strike days. Governors remain aware of the authorised absence rate in Year 13, year to date, predominantly as a consequence of study leave being recorded as authorised absence.</p> <p>On a question around Mental Health / CAMHS, the Headmaster advised of the three levels of support available to the school: the existing youth worker, an individual from the local GP service, and qualified counsellor, and a new onsite provision which has started recently to support for pupils.</p> <p>Behaviour in the School was, in general, excellent, and reflected in the limited number of sanctions as detailed within the Report.</p> <p>The Headmaster provided update on the planned educational trips and visits (since last meeting of the Full Board).</p> <p>Concluding, the Headmaster was very pleased to share news about the Oxford and Cambridge applications; four students would be going to Oxford and seven students to Cambridge, with another three Year 14 students to Cambridge. The news to be announced in the Craven Herald.</p> <p>There were no further questions.</p> <p>The Chair thanked the Headmaster for his detailed and informative reporting.</p>		
57::23 FGB	<p>Industrial Action (verbal report)</p> <p>An update for governors</p> <p>The Headmaster updated governors on the first teachers' strike on Wednesday 01.02.23 the Headmaster explained it had been difficult to anticipate the impact of staff absence. The school had Year 7 and Year 11 pupils in school, with other lessons delivered remotely. Staff had therefore been able to provide a meaningful input to all pupils.</p>	Chair MJE	

	<p>Further detailed planning was ongoing to provide support in the event, and during the strike days planned in the foreseeable future.</p> <p>On a question around the potential for using drop-down activities on such days, the Headmaster explained of the difficulty around resources and the availability of staff to support.</p>		
58::23 FGB	<p>School strategic development An update for governors.</p> <p>Meeting status:: a confidential item of business was recorded.</p>	Chair MJE	
59::23 FGB	<p>Finance and Capital Projects (verbal presentation) Overview of current projects and related financial considerations.</p> <p>The supporting detailed PowerPoint is available on the Drive at: link</p> <p>Presenting to Finance and Capital Projects, ADW explained he had provided a detailed update to the Resources & Finance Committee the previous week - the detail within the supporting papers, the narrative, and the minutes of that meeting.</p> <p>Governors noted the current funding position with capital funding available, the funds to be spent by 31.03.23 and the additional amount available for spending in 2022-2023, and considered the Capital Project (scheduled) and the associated indicative costs, namely:</p> <ul style="list-style-type: none"> • Replacement of English / DT Block Windows; • Replacement of Library corridor doors / Pastoral Suite doors; • Installation of new fencing to western boundary (Gainsborough Court); • Replacement of rear gate (Raikes Road) and limited incremental fencing; • Roof repairs – Memorial Hall annexes (circa £15,000) and minor elsewhere. <p>There was discussion about the replacement of the English / DT Block Windows, the contractor having submitted the pro-forma invoice and their terms of business. ADW confirmed as having completed due diligence on the contractor and it was agreed ADW engage the contractor on the best payment terms possible, to be agreed. Action: ADW to provide update to Governors via email to confirm.</p> <p>ADW referred Governors to projects previously endorsed by the Board (with indicative costings) and now with some additional associated costs, namely:</p>	Chair ADW	Act ADW

	<ul style="list-style-type: none"> Computers/monitors/stands – Phase 1 – Sixth Form / Sixth Form Library / Music / Food (70 units); Computers/monitors/stands – Phase 2a – DT1 / DT2 / DT3 existing (26 units); Computers/monitors/stands – Phase 2b – DT3 upgrade (22 units); Computers/monitors/stands – Phase 3 – E5 (33 units); Observatory and groundworks. <p>... and the following projects, some of which having been previously discussed in brief, for Governors to consider and if agreed, to endorse:</p> <ul style="list-style-type: none"> Replacement of Glass Passageway (Quotations received); Additional server capacity to re-enforce backup resilience; Refurbishment of toilet facilities to reduce vandalism – cost dependent on extent of work. Redesign and fitting out of DT3; Refurbishment of Music Room; Replacement / upgrade of emergency lighting system; Replacement / upgrade of fire alarm system; Refurbishment of Science Laboratory (S6) - cost of complete redesign and installation. <p>ADW sought endorsement from the Board to progress on the above and as detailed within the PowerPoint, and: Action: On a proposal from the Chair and seconded by JB, the Board agreed ADW progress.</p> <p>The Chair thanked ADW for his reporting.</p>		Act ADW
60::23 FGB	<p>Interventions with pupils (verbal presentation)</p> <p>An overview of the current programme of interventions with pupils for governors</p> <p>The supporting papers are available on the Drive at: link and: link</p> <p>Reporting briefly to the current programme of interventions with pupils, PD provided detail of the current Interventions in addition to those provided within the normal timetable and as (updated January 2023). The information to be circulated to parents at the end of the week.</p> <p>More generally, PD raised awareness of the Advanced Teaching Assistant programme review, the objectives to raise literacy standards,</p>	Chair PD	

	<p>writing and reading, for identified pupils starting with low prior attainment on entry; the ATA's contract having been extended to the end of the academic year, paid for from the catch-up funding.</p> <p>PD explained how pupils had been identified and of the methodology, working with small groups (no more than 6 per group) on a 15 weekly basis, across Y7 and Y8, Y9, Y10 and Y11. A strong monitoring process was in place, the ATA maintaining records of session outcomes and pupil progress. PD confirmed on evaluation there had been good attendance and engagement, and analysis and writing skills remained a key focus.</p> <p>On the Accelerated Reader review (funded from catch-up last year) Governors noted the Objectives, with reading for engagement having been identified as an area significantly impacted upon by the pandemic. The ATA had worked even more closely this year with the librarian, English teachers, and form tutors to support the promotion of reading. Notably, the data provided by AR had enabled the library to celebrate reading successes and further raise its profile.</p> <p>Governors noted of the 'Next Steps', SEND interventions, and Whole School Interventions:</p> <ul style="list-style-type: none"> • A range of support classes and intervention provided by Faculties including student-led mentoring, these recently updated following the latest data and assessment, placed on the website and sent to parents; • Pupils had received an assembly on memory retrieval and revision techniques. A bespoke session on revision strategies had been delivered to Y11 on 1 February by the SLT, and support revision booklets had been sent out prior to the Y11 and Y13 mocks - and are to be sent out after the February half term in preparation for the external exams. <p>There were no questions.</p> <p>The Chair thanked PD for her reporting.</p>		
61::23 FGB	<p>Safeguarding (verbal report) MJE to update governors (in the absence of AJJ).</p> <p>In the absence of AJJ the Headmaster provided a brief update on Safeguarding. The school had recently had a visit from an LA Adviser. The Adviser had met with pupils, attended one of the pastoral meetings, met with the DSL and the SENCo, and he had since produced a report; Action: The Headmaster to circulate the Report to all Governors.</p>	Chair MJE	Act MJE

	In terms of pupil concerns, the Headmaster had already reported on individual issues throughout the business of this meeting._		
62::23 FGB	Link Governor visits & reporting: Link Governor visit pro-forma & 2022-2023 reports: link <ul style="list-style-type: none"> • Link Governor: SC; Link Area: Communications; Date of visit: 05.10.22 & 16.11.22 + email communication 	Chair SC	
63::23 FGB	Petyt Library update Updating on the Petyt Library, SC advised on recent developments regarding the proposed resolution to go to the full Town Council to approve the changes to the Petyt Library Trust, to recognise the School's (Ermysted's Foundation) involvement, and formally recognise the School's ownership. In the previous week at the Full Council Meeting, the motion to recognise ownership had not been carried, and at a subsequent meeting of the Council the previous evening, 01.02.23, a resolution to recognise the ownership of the Petyt Library with the Town Council had been carried. The next step, therefore, to be the reconstitution of the Petyt Library Trust. Interestingly, SC noted that the resolution recognised the joint ownership with the 'Town Council', - this to be for further discussion, it being the people of the town (Skipton) who have joint ownership (with the Ermysted's Foundation) and not the Town Council. The Town Council being the custodian on behalf of thee people of Skipton.	Chair MJE SC	
64::23 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			
65::23 FGB	<p>To deal with any matters agreed for consideration under previous agenda item (urgent business).</p> <p>Meeting status:: The Chair invited the Headmaster, Staff Governors, and all members of staff, with the exception of the Deputy Headteacher, PD, and ADW to retire from the meeting.</p> <p>Meeting status:: The meeting remained quorate.</p> <p>Meeting status:: a confidential item of business was recorded.</p> <p>Meeting status:: The Headmaster was invited to re-join the meeting.</p> <p>Meeting status:: SH, BG, and ST were invited to retire from the meeting.</p> <p>Meeting status:: Quorate.</p> <p>Meeting status:: a confidential item of business was recorded.</p>	Chair	
66::23 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 items 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 6.50pm.</p> <p>David Frankland Clerk to the Governing Board Secretary to the Foundation Trust clerktogovernors@ermysteds.uk</p>		