

A Regular Meeting of the Ermysted's Grammar School Full Governing Board
was held on **Thursday 16th March 2023 at 4.45pm 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
[SJP] (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 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 16.03.23

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); Mrs D Swiffen [DS] (FTG); Mr B Garner [BG] (FTG)
Mr J Burton [JB] (FTG); Ms V Anderson [VA] (PG); Ms S Poole [SJP] (SG)
Mr G Hamilton [GH] (CG); 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 Jackson [AJJ] Deputy Head Teacher
Mr A Wooley [ADW] School Business Leader; Mr S Speak [SS]

PROCEDURAL

Min	Item	Lead	att
	All papers for this meeting with the exception of any confidential minutes are available on the 365 drive at: link		
67::23 FGB	To extend a welcome to all present.	CW	

	<p>The Chair CW, opened the meeting at 4.45pm., extended a welcome to Governors and members of Senior Leadership Team in attendance.</p> <p>Meeting status: SH and BS joined the meeting online via MS Teams.</p>		
68::23 FGB	<p>To receive apologies and consent to absences.</p> <p>The Clerk was in receipt of apologies from JL and AH which were recorded as consented.</p> <p>SH experienced connectivity issues and retired from the meeting.</p> <p>There was no response from AMD.</p>	Clerk	
69::23 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	
70::23 FGB	<p>To receive notification of other urgent business for consideration at agenda item: - other business.</p> <p>There was no notification of other urgent business for consideration at agenda item: - other business.</p>	Chair	
71::23 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	
72::23 FGB	<p>Governor Composition and Report:</p> <p>Confirm the Governing Board Composition.</p> <p>Appointments and retirements.</p> <ul style="list-style-type: none"> It was agreed: Action: the Chair speak with Mr Antony Davies to discuss his reappointment for a further term; AMD currently sitting as an Associate Member for a Term of Office of one year and due to expire on 29.06.23. 	Chair Clerk	Act CW
73::23 FGB	<p>To update re: 'SignNow' receipt of individual Governor documents as previously circulated.</p> <p>The Clerk circulated a paper record with detail of Governor declarations, the 'Staff Information Record', and Safeguarding still requiring completion; Action: Governors with any outstanding</p>	Chair Clerk	Act all Gov's

	<p>declarations, including safeguarding training to complete as required and return to the Headmaster's PA asap, please.</p>		
74::23 FGB	<p>To approve as a correct record, the minutes of the Regular Meeting of the Full Governing Board held on: 02.02.23.</p> <p>The minutes of the Regular Meeting of the Full Governing Board held on 02.02.23 were proposed as a correct record by JB, seconded by VA and approved by the Board.</p> <p>To approve as a correct record, the confidential minutes (x2) of the Regular Meeting of the Full Governing Board held on: 02.02.23.</p> <p>The confidential minute (item 1) of the Regular Meeting of the Full Governing Board held on 02.02.23 were proposed as a correct record by the Chair and seconded by MJE.</p> <p>The confidential minute (item 2) of the Regular Meeting of the Full Governing Board held on 02.02.23 were proposed as a correct record by the Chair and seconded by PD.</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>	Chair	
75::23 FGB	<p>To receive a brief resume of business from the Committee Chair, from the meeting of the School Improvement Committee held on 02.03.23.</p> <p>In the absence of the Committee Chair (at this 16.03.23 meeting), the Committee Vice Chair, SC provided a brief resume of business from the School Improvement Committee held on 02.03.23.</p> <ul style="list-style-type: none"> There had been discussion around the school's Admission Policy and efforts to encourage more disadvantaged pupils to apply. The Headmaster explained of the memorandum of understanding between the Grammar Schools Headteachers Association and the Department of Education to improve access to grammar schools for disadvantaged children; this now coming to the end of a three year process. On behalf of PD, who was unable to attend the meeting, the Headmaster had presented the Teaching and Learning Review, summary of recent quality assurance activities; the Learning Walks having been used as an opportunity to collect and share best practice; AJJ had provided overview of the School's Social, Emotional and Mental Health (SEMH) Policy; AJJ himself 	<p>Chair SH</p> <p>JL</p> <p>Chair</p>	

	<p>having completed the DfE Senior Mental Health Lead training in the last year, which had been helpful in identifying the strengths the School already had in place.</p> <p>To receive a brief resume of business from the Committee Chair, from the Resources & Finance Committee held on 06.03.23.</p> <p>In the absence of the Committee Chair, (at this 16.03.23 meeting), the Committee Vice Chair, VA provided a brief resume of business from the Resources & Finance Committee held on 06.03.23.</p> <ul style="list-style-type: none"> • In the absence of the period 11, and the payroll information (only received earlier that day), ADW had provided summary of the significant changes since the last meeting of the Committee in January; the financial position now improved; • Governors had overviewed the Capital Projects completed (the information shared at the January Committee), and the Capital Projects completed since the January meeting, together with expenditure, and the Capital Projects due to be completed, together with expenditure / and invoiced prior to 31 March; • ADW had provided a resume of costings for the replacement of the Glass Passageway / Corridor from three contractors, and Committee had agreed to progress the work with a glass roof, in preference to polycarbonate; • SJP had confirmed the planned overseas residential trips were now taking place again, involving over one hundred and fifty pupils this year. Governors had noted that whilst these were a welcome return and a great opportunity for the pupils, the trips posed a number of Financial Risks to the School and with that in mind, there had been discussion as to how the School might mitigate the exposure. <p>To receive minutes, where available, from any additional Committee Meetings or Panels held since the last Regular Meeting of the Full Governing Board on 02.02.23.</p> <ul style="list-style-type: none"> • The Foundation Chair, CW advised there had been a meeting of the Foundation Trust immediately prior to this meeting of the Full Governing Board, where Trustees had 		
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	<p>discussed the Foundation Trust considerations in respect of academisation;</p> <ul style="list-style-type: none"> • SJP had provided update on the Foundation current financial position / forecast for the full year 2022-2023 and on income by way of donations, made up of regular donations from Parents and Old Boys that are received through Standing Orders, and donations made by Parents for School Photographs; • There had been brief discussion about the School archives, relating to historic documents and materials. <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 02.02.23.</p>		
76::23 FGB	<p>Dates of meetings of the FGB & Committees for the academic year 2022 - 2023: All meetings at 4.30pm unless otherwise indicated.</p> <p>Summer Term 2023 Thursday 4 May 2023 School Improvement Committee Thursday 11 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.</p>	Chair	
BUSINESS OF THE FULL GOVERNING BOARD			
77::23 FGB	<p>Headteacher's Report (to be tabled at the meeting) Current operational data – proposal to amend the staffing structure (for ratification)</p> <p>The Report is available on the Drive at: link</p> <p>Presenting his Report to Governors to February 2023, and updated for the most recent set of data, the Headmaster provided a summary of the current levels of pupil progress data.</p>	Chair MJE	

	<p>There were some concerns with Year 13 progress, but a substantial programme of intervention taking place working towards the students reaching their full potential.</p> <p>Year 11 students were working well, although remain a year group with significantly lower average prior attainment than normal. Again a substantial programme of intervention was taking place.</p> <p>There was currently no additional data for Years 10, 9, and 8, as a consequence of the recent review to the number of data point collection dates each year (data to become available either late Spring, or early Summer term).</p> <p>On the progress of various groups, the cohorts were doing well, and often better than the wider cohort; the data available within the Report.</p> <p>In terms of Staffing, the Headmaster advised of appointments and resignations / retirements (academic year to date), again available within the detail of the Report, together with an additional resignation earlier in the day from a member of the site team.</p> <p>The Headmaster advised that there were 838 pupils on roll. The FTE therefore 47.9, and the PTR 17.4 (cf. 17.6 in 2021-22 and 16.7 for Secondary Schools). The school was working towards a norm of 128 in each main school year group.</p> <p>Governors noted on Absence information authorised and unauthorised, whole school and by year group, to date – attendance currently at 93.21% and somewhat improved from the Headmasters previous Report.</p> <p>The LA Adviser had visited school earlier in the week and scrutinised on attendance providing a positive Report; his Report is available on the drive at: link</p> <p>On a question seeking clarity on admissions testing and was the school able to offer all the children that passed the test a place at the school, the Headmaster explained how the allocation process operated.</p> <p>On a further question, Governors noted that recent rail strikes had also affected authorised attendance in some year groups.</p> <p>Behaviour in the School continued to be good and as reflected in the limited number of sanctions detailed within the Report.</p> <p>On a question around the number of Faculty Detentions, specifically in KS4, AJJ advised that as a consequence of ‘incentives’ by the DT Department around pupils not meeting their required deadlines on course work; ‘catch up’ sessions took place after school over a number of weeks and were designated as faculty detentions.</p>		
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	<p>The Headmaster provided update on Referrals to Outside Agencies, Accident Data, FOI Requests, Data Breaches, (all year to date), and the Single Central Record update, together with the Educational trips and visits (since last meeting of the Full Board).</p> <p>There were no further questions.</p> <p>Meeting status:: a confidential item of business was recorded.</p>		
78::23 FGB	<p>Multi Academy Trust (attached) MJE to brief governors on progress to date and potential next steps.</p> <p>Providing a progress report on the MAT proposals and potential next steps, the Headmaster advised the urgency to convert to, or join a MAT, as suggested by the 2022 Educational White Paper, that had to some extent, now subsided. However, discussions with other schools continued.</p> <p>The Headmaster advised that, joined by ADW and SC, he had attended in a recent meeting with representatives from the other schools and provided an overview why the school might consider more formal collaboration.</p> <ul style="list-style-type: none"> • Teaching and developing the talents of high achieving children; • Preparation for university esp. Russell Group/competitive entry courses etc; • Co-curricular programmes - music/drama/sport etc; • SEND provision in areas of identified high need in a high performing setting e.g. autism; • Pastoral care- especially support for SEMH for high achieving students; • Leadership development in high performing schools; • Careers and UCAS advice. <p>Governors reviewed the advantages and disadvantages of progressing the discussions with the other schools in the group with a view to forming the MAT. The Board agreed a memorandum of understanding with the other schools, which would allow the Headmaster to move to the next stage of discussion.</p>	Chair MJE	
79::23 FGB	<p>Safeguarding Audit (to be tabled at the meeting) An update on strengths and priorities</p> <p>Providing update on the strengths and priorities of the Safeguarding Audit (a biennial requirement from North Yorkshire), AJJ advised the Audit to assess the school's safeguarding arrangements, and to ensure</p>	Chair AJJ SH	

	<p>the practices in place are adequate. The Audit useful in providing AJJ with the opportunity to have open conversations with the Safeguarding Governor (SH) who he had met earlier in the week to review the various sections in depth and reflect on best practice.</p> <p>The Safeguarding Link Governor Report of 14.03.23 from SH, too late for circulation with papers for this meeting is available on the drive at: link</p> <p>Governors reviewed the following actions from the Audit and methodology in place for addressing same:</p> <ul style="list-style-type: none"> • Safer Recruitment / Safer Recruitment Training; • DBS Checks compliance; • Recommended online searches of short listed candidates prior to interview; • Individuals / Governors at Board level taking responsibility for Safeguarding; • Staff awareness and safeguarding concerns around individual children; • Management of Risk; • Learning beyond the classroom - (EVC); • Premises Security; • Premises Health & Safety. <p>There were no questions.</p> <p>On a proposal from the Chair, the Board approved the Safeguarding Audit.</p> <p>Meeting status:: a confidential item of business was recorded.</p> <p>There were no questions.</p> <p>The Chair thanked AJJ for his detailed and informative reporting.</p> <p>On a proposal from SC and seconded by VA the Board approved the Child Protection Policy and the Relationships and Sex Education Policy.</p> <p>Meeting status:: BS retired from the meeting at 6.30pm; Meeting status:: Quorate</p>		
80::23 FGB	<p>Capital projects (to be tabled at the meeting)</p> <p>An update on developments at the School</p>	Chair ADW	

	<p>Updating on Capital Projects, ADW provided a brief report, the information, in the main shared with Governors at the meeting of the Resources & Finance Committee on 06.03.23.</p> <p>Governors noted the Capital Projects due to be completed, together with expenditure; the contractors in place and to be completed on schedule by 31.03.23.</p> <ul style="list-style-type: none"> • Replacement of English/DT Block Windows; • Replacement of Library corridor doors / Pastoral Suite doors; • Installation of power supply and maglocks in support of doors above; • Installation of new fencing to western boundary (Gainsborough Court); • Replacement of rear gate (Raikes Road) and limited incremental fencing; • Roof repairs – Memorial Hall annex; • Replacement of telephone system; • Computers / monitors / stands for various rooms (70 units). <p>Within that Committee meeting Governors had also considered the proposals for the renewal of the Glass Passageway adjacent to the quad, discussed the rationale and benefits of glass roofing over and above that of polycarbonate, the preferred contractor relative to quotations, and had agreed to progress with the glass roof option.</p> <p>Referring to the next financial year, in terms of Capital funding ADW advised the current arrangement as a member of the syndicate of schools (since the ending of the LCVAP funding programme) was due to end on 31.03 23. To date the DfE had given no indication as to whether the current funding scheme would continue, however the announcement in previous years had been the last week in April, and the date when the school should be informed.</p> <p>In terms of the next financial year beginning April 2023 Governors discussed the projects for consideration to include:</p> <ul style="list-style-type: none"> • Refurbishment of toilets (Refectory / Science / Maths); • Repairs to Music block roof; • Refurbishment of Music room and practice rooms; • Modification of main gate entry layout; • Refurbishment of DT3; • Replacement of computers E5; • Upgrade of fire alarm system; • Upgrade of emergency lighting system. <p>Governors approved the refurbishment to the toilets in the Refectory, Science, and Maths areas to progress. Other projects to be referred to</p>		
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	the business of the Resources & Finance Committee for more detailed consideration.		
81::23 FGB	<p>Schools Financial Value Standard (to be tabled at the meeting) For ratification.</p> <p>SJP provided a brief overview to the Schools Financial Value Standard, the business presented to, and recommended for approval at the 23.01.23 meeting of the Resources & Finance Committee.</p> <p>On a proposal from the JB and seconded by the ST, the Governing Board ratified the Schools Financial Value Standard (SFVS); SJP to submit the document to NY as required and by 31.03.23.</p>	Chair SJP ADW	
82::23 FGB	<p>Safeguarding:</p> <p>Business discharged within item 79::23.</p>	Chair AJJ	
83::23 FGB	<p>Link Governor visits & reporting: Link Governor visit pro-forma & 2022-2023 reports: link</p> <p>Link Governor Report received after this meeting of the FGB, prior to circulation of the minutes, and available on the Drive:</p> <ul style="list-style-type: none"> • Link Governor: SH; Link Area: Safeguarding and Pastoral Care; Date of visit: 14.03.23. 	Chair	
84::23 FGB	<p>Policies to ratify:</p> <ul style="list-style-type: none"> • Child Protection • Relationships and Sex Education <p>Business discharged within item 79::23.</p>	Chair	
85::23 FGB	<p>Petyt Library update</p> <p>Updating on the Petyt Library, SC was pleased to advise the Petyt Library Trust had now resolved to recognise the School's joint ownership; the process ongoing to change the membership of that. There had also been a meeting with the Town Council and the Craven Museum regarding the display of items from the Library (in the Craven Museum, Skipton) to raise awareness of it.</p> <p>As part of the above, the Curator from the York University had visited the School recently and met with the Headmaster and the former Head of History to view several of the historic documents in the school archive.</p>	Chair MJE SC	

	Governors recorded a note of especial thanks to SC for his work in connection with the Petyt Library and the recognition of the Foundation in the ownership of same.		
86::23 FGB	<p>Governor support information / NYCC governor training: (links updated and active as at 01.03.23)</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 • The National College: link <p>Action: ADW raised awareness of the importance of Governors completing any outstanding Governor Training, in addition to the recently circulated Cyber Security training and certification.</p>	Chair Clerk	Act all Gov's
OTHER BUSINESS			
87::23 FGB	<p>To deal with any matters agreed for consideration under previous agenda item (urgent business).</p> <p>Meeting status:: The Staff Governor was invited to retire from the meeting.</p> <p>Meeting status:: a confidential item of business was recorded.</p> <p>Meeting status: With the exception of the Headmaster, CW, SC, PD, and the Clerk all others were invited to retire from the meeting.</p> <p>Meeting status:: a confidential item of business was recorded.</p>	Chair	
88::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</p>	Chair	

	public inspection; ergo a confidential item of business is assigned to the minutes of this meeting.		
	<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 7.10pm.</p> <p>David Frankland Clerk to the Governing Board Secretary to the Foundation Trust clerktogovernors@ermysteds.uk</p>		