



A Regular Meeting of the Ermysted's Grammar School Full Governing Board
was held on **Thursday 18th May 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 [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 18.05.23

GOVERNORS PRESENT

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)
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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		
89::23 FGB	To extend a welcome to all present. The Chair CW, opened the meeting at 4.30pm., extended a welcome to Governors and members of Senior Leadership Team in attendance.	CW	



	Meeting status: DS joined the meeting online via MS Teams.		
90::23 FGB	<p>To receive apologies and consent to absences.</p> <p>The Clerk was in receipt of an apology from VA which was recorded as consented.</p> <p>There was no response from AMD.</p>	Chair Clerk	
91::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	
92::23 FGB	<p>To receive notification of other urgent business for consideration at agenda item: - other business.</p> <ul style="list-style-type: none"> The Headmaster advised a confidential item of business for discussion with the Chair and Vice Chair at the end of the meeting. <p>There was no notification of other urgent business for consideration at agenda item: - other business.</p>	Chair	
93::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	
94::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 or otherwise 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



95::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 declarations, including safeguarding training to complete as required and return to the Headmaster's PA asap, please.</p>	Chair Clerk	Act all Gov's
96::23 FGB	<p>To approve as a correct record, the minutes of the Regular Meeting of the Full Governing Board held on: 16.03.23.</p> <p>The minutes of the Regular Meeting of the Full Governing Board held on 16.03.23 were proposed as a correct record by SC, seconded by JB, 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: 16.03.23.</p> <p>The confidential minutes of the Regular Meeting of the Full Governing Board held on 16.03.23 were proposed as a correct record by the CW 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 arising.</p>	Chair	
97::23 FGB	<p>To receive a brief resume of business from the Committee Chair, from the Resources & Finance Committee held on 11.05.23.</p> <p>The Committee Chair, JL, provided a brief resume of business from the Resources & Finance Committee held on 11.05.23; the detailed minutes for this Committee meeting available on the 365 at: link</p> <ul style="list-style-type: none"> Governors had reviewed the 2022/23 Outturn as had been projected on a number of underlying assumptions; There had also been detailed discussion on the 2023/24 Draft Budget with ADW providing overview to the current position; Governors had also considered the Capital works completed in March, April and May, and capital projects anticipated in the financial year 2023/24 	<p>Chair JL</p> <p>Chair</p>	



	<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 16.03.23.</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 16.03.23.</p>																																				
98::23 FGB	<p>Dates of meetings of the FGB & Committees for the remainder of the academic year 2022 - 2023:</p> <p>All meetings at 4.30pm unless otherwise indicated.</p> <table><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> <p>Proposed dates of meetings of the FGB & Committees for the academic year 2023 - 2024:</p> <p>All meetings at 4.30pm unless otherwise indicated.</p> <p>Autumn Term 2023</p> <table><tr><td>Thursday 14 September 2023</td><td>School Improvement Committee</td></tr><tr><td>Tuesday 10 October 2023</td><td>Foundation Trustees Meeting (AGM)</td></tr><tr><td>Thursday 12 October 2023</td><td>Full Governing Board (AGM)</td></tr><tr><td>Thursday 9 November 2023</td><td>School Improvement Committee</td></tr><tr><td>Monday 13 November 2023</td><td>Resources & Finance Committee</td></tr><tr><td>Thursday 30 November 2023</td><td>Full Governing Board</td></tr></table> <p>Spring Term 2024</p> <table><tr><td>Thursday 18 January 2024</td><td>School Improvement Committee</td></tr><tr><td>Monday 22 January 2024</td><td>Resources & Finance Committee</td></tr><tr><td>Thursday 1 February 2024</td><td>Full Governing Board</td></tr><tr><td>Thursday 29 February 2024</td><td>School Improvement Committee</td></tr><tr><td>Monday 4 March 2024</td><td>Resources & Finance Committee</td></tr><tr><td>Thursday 14 March 2024 4.00pm</td><td>Foundation Trustees Meeting</td></tr><tr><td>Thursday 14 March 2024 4.45pm</td><td>Full Governing Board</td></tr></table>	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	Thursday 14 September 2023	School Improvement Committee	Tuesday 10 October 2023	Foundation Trustees Meeting (AGM)	Thursday 12 October 2023	Full Governing Board (AGM)	Thursday 9 November 2023	School Improvement Committee	Monday 13 November 2023	Resources & Finance Committee	Thursday 30 November 2023	Full Governing Board	Thursday 18 January 2024	School Improvement Committee	Monday 22 January 2024	Resources & Finance Committee	Thursday 1 February 2024	Full Governing Board	Thursday 29 February 2024	School Improvement Committee	Monday 4 March 2024	Resources & Finance Committee	Thursday 14 March 2024 4.00pm	Foundation Trustees Meeting	Thursday 14 March 2024 4.45pm	Full Governing Board	Chair	
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Summer Term 2024

Thursday 2 May 2024

Thursday 16 May 2024

Thursday 13 June 2024

Monday 17 June 2024

Thursday 27 June 2024 4.00pm

Thursday 27 June 2024 4.45pm

Resources & Finance Committee

Full Governing Board

School Improvement Committee

Resources & Finance Committee

Foundation Trustees Meeting

Full Governing Board

The dates for the reminder of the academic year 2022-2023 were confirmed as correct.

Governors agreed to a proposal from the Headmaster to review the schedule of meetings for the School Improvement Committee to include a meeting in the Autumn term, and prior to the first meeting of the Full Board. The first meeting of the Full Board in the Autumn term being the Annual General Meeting at which the Committee Chairs are appointed, and the membership and Terms of Reference are determined.

The proposed dates for the academic year 2023-2024 were agreed by the Board and confirmed as correct.

BUSINESS OF THE FULL GOVERNING BOARD

99::23
FGB

Headteacher's Report (attached)

Current operational data plus verbal update on staffing for September 2023

The Report is available on the Drive at: [link](#)

Presenting his Report to Governors to May 2023 the Headmaster provided a summary of the current levels of pupil progress data.

On Year 13 the most recent data, based on the mock examinations before Christmas, the Headmaster anticipated, with intervention and revision classes ongoing, some improvement as the year progresses; the A*/E% quite high, and the cohort with a number of exceptional students in contrast to previous years.

The Year 12 data was awaiting population; the year group in the autumn term had progressed well. The Headmaster noted the recent change in the university applications process with change to the personal statements being replaced by a multi-question survey

Chair
MJE



giving applicants the chance to explain various aspects of their application; this change to be implemented in the 2024 admissions cycle for 2025 Entry.

On a question referring to the Year 13 data, A*/B at 56.9% and what would the best estimate be, the Headmaster advised this as difficult to predict, particularly with the return ongoing to pre-pandemic levels; an unknown being how students had fared compared to students in other schools.

Year 11 was progressing well, with overall outcomes likely to be lower, although with value added to be good. An objective for this year and longer term strategy being to strengthen GCSE attainment in MFL.

Year 10 was awaiting data with the exams having just taken place; the year group progressing well and a stronger cohort than Year 11, and Year 9 a stronger cohort again, and quite considerably so.

Some data was available for Year 8 and Year 7; the Year 7 to be issued with targets this term, with progress grades initially, with feedback as to how to improve.

Governors reviewed the data and performance for the Groups noting these mainly small cohorts and with little variation compared to the wider cohorts.

The Headmaster provided a detailed staffing update (available on the drive within the PowerPoint), to include retirements, appointments, and new positions. The update to include the move to a system of 'Heads of Year' in the middle school, it being a more sustainable way of managing the most challenging phase of the school.

The Headmaster confirmed he would: **Action:** invite the new SENDCo, (PH), to speak with Governors in the near future, to advise about new developments in the SEND provision.

Act
MJE



Governors noted of the recent proposal from the Headmaster, who confirmed the split of the Languages Faculty into English, and MFL and Latin, had now happened; the restructure is cost neutral and has been well received within the faculty.

To date the Headmaster confirmed school had appointed to Head of Year 9, to Head of Year 10, and an English Teacher and DT Technician (both earlier in the week) and would confirm the appoints to the roles of the School Office Manager and School Secretary later in the day. Although not detailed in the Report, the Headmaster confirmed the school was now looking to appoint a biology teacher.

Governors reviewed the restructure to the Pastoral System for 2023-2024, with AJJ Pastoral Head and DHT; the additional appointees and detailed information available in the PowerPoint Report (page 8) on the Drive: [link](#)

The Headmaster provided a report on the current Staffing Profile and Recruitment, both nationally, and at Ermysted's. Governors noted the NFER data (National Foundation for Educational Research) [link](#) – particularly at national level:

- Highest vacancies levels since 2010;
- One third of those who qualified in the last 10 years have left the profession;
- One third of new headteachers leave within 5 years.

...and the position at Ermysted's:

- Fewer teaching applications, but sufficient high calibre individuals;
- Difficult to recruit and retain cleaners. Surprisingly strong fields for other support staff appointments, however;
- Trend of staff relinquishing TLRs and requesting part time work;
- Two ECTs appointed for September but two other [recently qualified] staff have left the profession;
- Tightest [teaching] staffing since 2016.



Governors noted the range of support provided to the staff at Ermysted's and the importance of continually refreshing the profile of same, to differentiate the School from others, to retain, and indeed attract new members of staff:

- Good investment in CPD – annual programme, BASS, NGS group, NPQ qualifications;
- At least 7 hours of non-contact time (14% vs. statutory minimum of 10%);
- Teachers' Pension Scheme;
- Small teaching groups (c. 20 in KS4, c. 12 in KS5); Own teaching room;
- Significant investment in software platforms and training;
- Modern, well supported IT equipment and network / own tablet computer;
- Substantial investment in support staff – pastoral, attendance, etc;
- No emails outside of working hours / limited meetings;
- Staff welfare programme, subsidised gym membership, employee discounts, salary sacrifice schemes, staff socials, etc.

On a question about the recent teacher strikes, the headmaster advised of his view that the striking was not directed at the School or the employer, and it was more generally a frustration about the ongoing under investment in education from Government.

Governors noted on Absence information to date and comparative data from the previous meeting, authorised and unauthorised, whole school and by year group, with attendance currently at 92.31%. Of particular note, the absences in Year 12 up as a consequence of study leave for their exams and recorded as authorised, and the unauthorised absence in Year 10.

On a question as to the incidences / the number of unauthorised absences, the Headmaster advised particular concern about pupils taking extended foreign breaks, with discussions previously in this forum about how to respond to that. The Headmaster explained, in September a national framework would come into force setting out how schools should respond to unauthorised absence. The school has already amended its Attendance Policy in anticipation of this document.

Governors remain aware that, in general, Behaviour in the School continues to be good and as reflected in the number of sanctions detailed within the Report. However, the Headteacher drew governors attention to a number of suspensions and internal exclusions



	<p>(SLT Removals), which had resulted from a recent incidents involving a number of pupils.</p> <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>The Chair thanked the Headmaster for his informative and detailed report.</p>		
100::23 FGB	<p>Academisation (verbal report)</p> <p>The Headmaster confirmed that in communication with other members of the Northern Grammar Schools Group, having previously agreed to a memorandum of understanding with a view to form a MAT, some Boards had requested more time in which to consider the benefits of the proposal.</p> <p>Given the current political landscape the Board agreed that the Headmaster continue discussions with the other schools with a view to forming an alliance to continue to share best practice.</p>	Chair MJE	
101::23 FGB	<p>Budget Information and Financial Planning (to be tabled at the meeting)</p> <p>Speaking to the Budget Information and Financial Planning, ADW provided a resume to the business of the recent meeting of the Resources & Finance Committee of 11.05.23; the minutes of the meeting now available on the Drive at: link</p>	Chair ADW	



ADW provided detail on the Outturn for the year and the reasoning as to why this had been projected on a number of underlying assumptions.

ADW had also presented to the 2023/24 Draft Budget with deficit based on several critical assumptions, the main contributors to that being the potential increases for teaching and support staff salaries, maintenance and repair costs (restored as revenue expenditure), transport to Sandylands, and energy costs.

On the agenda for capital investment for this year, 2023/24, ADW provided detail of the potential projects for consideration to include:

- The construction of Gym / Studio building - (preferred option over and above other projects subject to available funding and end cost);
- Refurbishment of toilets (Refectory / Science / Maths) - now with quotations from three different companies for each of the three toilet areas;
- Repairs to Music block roof – with some quotations now received;
- Refurbishment of Music room and practice rooms;
- Modification of main gate entry layout;
- Refurbishment of DT3;
- Upgrade of fire alarm system / emergency lighting system.

There were no questions.

The Chair thanked ADW for his reporting.

102::23
FGB

Careers Update (attached)

Providing update on Careers, PD advised the Careers policy had been updated in accordance with the recent government guidelines, with an increasing emphasis on providing information to all year groups on technical qualifications and apprenticeships.

Details on staffing had also been updated reflecting the changes in the Sixth form team, and on recommendation of best practice, the policy now included a list of the school's

Chair
PD



employer links; the list of careers partners involved in Oct 2022 Biennial Careers Fair is included in the appendices.

In terms of careers, school was currently searching for additional placements for pupils in Enrichment Week, with support being provided for students not yet placed. Students without a placement would come into school to be given an alternative programme involving work on careers.

There were no questions.

The Chair thanked PD for her reporting.

103::23
FGB

Behaviour Update (verbal report)

In addition to the information provided on behaviour within the Headmaster's Report, AJJ sought to reassure Governors that the Pastoral Team continues to closely monitor safeguarding and pastoral incidents on a monthly basis. Monitored within that, any patterns and trends in safeguarding concerns exhibited by pupils, including behaviour (whole school percentages) across the individual year groups.

AJJ confirmed the Pastoral Team was looking forward to the next academic year when dedicated Heads of Year in the middle school (Years 9 to 11) will be able support individual student and indeed parents more closely, to better enable closer working relationships as and when required.

On a question seeking clarity as to whether the Heads of Year would move / progress with the students as they (students) progress through school, AJJ confirmed they would.

Chair
AJJ



On a question as to whether students were fully aware of the range of pastoral provision and support available in school, AJJ explained of the reluctance of some students to engage with the Pastoral Team; the team having worked and continuing to work diligently to create an open culture to encourage positive interaction.

Concluding, AJJ noted on incidences of ‘poor behaviour’ (level 4 and above), although extreme behaviours were infrequent. ‘Child on child abuse’ incidences remained consistent, with no significant increase, and incidences of discriminatory / prejudiced behaviour remained consistently low and dealt with in the most sensitive and appropriate way possible.

Governors noted the wide range of support available from the complement of dedicated staff on the Pastoral Team.

There were no further questions.

The Chair thanked AJJ for his reporting.

	<p>On a question as to whether students were fully aware of the range of pastoral provision and support available in school, AJJ explained of the reluctance of some students to engage with the Pastoral Team; the team having worked and continuing to work diligently to create an open culture to encourage positive interaction.</p> <p>Concluding, AJJ noted on incidences of ‘poor behaviour’ (level 4 and above), although extreme behaviours were infrequent. ‘Child on child abuse’ incidences remained consistent, with no significant increase, and incidences of discriminatory / prejudiced behaviour remained consistently low and dealt with in the most sensitive and appropriate way possible.</p> <p>Governors noted the wide range of support available from the complement of dedicated staff on the Pastoral Team.</p> <p>There were no further questions.</p> <p>The Chair thanked AJJ for his reporting.</p>		
104::23 FGB	<p>Safeguarding</p> <p>AJJ provided a brief and anonymised update on individual students currently in receipt of pastoral support.</p>	Chair	
105::23 FGB	<p>Link Governor visits & reporting:</p> <p>Link Governor visit pro-forma & 2022-2023 reports: link</p>	Chair	
106::23 FGB	<p>Policies to ratify:</p> <p>SEND Policy</p>	Chair	



	<p>SEND Information Report</p> <p>Careers Policy</p> <p>On a proposal from SC and seconded by BG the Board ratified the above policies.</p>		
107::23 FGB	<p>Petyt Library update</p> <p>SC had little to report other than the Charities Commission was still working through the changes to the named Trustees to the Petyt Library Charitable Trust.</p>	Chair	
108::23 FGB	<p>Governor support information / NYCC governor training:</p> <p>(links updated and active as at 01.05.23)</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 • What maintained schools must publish online: link 	Chair Clerk	
OTHER BUSINESS			
109::23 FGB	<p>To deal with any matters agreed for consideration under previous agenda item (urgent business).</p> <ul style="list-style-type: none"> • The Headmaster referred Governors to the revised information on the Gov.uk website detailing what Governing Boards must publish online see: link ...with a new section recommending governing boards should publish (non-mandatory) diversity data although there being no prescriptive way detailed on the collection of said data from volunteers and, if done, to be on a voluntary basis. It was agreed: Action: Governors who would like to submit their information to provide same to the Clerk. • As an aside, a Governor gave notice of his intention to retire from the Board at the end of the academic year. On behalf of all present, the Chair expressed an 	Chair	Act Gov's



	<p>especial thanks to the Governor for his long service and his dedication to the school over very many years.</p> <p>Meeting status: The Chair thanked all for their attendance and with the exception of the Headmaster, PD and SC, invited all other Governors and Attendees to retire from the meeting.</p> <p>Meeting status: A confidential item of business was recorded.</p>		
110::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 declared the meeting closed.</p> <p>Meeting status: The Chair declared the meeting closed 7.20pm</p> <p>David Frankland Clerk to the Governing Board Secretary to the Foundation Trust clerktogovernors@ermysteds.uk</p>		