



A Regular Meeting of the Ermysted's Grammar School Full Governing Board  
was held on **Thursday 1<sup>st</sup> February 2024 at 4.30pm via Teams.**

**GOVERNORS**

Mr S Clarkson [SC] Chair (OBFTG); Mrs J Lloyd [JL] Vice Chair (FTG)  
Mr M Evans [MJE] Headmaster (SG); Mr C Worts [CW] (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] (FTG); Ms S Poole [SJP] (SG); Mr G Hamilton [GH] (CG); Mrs B Sturman [BS] (PG)  
Mrs S Ahsan [SA] (LA); Ms C Foster [CF] (PG); Prof C Choudhury [CC] (CG)

(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  
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] Assistant Head Teacher  
Mr G Barrett [GB] Head of Sixth Form

**MINUTES OF THE REGULAR MEETING OF THE FULL GOVERNING BOARD 01.02.24**

**GOVERNORS ONLINE**

Mr S Clarkson [SC] Chair (OBFTG); Mrs J Lloyd [JL] Vice Chair (FTG)  
Mr M Evans [MJE] Headmaster (SG); Ms S Trelease [ST] (PAFTG); Mrs D Swiffen [DS] (FTG)  
Mr B Garner [BG] (FTG); Mr J Burton [JB] (FTG); Ms S Poole [SJP] (SG); Mrs B Sturman [BS] (PG)  
Mrs S Ahsan [SA] (LA); Ms C Foster [CF] (PG); Prof C Choudhury [CC] (CG)

**ATTENDEES ONLINE**

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] Assistant Head Teacher  
Mr G Barrett [GB] Head of Sixth Form

**PROCEDURAL**

Min	Item	Lead	att
	Papers for this meeting with the exception of minutes are available on the 365 Drive to Governors with existing access at: <a href="#">link</a>		
45::24 FGB	To extend a welcome to all present and open the meeting.  The Chair opened the meeting at 4.30pm and extended a welcome to Governors and to all members of Senior Leadership Team in attendance.	Chair	



46::24 FGB	<p>To receive apologies and consent to absences.</p> <p>The Clerk was in receipt of apologies from GH, SH, CW, and VA which were recorded as consented.</p>	Chair Clerk	
47::24 FGB	<p>To receive any Declarations of Interest, pecuniary or non-pecuniary, for the purpose of the business of this meeting.</p> <p>There were no Declarations of Interest, pecuniary or non-pecuniary, for the purpose of the business of this meeting.</p>	Chair Clerk	
48::24 FGB	<p>To receive notification of other urgent business for consideration at agenda item: - other business.</p> <ul style="list-style-type: none"> <li>• Item of business from the Headmaster that the Board consider a proposal relating to special arrangements for ‘In Year Testing’.</li> </ul>	Chair	
49::24 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	
50::24 FGB	<p><b>EGS Standing Orders Policy &amp; Governor Code of Practice:</b></p> <p>To confirm the variation to the EGS Standing Orders Policy as ratified at the previous meeting of the Full Governing Board on 27.11.23.</p> <p>The Chair confirmed the variation to the ‘EGS Standing Orders and Procedural Workings of the Governing Board Policy’ - to accept voting at Governing Board and Committee meetings remotely via video conferencing software - as ratified at the last meeting of the Full Governing Board on 27.11.23. The variation now effective.</p>	Chair Clerk	
51::24 FGB	<p><b>Governor Composition and Report:</b></p> <p>Confirm the Governing Board Composition (as the agenda header)</p> <p>Appointments and retirements</p> <p>The Clerk confirmed no change to the Governing Board composition.</p>	Chair Clerk	
52::24 FGB	<p>To confirm the completion of: ‘SignNow’ documents for the completion of required Governor declarations, namely:</p> <ul style="list-style-type: none"> <li>• Register of Business Interests;</li> <li>• Register of Gifts &amp; Hospitality;</li> <li>• EGS Code of Practice;</li> <li>• Governor Skills Audit;</li> <li>• Safeguarding Requirements.</li> </ul>	Chair Clerk	Act



	<p>It was agreed: <b>Action:</b> The Clerk communicate with any Governors who have incomplete records of the above SignNow and Safeguarding declarations, with those Governors to complete as required and return to the Headmaster's PA at the earliest opportunity please.</p>		Clerk
53::24 FGB	<p>To approve as a correct record, the minutes of the Regular Meeting of the Full Governing Board held on: 27.11.23.</p> <p>The minutes of the Regular Meeting of the Full Governing Board held on 27.11.23 were proposed as a correct record by DS, seconded by ST 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: 27.11.23.</p> <p>The confidential minutes of the Regular Meeting of the Full Governing Board held on 27.11.23 had been agreed as a correct record by MJE and seconded by SC prior to this meeting.</p> <p>To approve as a correct record, the confidentially sensitive minutes of the Regular Meeting of the Full Governing Board held on: 27.11.23.</p> <p>The confidentially sensitive minutes of the Regular Meeting of the Full Governing Board held on 27.11.23 had been agreed as a correct record by MJE and seconded by SC prior to this meeting.</p> <p>To consider matters arising from the minutes for which there is no separate agenda item.</p> <p>There were no matters arising or actions outstanding other than those to be concluded within the business of this meeting.</p>	Chair	
54::24 FGB	<p>To receive a brief resume of business from the Committee Chair, from the School Improvement Committee held on 15.01.24.</p> <ul style="list-style-type: none"> <li>• Providing overview of the business from the School Improvement Committee held on 15.01.24, and in the absence of the Committee Chair (at this meeting), SC advised there had been discussion around the Admissions Policy and the responses to the Consultation as of date;</li> <li>• The Headmaster had provided an update on staffing and recent challenges;</li> <li>• Committee had considered the 2024-25 Curriculum Policy, the proposed review to same, the reasoning around that, and had approved the Policy;</li> <li>• AJJ had provided a confidential update relating to Safeguarding;</li> <li>• The minutes of the above meeting are available on the Drive at: <a href="#">link</a></li> </ul> <p>To receive a brief resume of business from the Committee Chair, from the Resources &amp; Finance Committee held on 22.01.24.</p>	Chair  SH   JL	



	<ul style="list-style-type: none"> <li>• Providing overview to the business of the Resources and Finance Committee held on 22.01.24, JL advised that ADW had presented detailed reporting of the Financial Outturn to December together with the Full-Year Forecast;</li> <li>• Governors had reviewed the School’s Financial Benchmarking from the report provided by SJP; the comparative information reflecting the Department of Education’s Benchmarking data for the financial year April 2022 to March 2023;</li> <li>• Committee had endorsed the draft Schools Financial Values Standard (SFVS); <b>Action: The SFVS to be brought to the meeting of the Full Governing Board on 14.03.24 for approval and then submitted by SJP to the LA by 31.03.24 at the latest (DfE required deadline) together with a full year Related Party Transaction schedule.</b></li> <li>• The minutes of the above meeting are available on the Drive at: <a href="#">link</a></li> </ul> <p>To receive minutes, where available, from any additional Committee Meetings or Panels held since the Regular Meeting of the Full Governing Board on 27.11.23.</p> <p>The Clerk confirmed, to the best of his knowledge, there had been no other Committee or Panel meetings held since the Regular Meeting of the Full Governing Board on 27.11.23.</p>	Chair	Act SJP Clerk																						
55::24 FGB	<p><b>Dates of meetings of the Foundation Trust, FGB &amp; Committees for the remainder of the academic year 2023 - 2024:</b> All meetings at 4.30pm unless otherwise indicated.</p> <p><b>Spring Term 2024</b></p> <table border="0"> <tr> <td><b>Monday 26 February 2024</b></td> <td><b>Full Governing Board - additional meeting</b></td> </tr> <tr> <td>Thursday 29 February 2024</td> <td>School Improvement Committee</td> </tr> <tr> <td>Monday 4 March 2024</td> <td>Resources &amp; Finance Committee</td> </tr> <tr> <td>Thursday 14 March 2024 4.00pm</td> <td>Foundation Trustees Meeting</td> </tr> <tr> <td><b>Thursday 14 March 2024 4.45pm</b></td> <td><b>Full Governing Board</b></td> </tr> </table> <p><b>Summer Term 2024</b></p> <table border="0"> <tr> <td>Thursday 2 May 2024</td> <td>Resources &amp; Finance Committee</td> </tr> <tr> <td><b>Thursday 16 May 2024</b></td> <td><b>Full Governing Board</b></td> </tr> <tr> <td>Thursday 13 June 2024</td> <td>School Improvement Committee</td> </tr> <tr> <td>Monday 17 June 2024</td> <td>Resources &amp; Finance Committee</td> </tr> <tr> <td>Thursday 27 June 2024 4.00pm</td> <td>Foundation Trustees Meeting</td> </tr> <tr> <td><b>Thursday 27 June 2024 4.45pm</b></td> <td><b>Full Governing Board</b></td> </tr> </table>	<b>Monday 26 February 2024</b>	<b>Full Governing Board - additional meeting</b>	Thursday 29 February 2024	School Improvement Committee	Monday 4 March 2024	Resources & Finance Committee	Thursday 14 March 2024 4.00pm	Foundation Trustees Meeting	<b>Thursday 14 March 2024 4.45pm</b>	<b>Full Governing Board</b>	Thursday 2 May 2024	Resources & Finance Committee	<b>Thursday 16 May 2024</b>	<b>Full Governing Board</b>	Thursday 13 June 2024	School Improvement Committee	Monday 17 June 2024	Resources & Finance Committee	Thursday 27 June 2024 4.00pm	Foundation Trustees Meeting	<b>Thursday 27 June 2024 4.45pm</b>	<b>Full Governing Board</b>	Chair	nb
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<b>BUSINESS OF THE FULL GOVERNING BOARD</b>																									
56::24 FGB	<p><b>Headmaster’s Report (report attached)</b> Pupil progress; staffing; behaviour and attendance; GDPR and H&amp;S; School trips.</p> <p>The Report for February 2024 is available on the Drive at: <a href="#">link</a></p>	Chair MJE																							



	<p>The Headmaster provided a brief resume of his Report, noting particularly the drop in predicted performance in Year 13, and similarly a drop in predicted performance in Year 11; not an unusual trend with AJJ and GB to expand on this further later in the meeting at 58::24.</p> <p>Providing update to staffing matters the Headmaster advised of recent challenges, with the SLT under particular pressure and providing additional teaching support. A number of staff were currently signed off work with the School beginning to feel the recruitment challenges other schools have been reporting for some time, with a limited number of teachers and trainees available nationally.</p> <p>The Headmaster raised awareness about discussions in Committee in the Autumn term seeking approval from Governors to appoint an Assistant Headteacher (Sixth Form) for September 2024, the decision to enable a reduction in workload for the existing AHT and two DHTs, and Governors were pleased to note the appointment of GB to this role from September 2024. The Headmaster also advised of a related appointment of an additional Deputy Head of Sixth Form, to enable GB to take on more whole school responsibilities.</p> <p>The number of pupils on roll was currently 825, the FTE 46.5, and the PTR 17.7 (cf. 17.4 in 2022-23). The number on roll as a consequence of the small Sixth Form with 93 students in Year 12 and anticipating the number from September 2024 circa 110.</p> <p>In terms of Attendance, Governors noted the authorised absence in Year 13, increased from the previous Headmaster’s Report and mainly as a consequence of the granting of study leave for the mocks. Governors reviewed the summary historic and current attendance data, together with the DfE peer group attendance comparative data for this academic year; the School ranked 3 out of 39 schools for overall attendance.</p> <p>The Report provided detailed information on Behaviour, Referrals, Accident data, Freedom of Information Requests, Data Breach, the Single Central Record, and the upcoming Educational trips.</p> <p>There were no questions.</p> <p>The Chair thanked the Headmaster for his comprehensive Report.</p>		
<p>57::24 FGB</p>	<p><b>2025-26 Admissions Policy (draft attached)</b> Items from the Admissions Consultation and associated meetings. For discussion and determination.</p> <p>The Chair recorded a note of thanks to all members of the SLT for their work throughout the Consultation, in preparing the responses, and to those Governors who had provided support and participated in meetings with the external stakeholders.</p> <p><b>Meeting status:: a confidential item of business was recorded.</b></p>	<p>Chair</p>	



	On a proposal from the Chair the Governing Board agreed to defer a decision on a move to a co-educational Sixth Form to a later date.		
58::24 FGB	<p><b>Pupil Progress (verbal report)</b> Year 11 and Year 13 progress</p> <p>Speaking to post sixteen progression, AJJ provided overview to the work with the current Year 11 when the average progress to the Year 11 cohort at the beginning of this academic year had been 6.31, and following the mocks performance prior to the end of the Autumn term had dropped to 5.94. The decline of some concern although not surprising and potentially with a lapsed approached to revision given the time of year, with work ongoing to enable the students to achieve their forecast grades and their potential.</p> <p>A number of students (with target grades below where they should be working) were receiving support, with parents having been invited into School for discussion around current progress, barriers to learning etc; the meetings to date having been constructive and purposeful, and reinforcing attitudes to learning.</p> <p>Pupils had been provided with exam specifications, revision timetables, all supported by a thorough intervention programme provided by PD and the HoF. All subjects assisted with required weekly catch up sessions, students monitored on a lesson by lesson basis, with good improvement across the cohort.</p> <p>Of the actions to support the Year 13 students, and a similar approach to that of Year 11, GB advised the progress of the Year 13 had dropped, the current FFT50 (APS per pupil) at 38.14, and qualified the number of students below their target grades in two of more subjects. In terms of actions taken, GB had provided an assembly to all Year 13 pupils, had referred them to the FFT scores, current and previous years, (excluding the years in which there had been Teacher Assessed Grades) and was providing support to students on an individual basis. Parents had also been invited into School for discussion.</p> <p>In terms of work being done for the whole cohort, an intervention programme was in place, again provided by PD and the HoF. Several of the boys had qualified for the 16 - 19 tuition fund from the EFA - <a href="#">link</a> – with action in place to support additional tuition.</p> <p>As an aside and on an earlier question from the Chair around statistics from the advertising; for the Sixth Form Open Evening, there had been adverts on Facebook and Instagram at a cost of £142. Both adverts had achieved a reach to circa 31,000 people and 351 linked clicks. GB noted a particular thanks to SC and the Headmaster’s PA, KS for their work and support in the preparation of the promotional material.</p> <p>There were no questions.</p>	Chair AJJ GB	
59::24 FGB	<p><b>Safeguarding update (verbal report)</b></p> <p>Meeting status:: a confidential item of business was recorded.</p>	Chair AJJ	
60::24 FGB	<p><b>Link Governor visits &amp; reporting:</b> 2023-24 Link Governor Policy and visit pro-forma. 2023-2024 reports: <a href="#">link</a></p>	Chair	



	<p>A Link Governor Report from JB on Careers is available on the Drive at: <a href="#">link</a></p> <p>At the meeting of the School Improvement Committee on 15.01.24 both SH and BS confirmed as having concluded Link Governor visits; <b>Action: as and when available the associated Link Governor Reports to be brought to a meeting of the Full Governing Board.</b></p>		<b>Act SH BS</b>
61::24 FGB	<p><b>Policies to ratify:</b></p> <ul style="list-style-type: none"> <li>• 2025-26 Admissions Policy</li> <li>• Attendance Management Policy</li> <li>• DBS Policy</li> <li>• Parental Leave and Pay Policy</li> <li>• Recruitment and Selection Policy</li> <li>• Reference Policy and Procedure</li> <li>• Reorganisation, Redundancy and Redeployment Policy</li> <li>• Whistleblowing Policy</li> </ul> <p>With the exception of the 2025-26 Admissions Policy (deferred to a future meeting of the Full Governing Board) the above polices were proposed by the BS, seconded by DS, and ratified by the Governing Board.</p>	Chair	
62::24 FGB	<p><b>Governor support information / NYCC Governor training:</b> (links updated and active as at 22.01.24)</p> <ul style="list-style-type: none"> <li>• Governor Handbook &amp; Competency Framework: <a href="#">link</a></li> <li>• NYCC Governor Training / SIN Meetings 2023-2024: <a href="#">link</a></li> <li>• For NYCC, CYPS / Governance / main page: <a href="#">link</a></li> <li>• Support Information for new Governors is available on the Governor 365 Drive in the folders for this academic year.</li> <li>• NGA (National Governors Association): <a href="#">link</a></li> <li>• NGA Members login / password reset: <a href="#">link</a></li> <li>• The National College: <a href="#">link</a></li> <li>• What maintained schools must publish online: <a href="#">link</a></li> </ul>	Chair Clerk	
<b>OTHER BUSINESS</b>			
63::24 FGB	<p>To deal with any matters agreed for consideration under previous agenda item (urgent business).</p> <p>On a proposal from the Chair and seconded by BG, Governors approved that decisions relating to special arrangements for In Year Testing be delegated to the Headteacher (or in their absence a Deputy Headteacher) and the SENDCo.</p> <p>It was agreed decisions for the Year 7 Entrance Test will continue to be made by the Admissions Committee in the September Admissions Committee meeting.</p>	Chair	





64::24 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 Governors for their support and declared the meeting closed.</p> <p>Meeting status: The Chair declared the meeting of the Full Governing Board closed at closed 6.28pm.</p> <p>David Frankland Clerk to the Governing Board Secretary to the Foundation Trust <a href="mailto:dfrankland@ermysteds.uk">dfrankland@ermysteds.uk</a></p>		