



A Regular Meeting of the Ermysted's Grammar School Full Governing Board was held on **Thursday 14th March 2024 at 4.45pm in the School Library.**

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 14.03.24

GOVERNORS PRESENT

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

ATTENDEES PRESENT

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

PROCEDURAL

Min	Item	Lead	att
	All associated papers for the business of this meeting, with the exception of the minutes, are available on the 365 Governor drive at: link		
80::24 FGB	To extend a welcome to all present and open the meeting.	Chair	



	<p>The Board reflected for a moment of silence in remembrance of a Year 13 student who had died; the Headmaster and members of the Pastoral team in touch with the family, and the whole of the Ermysted's community devastated by the news.</p> <p>The Chair opened the meeting at 4.48pm and extended a welcome to Governors and to all members of Senior Leadership Team in attendance.</p>		
81::24 FGB	<p>To receive apologies and consent to absences.</p> <p>Apologies were recorded for VA, SH, and GB which were consented.</p>	Chair Clerk	
82::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	
83::24 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	
84::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	
85::24 FGB	<p>Governor Composition and Report: Confirm the Governing Board Composition (as the agenda header) Appointments and retirements</p> <p>The Clerk raised awareness of the Governor 'terms of office' expiring in the near future:</p> <ul style="list-style-type: none"> • CW: term expires: 01.07.24; Trustee, appointed by Trustees • SH: term expires: 01.07.24; Trustee, appointed by Trustees • ST: term expires 01.07.24; Trustee, appointed by the Ermysted's Friends' Association, formerly the Ermysted's Parents' Association; • GH: term expires: 12.10.24; Co-opted Governor, appointed by the Governing Board. <p>It was agreed: Action: The Chair of Governors discuss the with the above to sit for a further term of office; the business to be brought to the next meeting of the Full Governing Board on 16.05.24 for confirmation.</p>	Chair Clerk	Act Chair



<p>86::24 FGB</p>	<p>To confirm the completion of: ‘SignNow’ documents for the completion of required Governor declarations, namely:</p> <ul style="list-style-type: none"> • Register of Business Interests; • Register of Gifts & Hospitality; • EGS Code of Practice; • Governor Skills Audit; • Safeguarding Requirements. <p>The Clerk advised the SignNow record relating to the above required declarations was available on the Drive at: link</p> <p>Action: Governors who have incomplete records to complete as required and return to the Headmaster’s PA, KT, at the earliest opportunity please.</p>	<p>Chair Clerk</p>	<p>Act all Gov’s</p>
<p>87::24 FGB</p>	<p>To approve as a correct record, the minutes of the Extra Ordinary Meeting of the Full Governing Board held on: 26.02.24.</p> <p>The minutes of the Extra Ordinary Meeting of the Full Governing Board held on 26.02.24 were proposed as a correct record by CW, seconded by BS, and approved by the Board.</p> <p>To approve as a correct record, the confidential minutes of the Extra Ordinary Meeting of the Full Governing Board held on: 26.02.24.</p> <p>The confidential minutes of the Extra Ordinary Meeting of the Full Governing Board held on 26.02.24 were proposed as a correct record by CW, seconded by BS, and approved by the Board.</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>	<p>Chair</p>	
<p>88::24 FGB</p>	<p>To receive a brief resume of business from the Committee Chair, from the School Improvement Committee held on 29.02.24.</p> <ul style="list-style-type: none"> • Providing overview of the business from the School Improvement Committee held on 29.02.24, and in the absence of the Committee Chair (at this meeting), BS advised there had been general discussion around the proposed collaboration with SGHS and NSAT; • AJJ had provided an update on Attendance performance and protocols, and explained of the procedures in place and the changes there have been to date at this point in the academic year; • PD had provided a summary of the recent actions relating to the Quality Assurance of Teaching & Learning, and an overview to the Whole School Spring 	<p>Chair BS</p>	



	<p>Learning Walk Review, this the second of three calendared sets of whole school learning walks completed in this academic year;</p> <ul style="list-style-type: none"> • Speaking to Curriculum Planning and projections for Sept 2024, in terms of creating the timetable and option blocks, the Headmaster had outlined the planning of the process; an operational matter with some significant decisions required in the light of the financial position. <p>To receive a brief resume of business from the Committee Chair, from the Resources & Finance Committee held on 04.03.24.</p> <ul style="list-style-type: none"> • Providing overview to the business of the Resources and Finance Committee held on 04.03.24, and in the absence of the Committee Chair and Committee Vice Chair (at this meeting), SC advised: • Governors had reviewed the Financial Outturn to January 2024 together with the update from ADW on the Full Year Forecasts; • ADW had also presented a notional Financial Forecast working forward, and the various scenarios based on a conservative view, and the impact of that predicated on the variation in pupil funding, and the funding of Teaching Staff pay throughout the period; • SJP had provided update on the Contract Schedules and an overview to the ‘Evaluation of Residential Trips’ paper, to provide Governors with more detailed insight and information into the process of the application of any residual funds after an event. • The Schools Financial Values Standard (SFVS) had been endorsed by the Committee; the ratification of same an item on the agenda in this meeting of the Full Governing Board at 94::24. Action: The SFVS to be 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. <p>The minutes from the above Committees are available on the Drive at: link</p>	JL	
	<p>To receive a brief resume of business from the Foundation Chair, from the Regular Meeting of the Foundation Trust held immediately preceding this meeting of the Full Governing Board at 4.00pm on 14.03.24.</p> <ul style="list-style-type: none"> • Providing a resume to the business from the Regular Meeting of the Foundation Trust immediately preceding this meeting of the Full Governing Board and in the absence of the Foundation Chair, SC advised: • The Treasurer to the Foundation, SJP , had presented an update to the Trust Financial Reports for 2023-24; • There had been discussion around the prizes for Speech Day and the funding of same, many of which are funded with Foundation funds at the moment, with a view to inviting members of the School community and Old Boys to contribute going forward; • Trustees had ratified a variation to the Foundation Trust Standing Orders to enable the acceptance of votes from Trustees joining Foundation Trust meetings 	JL/ST	Act SJP



	<p>remotely via video conferencing software; the variation to take effect from the next Regular Meeting of the Foundation Trust on 27.06.24;</p> <ul style="list-style-type: none"> • SJP had provided an update on the Charity Commission and the policies required by the Trust; • There had been discussion around the ongoing business of the named Trustees with the Land Registry and a resolution agreed to progress the business to a conclusion; • SC had provided a brief update on the Petyt Library, the contact at NYC unavailable to comment (out of office) at the current time. The Library was still in York, insured there, and being used and maintained there. <p>To receive minutes, where available, from any additional Committee Meetings or Panels held since the Regular Meeting of the Full Governing Board on 26.02.24.</p> <p>The Clerk confirmed, to the best of his knowledge, there had been no other Committee or Panel meetings held since the Extra Ordinary Meeting of the Full Governing Board on 26.02.24.</p>														
89::24 FGB	<p>Dates of meetings of the Foundation Trust, FGB & Committees for the remainder of the academic year 2023 - 2024: All meetings at 4.30pm unless otherwise indicated.</p> <p>Summer Term 2024</p> <table border="0"> <tr> <td>Thursday 2 May 2024</td> <td>Resources & Finance Committee</td> </tr> <tr> <td>Thursday 16 May 2024</td> <td>Full Governing Board</td> </tr> <tr> <td>Thursday 13 June 2024</td> <td>School Improvement Committee</td> </tr> <tr> <td>Monday 17 June 2024</td> <td>Resources & Finance Committee</td> </tr> <tr> <td>Thursday 27 June 2024 4.00pm</td> <td>Foundation Trustees Meeting</td> </tr> <tr> <td>Thursday 27 June 2024 4.45pm</td> <td>Full Governing Board</td> </tr> </table>	Thursday 2 May 2024	Resources & Finance Committee	Thursday 16 May 2024	Full Governing Board	Thursday 13 June 2024	School Improvement Committee	Monday 17 June 2024	Resources & Finance Committee	Thursday 27 June 2024 4.00pm	Foundation Trustees Meeting	Thursday 27 June 2024 4.45pm	Full Governing Board	Chair	
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BUSINESS OF THE FULL GOVERNING BOARD															
90::24 FGB	<p>Headteacher's Report (attached) Updates including recent appointments and admissions.</p> <p>The Report for March 2024 is available on the Drive at: link</p> <p>The Headmaster advised there was little to update on data and testing was in progress for Years 11 and 13 prior to Easter and with Years 10 and Yer 12 internal exams to follow after the Easter break. Governors noted the current levels of progress across the Year Groups 7-13 together with that of the SEND, Disadvantaged, Most-Able, Low PA, and EAL pupils.</p> <p>The Headmaster provided overview to the 2023-24 Staffing update, the appointments (academic year to date) with GB appointed as Assistant Headteacher from September</p>	Chair MJE													



	<p>2024; the new Head of Year 12, Anne-Marie Herring, releasing GB from Head of Year to take on responsibilities within the SLT.</p> <p>There had been changes in the School Office, and decisions around Exams and Data with the Exams Officer and the part time Data Assistant, and a new appointment to the full time role of Exams and Data Assistant. The new appointee to also support the administration of the Health & Safety documentation.</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 Headmaster confirmed two more Year 7 pupils joining the School after Easter, and one Year 9 pupil, with the school coming close to maximum capacity in lower school; the process of in year testing having been streamlined. Sixth Form remained small in student numbers, with the anticipation of another small year group next year and as reflected in the recent financial data.</p> <p>The Headmaster confirmed allocations for September 2024 at 128 (with one on the waiting list). Surprisingly there had been no withdrawals from that number and with late testing to come in the Summer term, and having moved the required standard to 150, the School might remain confident on pupil numbers going forward.</p> <p>Governors remain vigilant on the monitoring of Attendance data and the Absence information across the various cohorts and the peer group attendance comparison data to 09.02.24 (Local Authority comparison, other schools in the same phase of education). The staff members responsible for Attendance had developed a robust programme for Attendance and Absence monitoring, with regular intervention, contact and discussion with parents. Governors noted that Ermysted's ranked favourably both nationally and alongside other regional schools, and as at 08.02.24 reporting, in terms of the data, with 94.8% overall attendance and ranked 3rd out of 39 North Yorkshire schools.</p> <p>Concluding, the Headmaster referred Governors to the ancillary data, the 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 Report.</p>		
<p>91::24 FGB</p>	<p>Pastoral Matters (verbal report)</p> <p>Meeting status:: a confidential item of business was recorded.</p>	<p>Chair MJE</p>	
<p>92::24 FGB</p>	<p>Update on future collaborations (verbal report)</p> <p>Meeting status:: a confidential item of business was recorded.</p>	<p>Chair MJE</p>	



	Meeting status:: The Board recessed for a short break at 6.00pm.		
93::24 FGB	<p>Financial Matters (verbal report) Discussion on financial outlook and other associated matters.</p> <p>Meeting status:: The Board reconvened at 6.15pm. Meeting status:: Quorate Meeting status:: a confidential item of business was recorded.</p>	Chair MJE ADW	
94::24 FGB	<p>Schools Financial Value Standard: For ratification.</p> <p>On a proposal from the Chair and seconded by JB, the Board ratified the Schools Financial Values Standard (SFVS) endorsed at the meeting of the Resources & Finance Committee on 22.01.24. Action: SJP to submit to the LA by 31.03.24 at the latest (DfE required deadline) together with a full year Related Party Transaction schedule.</p>	Chair SJP ADW	Act SJP
95::24 FGB	<p>Safeguarding update</p> <p>Meeting status:: a confidential item of business was recorded.</p>	Chair AJJ	
96::24 FGB	<p>Link Governor visits & reporting: 2023-24 Link Governor Policy and visit pro-forma. 2023-2024 reports: link</p> <p>The Chair advised Governors to undertake their Summer term Link Governor visits and reporting whenever possible; to better enable Governors to triangulate the information available from the key leaders in School, and to talk to various departments and staff on the ground.</p>	Chair	
97::24 FGB	<p>Policies to ratify:</p> <ul style="list-style-type: none"> • CCTV Policy: <p>On a proposal from MJE and seconded by JB, the Board ratified the revisions to the current CCTV Policy.</p>	Chair	
98::24 FGB	<p>Governor support information / NYCC Governor training: (links updated and active as at 28.02.24)</p> <ul style="list-style-type: none"> • Governor Handbook & Competency Framework: link • NYCC Governor Training / SIN Meetings 2023-2024: link • For NYCC, CYPS / Governance / main page: link • Support Information for new Governors is available on the Governor 365 Drive in the folders for this academic year. 	Chair Clerk	



	<ul style="list-style-type: none"> • NGA (National Governors Association): link • NGA Members login / password reset: link • The National College: link • What maintained schools must publish online: link 		
OTHER BUSINESS			
99::24 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 under previous agenda item (urgent business).</p>	Chair	
100::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 6.34pm.</p> <p>David Frankland Clerk to the Governing Board Secretary to the Foundation Trust dfrankland@ermysteds.uk</p>		