



A Regular Meeting of the Ermysted's Grammar School Full Governing Board  
was held on **Thursday 16<sup>th</sup> May 2024 at 4.30pm 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 16.05.24**

**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); Dr S Humphrey [SH] (FTG)  
Ms S Trelease [ST] (PAFTG); 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**

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  
  
Ms M Featherstone [MF] Headteacher SGHS; Mr S Bentley [SB] Chair of Governors SGHS

**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: <a href="#">link</a>		



101::24 FGB	<p>To extend a welcome to all present and open the meeting.</p> <p>Meeting status: quorate</p> <p>Meeting status: The Chair opened the meeting at 5.22pm.</p>	Chair	
102::24 FGB	<p>To receive apologies and consent to absences.</p> <p>The Clerk was in receipt of apologies from VA, GH, and DS which were recorded as consented.</p>	Chair Clerk	
103::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	
104::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>• Chair: Foundation Governance;</li> <li>• CW: Constitution of the Governing Board and Terms of Office.</li> </ul>	Chair	
105::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	
106::24 FGB	<p><b>Governor Composition and Report:</b>          Confirm the Governing Board Composition (as the agenda header)          Appointments and retirements</p> <p>The Chair noted the ‘Terms of Office’ for the following Governors, ending:</p> <ul style="list-style-type: none"> <li>• CW: Foundation Trustee Governor, term ending 01.07.24;</li> <li>• ST: Foundation Trustee Governor, appointed by the Ermysted’s Friends Association (formerly the Ermysted’s Parents Association), term ending 01.07.24;</li> <li>• SH: Foundation Trustee Governor, term ending 01.07.24.</li> </ul> <p><b>Action:</b> It was agreed the business to be brought to the next meeting of the Foundation Trust on 27.06.24.</p> <p>On behalf of all present, the Chair expressed a note of especial thanks to CW retiring from the Board at this time, this meeting to be his last after ten years of dedicated service to the School with five of those years as Chair to the Foundation Trust and the Governing</p>	Chair Clerk	Act JL Clerk



	<p>Board. An esteemed colleague always available to provide the voice of reason and wise counsel particularly in this last year to the Chair incumbent.</p> <p>CW responded accordingly.</p>		
107::24 FGB	<p>To confirm the completion of: ‘SignNow’ documents for 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> <p>The Clerk confirmed to the best of his knowledge all Governors had completed all the required Governor declarations as evidenced by the SignNow record held by the Headmaster’s PA, KT.</p> <p><b>It was agreed Action: The Clerk to run a Governor Skills Audit at the beginning of the Autumn term 2024.</b></p>	Chair Clerk	Act Clerk
108::24 FGB	<p>To approve as a correct record, the minutes of the Regular Meeting of the Full Governing Board held on: 14.03.24.</p> <p>The minutes of the Regular Meeting of the Full Governing Board held on 14.03.24 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: 14.03.24.</p> <p>The confidential minutes of the Regular Meeting of the Full Governing Board held on 14.03.24 were proposed as a correct record by SH, seconded by CC, 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.</p>	Chair	
109::24 FGB	<p>To receive a brief resume of business from the Committee Chair, from the Resources &amp; Finance Committee held on 02.05.24.</p> <p>Providing overview to the business of the Resources and Finance Committee held on 02.05.24, the Committee Chair advised:</p> <ul style="list-style-type: none"> <li>• The main items of business had been discussion around the Full Year Outturn 2023-2024 and a Support Staff update, both of which are the subject of a confidential minute;</li> </ul>	Chair  JL	



	<ul style="list-style-type: none"> <li>• There had been discussion about a further refurbishment to the Science block toilets;</li> <li>• Committee had also considered the rationale in detail and endorsed the quotations presented by ADW for Staff, and Teaching and Support Staff absence insurance cover with the business to be brought to this meeting of the Full Governing Board for approval:             <ul style="list-style-type: none"> <li>○ Dealing with the business scheduled at 113::24 – ‘Site development and financial considerations’, ADW explained, as had been requested by Committee, he had since 02.05.24 obtained an additional quotation and, in the light of that, recommended Governors contract with the provider endorsed within Committee (company D) ...and on a proposal from JB seconded by JL, the Board approved <b>Action: ADW progress a Staff, and Teaching and Support Staff absence insurance cover / policy with company D.</b></li> </ul> </li> </ul> <p>The minutes of the Resources &amp; Finance Committee meeting, including confidential, and circulated with papers for this FGB meeting, are also available to Governors on the Drive at: <a href="#">link</a></p> <p>To receive minutes, where available, from any additional Committee Meetings or Panels held since the Regular Meeting of the Full Governing Board on 14.03.24.</p> <p>The Clerk confirmed, to the best of his knowledge, there had been no other Committee or Panel meetings held since the last Regular Meeting of the Full Governing Board on 14.03.24.</p>	Chair	Act ADW														
110::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>Summer Term 2024</b></p> <table border="0"> <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> <p><b>Provisional dates of meetings of the Foundation Trust, FGB &amp; Committees for the academic year 2024 - 2025:</b> All meetings at 4.30pm unless otherwise indicated.</p> <p><b>Autumn Term 2024</b></p> <table border="0"> <tr> <td>Tuesday 17 September 2024</td> <td>School Improvement Com &amp; Admissions</td> </tr> <tr> <td>Tuesday 8 October 2024</td> <td>Foundation Trustees Meeting (AGM)</td> </tr> <tr> <td><b>Thursday 10 October 2024</b></td> <td><b>Full Governing Board (AGM)</b></td> </tr> </table>	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>	Tuesday 17 September 2024	School Improvement Com & Admissions	Tuesday 8 October 2024	Foundation Trustees Meeting (AGM)	<b>Thursday 10 October 2024</b>	<b>Full Governing Board (AGM)</b>	Chair	
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	<p>Thursday 24 October 2024  Thursday 7 November 2024  Monday 11 November 2024  <b>Thursday 28 November 2024</b></p> <p><b>Spring Term 2025</b>  Thursday 16 January 2025  Monday 20 January 2025  <b>Thursday 30 January 2025</b>  Thursday 27 February 2025  Monday 3 March 2025  Thursday 13 March 2025 4.00pm  <b>Thursday 13 March 2025 4.45pm</b></p> <p><b>Summer Term 2025</b>  Thursday 1 May 2025  <b>Thursday 15 May 2025</b>  Thursday 12 June 2025  Monday 16 June 2025  Thursday 26 June 2025 4.00pm  <b>Thursday 26 June 2025 4.45pm</b></p> <p>Please note revised dates highlighted in red ; the above schedule to be confirmed at the meeting of the Full Governing Board on 27.06.24.</p>	<p>FGB Strategy Meeting  School Improvement Committee  Resources &amp; Finance Committee  <b>Full Governing Board</b></p> <p>School Improvement Committee  Resources &amp; Finance Committee  <b>Full Governing Board</b></p> <p>School Improvement Committee  Resources &amp; Finance Committee  Foundation Trustees Meeting  <b>Full Governing Board</b></p> <p>Resources &amp; Finance Committee  <b>Full Governing Board</b></p> <p>School Improvement Committee  Resources &amp; Finance Committee  Foundation Trustees Meeting  <b>Full Governing Board</b></p>		<p>Act  Chair</p>
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**BUSINESS OF THE FULL GOVERNING BOARD**

<p>111::24  FGB</p>	<p><b>Sixth Form Collaboration (document attached)</b>  Discussion with Martha Featherstone (Headteacher) and Spencer Bentley (Chair of Governors) of SGHS.</p> <p>Business discharged prior to the opening of the meeting</p>	<p>Chair  MJE</p>	
<p>112::24  FGB</p>	<p><b>Headteacher’s Report (attached)</b>  Current operational data, including pupil progress, attendance, and staffing.</p> <p>A copy of the Headmaster’s Report is available on the drive at: <a href="#">link</a> and forms an integral part of these minutes.</p> <p>The Headmaster provided a brief resume to his May 2024 Report to Governors. Year 11 pupils were now 8 / 9 papers into the sequence of up to 26 / 27 exams for some, across their ten GCSEs, with the behaviour of the Year 11 good. Notably the outcomes for the grades they achieve this year would reflect in the cohort’s overall lower academic ability (relative to previous cohorts), but the progress they make (as seen in the Progress 8 metric) likely to be similar to last year (above average progress).</p>	<p>Chair  MJE</p>	



	<p>The Sixth form exams had already begun, the year group having experienced some disruptions in year to date with the staff continuing to provide ongoing support through the exam period.</p> <p><b>Meeting status:: a confidential item of business was recorded.</b></p> <p>The attendance data in overview remained relatively unchanged and compared favourably to other schools; the persistent absenteeism was lower than last year, and the severe absenteeism ( attendance lower than 50%) with strategies in place to support, had improved from previous.</p> <p>Concluding, the Headmaster raised awareness around 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>113::24 FGB</p>	<p><b>Site development and financial considerations (discussion item)</b> Including potential additions to the CCTV network.</p> <p><b>Meeting status:: a confidential item of business was recorded.</b></p>	<p>Chair MJE ADW</p>	
<p>114::24 FGB</p>	<p><b>Safeguarding update</b></p> <p>Business concluded within the Headmaster’s Report to Governors at 112::24.</p>	<p>Chair AJJ</p>	
<p>115::24 FGB</p>	<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> <p>Reports received in advance of this Full Governing Board meeting:</p> <ul style="list-style-type: none"> <li>• Governor: SH: Date of visit: 23.03.24; Link Area: Safeguarding &amp; Pastoral Care – available on the drive at: <a href="#">link</a></li> <li>• Governor: BS: Date of visit: 19.11.23 &amp; 19.03.24; Link Area: Science – available on the drive at: <a href="#">link</a></li> <li>• Governor: CF: Date of visit: 29.04.24; Link Area: Humanities – available on the drive at: <a href="#">link</a></li> </ul> <p>CC was pleased to confirm she had concluded a Link Governor visit, link area – Mathematics, and she would complete her report for inclusion in the circulation of papers for the next meeting of the Full Governing Board on 27.06.24</p>	<p>Chair</p>	





	<p>to the senior roles, the varying Terms of Office and duration of tenure of all Governors, with a view to reconstituting the Board if or as required.</p> <p>Support on ‘Effective Governing Boards and an understanding of their roles and responsibilities’ is available on the NGA website at: <a href="#">link</a></p> <p>As an aside, a Governor was of the view it might be good practice to form a small working group with Governors from the Ermysted’s Board and representatives from the SGHS Board to meet on an informal and occasional basis to move the business of collaboration forward.</p> <p>There were no other matters agreed for consideration under previous agenda item (urgent business).</p>		Clerk
119::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 6.34pm.</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>		