



A Regular Meeting of the Ermysted's Grammar School Full Governing Board was held on **Monday 27th November 2023 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 27.11.23

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); 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)

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

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: link		
26::23 FGB	To extend a welcome to all present and open the meeting.	Chair	



	<p>The Board reflected for a moment of silence in memory of Roger Whittaker, an Old Boy of the School, and Chair of the Governing Board for many year, from 1978 – 2003, who passed away earlier in the month. The Chair of Governors and the Headmaster to represent the School at his funeral.</p> <p>The Chair opened the meeting at 4.30pm and extended a welcome to Governors and to all members of Senior Leadership Team in attendance.</p>		
27::23 FGB	<p>To receive apologies and consent to absences.</p> <p>There were no apologies.</p>	Chair Clerk	
28::23 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	
29::23 FGB	<p>To receive notification of other urgent business for consideration at agenda item: - other business.</p> <ul style="list-style-type: none"> • Item of business from the Headmaster to be discussed at the close of the meeting with SC, SH, JL, and the Clerk; • Chair to propose a review to the confidentiality of Governing Board, Committee, and Panel minutes at item 35::23. 	Chair	
30::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	
31::23 FGB	<p>EGS Standing Orders Policy & Governor Code of Practice:</p> <p>The Chair will propose a motion to vary the EGS Standing Orders Policy, to clarify the process of acceptance of votes from Governors joining Governance meetings remotely via video conferencing software; the variation to take effect from the next Regular Meeting of the Full Governing Board on 01.02.24.</p> <p>On a proposal from the Chair and seconded by BS the Board ratified a variation to the Standing Orders Policy. Action: Clerk: the Policy to be brought to, and to take effect from the next meeting of the Full Governing Board on 01.02.24.</p>	Chair Clerk	Act Clerk
32::23 FGB	<p>Governor Composition and Report: Confirm the Governing Board Composition (as the agenda header)</p>	Chair Clerk	



	<p>Appointments and retirements</p> <p>The Clerk confirmed no change to the Governing Board composition.</p>		
33::23 FGB	<p>To confirm the circulation 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>It was agreed: Action: the Clerk and the Headmaster progress the above with the Headmaster’s PA on her return to work.</p>	Chair Clerk	Act Clerk MJE
34::23 FGB	<p>To approve as a correct record, the minutes of the Annual General Meeting of the Full Governing Board held on: 12.10.23.</p> <p>The minutes of the Annual General Meeting of the Full Governing Board held on 12.10.23 were proposed as a correct record by JB, seconded by BG and approved by the Board.</p> <p>To approve as a correct record, the confidential minutes of the Annual General Meeting of the Full Governing Board held on: 12.10.23.</p> <p>The confidential minutes of the Annual General Meeting of the Full Governing Board held on 12.10.23 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	
35::23 FGB	<p>To receive a brief resume of business from the Committee Chair, from the School Improvement Committee held on 09.11.23.</p> <ul style="list-style-type: none"> • To ratify the 2023-2024 School Improvement Committee Terms of Reference. • Providing overview of the business from the School Improvement Committee held on 09.11.23, and in the absence of the Committee Chair (at that meeting), SC confirmed that SH had been re-elected as Committee Chair, and BS had been elected as Vice Chair for the academic year 2023-2024. <p>There had been discussion about Admissions - the detail to be further developed at 38::23 in this Full Governing Board meeting. AJJ had provided a brief resume to Behaviour for Learning Strategies and update on action during the term based on the Key Priorities in the SDP, and on behaviour initiatives for this academic year. The minutes of the meeting are available on the Drive at: link</p>	Chair SH	



	<p>Thursday 1 February 2024 Thursday 29 February 2024 Monday 4 March 2024 Thursday 14 March 2024 4.00pm Thursday 14 March 2024 4.45pm</p> <p>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</p>	<p>Full Governing Board School Improvement Committee Resources & Finance Committee Foundation Trustees Meeting Full Governing Board</p> <p>Resources & Finance Committee Full Governing Board School Improvement Committee Resources & Finance Committee Foundation Trustees Meeting Full Governing Board</p>		
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BUSINESS OF THE FULL GOVERNING BOARD

<p>37::23 FGB</p>	<p>Headmaster’s Report (report attached) Pupil progress; staffing; behaviour and attendance; GDPR and H&S; School trips.</p> <p>The Headmaster’s Report is available on the Drive at: link</p> <p>The Headmaster provided a brief resume of his Report, particularly with regard to Attendance; the 2022-23 Summary Attendance Data, the Absence information, year to date and historic data. Governors noted the attendance statistics for the School compared with similar schools (as selected by the DfE), with Ermysted’s now ranking 4 out of 39 schools and with overall attendance at 95.9%. At national level, the Authorised Absence Rate for the School (latest full week) was 5.3% and the Unauthorised Absence Rate (again latest full week) was 3.6%.</p> <p>The Headmaster confirmed he had communicated with all parents regarding the importance of full school attendance, with the responses received generally supportive. Governors considered the attendance rates of last year’s Year 11 plotted against their corresponding average point scores at GCSE, and after removing severely absent pupils (who disproportionately affect the calculation), noted the statistically significant correlation between Attendance and Attainment; with a similar picture at A-Level.</p> <p>On a question directed to AJJ regarding the graph presented, Governors asked whether a target group was developing which appeared to have low attainment and poor attendance - AJJ advised the Pastoral team sought to identify those pupils one grade or more, below their average target (the progress monitoring group). Thereafter, should that group link in with some of those pupils identified with attendance concerns, the team would put appropriate support in place; their attendance then forming part of the discussion with the parents.</p> <p>Governors remain well aware that even a small amount of absence from school can affect a pupil’s education and therefore urge parents to support their son’s education by ensuring he continues to attend school punctually and as often as possible.</p>	<p>Chair MJE</p>	
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	<p>The Report provided detailed information on Behaviour, Referrals, Accident data, Freedom of Information Requests, Data Breach, and the Single Central Record.</p> <p>Governors noted 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 Headteacher for his detailed and informative Report.</p> <p>Meeting status:: CW joined the meeting via MS Teams.</p> <p>As an aside the Headmaster confirmed he had checked the school website and it was compliant, relative to Gov.uk (what maintained schools must publish online) - link with several updates forthcoming in the next weeks when the Headmaster's PA returns to work.</p>		
38::23 FGB	<p>2025-26 Admissions Policy (draft attached) For discussion.</p> <p>Meeting status:: a confidential item of business was recorded.</p>	Chair MJE	
39::23 FGB	<p>Safeguarding</p> <p>Meeting status:: a confidential item of business was recorded.</p>	Chair AJJ	
40::23 FGB	<p>Link Governor visits & reporting: 2023-24 Link Governor Policy and visit pro-forma. 2023-2024 reports: link</p> <ul style="list-style-type: none"> Link Governor: JB; Link Area: Careers; Date of visit: 14/07/2023 (initial visit). 	Chair	
41::23 FGB	<p>Policies to ratify:</p> <ul style="list-style-type: none"> 2023-2024 Budget Management Policy & Scheme of Delegation to the Headteacher <p>On a proposal from the JL and seconded by the JB, Governors ratified the 2023-2024 Budget Management Policy & Scheme of Delegation to the Headteacher.</p>	Chair	
42::23 FGB	<p>Governor support information / NYCC Governor training: (links updated and active as at 14.11.23)</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. NGA (National Governors Association): link NGA Members login / password reset: link 	Chair Clerk	



	<ul style="list-style-type: none"> • The National College: link • What maintained schools must publish online: link 		
OTHER BUSINESS			
43::23 FGB	<p>To deal with any matters agreed for consideration under previous agenda item (urgent business).</p> <ul style="list-style-type: none"> • Item of business from the Headmaster to be discussed at the close of the meeting with SC, SH, JL, and the Clerk – see close of meeting, confidential item of business; • Chair to propose a review to the confidentiality of Governing Board, Committee, and Panel minutes – item concluded within 35::23. 	Chair	
44::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>On behalf of all Governors, the Headmaster recorded a note of thanks to JB for his donation of the large screen television available for use in the Library.</p> <p>With the exception of the Headmaster, SH, JL, and the Clerk, the Chair invited all other Governors and attendees to retire from the meeting.</p> <p>Meeting status: The Chair declared the meeting of the Full Governing Board closed at closed 6.40pm. Meeting status:: a confidentially sensitive item of business was recorded.</p> <p>David Frankland Clerk to the Governing Board Secretary to the Foundation Trust dfrankland@ermysteds.uk</p>		