



A **Conference Call Meeting** of the Ermysted's Grammar School Full Governing Board was held on **Thursday 26th March 2020 at 4.45pm.**

GOVERNORS

Mr C Worts [CW] Chair (FTG); Mr M Evans [MJE] Headmaster (SG); Mrs J Lloyd [JL] Vice Chair (FTG)
 Mr AM Davies [AD] (FTG); Mr HG Cutler [HC] (FTG); Mrs SE Stockton [SS] (FTG)
 Dr S Humphrey [SH] (PAFTG); Ms S Trelease [ST] (CG); Mr S Clarkson [SC] (OBFTG)
 Mr S Flanagan [SF] (FTG); Mrs D Swiffen [DS] (FTG); Mr A Jackson [AJ] (SG)
 Ms V Anderson [VA] (PG); Mr A Hart [AH] (PG); Mrs R Nazar [RN] (CG); Mr B Garner [BG] (LA)

(FTG) Foundation Trustee Governor; (OBFTG) Old Boys Foundation Trustee Governor
 (PAFTG) Parents Association Foundation Trustee Governor; (SG) Staff Governor
 (LA) Local Authority Governor; (PG) Parent Governor; (CG) Co-opted Governor

TO BE IN ATTENDANCE

Mr D Frankland [DF] Clerk to Governors
 Mr A Wooley [ADW] School Business Leader
 Ms P Davies [PD] Deputy Head Teacher
 Mr J Burton [JB] Associate Member
 Members of the Senior Leadership Team

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD 26.03.20

GOVERNORS ONLINE

Mr C Worts [CW] Chair (FTG); Mr M Evans [MJE] Headmaster (SG); Mrs J Lloyd [JL] Vice Chair (FTG)
 Mr AM Davies [AD] (FTG); Mr HG Cutler [HC] (FTG); Mrs SE Stockton [SS] (FTG)
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ATTENDEES ONLINE

Mr D Frankland [DF] Clerk to Governors
 Mr A Wooley [ADW] School Business Leader
 Ms P Davies [PD] Deputy Head Teacher
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PROCEDURAL

Min	Item	Lead	att
69::20 FGB	To extend a welcome to all present and open the meeting. Meeting status:: quorate The Chair opened the meeting at 4.45pm and extended a welcome to all.	Chair	



70::20 FGB	<p>To receive apologies and consent to absences.</p> <p>There were no apologies There was no notice of apology for absence from DS.</p>	Chair Clerk	
71::20 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	
72::20 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	
73::20 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 are reminded of the need for confidentiality on some aspects of Governing Board Meetings.</p>	Chair	
74::20 FGB	<p>To complete or update as required: LA Governor Self Declaration; Register of Business Interests. Register of Gifts & Hospitality.</p> <p>Business deferred until the next meeting of the Full Governing Board on 14.05.20, or the next meeting to be held in school.</p>	Chair Clerk	
75::20 FGB	<p>Governor Composition and Report Confirm the Governing Board Composition:</p> <p>In her current role as Chair of the Parents' Association, it was agreed ST provide interim reporting to the Governing Board as the Parents' Association Governor into the Autumn term 2020; the Clerk to communicate with CW and ST on a resolve to appoint to the office in compliance with the EGS Instrument of Government.</p> <p>Governor Skills Audit; SFVS Financial Skills Matrix</p> <p>Business deferred until the next meeting of the Full Governing Board on 14.05.20, or the next meeting to be held in school. Governors who have not already done so please complete the SFVS Financial Skills Matrix and return to the Clerk.</p>	Chair Clerk	<p>Act CW ST Clerk</p> <p>Act all Gov's</p>



<p>76::20 FGB</p>	<p>To approve as a correct record, the minutes of the meeting of the Full Governing Board held on: 06.02.20.</p> <p>The minutes of the meeting of the Full Governing Board held on 06.02.20 were approved as a correct record by Governors, proposed by ST, seconded by SC and signed by the Chair.</p> <p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>The Chair advised the proposed visit of Ms K Lounds to the school, to provide CPD to Governors at the meeting of the Full Governing Board on 02.07.20, unlikely to go ahead, given the current situation re school closures.</p> <p>To approve as a correct record, the confidential minutes of the meeting of the Full Governing Board held on: 06.02.20. To approve as a correct record, the second confidential minutes of the meeting of the Full Governing Board held on: 06.02.20.</p> <p>The approval of confidential minutes business was deferred until the next meeting of the Full Governing Board on 14.05.20, or the next meeting to be held in school.</p>	<p>Chair Clerk</p>	<p>Act Clerk</p>
<p>77::20 FGB</p>	<p>To receive a brief update of ongoing Foundation Governing Board business from the Chair of the Foundation Trust, from the meeting of 26.03.20 and immediately preceding this meeting of the Full Governing Board.</p> <p>The Chair of the Foundation provided overview to the business of the Foundation Trust meeting of 26.03.20.</p> <ul style="list-style-type: none"> • Trustees had discussed Trustee Terms of Office ongoing, with SS advising of her intention to retire at the end of the Summer term having contributed to the Board for many years and with her boys now having left Ermysted's. CW confirmed of his agreement to sit for a further Term of Office of four years. • The School Business Leader, ADW had agreed to support the Foundation Trust as Treasurer from 01.04.20 due to the retirement of the incumbent, Mr Oxley (the role of Treasurer an annual appointment to the Foundation Trust). • The Clerk had received confirmation from the Charities Commission regarding the existence of the Foundation Trust Governing Documents and Scheme (with copies lodged with the Charities Commission and circulate to all Trustees). • The Foundation Trust now had an active Trustee Indemnity Liability Insurance Cover (with copy of the schedule circulate to all Trustees). <p>To receive minutes and a brief resume of business from the Chair, from the meeting of the School Improvement Committee held on 12.03.20 if available.</p> <p>The Headmaster provided overview to the business of the School Improvement Committee held on 12.03.20 when Governors had discussed:</p>	<p>Chair</p> <p>SH</p>	



	<ul style="list-style-type: none"> • An update on Staffing; • The planned delivery of CPD to Governors from Ms Lounds, potentially now unable to come into school during the Summer term; this to be deferred until Autumn and prior to an Ofsted visit; • The appointment to the Head of Sixth Form; • Year(s) 11 and 13 Progress; • Admissions (verbal update to be provided within the business of this Full Governing Board meeting). <p>To receive minutes and a brief resume of business from the Chair, from the meeting of the Resources & Finance Committee held on 16.03.20 if available.</p> <p>Providing a resume to the business of the Resources & Finance Committee held on 16.03.20, the Committee Chair advised, where Governors had discussed:</p> <ul style="list-style-type: none"> • The Period 11 Outturn and 2019/20 Forecast; • Financial Forecast 2020/21 to 2023/24 (with a resume to the narrative provided by ADW); • Update on Progress with Capital Projects agreed for 2019/20 and initial proposals for Capital Projects in 2020/21. <p>To receive minutes, where available, from any additional Committee Meetings or Panels held since the last meeting of the Full Governing Board on 06.02.20.</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 06.02.20.</p>	JL																	
78::20 FGB	<p>Dates of meetings of the FGB & Committees for the academic year 2019-20: All meetings at 4.30pm unless otherwise indicated.</p> <table border="0"> <tr> <td>Summer Term 2020</td> <td></td> </tr> <tr> <td>Thursday 30 April 2020</td> <td>School Improvement Committee cancelled</td> </tr> <tr> <td>Thursday 7 May 2020</td> <td>Resources & Finance Committee</td> </tr> <tr> <td>Thursday 14 May 2020</td> <td>Full Governing Board</td> </tr> <tr> <td>Monday 22 June 2020</td> <td>Resources & Finance Committee</td> </tr> <tr> <td>Thursday 25 June 2020</td> <td>School Improvement Committee</td> </tr> <tr> <td>Thursday 2 July 2020 4.00pm</td> <td>Foundation Trustees Meeting</td> </tr> <tr> <td>Thursday 2 July 2020 4.45pm</td> <td>Full Governing Board</td> </tr> </table> <p>Please note changes to meetings: Governors noted it unlikely that Ms K Lounds would be able to visit school due to the current school closures, and a meeting of the Foundation Trustees, therefore, had been scheduled for Thursday 2 July at 4.00pm and immediately before the meeting of the Full Governing Board at 4.45pm on the same day.</p> <p>The visit of Ms Lounds to the school to provide CPD to be deferred to the 2020 Autumn term.</p>	Summer Term 2020		Thursday 30 April 2020	School Improvement Committee cancelled	Thursday 7 May 2020	Resources & Finance Committee	Thursday 14 May 2020	Full Governing Board	Monday 22 June 2020	Resources & Finance Committee	Thursday 25 June 2020	School Improvement Committee	Thursday 2 July 2020 4.00pm	Foundation Trustees Meeting	Thursday 2 July 2020 4.45pm	Full Governing Board	Chair	All Gov's
Summer Term 2020																			
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BUSINESS OF THE FULL GOVERNING BOARD

79::20
FGB

Verbal report on the current situation in school regarding Coronavirus.

Chair
MJE

The Headmaster reported that the number of staff members and pupils in school in the previous week had been good. Attendance had declined, however, as the week had progressed, with individuals following the government guidance to self-isolate.

Due to significant staff absences on Friday, 20 March, the decision was taken to close the school to Years 11 and 13, with Years 7 - 10 and Year 12 continuing until the school was closed to all pupils at the end of the day.

Considerable time had been spent contingency planning in anticipation of the school closing, with more people (both staff and students) expected to be working remotely. In the period up to Easter, staff were ready to provide work to students through Class Charts and overviews of the teaching for the first two weeks had been prepared for parents.

With a more extensive closure over a sustained period, staff were planning to use Microsoft Teams to provide virtual lessons and receive and return work. Video conferencing protocols had been established for the Sixth Form lessons.

The Headmaster confirmed Year 7-10 and Year 12 would be following the schemes of work. Year 11 and 13 would initially focus on completing their courses and ensuring that all the content for the exams had been consolidated.

On a Governor question, the Headmaster confirmed the continuing use of Unifrog <https://www.unifrog.org/> and some careers work to be undertaken with the various groups.

All students would continue to receive PSHCE and access to pastoral support.

There were no questions, ongoing, around the programme of work or the curriculum.

Referring to the cancellation of GCSE and A-Level exams in the Summer term, the Headmaster reported that the guidance had not been published. It was expected however that teacher assessment would play a key role and that the results were to be published to students by the end of July.

A Governor questioned on the outcome to end of year exams for Year 12 (with these informing the predicted grades for UCAS). The Headmaster confirmed the school had taken the decision to cancel all internal exams for Year 7 to Year 10, with the internal exams for Year 12 to be undertaken mid-September, regardless of whether the school reopens in the summer term.

There were no further question relating to exams.



	<p>The Headmaster advised on some of the plans throughout the Summer term:</p> <ul style="list-style-type: none"> • Unfortunately, the Year 13 Students had not had their ‘last day’ in school, which they deserved, so the school would plan an event to recognise their leaving at a future date and possibly as late as the Presentation Evening in December; • The DofE programme would be rolled into next year with students to receive their awards then; although with refunds to those who request same; • Enrichment Week, planned for July, had been cancelled, with all monies to be refunded to parents; • Work Experience had been cancelled for July. <p>Referring to planned School Trips, the Headmaster provided overview to the individual trips and those cancelled, with a particular disappointment regarding the International Cross Country planned to take place in Slovakia.</p> <p>On the Ski Trip set to leave at Easter and on three international trips planned for July there was some financial considerations as the trips had now been cancelled. There was detailed discussion on the associated issues, with the Headmaster seeking guidance and approval from the Governing Board on how to best proceed. It was agreed the Board should await additional guidance and direction from the Government.</p> <p>Admissions:</p> <p>Providing an update on the arrangements for Admissions, the Headmaster confirmed the school had received several admission enquiries.</p> <p>The Headmaster indicated work progressing to the online form for parents seeking to register their child / children for testing and confirmed the online Admissions form had been emailed out to all Governors earlier in the month for the purpose of evaluation. The school website now was now secured with https:// encryption, with all uploads and downloads protected, with the new area of the website to be made public after the Easter break.</p> <p>Meeting status:: AD retired from the meeting 5.20pm.</p> <p>There were no further questions. The Chair thanked the Headmaster for his detailed reporting.</p> <p>It was agreed the Chair draft a letter to go out to all members of staff to express a thank you on behalf of all Governors for their ongoing and sustained support throughout this particularly difficult time in education.</p>		Act CW
80::20 FGB	<p>SFVS Approval Financial Outturn to Period 11 and Revised Full-Year Forecast</p> <p>Speaking on the Financial Outturn to Period 11 and Revised Full-Year Forecast, the Headmaster and the School Business Leader provided a commentary to the presentation delivered to the Resources and Finance Committee on 16.03.20; this included in the</p>	Chair ADW	



circulation of papers for this Full Governing Board meeting and referring to the figures shown against the summarised CFR code headings with which Governors have been provided for the last two years.

ADW referred Governors to the revisions to the 2019-20 Forecast from Period 9 to Period 11: On significant changes to Income:

- Additional lettings not billed had now been invoiced

On significant changes to Expenditure:

- Requirement for Supply Staff lower than anticipated;
- Building maintenance may be lower (net) – additional cost drainage / roof repairs (to the science laboratories) potential saving in 2019/20;
- Additional printing and purchases by Faculties;
- Grounds maintenance – correction of accounting entry;
- Additional hygiene measures and cleaning supplies given current circumstances;
- Catering supplies repairs and maintenance in Refectory;
- Greater rebate from Schools ICT for 2019/20 service.

With the net impact increase of £3,443 in anticipated in-year revenue deficit to £107,634 Governors noted, however, the uncertainties surrounding the potential impact of the Coronavirus although current thinking being that any of these are more likely to impact in the financial year 2020/21 than in 2019/20. Examples might include:

- A reduction in the surplus from catering if the School were to be closed for a significant period and or fewer pupils eating in the Refectory;
- Reduced income from lettings generally, if the School were to close and / or lettings were cancelled or suspended - the Skipton Beer Festival at the end of May could be an example of an event at risk;
- Additional cleaning costs if one or more deep cleans of the School were necessary;
- Additional expenditure on IT to facilitate the education of pupils working remotely.

In terms of additional income, the largest figures that have changed were a consequence of:

- A subsidy of 0.75% towards the cost of increase in salaries for Teaching Staff from September 2019;
- A subsidy to cover the additional cost of employers' contributions to Teachers' Pensions which were increased from 16.48% to 23.68% in September 2019.

...with the most significant adjustments to revenue expenditure since the budget was set in May being because of:

- The increase in Teaching Staff salaries set at 2.75% rather than the 2.00% which schools had been advised to anticipate;



- The additional cost of employers' contributions to Teachers' Pensions from September;
- The increased staffing costs resulting from the employment including the appointment of an additional Science Technician for two terms and greater hours for the Foreign Language Assistants;
- The additional expenditure on replacing classroom projectors and other IT infrastructure.

Referring to the Financial Forecast for 2020/21 to 2023/24 and on Income, MJE and ADW advised:

- The 2020/21 Local Authority Funding for Years 7 to 11 confirmed, although with the figure higher than previously published by DfE post North Yorkshire adjustments;
- The 2020/21 Sixth Form Funding (calculated by academic year rather than financial year) confirmed by Education Funding Agency. (The funding in 2022/23 onwards rising slowly assuming student numbers recover);
- On other assumed Income: catering and lettings income might both be reduced in 2022/21 in the event of period of closure of the School; no provision of courses for girls from SGHS after academic year 2020/21; donations in total are maintained although there could be lower financial support from the Parents' Association.

...and on Expenditure, Governors noted detail on Teaching and Support Staff costs (with modelling {three sets of numbers} against the following scenarios):

- **Teaching Staff costs:** Maintain number and profile of Teaching Staff (47.18 FTE) from September 2020; Associated grade progression included throughout period; Salary increase of 2.5% in September 2020 and modelled scenarios of 0.0% / 1.0% / 2.0% thereafter; Marginal increase might accrue from Ermysted's TLR rates;
- **Support Staff costs:** Maintain number and profile of Support Staff (19.64 FTE hours) from April 2020; Associated grade progression included throughout period; Salary increase of 2.0% in April 2020 and modelled scenarios of 0.0% / 1.0% / 2.0% thereafter; Question of whether base point may be increased given the progress of current negotiations (see below) ; Possible additional costs from current staffing absence.

Governors noted the Forecast assumed a 2% increase for Support Staff salaries from April this year, and this might be higher in consideration of the Union recommendations.

On Expenditure, and in addition to Staff Costs Governors noted:

- Percentage of pupils eligible for FSM;



	<ul style="list-style-type: none"> • Allowance for potential additional cleaning costs related to Covid -19 Virus • Allowance for potential inflationary pressures on some costs such as Energy • Small increases anticipated in expenditure in areas such as: Other Occupation Costs (including the external hire of sports facilities; Council charges for refuse collection); Learning Resources; Exam fees. <p>Governors were provided with an analysis to the Financial Summary across the modelled scenarios of 0.0% / 1.0% / and 2.0% thereafter on Expenditure, Operating Surplus / Deficit, Reserves b/f, and the Reserves c/f. The more detailed analysis and figures are available on the 365 Drive / papers for this meeting.</p> <p>Governors noted the recommendations to maintain an adequate level of Reserves (above 5% retention) given the historic nature of the School site, and the ongoing remedial requirements.</p> <p>Meeting status:: A confidential item of business was recorded.</p>		
81::20 FGB	<p>Link Governor Reporting</p> <p>To receive Link Governor Reports since the last meeting of the Full Governing Board held on 06.02.20.</p> <p>Link Area - Mathematics & Computing; Governor - AH; Date of visit - 12.12.19</p> <p>AH provided a brief overview to his Link Governor visit to Mathematics and Computing. The detailed report is available to Governors on the 365 Drive, papers for this meeting.</p>	Chair AH	
82::20 FGB	<p>Safeguarding update</p> <ul style="list-style-type: none"> • DfE: Keeping Children Safe in Education (KCSIE) 2019, coming into effect on 2nd September 2019, and updated 1st October 2019: link <p>The Safeguarding Governor, SH, sought to raise Governor awareness that given the current situation regarding Coronavirus, with students and indeed staff working from home, this could prove to be an extremely challenging time for families with regard to Safeguarding.</p> <p>The Headmaster and Deputy Headteacher advised of current and additional Safeguarding actions in place throughout school with the support of the Pastoral team.</p>	Chair SH HMS	
83::20 FGB	<p>Policy reviews, revisions and updates:</p> <p>The Clerk confirmed there were no policy reviews, revisions and updates for presentation at this time.</p>	Chair	
84::20 FGB	<p>Governor support information / NYCC governor training (links updated and active as at 06.01.20)</p>	Chair Clerk	



	<ul style="list-style-type: none"> • Governor Handbook & Competency Framework (NGA; March 2019): link • NYCC Governor Training / SIN Meetings 2019-20: link (available to download as a word doc) • For NYCC, CYPS / Governance / main page: link • Support Information for new Governors is available on the Governor Drive in the folder for this academic year. • EU GDPR website portal: link • NGA (National Governors Association): link • NGA Members login / password reset: link <p>The Clerk confirmed that due to the current restrictions on meetings and associated travel, as determined by the Government and relating to Coronavirus issues, all NYCC planned Governor training for the foreseeable future had been cancelled. Governors please note.</p>		<p>NB: All Gov's</p>
OTHER BUSINESS			
<p>85::20 FGB</p>	<p>To deal with any matters agreed for consideration under previous agenda item (urgent business).</p> <p>ADW: referring Governors to the business of agenda item 80::20FGB, 'SFVS Approval', Governors approved the 2019-2020 SFVS (Schools Financial Value Standard); ADW to submit the signed copy to the LA by 31.03.20.</p> <p>As an aside, SF reminded Governors who had not already done so, to complete the SFVS associated Financial Skills Audit and return to the Clerk.</p> <p>Meeting status:: With the exception of the Headmaster and the School Business Leader, all other members of staff were invited to retire from the meeting 6.00pm.</p> <p>Meeting status:: SH & SF retired from the meeting 6.05pm.</p> <p>Meeting status:: A confidential item of business was recorded.</p>	<p>Chair</p>	<p>Act ADW</p> <p>Act all Gov's</p>
<p>86::20 FGB</p>	<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>	<p>Chair</p>	
	<p>There being no further business the Chair declared the meeting closed.</p> <p>Meeting status: The Chair declared the meeting closed 6.20pm.</p> <p>David Frankland</p>		



	Clerk to the Governing Board Secretary & Clerk to the Foundation Trust dfrankland@ermysteds.n-yorks.sch.uk		
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Signed:

Date: