Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 17th September 2020
Time & Venue:	6pm D34 (Lecture Theatre)
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Gillian Carswell Mrs Angela Cross Mr Stephen Gray (Headteacher) Mr Denis Mahony Mr Chris Penn Mr Andrew Roberts Mr Andrew Tallents Mr Martin Underwood Prof Callum Youngson Mr John Wylie
In attendance	Mr Patrick Adamson (Deputy Headteacher) via video conference Mr Colum Cunningham via video conference Mrs Alison Dailey via video conference Mr Andrew Eckford via video conference Mrs Alison Eyre (Minute clerk) Mrs Debbie Ellis via video conference Mr Rhys Hayes via video conference Ms Nadia Iqbal via video conference Mr Andrew Proctor via video conference Mr Mike Twist (Deputy Headteacher) via video conference

The governors confirmed permission for all of the above to attend the meeting.

AGENDA ITEM 1	**APOLOGIES FOR ABSENCE**
Discussion	Apologies were received from Mr Dan Meigh. Mrs Ashcroft said that in order to be Covid secure only Governors and Mrs Eyre were in the meeting room. Others attended via video conference

AGENDA ITEM 2	**REGISTER OF PECUNIARY INTERESTS**	
Discussion	The Chair invited the Governors to declare any changes to their Declaration of Business or Pecuniary Interests. Governors were asked to complete the sheet even if it was a nil return. The Chair asked Governors to consider whether they have a personal or prejudicial interest in connection with any item(s) on the agenda and, if so, to declare them and state what they are.	
Decision:	Mrs Ellis to send a form to Mr Wylie.	**DE**

AGENDA ITEM 3	**UPDATE ON SIXTH FORM**
Discussion:	Mr Rhys Hayes provided Governors with an update, focusing on the external students who have joined us and how they have fitted in. It being noted that 46 girls had joined the school and 12 other externals. Governors were then invited to ask questions. Mrs Ashcroft asked how existing pupils are and how the students in Yr 13 have reacted to his new role. Mr Hayes said things have been very positive. They have dealt with very few behavioural issues and staff contact him if there are any issues. A Governor asked how it was working with the head of year and he said it was going well. Mrs Ashcroft thanked him for his update.

AGENDA ITEM 4	HEADS OF FACULTY
Discussion	Heads of Faculty updated Governors on the following: • Issues/successes • What their priorities are for this year in terms of School/Faculty improvement • Their plans for curriculum recovery **Mr Colum Cunningham** Mr Cunningham provided Governors with an update and they were invited to ask questions. Successes have been that all the staff have all come together and adapted well. The issues have been teaching out of a lab scenario, moving different year bubbles and moving around the building more. He said the main issue in science is the practical aspect of subject. The primary focus is on students facing external examinations this year. Mrs Cross thanked him for all their hard work. A Governor asked if students would be better prepared if there was another lockdown? Mr Cunningham said yes as staff are now more comfortable with Google classroom and there are more resources. A Governor asked if there was more contingency planning around making sure a staff absence doesn't impact on one particular group of students. Mr Cunningham said they are looking at this at Head of Faculty level. A Governor asked how they will monitor pupil engagement and involvement if we have a second lockdown? Mr Proctor said they are currently in discussion about when to re-start the rag rating system with Yr 11. Mrs Ashcroft thanked Mr Cunningham for his update **Mrs Nadia Iqbal** Mrs Ashcroft said as most of the subjects picked up for the first time in 6th form were from Mrs Iqbal's faculty what impact did this have? Mrs Iqbal said that with regards to Business, Law, Economics and further maths that staff continued to do lessons at A level on Google Meet and students responded well. One of the main issues had been that students found difficult to manage all the different programs. Mr Adamson is working with teams to put work on Google drives and Google classroom. Mrs Iqbal said one of the successes was that we are delivering new ways of learning remotely. Moving forward she will be liaising with Mr Eckford about DT and computing. Mrs Ashcroft thanked her for her update. **Mr Alison Dailey** Mrs Dailey said the Art results were better this year. They have been able to create bubbles in art block with Yr 10/11 and Yr 12/13. There will be no exams this year. A Governor asked how things had worked in Languages, History and Geography. Mrs Dailey said that staff rose to the challenge and they received good feedback. Mrs Dailey thanked the SLT for their support. Mrs Ashcroft thanked Mrs Dailey and her faculty for all their hard work. **Mrs Sile Hayes** Mrs Hayes provided Governors with an update. A Governor asked if Google classrooms has had a positive effect? Mrs Hayes said it had and that everyone had gotten on board with it. Mrs Ashcroft thanked her for her update. Mrs Ashcroft asked Mr Proctor and Mr Adamson if there had been any issues with pupil and staff well-being during lockdown. Mr Proctor said from a staff perspective, the reasons for absence are varied. He said the challenge for him is to ensure teachers are in the classroom. Mrs Ashcroft asked Mr Proctor is he is receiving enough support and he confirmed he was very supported.

	There was a discussion around Google Meet and Google Classroom. Mr Adamson said Google Meet has a lot of limitations as students aren't able to interact with it. He said it is important that the parents understand this. A Governor asked what level of monitoring is taking place to ensure consistency? Mr Adamson said that Google Classroom has allowed consistency due to fewer platforms being used and that staff can deliver to more than one class group. Mr Gray said they have tried to have staff welfare as a key issue and he feels that staff have appreciated this.

AGENDA ITEM 5	**APPROVAL OF THE MINUTES**
Discussion	Subject to Mr Underwood's corrections for accuracy, the minutes were agreed as a true copy.

AGENDA ITEM 6	**MATTERS ARISING/ACTION TRACKER**
Discussion	Mr Eckford confirmed that he was processing the changes to the members of the trust so that school would be fully complaint with the handbook for academies. Mr Eckford informed Governors that the catering manager returned on 3rd September and the target date to open will be early October.

AGENDA ITEM 7	**RISK REGISTER**	
Discussion	Mrs Ashcroft and Mr Eckford have discussed the register and it will be on the agenda for FGB in October. Governors went through the new additions which were highlighted in yellow. Mrs Ashcroft asked Mr Gray for an update on facemasks. He told Governors that pupils have to wear facemasks on the busses and in the shops and from Monday they will be mandatory in communal areas. A Governor asked if there were enough seats on the buses as some pupils still have to stand. Mr Twist said we do not allow any more pupils on the bus once we have reached the legal limit which means that pupils still stand. Mrs Ashcroft said this will be noted as a concern. Governors confirmed they were satisfied with it as a Risk Register.	
Decision:	Pupils standing on school bus to be raised as a concern.	**AE**

AGENDA ITEM 8	**REPORT TO GOVERNORS (TO INCLUDE SAFEGUARDING)**
Discussion	Governors had been provided with a copy of the report prior to the meeting and were invited to ask questions. Mrs Ashcroft thanked Mr Gray for the new format of the report. Mrs Ashcroft asked where we are against our net capacity figure. She said it was important that the appeals panel understand this. Mr Gray and Mr Twist provided governors with the latest data on the 11 plus. There will be two sessions of 115 per session on 22nd October and roughly the same on 23rd October. Mrs Ashcroft asked what is happening with virtual tours and "meet the team"? Mr Twist said they are currently looking at how this can work. A Governor asked if we were able to put together soundbites. Mr Twist said they would like to try these out. Mr Gray said it is a priority and he is meeting with Mr Eckford next week to discuss. Mr Twist provided Governors with an update on the Gatsby Tours. A Governor asked why they were focussing on the most disengaged. Mr Twist said it is very important that we help them. Mr Tallents said he will contribute to any support which may be needed.

AGENDA ITEM 9	GOVERNANCE MATTERS
Discussion	Governors confirmed they have read and accepted the changes within the Academies Financial Handbook. Mrs Ashcroft went through the changes at members' level. Governors confirmed that the school will continue to operate within the provision of the Burgundy and Green books.

AGENDA ITEM 10	FINANCE UPDATE
Discussion:	Governors had been provided with a copy of the report prior to the meeting. Mr Roberts provided an update and Governors were invited to ask questions. Mr Underwood informed Governors they have appealed to SIF as the E block bid was rejected. Mr Eckford and Mr Gray have been looking at a canopy for when the weather becomes changeable. A Governor asked about size and shape modelling and if we are expecting an attrition of 8 students? it was confirmed that this was the actual attrition rate based on census data.

AGENDA ITEM 11	FOR APPROVAL
Discussion:	**Approval of Budget 20/21 and 3 year plan** Governors agreed to approve the documents. Proposed: Mr Underwood, Seconded, Mr Roberts. All in favour. **Support staff pay award** Governors agreed to approve the document which had been agreed at the Finance & Audit Committee. Proposed: Mr Underwood, Seconded: Mr Roberts. Mrs Atherton abstained. The rest of the governors were in favour.

AGENDA ITEM 12	UPDATE FROM COMMITTEES	
Discussion	**Personnel** Mrs Ashcroft provided governors with an update of the review of Finance and Admin. The finance review did not take place and will be part of a separate review. The report on Admin has been shared with Personnel. **Finance** Mr Roberts provided governors with an update. He confirmed that they had gone through the "musts" in detail and we are compliant. A Governor asked what was happening with the internal auditing. Mr Eckford said he is looking at getting them scheduled and will report back to the next Finance & Audit Committee meeting. Mr Roberts asked how the portakabins were. Mr Eckford said they are on site and operational.	
Decision:	Mr Eckford to provide an update on the internal auditing	**AE**

AGENDA ITEM 13	UPDATE FROM GOVERNORS
Discussion	There were no updates.

AGENDA ITEM 14	DECISIONS MADE BY EMAIL AND CORRESPONDENCE RECEIVED
Discussion	• We have tested four students who did not meet the standard. One student passed in the current Yr 10 and has been offered a place. One student passed for the current Yr 8 and they are on the waiting list. • Mrs Ashcroft said her and Mr Gray have discussed the complaints after the exam results. Mr Proctor told Governors we are awaiting results of the processing errors after submitting to JCQ. Mr Adamson said we have dealt with a lot and the only thing they could look at were clerical errors.

AGENDA ITEM 15	ANY OTHER BUSINESS
Discussion	Mr Gray informed Governors we are number 7 in the top sporting state schools. A Governor asked when face to face music lessons will commence. Mr Eckford said they are moving forward with this. A Governor asked if we have sent any students home with suspected Covid. Mr Gray said 113 are self-isolating and there are 3 cases so far. He confirmed we are following the guidelines.

The meeting concluded at 8.30pm
Date of next meeting: Thursday 15th October

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 15th October 2020
Time & Venue:	6pm D35 (Lecture Theatre)
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Gillian Carswell Mrs Angela Cross Mr Stephen Gray (Headteacher) Mr Denis Mahony Mr Chris Penn Mr Alan Roberts Mr Andrew Tallents Mr Martin Underwood Prof Callum Youngson Mr John Wylie
In attendance	Mr Patrick Adamson (Deputy Headteacher) via video conference MrsAlison Eyre (Minute clerk) Mrs Debbie Ellis (Clerk to Governors) Mr Mike Twist (Deputy Headteacher) via video conference

The governors gave permission for Mr Adamson, Mrs Eyre and Mr Twist to attend the meeting.

AGENDA ITEM 1a	**VIRTUAL OPEN EVENING VIDEO**	
Discussion	Governors watched the Open Evening video and were invited to give any comments. Mrs Ashcroft said that in the Geography lesson she had noticed that students were wearing hooded sweatshirts. She suggested it be explained that, due to COVID, students currently are not getting changed after PE. Mr Gray will discuss with Mr Paul Briggs. A Governor commented that with regard to sports we need to manage expectations and that perhaps the solution is to run different levels of football teams.	
Decision:	Mr Gray to speak to Mr Briggs regarding the Geography clip in the video.	**SG**

AGENDA ITEM 1	**REGISTER OF PECUNIARY INTERESTS**
Discussion	The Chair invited the Governors to declare any changes to their Declaration of Business or Pecuniary Interests. Governors were asked to complete the sheet even if it was a nil return. The Chair asked Governors to consider whether they have a personal or prejudicial interest in connection with any item(s) on the agenda and, if so, to declare them and state what they are.

AGENDA ITEM 2	**APOLOGIES FOR ABSENCE**
Discussion	Apologies were received from Mr Dan Meigh.

AGENDA ITEM 3	APPROVAL OF THE MINUTES OF THE MEETING HELD ON 17TH SEPTEMBER 2020	
Discussion:	**Agenda Item 4** Mrs Ashcroft stated that the sentence regarding "ensuring consistency" was not clear. The minutes are to be amended to say that Google Classroom has allowed consistency due to fewer platforms being used and that staff can deliver to more than one class group. **Agenda Item 11** – Mrs Atherwood to be changed to Mrs Atherton Subject to those amendments, the minutes were agreed as a true copy.	
Decision:	Mrs Ellis to make the amendments as detailed above.	**DE**

AGENDA ITEM 4	MATTERS ARISING/ACTION TRACKER
Discussion	The action tracker was updated.

AGENDA ITEM 5	HEADTEACHER'S REPORT
Discussion	Governors had been provided with a copy of the report prior to the meeting and were invited to ask questions. A Governor asked Mr Gray to provide an update on Priority 1. Mr Gray informed Governors that part of the marketing role will be to look at how we provide feedback. He stated that he is looking at logistics with regard to holding a parents evening and will keep parents informed. A Governor asked for an update with regard to costs relating to Covid and what the wider cost was. Mr Roberts confirmed this was in the finance report. A Governor asked about careers provision as she felt we were prioritising students who haven't engaged as opposed to those who have. Mr Twist informed Governors that we are not prioritising them, it is more that they will struggle the most to get the grades. He stated that in terms of intervention they have been dealing with these students first. A Governor asked what support was given to students who do engage but are unsure what they want to do for a career or what A levels to take. Mr Twist confirmed that around the time of the mock exams, all students are interviewed at SLT and then triaged. Those students who are unsure are put forward for tutor support. Mr Tallents informed Mr Gray that he is happy to support him in looking for national providers as opposed to using Liverpool City Region Careers Hub. Mrs Ashcroft asked how the later start to the day and the split lunches and breaks were working. Mr Gray confirmed it will commence on Monday and so far there has been no negative feedback from staff. Mrs Ashcroft asked why the fixed term inclusion was not a permanent exclusion. Mr Gray provided Governors with an update and confirmed that there was not enough evidence to proceed with a permanent exclusion. Mrs Ashcroft asked if our priorities were hierarchical. Mr Gray stated that he would consider this and amend his report accordingly. Mrs Ashcroft requested that Governors be provided with copies of the actions plans mentioned on Page 6 of Mr Gray's report. Mrs Ashcroft asked what the definition of persistent absence was. Mr Gray confirmed it was under 90% Mrs Ashcroft informed Governors that she felt it would be helpful to understand what they each think of the culture of the school prior to the SLT Awayday next week. Mrs Ashcroft invited each Governor to share their views. A separate document has been prepared showing details of these. Mr Gray informed Governors that he had been working with Mrs Ruth Winterson with regard to his appraisal and objective setting and thanked Governors for their support. Mr Gray confirmed he will be finalising the 7 areas in his report and will prepare an improvement plan to bring to the next FGB.

	Mrs Ashcroft asked Mr Gray about the appointment process this year of the Head Boy and Head Girl. Mr Gray provided Governors with an overview of the interview process. Mrs Ashcrroft asked Mr Gray if he could think about the application process going forward particularly with a view to considering whether an application is the appropriate way and if the process should be for example by way of nomination.	
Decision:	Mr Gray to provide Governors with copies of the actions plans mentioned on Page 6 of his report. Mr Gray to present his improvement plan on the 7 areas in his report at November FGB. Mr Gray to look at the application process for Head Boy and Head Girl in 2021.	**SG** **SG** **SG**
AGENDA ITEM 6	**UPDATE FROM DIRECTOR OF FINANCE & OPERATIONS**	
Discussion	**September 2020 Financial Report** Governors had been provided with a copy of the report prior to the meeting. Mr Roberts provided an update and Governors were invited to ask questions. Mr Roberts confirmed there were no major changes.	

AGENDA ITEM 7	**RISK & OPPORTUNITIES REGISTER**
Discussion	There were no changes to the register.

AGENDA ITEM 8	**REPORT FROM COMMITTEES**	
Discussion	**Infrastructure & Governance** Governors had been provided with a copy of the minutes prior to the meeting. Mr Underwood provided an update and Governors were invited to ask questions. Mr Underwood went through the 3 projects on the spreadsheet and asked for Governors to approve it as a strategy. A Governor asked if there was an option of borrowing money. Mrs Ashcroft said that she will look at the EFSA agreement. A Governor said it was important to build the canopy before the winter. Mr Underwood confirmed it still needs to go through planning. Governors confirmed they were in agreement with the strategy proposed by Mr Underwood. **Curriculum & Student Welfare Committee** Mrs Cross provided Governors with an update and they were invited to ask questions. Mrs Cross informed Governors that the provision of languages will be discussed again at the next meeting. **Personnel Committee** Mr Tallents provided Governors with an update and they were invited to ask questions. Mr Gray provided Governors with an update from the JCC meeting. He informed Governors that if there are any cases of Covid in Year 7 or 8 then the whole bubble i(class) is sent home said that the LA are not happy with this approach. Mr Gray said he had the full agreement at the union meeting of our approach and is going to lobby LA to challenge their advice. Governors were in agreement to continue with the current approach. Mr Tallents confirmed that Mrs White can provide a copy of Mr Gray's verbal staffing update if required. Mr Tallents confirmed that the committee were happy with the Teachers' Pay Policy. Mr Tallents provided governors with an update on the job descriptions which were agreed and approved at the meeting. Mr Tallents confirmed that the committee were happy that the Teachers' Pay Progression was fair and transparent.	
Decision:	Mrs Ashcroft will look at EFSA agreement. Mr Gray to lobby LA to challenge their advice on Covid.	**CAA** **SG**

AGENDA ITEM 9	FORMAL APPROVAL AND DECISIONS TO BE MADE	
Discussion	**Pay Progression for teachers** Proposed: Mrs Ashcroft. All were in favour. **Pay Policy** Mrs Ashcroft asked for confirmation that the error bookmark had been amended. Mrs Ellis confirmed it had. Mrs Ashscroft asked what "figure x" was. Mrs Ellis confirmed this was a Golden Hello. Mrs Ellis will confirm with Mrs McGaffney what the limit is for this and will circulate it to FGB. Mrs Ashcroft confirmed that subject to the above, the policy was approved. Proposed: Mrs Ashcroft. All were in favour. **Approval of other policies** - **SEN policy** - **Anti-bullying policy** Mrs Cross confirmed she had been through the policies and was happy with them. All were in favour.	
	Mrs Ellis will confirm with Mrs McGaffney what the limit is for a Golden Hello and will circulate it to FGB.	**DE**

AGENDA ITEM 10	DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED	
Discussion:	There have been no students tested for entry. Mrs Ashcroft provided Governors with an update of training courses available online. Mrs Ellis will circulate this to Governors.	
	Mrs Ellis to circulate details of online courses.	**DE**

AGENDA ITEM 11	UPDATE FROM GOVERNORS	
Discussion:	Mr Penn had a copy of the New Academy Trust Governors Structures and Role Descriptions which he will circulate to Governors. Mrs Ellis will email a copy of the new Governor's Handbook. Mr Penn informed Mr Gray that the Headteacher Standards have just been released if he wished to look at it with the panel in 2021.	
Decision	Mr Penn to circulate a copy of the New Academy Trust Governors Structures and Role Descriptions. Mrs Ellis to email Governors a copy of the new Governor's Handbook.	**CP** **DE**

AGENDA ITEM 12	ANY OTHER BUSINESS
Discussion	A Governor asked how we measure the decline in culture in school. Mrs Ashcroft said it is measured by applications to the school from Year 7 and 6th Form.

The meeting concluded at 19.55
Date of next meeting: Thursday 12th November 2020

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 12th November 2020
Time & Venue:	6pm D34 (Lecture Theatre)
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton (via video conference) Mrs Gillian Carswell Mrs Angela Cross Mr Stephen Gray (Headteacher) Mr Denis Mahony Mr Chris Penn Mr Alan Roberts Mr Andrew Tallents Mr Martin Underwood Prof Callum Youngson Mr John Wylie
In attendance	Mr Patrick Adamson (Deputy Headteacher) via video conference Mrs Debbie Ellis (PA to Headteacher) Mrs Alison Eyre (Minute clerk) Mr Andy Proctor Mr Mike Twist (Deputy Headteacher) via video conference

The governors confirmed permission for Mr Adamson, Mrs Ellis, Mrs Eyre and Mr Proctor, Mr Twist to attend the meeting.

AGENDA ITEM 1	**REGISTER OF PECUNIARY INTERESTS**
Discussion	The Chair invited the Governors to declare any changes to their Declaration of Business or Pecuniary Interests. Governors were asked to complete the sheet even if it was a nil return. The Chair asked Governors to consider whether they have a personal or prejudicial interest in connection with any item(s) on the agenda and, if so, to declare them and state what they are.

AGENDA ITEM 2	**APOLOGIES FOR ABSENCE**
Discussion	Apologies were received from Mr Dan Meigh.

AGENDA ITEM 3	**APPROVAL OF THE MINUTES OF THE MEETING HELD ON 15TH OCTOBER 2020**	
Discussion:	**Agenda Item 12** Decline in "culture" is to be amended to say "reputation". Subject to this amendment the minutes were agreed as a true copy.	
Decision:	Mrs Ellis to make the amendment as detailed above.	**DE**

AGENDA ITEM 4	**MATTERS ARISING/ACTION TRACKER**
Discussion	The action tracker was updated.

AGENDA ITEM 5	HEADTEACHER'S REPORT	
Discussion	Governors had been provided with a copy of the report prior to the meeting and were invited to ask questions. A Governor asked how younger students were coping with being in the same classroom all day. Mr Gray said they are working on trying to balance this and it is still under consultation. Mrs Ashcroft asked what the cost for Wellbe was. Mr Gray confirmed it was £497 per year. Mrs Ashcroft asked who the Future Leaders were. Mr Twist provided a detailed update to Governors. Mrs Ashcroft informed Governors that as Mr Eckford is no longer in post, Mr Gray is drawing up a structure which he will circulate next week. Governors were requested to provide comments by email. A Governor asked who the financial officer for the trust is during the interim period. Mr Gray confirmed it was Mrs McGaffney. A Governor asked for further information on the exclusions, in particular the incident of a student bringing in a bladed article. Mr Twist provided Governors with an update. A Governor asked what would happen if there weren't enough devices. Mr Adamson informed Governors that he is looking at chrome books and will check the budget with IT. Mr Gray confirmed that all students will have a device to use at home. Mrs Ashcroft asked if any governors would be willing to volunteer as the link for achieving Green Flag status. Mrs Cross has volunteered to do this. A Governor asked about the exclusion detailed in Priority 7. Mr Twist provided Governors with a detailed update. Mrs Ashcroft asked if this was county lines. Mr Twist stated that it is a theory but there is no evidence. Mrs Ashcroft informed Governors that there will be a full School Improvement Plan ready for discussion at the meeting on Saturday 16th January. A Governor asked Mr Gray how he is managing all the changes. Mr Gray confirmed that he sets aside core development time each Friday. Mrs Ashcroft thanked Mr Gray for his update.	
Decision:	Mr Gray to email Governors a copy of the new structure for finance.	**SG**

AGENDA ITEM 6	STUDENT PROGRESS REPORT
Discussion	Governors had been provided with a copy of Mr Proctor's report prior to the meeting and were invited to ask question. Mrs Ashcroft asked what would happen if students were not able to do an exam again this year and if they would be provided with enough motivational work. Mr Proctor said there is a lot of work going on around this and that he is also bringing in external motivation providers. Mrs Ashcroft asked if any more assessments were being built in. Mr Proctor confirmed that Yr 13 will be tested again in March 2021. A Governor asked if it was possible to submit any number of tests. Mr Proctor said he was unsure. A Governor asked if it was possible to do any number of tests and record them on SMID. Mr Proctor confirmed that it was. A Governor asked if the attainment grades were an average. Mr Proctor said that the end of year exam at Yr 12 and the mock exam for Yr 13 were the key attainers. Mr Proctor said he can provide training on Progress 8 and that Governors were invited to come in to see him to discuss the data should they wish. Mrs Ashcroft thanked Mr Proctor for his presentation.

AGENDA ITEM 7	FINANCIAL UPDATES	
Discussion	Governors had been provided with a copy of the report prior to the meeting and were invited to ask questions. Mr Roberts informed Governors that the report had been prepared by Mrs McGaffney. Mr Roberts said that he and Mr Gray had had a conference call with the auditors today. The audit went well and they have said we are in a good position and they do not foresee any problem with the production of accounts.	

AGENDA ITEM 8	FORMAL APPROVAL AND DECISIONS TO BE MADE	
Discussion	***Staff Behaviour/Code of Conduct Policy*** Governors had been provided with a copy of the policy prior to the meeting and were invited to ask questions and provide comments. Mrs Ashcroft's comments are as follows: 2.2 - "Duty of care" is to be taken out; 2.4 - The sentence should read "to the mission statement" as opposed to "for the mission statement"; 2.5.2 - Mrs Ashcroft asked if staff always take the school mobiles out with them on trips. Mr Twist stated that on occasions there are not always enough phones for each trip so staff sometimes use their personal phones. The wording is to be checked on this paragraph 3.1 – Can "support staff" be added? Mr Gray will re-word this. 5.1.1 - The tense in this section needs to be consistent. 7.3 – With regard to mechanisms, this will need to be cross-referenced with the policy. Mr Adamson will check this. 19.1/19.2 – Mr Gray will check what the difference is between these two sections are. 21.2 – Mrs Ashcroft asked if it was freedom of discussion or freedom of expression. 22.1 – GRPR. We will need to refer to the Data Protection Act 2018. A Governor asked about terminology (ie. shall/should/can/may) and said that we will need to be consistent with the terminology in all policies. 5.1.1 - A Governor said that if we expect the pupils to dress as though in a "business environment" this should also apply to staff. Subject to the amendments discuss above all were in agreement. Mr Gray will make the amendments and send out to Governors.	
Decision:	Mr Gray to amend the Staff Behaviour/Code of Conduct Policy as discussed and email to Governors.	**SG**

AGENDA ITEM 9	DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED	
Discussion:	One student was tested in Yr 8 and did not meet the standard. Mrs Ashcroft informed Governors that she had received a request regarding a pupil moving from Brighton as to whether he could be tested in Brighton. Mrs Ashcroft has agreed to this. Mr Gray informed Governors that we are not on the list for successful applicants for CIF. The next round has opened so we be applying as per the Estates Strategy. Mr Gray will meet with Mr Underwood to discuss this.	
Decision:	Mr Gray and Mr Underwood to meet to discuss the next application.	**SG**

AGENDA ITEM 10	UPDATE FROM GOVERNORS
Discussion:	There were no updates.

AGENDA ITEM 11	ANY OTHER BUSINESS
Discussion	Mrs Ashcroft informed Governors that this was Prof Youngson's final meeting. She thanked him for his valuable contribution over the last 8 years.

The meeting concluded at 7.20pm.
Date of next meeting: Saturday 16th January 2021

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 11th February 2021
Time	6pm
Attendees:	Mrs Caroline Ashcroft (Chair) – via video conference Mrs Tracy Atherton – via video conference Mrs Gillian Carswell – via video conference Mrs Angela Cross – via video conference Mr Stephen Gray (in school) Mr Denis Mahony (in school) Mr Chris Penn – via video conference Mr Alan Roberts - via video conference Mr Andrew Tallents – via video conference Mr Martin Underwood – via video conference Mrs Amanda Waterfall – via video conference
In attendance	Mrs Alison Eyre (Minute clerk) Mrs Debbie Ellis (PA to Headteacher)

AGENDA ITEM 1	**APOLOGIES FOR ABSENCE**
Discussion	Mr Wylie was unable to join the meeting via video conference due to technical issues.

AGENDA ITEM 5	**HEADTEACHER'S REPORT**
Discussion	Governors had been provided with a copy of the report prior to the meeting. Mr Gray gave an overview and Governors were invited to ask questions. • There are currently 80 students in school and the plan is to re-open on Monday 8th March. This will be on a phased re-integration and there are ongoing discussions as to how this will be done. • There was a recommendation that a Governor be linked to remote learning and Mr Gray suggested this be done through the Curriculum Committee. • The draft School Improvement Plan draft has been completed. • Coaching is proceeding well and Mr Gray confirmed all the SLT have coaches and this will be monitored on an on-going basis. • The appraisal reviews are commencing now. • Mr Proctor is currently Acting Deputy Headteacher and Mr Douglas is Acting Assistant Headteacher. Mr Gray informed Governors that this is going well. • Mr Gray confirmed that the support staff restructure is now a more coherent model. • Mr Gray thanked Governors for attending the meeting on 5th February to discuss the Curriculum and said it is important that all students are accommodated in terms of curriculum. There is an SLT meeting tomorrow to look at moving this forward. • Attendance is high and the Google classroom lessons have a good rate of attendance. • Mr Twist has been developing careers provision which has been very positive this year. • Mr Gray informed Governors that a number of bids have been submitted. We were informed yesterday that the public sector decarbonisation bids have not been successful. E3Q will be requesting feedback as to why we weren't successful. We are awaiting the outcome of the SIF bid in March. • Megan Docherty has been preparing the virtual 6th Form Open Evening. • There have been positive results with the Mocks. • Mr Gray informed Governors that they have received a sum of £41,757.31 through the Growth Fund.

	• Staff Survey - Mr Gray informed Governors that 104 staff responded. Some of the issues are that staff are finding it difficult to switch off from work and having issues with chasing up attendance in Google classroom. Mr Gray is looking at trying to improve the way this is done. Mr Gray will provide Governors with a copy of the survey. • The Parent Survey is being sent out tomorrow. • Interviews for the Chief Financial Officer role will take place on Monday 15th February. Mrs Ashcroft thanked Mr Gray for his detailed report. Mrs Ashcroft asked Mr Gray if he could provide an update further to his meeting with the Year 11 parents. She asked how expectations were being managed and if he is confident that our processes for grading will stand up to scrutiny. Mr Gray informed Governors that parents have been informed that the grades are not teacher assessed grades and that there will be an external element. Staff have been informed that they are not to make any promises about grades. Mr Gray stated that in terms of our systems, once it is announced on 22nd February what the exams will look like we can then put these systems in place. Mr Roberts asked what percentage of attendance was achieved. Mr Gray said he understood that it was high and will provide the exact figure to Governors. Mr Penn thanked Mr Gray for his report and said that from a parent perspective he appreciated the ongoing communication. Mr Penn had several questions regarding attendance: - Is the figure Mr Gray provided on attendance based on pupils signing in in January as well as attendance in Autumn? - What is attendance like across the school week and across the school day and is their attendance being monitored? - How are persistent non-attenders being tracked and how do ensure they are being supported? Mr Gray informed Governors that staff are using Google forms which they complete and send to the pastoral team if they have any concerns. Mr Gray said that currently there are 98 students not engaging well in lessons. A rota system has been created in order to bring some of them into school and there is regular home contact with students. Mr Gray stated that said attendance marks overall are based on statutory registration periods. Mr Tallents thanked Mr Gray for his report and asked him for an update on the Future Leaders Programme and what the impact has been of it being delayed. Mr Gray informed Governors that as this is on-the-job training and people are currently working from home, they are not being given the training that they need. The programme will be carried over to next year. He confirmed that there are currently 12 people on the programme. Mr Tallents asked in future reports if Mr Gray could provide information on: - What is not going to plan; - What is needed to get back on track? Mr Gray confirmed he will add these to future reports. Mr Roberts asked for an update on Mr Adamson. Mr Gray updated Governors. Mr Penn asked for an update on the collaboration between Hilbre High School and Wirral Boys' Grammar School. Mr Gray informed Governors that he will start this off on a small scale as we are already in the curriculum planning stage for September. Mrs Cross thanked Mr Gray for his weekly updates and said she was very pleased to see the progress that has been made in Careers. Mrs Ashcroft thanked Mr Gray for his report and confirmed it will be discussed in more detail at the FGB on Thursday 11th March. She asked Mr Gray to thank the teaching and support staff for all their efforts.	
Decision:	Actions for Mr Gray: • Provide Governors with a copy of the results of the staff survey. • Provide Governors with the attendance results. • Add a section in future reports on what is not going to plan and what is needed to get back on track. • Pass on the Governors' thanks to all teaching and support staff.	**SG** **SG** **SG** **SG**

The meeting concluded at 18.45
Date of next meeting: Thursday 11th March 2021

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 11th March 2021
Time & Venue:	6pm D34 (Lecture Theatre)
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Gillian Carswell Mrs Angela Cross Mr Stephen Gray (Headteacher) Mr Denis Mahony Mr Chris Penn Mr Andrew Proctor Mr Alan Roberts Mr Andrew Tallents - via video conference Mr Martin Underwood Mrs Amanda Waterfall- via video conference Mr John Wylie
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mrs Alison Dailey Mrs Alison Eyre (Minute clerk) Mrs Debbie Ellis (Clerk to the Governors) Mr Rhys Hayes - via video conference Mr Alex Holt - via video conference Mr Andrew Proctor (T/Deputy Headteacher) Mr Mike Twist (Deputy Headteacher) Mr Rob Wiseman

The governors confirmed permission for Mr Adamson, Mrs Dailey, Mrs Eyre, Mr Hayes, Mr Holt, Mr Proctor, Mr Twist and Mr Wiseman to attend the meeting.

Mrs Ashcroft welcomed everyone to the meeting.

AGENDA ITEM 1	**REGISTER OF PECUNIARY INTERESTS**
Discussion	The Chair invited the Governors to declare any changes to their Declaration of Business or Pecuniary Interests. Governors were asked to complete the sheet even if it was a nil return. The Chair asked Governors to consider whether they have a personal or prejudicial interest in connection with any item(s) on the agenda and, if so, to declare them and state what they are.

AGENDA ITEM 2	**APOLOGIES FOR ABSENCE**
Discussion	Apologies were received from Mr Dan Meigh.

AGENDA ITEM 3	**APPROVAL OF THE MINUTES OF THE MEETINGS HELD ON 12TH NOVEMBER 2020 AND 11TH FEBRUARY 2021**
Discussion:	**Minutes of 12th November 2020** ***Item 5*** Brining is to be amended to Bringing. Mrs Cross asked for an update on the Green Flag Status. Mr Gray confirmed this is still on the agenda. **Minutes of 11th February 2021**

	Item 5 Remote learning to be discussion at Curriculum Committee. Mrs Cross informed Governors that the next Curriculum meeting will not be held until June 2021 Subject to the above amendment, the minutes were agreed as a true copy.	
Decision:	Mrs Ellis to amend the minutes of 20th November 2020.	**DE**

AGENDA ITEM 4	**MATTERS ARISING/ACTION TRACKER**
Discussion	The action tracker was updated.

AGENDA ITEM 5	**UPDATES**
Discussion	**Sixth Form update - Mr Rhys Hayes** Governors had been provided with a copy of Mr Hayes' update in Mr Gray's report to FGB in February. Mr Hayes provided Governors with an overview since that meeting and they were invited to ask questions. Mr Hayes said that a lot of testing had been done today and that behaviour had been very good. Additionally, there were no issues with wearing masks. They are continuing to support students and confirmed there is a Sixth Form open evening commencing on 22nd March. Ms Docherty has created the videos and the Q&A sessions are in the process of being finalised. Mr Hayes said they are working hard to provide Careers' provision for all key stages and are in the process of looking at Oxbridge support for medical and veterinary students. He is working alongside Ms Doherty to look at alumni in Oxford and Cambridge. Mr Hayes has created a meeting with all Wirral Heads of Sixth form that meet every 5-6 weeks. He informed Governors that he has some courses planned and will provide an update before the end of the summer term. There were no questions and Mrs Ashcroft thanked him for his update. **Pastoral update - Mr Mark Stalker** Mr Stalker gave a Powerpoint presentation and Governors were invited to ask questions. Mr Stalker will provide Governors with a copy of his presentation. **Questions:** A Governor asked about students who had not been engaging. Was this due to them not wanting to be engaged or was it due to equipment issues? Mr Stalker said that a large percentage of it was due to laptops and wifi not working properly. He confirmed that equipment was sent out to the most vulnerable students. Mr Adamson provided Governors with some figures on this from the parental survey. Mr Wylie said that in his role as a member of the Bennett Trust, one of their actions was to look at an issue for an SEN child who had not wanted to travel on a bus because he felt intimidated due to some students not wearing masks. Mr Wylie said he felt this was an area for Mr Gray to look at. Mr Gray said this had already been raised when they had contacted the most vulnerable children. Mrs Ashcroft thanked Mr Stalker for his update. **Curriculum recovery - Mr Alex Holt, (via video conference) and Mr Rob Wiseman** Mr Wiseman and Mr Holt provided Governors with an update and they were invited to ask questions. Mr Wiseman informed Governors that there were 66 pupils who had struggled in the first lockdown and they had been provided with individual mentors. Mr Wiseman and Mr Holt have been meeting with students on the concern list (ie. students who have more than one concern) and will be speaking with them early next week. Mr Wiseman went through how the Learning Recognition template had been working. A parent Governor thanked them for this. Mr Holt said it is important that they have a discussion on how to best use the Catch Up Fund.

	Mr Wiseman informed Governors he has a chronological list of everything that they have done to date and will email this to Mr Gray for him to forward to Governors. Mrs Ashcroft said Governors would like to see how things will look moving forward. She asked that they be kept informed on the Catch Up Funding and how pupils' progression is being measured. This is to be included in the Headteacher's report in May. Mrs Ashcroft said it is important to ensure that staff are not being placed under too much pressure and asked Mr Holt and Mr Wiseman if they could look at this. **Questions:** A Governor asked about students who have been doing their work and have not been identified as being challenged. She asked if there was a process in place so that all students are going to achieve their potential. Mr Adamson confirmed that the school system would pick that up and that monitoring has not changed. Mr Holt confirmed that they are picking up where the issues are and addressing them sooner rather than later. Mr Adamson confirmed that the teachers will spot where the potential issues are as this is down to the skill of the teacher in the classroom. A Governor asked about exams next year. Mr Wiseman said they have been in discussion with Wider World and that if exams do not take place then evidence will be vital. Mrs Ashcroft thanked Mr Holt and Mr Wiseman for their presentation.	
Decision:	Mr Hayes to provide an update to Governors before the end of the summer term. Mr Stalker to email Mrs Ellis a copy of his presentation for her to distribute to Governors Mr Wiseman to provide Mr Gray with a copy of his chronological list to circulate to Governors. Mr Gray to provide an update on Catch Up Funding and measuring pupils progressions in his report for May FGB.	**RH** **MS** **RW/SG** **SG**

AGENDA ITEM 6	**PROPOSED FACULTY STRUCTURE**
Discussion	Mrs Ashcroft provided Governors with an overview before Mrs Dailey gave her Powerpoint presentation. Governors were invited to ask questions. Mrs Ashcroft informed Governors that the two key roles for appointment were leads in English and Maths which would be internal and external appointments, subject to Governor approval. Mrs Ashcroft read out an email from Mr Meigh listing his concerns and observations. **Questions:** A Governor asked if there were two leads would there also be a Head of Faculty and Mrs Dailey confirmed there would be. A Governor asked about finance and whether existing posts would be made redundant. Mrs Dailey said there would be no redundancies as there are people on free-standing projects as well TLR's so some roles would be incorporated and consolidated. Mr Gray confirmed there would be no redundancies and no cuts in salary. Mrs Ashcroft confirmed that the total cost would be £207k which the school could afford. Mrs Ashcroft asked Governors to agree the new structure in principle. The finer details will be discussed at the May FGB meeting. All were in agreement. Mrs Ashcroft thanked Mrs Dailey for her presentation. Mrs Dailey will be invited to attend the FGB in May or June to report back.
Decision	Mrs Dailey to be invited to attend the FGB in either May or June. **DE**

AGENDA ITEM 7	HEADTEACHER'S REPORT
Discussion	Governors had been provided with a copy of the report prior to the meeting and were invited to ask questions. Mr Gray provided Governors with an overview of the results of the staff survey. A Governor asked how many students were in school this week. Mrs Atherton said that out of 81 there were only 2 absences. A Governor asked what the numbers were like for September 2021. Mrs Ellis confirmed that presently it was 199 and there are currently 8 appeals. Mrs Ashcroft asked about numbers for Sixth form for September and Mr Twist said they are very healthy. He confirmed that our Admission Policy only accepts 80 external students. Mrs Ashcroft thanked Mr Gray for his update.

AGENDA ITEM 8	EXAMINATIONS AND APPEALS STRUCTURE FOR 2021
Discussion	Mr Proctor provided Governors with a copy of his paper during the meeting and they were invited to ask questions. He provided Governors with an overview of what he thinks the grades will be and how it will be administered. A Governor asked how the in-class assessments will be monitored if they are being held on different days. Mr Proctor confirmed that they will all be timetabled to happen at the same time and that those with access arrangements will have a specific room. A Governor asked what is happening with subjects where there is no more teaching. Mr Proctor informed Governors that there are plans to do some in June with Year 11. He stated that with regard to Year 13 this will depend on what the Government confirms that their release date will be. Mr Proctor offered Governors the opportunity to meet with him if they require a refresher on data.

AGENDA ITEM 9	FORMAL APPROVAL
Discussion	Mrs Ashcroft stated that the Curriculum Policy had been submitted and asked for formal approval of the document. All were in favour.

AGENDA ITEM 10	FINANCIAL UPDATE	
Discussion:	**February 2021 Financial Report**. Mrs Ashcroft informed Governors that the finances were in good order. Mr Roberts confirmed that Sofia Palios, the new Chief Financial Officer will be invited to attend the Awayday in April and provide an update to Governors at the FGB in May.	
Decision:	Sofia Palios to be invited to attend the Awayday in April and FGB in May.	**DE**

AGENDA ITEM 11	STAFF AND PARENT SURVEYS	
Discussion:	**Staff Survey** - This was covered by Mr Gray in Agenda Item 7. **Parent Survey** - Mr Adamson provided an update on the results of the survey. He is in the process of putting together a full report highlighting the issues and will report back to parents and FGB.	
Decision	Mr Adamson to provide Governors with a report on the results of the Parent Survey.	**PA**

AGENDA ITEM 12	UPDATE FROM COMMITTEES
Discussion	Mrs Cross asked Governors if they had any questions regarding the minutes of the last Curriculum meeting. There were no questions.

AGENDA ITEM 13	DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED
Discussion	Two students were tested and did not meet the standard. The Admissions Policy for Entry by 2022 has been approved by email. Mrs Ashcroft informed Governors that she had received a request for an Asbestos Register and an Asbestos Management Plan.

AGENDA ITEM 14	UPDATE FROM GOVERNORS
Discussion	Mr Wylie informed Governors that he has done some Safeguarding Training.

AGENDA ITEM 15	ANY OTHER BUSINESS	
Discussion:	Mrs Ashcroft asked permission from Governors to take out Mr Eckford's name from the HR policies as this is now a generic role. All were in agreement. Mr Adamson, Mr Proctor and Mr Twist were asked to leave the room. Mrs Ashcroft proposed that the temporary staffing structure in place at SLT level continue until 31st August 2021. All were in favour. Mr Adamson, Mr Proctor and Mr Twist then re-joined the meeting. Mr Mahony commented on how well the testing had been progressing. Mrs Atherton said that Jacqui McIver had worked very hard to ensure everyone felt welcome. Governors asked if she could pass their thanks on to her. Mrs Ashcroft informed Governors that she would send out details of the Awayday on 17th April.	
Decision:	Mr Eckford's name to be amended in the HR Policies.	**DE**

The meeting concluded at 8.06.pm
Date of next meeting: Awayday on Saturday 17th April 2021

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 13th May 2021
Time & Venue:	6pm D34 (Lecture Theatre)
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Gillian Carswell (via video conference) Mrs Angela Cross Mr Stephen Gray (Headteacher) Mr Denis Mahony Mr Chris Penn Mr Alan Roberts Mr Andrew Tallents Mrs Amanda Waterfall (via video conference) Mr John Wylie
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mrs Debbie Ellis (PA to Headteacher) Mrs Alison Eyre (Minute clerk) Ms Sofia Palios(Chief Financial Officer) Mr Andrew Procter (T/Deputy Headteacher) Mr Mike Twist (Deputy Headteacher)

The Governors confirmed permission for Mr Adamson, Mrs Ellis, Mrs Eyre, Ms Palios, Mr Procter, and Mr Twist to attend the meeting. Mrs Ashcroft welcomed everyone to the meeting.

Mrs Ashcroft welcomed Ms Palios the new Chief Financial Officer and Ms Palios introduced herself to Governors.

AGENDA ITEM 1	**REGISTER OF PECUNIARY INTERESTS**
Discussion	The Chair invited the Governors to declare any changes to their Declaration of Business or Pecuniary Interests. Governors were asked to complete the sheet even if it was a nil return. The Chair asked Governors to consider whether they have a personal or prejudicial interest in connection with any item(s) on the agenda and, if so, to declare them and state what they are.

AGENDA ITEM	**APOLOGIES FOR ABSENCE**
Discussion:	Apologies were received from Mr Meigh and Mr Underwood.

AGENDA ITEM 3	**APPROVAL OF THE MINUTES OF THE MEETING HELD ON THURSDAY 11TH MARCH 2021**
Discussion:	Mr Adamson and Mr Twist were noted as being Attendees and as being In Attendance. This is to be amended and subject to this amendment, the minutes were agreed as a true copy.

AGENDA ITEM 4	**MATTERS ARISING AND ACTION TRACKER**
Discussion:	The action tracker was updated.

AGENDA ITEM 5	HEADTEACHER'S REPORT	
Discussion	Governors had been provided with a copy of the report prior to the meeting and were invited to ask questions. Mrs Ashcroft asked for an update further to Mr Gavin Williamson's keynote speech. Mr Gray confirmed he has spoken to Hilbre Secondary school. A Governor said it is very important to continue these discussions and Mrs Ashcroft said this will be discussed at Infrastructure & Governance. Mr Penn has a copy of a document on Academy Trusts and will forward this to Governors. Mrs Ashcroft asked whether the Latin Club would be at GCSE or A level. Mr Adamson confirmed it would be GCSE level. Mr Gray said that the proposed canopy has been paused as the cost has risen considerably from £120k now £200k. A Governor asked for an update on 6th form facilities as this had not been included in the report. Mr Procter confirmed that the common room will not be in use until September in order to avoid communal gatherings. He has been in discussion with Mr Hayes about re-modelling the common room to make it more conducive to working and also improving the cafe area. Mrs Ashcroft raised an issue which had come out of the appeals process. The Admissions Code states that "Admission authorities can consider lowering the pass mark for disadvantaged children". Mrs Aschcroft said the document is Covid specific but requested that it be considered going forward and that we are able to show we have debated it. Mr Gray informed Governors that formal approval was needed for the following and Governors were given an opportunity to ask questions and raise any issues. • The new TLR proposals, which will be used in the new faculty structure. All were in favour. • A new social area for Year 7 students and development of the embankment (near Column Road). Mr Gray confirmed that this would be utilised by all. All were in favour. • The creation of designated paid roles to lead the CCF. All were in favour. Mrs Ashcroft asked for an update about the Summer School for Year 7. Mr Adamson said it will be a combination of sport and lessons and will be about balancing staffing across the different needs. He confirmed it will be free for students and that they are currently looking into possible funding for buses. Mr Adamson will provide an update at FGB in July. Mrs Ashcroft asked who was covering exam administration whilst Sarah Colman was on maternity leave. Mr Procter confirmed that the team in the Exams Office are covering this. Mrs Ashcroft asked if they were coping with the extra workload and Mr Procter confirmed that he has regular meetings with them and that they feel supported. A Governor asked for an update now that the initial coaching for SLT has been completed. This will be done at a future FGB.	
Decision:	Mr Penn will forward a copy of a document on Academy Trusts to Governors. Mr Adamson to provide an update on the Summer School Governors to receive an update on progress now that the initial coaching process was over at a future FGB.	**CP** **PA** **SG**

AGENDA ITEM 6	EXAMINATIONS UPDATE
Discussion:	Mr Procter gave a Powerpoint presentation on 2021 Teacher Assessed Grades and Governors were invited to ask questions. A Governor asked how they would ensure objectivity. Mr Procter stated that they are working on trying to eliminate teacher variation and bias. Mrs Ashcroft asked where would the appeal come to and Mr Procter said that initially it would come to the school. Mrs Ashcroft asked what the penalty was if a teacher hasn't applied the checklist consistently and whether it is documented in the form that the teachers understand the consequences. Mr Procter confirmed that he has stressed this to teachers and that everyone is given the same test.

	Mrs Ashcroft asked about students who were off sick during the mock exams. Mr Procter confirmed that if it was Covid related we would ignore the no entry but if a student did not do the assessment due to disengagement, then we would have to record this. He informed Governors that due to security, they would not be able to re-sit them. Students will not be penliased but their range of evidence will be shorter. Mrs Ashcoft asked if we were monitoring disengaged students as opposed to those who had covid and Mr Procter confirmed they were. Mrs Ashcroft asked if staff are being given enough time and if they feel supported. Mr Procter said that a lot of time has been devoted to this and that once it is all completed he will go through with each staff member their decision processes before it is submitted. Mrs Ashcroft said if staff are at their computers all day it is important that they are having regular breaks. Mrs Ashcroft asked the parent governors for their views. A parent Governor said that she thought it was a good idea for Yr 11 students to be having two weeks off before they come in. A parent governor asked about external moderation and consistency and how we are ensuring we are benchmarking it against the national standard. Mr Procter informed Governors that it is the role of the JCQ and the Exam Boards to question if the marks are too high. A parent governor asked what safeguards are in place with regards to more complex evidence to support marks not being chosen. Mr Procter said it is the remit of the Head of Faculty to ensure that teachers are acting as a group and that SLT will be heavily involved to ensure it is all consistent. A parent governor asked about appeals and special consideration requests . Mr Procter said that special consideration is vast. They will go through them all and inform the teacher that special consideration needs to be applied. Mrs Ashcroft thanked him for his presentation.

AGENDA ITEM 7	**FORMAL APPROVAL**	
Discussion:	Formal approval was required for the following policies. Governors were invited to ask questions. **Revenue Reserves Policy** - Mr Roberts said it is not easy to justify taking money from the budget and using it for capital and infrastructure as opposed to supporting teaching which makes it difficult to grow reserves. All were in approval. **Anti-fraud and Corruption Policy** - Ms Palios provided an overview of the changes. A Governor stated that there is a difference between a Chief Financial Officer and Chief Finance Officer so this needs to be consistent. All were in approval. **Safeguarding Policy** - A Governor asked who will be Mr Lamprey's replacement when he retires. Mr Twist confirmed that Mr Stalker, Ms Boyle and Mrs Magee will be assisting. Mrs Waterfall informed Governors that there will be a slight amendment to the policy which is going to link to some practice around Appendix C. She requested that the policy be approved and she will forward the link to Mr Gray. All were in approval. **Wirral Internal Audit Plan.** A Governor asked if there was a schedule. Ms Palios informed Governors that she has spoken to Langton's and they are trying to condense it. All were in approval.	
Decision:	Ms Palios to check her job title is consistent in the policies. Mrs Waterfall to forward the link to Mr Gray for the Safeguarding policy.	**SP** **AW**

AGENDA ITEM 8	**FINANCIAL UPDATE**
Discussion:	**April 2021 Financial Report** Mrs Ashcroft asked Ms Palios if there was anything in the report she wished to highlight. Ms Palios informed Governors that the main expenditure is on ICT equipment and this will be transferred to capital. Mrs Ashcroft asked if we were affected by pension liabilities and Mr Roberts said we will not find out yet.

	Benchmarking report Ms Palios provided Governors with an otherview and they were invited to ask questions. A Governor said that having looked at the league tables, we are the lowest spend per pupil in similar schools and suggested that this may be something we wish to look at. Mrs Ashcroft thanked Ms Palios for her update.	

AGENDA ITEM 9	**UPDATES FROM COMMITTEES**
Discussion:	None.

AGENDA ITEM 10	**DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED**
Discussion:	Three students were tested on 12th April. Two did not meet the standard and the Year 9 student who met the standard was placed on the waiting list. His parents have since requested he be removed from the list. Staffing update from the Awayday;- The revised SLT structure as discussed at the away day and refined has been approved. The long jump and the shot put circle have been approved.

AGENDA ITEM 11	**UPDATE FROM GOVERNORS**
Discussion:	None.

AGENDA ITEM 12	**ANY OTHER BUSINESS**	
Discussion:	**Cricket pitch** Mrs Ashcroft asked for an update and Mr Procter said there is a discussion required on where the new mat would be placed. A Governor suggested a fundraising event for the new mat and Mr Procter said that Ms Docherty has been doing some media work around this. Mr Roberts informed Governors that it is the Cricket Club Centenary this year and there is a match on 16th June. A parent governor, thanked the school for the e mail regarding the incident on 11 May 2021 but mentioned that it would perhaps be good practice to ensure that Governors are informed first. Mrs Ashcroft confirmed that she was aware of the incident on the 11 May and that following a discussion between her and the Headteacher, it was agreed that an email should be sent to parents and governors. The school will review the timing of e mails. Mrs Ellis informed Governors that there is an interview process being run on Friday 21st May and Governors to contact her if they wish to assist.	
Decision:	Governors to contact Mrs Ellis if they wish to assist with the interview process on Friday 21st May.	**All**

The meeting concluded at 7:40pm

Date of next meeting: Thursday 17th June 2021

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 17th June 2021
Time & Venue:	6pm D34 (Lecture Theatre)
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) - via video conference Mr Denis Mahony Mr Dan Meigh Mr Chris Penn Mr Alan Roberts Mr Andrew Tallents - via video conference Mrs Amanda Waterfall Mr John Wylie
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mr Phil Douglass (Wider Leadership Team) Mrs Alison Eyre (Minute clerk) Mr Rhys Hayes (Wider Leadership Team) Mr Alex Holt (Wider Leadership Team) Mrs Sofia Palios (Chief Financial Officer) Mr Andrew Procter (T/Deputy Headteacher) Mr Mike Twist (Deputy Headteacher) Ms Christine Weston (Wider Leadership team) Mr Rob Wiseman (Wider Leadership team)

The Governors confirmed permission for Mr Adamson, Mr Douglass, Mrs Eyre, Mr Hayes, Mr Holt, Ms Palios, Mr Procter, Mr Twist, Ms Weston and Mr Wiseman to attend the meeting.

Mrs Ashcroft congratulated Mr Douglass and Mr Hayes on their appointment as Assistant Headteachers.

AGENDA ITEM 1	**REGISTER OF PECUNIARY INTERESTS**
Discussion	The Chair invited the Governors to declare any changes to their Declaration of Business or Pecuniary Interests. Governors were asked to complete the sheet even if it was a nil return. The Chair asked Governors to consider whether they have a personal or prejudicial interest in connection with any item(s) on the agenda and, if so, to declare them and state what they are.

AGENDA ITEM 2	**APOLOGIES FOR ABSENCE**
Discussion:	Apologies were received from Mrs Carswell and Mr Underwood.

AGENDA ITEM 3	**APPROVAL OF THE MINUTES OF THE MEETING HELD ON THURSDAY 13TH MAY 2021**
Discussion:	Mrs Waterfall's name to be amended from Angela to Amanda. Subject to this amendment the minutes were agreed as a true copy.

AGENDA ITEM 4	WIDER LEADERSHIP TEAM
Discussion:	**Update from Ms Chris Weston, Mr Alex Holt and Mr Rob Wiseman** An update document had already been provided prior to the meeting and Governors were invited to ask questions. Mrs Ashcroft asked if they anticipated any difficulties with the new Year 7 students and whether we were tracking them. Mr Adamson said that the students coming in are ones who had engaged in primary school. Ms Weston said they will look at their Google Classroom skills and confirmed that all students can revisit their material on Google Classroom. Mrs Ashcroft asked how we are dealing with the students who are having to share laptops at home. Mr Adamson said they will be speaking to parents. Mrs Ashcroft asked what will happen with regards to the basic numeracy and literacy which the students have missed out on. Mr Proctor confirmed that it is part of our re-introduction. Mr Twist confirmed they will do an induction in July. A Governor asked what provision is in place for students who have to self-isolate and whether this is consistent. Mr Wiseman informed Governors that when a lot of students were isolating, all the information was available. Mr Proctor has sent a reminder to all teachers to ask them to ensure all the information is available online. Mrs Ashcroft asked if there were permanent links to every class and Mr Proctor confirmed there was. A Governor asked if this includes SEN students. Mr Proctor confirmed that anyone isolating will be receiving work from their teachers. Mr Gray confirmed that they will take forward the Governor's comment about continuing to be proactive. Mrs Ashcroft thanked them for their update. **Update from Mr Phil Douglass** Mr Douglass provided a verbal update, to supplement his paper, on the training sessions and Governors were invited to ask questions. He said that over 30 staff showed initial interest. However, it had been deemed that for some there were alternative courses that were more suitable and re alignments were made accordingly. In addition, some staff decided to postpone undertaking the course so the final number on the programme was 12. Mr Douglass went through the recommendations for the future he said that he sees it as being a permanent feature in the school as opposed to just a one-off. Mrs Ashcroft asked whether at any stage during the course did they engage with support staff and discuss their leadership. Mr Douglass said it is currently just set up for teaching staff this year but he is keen to develop it. Mrs Ashcroft said it is important to develop all of our staff, not just teaching staff. She also believe that staff could benefit if they interacted with leaders in other areas, suggesting that the staff may wish to engage and discuss the governors leadership journey's with them. A Governor commended Mr Douglass and said that the Governing body are very supportive of developing staff. He said it would be helpful to Governors to hear more about the key changes coming in in September so they are informed about early development. Mr Adamson informed Governors that Pete Marsh has done a lot of work on the framework and Mr Twist gave an update. Mr Twist said the ECT is a 2 year programme and that we are joining a national roll-out. A Governor suggested that we may wish to look at bringing this in-house after the 2 year period in order to use the expertise within the school. Mrs Ashcroft thanked Mr Douglass for his presentation. **Mr Rhys Hayes** Mr Hayes gave a Powerpoint presentation and governors were invited to ask questions. Mr Hayes will give a further presentation at FGB in July. Mrs Ashcroft asked for an update on the work they are doing with Year 7 – 11 in relation to careers guidance.

	Mr Hayes said there is a scheme of work for each year group which students and parents can access and that in Unifrog there are different tests for them to do for Year 7 and 9. For Year 11 students Mr Hayes has created a 4- week programme around careers using Unifrog and he is able to see how they are engaging in those tasks. Mr Twist said that in the Governors papers it identifies the percentage of logins for Years 7, 8, 9 and 10. A Governor asked if Mr Hayes is trying to increase the number of girls in the 6th Form. He said that there are 20 students from Wirral Girls school who are showing an interest and there are a number from Upton and West Kirby. She asked if Mr Hayes knew why they wished to come here. Mr Hayes informed Governors that the majority of them have stated that it is because they wanted a fresh start from being in an all girls school. A Governor asked if there is anything else apart from netball which they can have access to. Mr Hayes said that they can also play hockey. He said that the more girls who come to the school then the more we will be able to offer them. Mrs Ashcroft thanked him for his presentation	
Decision	Mr Hayes to present an update at FGB in July	RH/DE

AGENDA ITEM 5	**MATTERS ARISING AND ACTION TRACKER**
Discussion:	There were no matters arising. The action tracker was updated.

AGENDA ITEM 6	**HEADTEACHER'S REPORT**
Discussion	Governors had been provided with a copy of the report prior to the meeting and were invited to ask questions. Mrs Ashcroft asked Mr Gray to explain the necessary action that has been taken with regard to the Covid situation. Mr Gray said that isolation has taken place when needed and the necessary measures have been put in place in the building. Mr Proctor informed Governors there was one case of Covid just before half-term and a further 5 occurred during half-term so these students quarantined over that period. Mrs Ashcroft asked about retaining the online parent evenings and if there will be some cases where face to face meetings are more appropriate. Mr Adamson confirmed that these are always in place and that parents can come in and see the teachers whenever they wish. Mr Proctor informed Governors that the last parents evening is in 2 weeks' time and this for Year 12. Mr Gray confirmed that he will keep this under review. A Parent Governor said that he felt the online session worked very well and another Parent Governor said we need to be aware that some parents are feeling disconnected from the school and we need to ask whether they prefer online or face to face. Mr Adamson said he was unsure of the exact wording that was sent to parents regarding this and will double check. Mrs Ashcroft asked Mr Gray for an update on the appraisal system. Mr Gray confirmed this will be implemented over the next month and he will present an update to Governors. A Governor asked Mr Gray how his approach to exclusions is having an impact on the school. Mr Gray said that it is about creating firm boundaries, being consistent and sending out a clear message of what is and isn't acceptable. A Governor asked Mr Gray about the Conduct Summary Achievement Points. He asked what the incentive is and whether it needs to be looked at for Year 10 and 11 as opposed to Year 7. Mr Gray confirmed he has discussed this with Mrs Storey who is looking at this in detail. Mr Gray confirmed that he will prioritise this Mr Gray was asked to provide a verbal update on the proposed faculty structure. Mr Gray went through the proposed structure and said that a lot of informal consultation has taken place. The official consultation with staff begins on Monday 21st June.

	Mr Gray confirmed that he had spoken to the joint unions yesterday and that it was a very constructive meeting with lots of valid questions. Mr Gray and Mrs White are working through these with them. Mr Gray said that he will keep costs in mind at all times and will come back with more proposals as he works through it. Mrs Ashcroft asked Mr Gray to provide Governors with a diagram showing what the structure is going to look like from September. Mrs Ashcroft what the homophobic comments were in the Behaviour Details. Mr Twist will check and report back. A Governor asked about the restructuring and what were the key risks that Mr Gray and the SLT are managing as they go through these steps. Mr Gray said it is about ensuring the structure is fit for purpose, keeping the costs down and monitoring staff reaction. Mr Gray informed Governors that staff are enthusiastic about the restructuring. Mrs Ashcroft asked if the school has mental health first aiders. She said this is in light of the permanent exclusion meeting. Mr Twist said this is a developing programme and that moving forward it is becoming part of our ethos. He said we are expanding capacity in the pastoral area with non-teaching staff. A Governor who had attended the permanent exclusion meeting said it is important that the school take mental health very seriously. Mrs Ashcroft said that this will be discussed at Curriculum & Student Welfare. Mr Twist said that with regard to that particular student, we had requested intervention for him from CAMHS. A Governor asked about the section on Inappropriate Behaviour Towards Younger Students and how we can change things. She asked if it was possible to split this into racist and homophobic incidents for the next Ofsted inspection. Mr Twist said that they evaluate where the areas of conflict are and try to address these either in assembly or PSHE. It was agreed that more of a focus on pupil welfare will be raised at Curriculum & Student Welfare. Mr Gray asked Governors if they could go through the matters requiring Governors approval on Page 8 of his report. Summer works - agreed. Moving middle leaders into new positions - agreed. Removing surplus positions - agreed. Finance software - discussed in Agenda Item 9. Employing apprentices - agreed. Non-teaching pastoral support staff - agreed. Finance dept restructure - Mrs Ashcroft asked if this is proposed. Mr Gray responded that it is and it is in the Staffing Changes document. Regrade cover supervisor - agreed. Proceed with Sport for All - agreed. Continue with School improvement work - this was agreed as long as the school is covered on procurement. Mr Twist informed Governors that Courtenay Weston is on the pastoral team and is employed as a Learning Mentor. This role is paid less than the national average. He added that she is highly qualified and we would like to ensure that we retain her. He requested Governors approval to review her contract and remunerate her accordingly. All were in favour of an appropriate regrade.	
Decision:	Mr Adamson to check the wording on the email sent to parents regarding online parents evenings. Mr Gray to provide Governors with a diagram showing what the staffing structure is going to look like from September. Mrs Ashcroft what the homophobic comments were in the Behaviour Details. Mr Twist will check and report back.	**PA** **SG** **MT**

AGENDA ITEM 7	INSPECTION DATA SUMMARY REPORT (IDSR)
Discussion:	Mr Proctor gave a Powerpoint presentation which Governors had been provided with prior to the meeting. There were no questions.

AGENDA ITEM 8	FORMAL APPROVAL	
Discussion:	Formal approval was required for the following policies. Governors were invited to ask questions. **Staffing changes** - Ms Palios went through the proposed financial restructure. All were in favour. **Whistleblowing Policy** - Mrs Waterfall said that on Page 2, section 3.6 it should say Designated Safeguarding Lead. All were in favour. There was a discussion about a Whistleblowing Hotline. Mrs Waterfall will look into this and report back. A Governor said that the Academy Trust Handbook had been produced and there is a section on Whistleblowing which details our responsibilities. **Investments Policy** - All were in favour. **Risk Management Policy** - All were in favour.	
Decision:	Mrs Waterfall to look at a Whistleblowing hotline number.	**AW**

AGENDA ITEM 9	FINANCIAL UPDATE
Discussion:	**May 2021 Financial Report** Governors had been provided with a copy of the report prior to the meeting and were invited to ask questions. **Finance Systems proposal (decision in principle required)** Ms Palios informed Governors that Access is her preferred choice. The proposal was agreed in principle, subject to a discussion between Ms Palios and Mr Roberts. Mr Roberts will email the decision to Governors.
Decision:	Ms Palios and Mr Roberts to discuss the financial systems proposal and Mr Roberts will update Governors.

AGENDA ITEM 10	UPDATES FROM COMMITTEES
Discussion:	There were no updates.

AGENDA ITEM 11	DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED
Discussion:	Mrs Ashcroft informed Governors that two students were tested at Year 9. Neither student met the required standard and therefore were not admitted.

AGENDA ITEM 12	UPDATE FROM GOVERNORS
Discussion:	Mr Wylie attended Safeguarding Training on Friday 11th June. Mr Penn attended Diversity in Governance training.

AGENDA ITEM 13	ANY OTHER BUSINESS	
Discussion:	Mr Wylie had attended the 100th anniversary cricket match. Mrs Ashcroft informed Governors that the appeal process for 6th form entry will be carried out over the summer and for their assistance. Mrs Ellis will email further details.	
Decision:	Mrs Ellis to provide Governors with details for the appeals process and Governors to let her know their availability.	**All**

The meeting concluded at 8.15pm

Date of next meeting: Tuesday 13th July 2021

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Tuesday 13th July 2021
Time & Venue:	6pm D34 (Lecture Theatre)
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Angela Cross Mrs Debbie Ellis (Clerk to Governors) Mr Stephen Gray (Headteacher) Mr Denis Mahony Mr Chris Penn Mr Alan Roberts Mr Andrew Tallents - via video conference Mr Martin Underwood Mrs Amanda Waterfall - via video conference Mr John Wylie
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mr Simon Connell Mrs Alison Eyre (Minute clerk) Miss Sofia Palios (Chief Financial Officer) Mr Andrew Procter (T/Deputy Headteacher) Mr Mike Twist (Deputy Headteacher)

The Governors confirmed permission for Mr Adamson, Mr Connell, Mrs Eyre, Miss Palios, Mr Procter and Mr Twist to attend the meeting.

Mrs Ashcroft informed Governors that Mr Lamprey, Mr Pickstone, Mr Steepe and Mr Twist were leaving at the end of term and on behalf of the Governing Body she presented them each with a gift and thanked them for all their service to the school. Mr Lamprey, Mr Pickstone, Mr Steepe and Mr Twist thanked Governors and each gave a short speech.

AGENDA ITEM 1	ELECTION OF GOVERNORS
Discussion:	Members of staff who were not Governors were asked to leave the room. Mrs Ellis informed Governors that the only nomination for Chair was Mrs Ashcroft and the only nomination for Vice Chair was Mr Mahony. Mrs Ashcroft and Mr Mahony left the room while Governors voted. **All were in favour.** They were then invited back into the room. Mrs Ashcroft informed Governors that nominations for the Committees which were as follows: Finance - Mr Alan Roberts, Curriculum & Student Welfare - Mrs Angela Cross, Infrastructure & Governance - Mr Martin Underwood and Personnel - Mrs Gillian Carswell. The nominees then left the room. Mrs Carswell was not in attendance. Proposed by Mr Wylie and seconded by Mrs Atherton. **All were in favour.**

AGENDA ITEM 2	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from Mrs Gillian Carswell and Mr Dan Meigh.

AGENDA ITEM 3	**REGISTER OF PECUNIARY INTERESTS**
Discussion	The Chair invited the Governors to declare any changes to their Declaration of Business or Pecuniary Interests. Governors were asked to complete the sheet even if it was a nil return. The Chair asked Governors to consider whether they have a personal or prejudicial interest in connection with any item(s) on the agenda and, if so, to declare them and state what they are.

AGENDA ITEM 4	**CAREERS UPDATE**
Discussion:	Mr Connell provided a verbal update and Governors were invited to ask questions A Governor asked how they embed careers into lessons. Mr Connell said they have a questionnaire with all subjects on it and this provides them with data. Mr Connell said that he also has lots of resources which he is able to display in the classrooms. A Governor asked what the students think about careers. Mr Connell said for Year 10 it is about whether they are going to stay in the 6th form. He said that there is still a lot more work to do lower down the school. Mrs Ashcroft asked if the students have their own ideas about jobs and how he is moving this forward. Mr Connell said sometimes they have their viewpoints of their parents and that he has been discussing apprenticeships with them. He is meeting with Mrs Storey to discuss how they can work more with Year 7. Mrs Ashcroft asked how we can develop what is discussed at primary school level and Mr Connell said this is something he will also be discussing with Mrs Storey. A Governor asked how pupils were selected for careers meetings and how we can increase this. Mr Connell said that he and the pastoral team currently identify students. He said that it is a combination of this and also the students who wish to have a meeting. Mr Connell informed Governors that a lot of work has been done with Yr 11 students. A Governor asked how Mr Connell ensures that students engage. Mr Connell said he is working with Mrs Boyle and they have created a roadmap which they can use with form teachers. Mr Gray formally thanked Mr Connell and Mr Twist for all their work in the past year and Mrs Ashcroft thanked him for his presentation.

AGENDA ITEM 5	**APPROVAL OF THE MINUTES OF THE MEETING HELD ON 17th JUNE 2021 AND GOVERNORS/SLT STRATEGY DAY HELD ON 17TH APRIL 2021**
Discussion:	The minutes of the 17th June 2021 were agreed as a true copy. Governors were asked to inform Mrs Ashcroft if they have any questions on the minutes of the Governors/SLT Strategy day on 17th April 2021.

AGENDA ITEM 6	**MATTERS ARISING/ACTION TRACKER**	
Discussion:	The action tracker was updated. Mrs Ashcroft asked for an update on the online induction. Mr Gray informed Governors there had been around 500 views on the night and they had received one complaint. Mrs Ellis can provide exact figures if Governors require this. Mr Twist will speak to Mr Stalker about including this permanently.	
Decision:	Mrs Ellis is to provide Governors with a copy of the action tracker. Mr Gray to provide Governors with a diagram showing what the structure is going to look like from September. Mr Twist to speak to Mr Stalker about online induction.	**DE** **SG** **MT**

AGENDA ITEM 7	REPORT TO GOVERNORS (INCLUDING SAFEGUARDING)	
Discussion:	Governors had been provided with a copy of the Headteacher's report prior to the meeting and they were invited to ask questions. A Governor noted that 18% of staff had not engaged in the Staff Wellbeing Survey and asked how this was going to be followed and whether the 18% represent a particular group. Mr Gray informed Governors that the survey was done in directed time and that next year he will look at mechanisms to ensure that more staff complete it. He will be discussing this in the staff briefing. Mr Gray will provide Governors with the action plan that comes out of the Staff Wellbeing Survey. **Mrs Ashcroft's questions were as follows:** *Page 1* - Internal Exams for Year 7, 10 and 12. Have the gaps been identified, how are they being picked up and filled and what impact do the results play on centre assessed grades moving forward. Mr Adamson said that the gaps are being looked at across the board and not just at exams. This year they had looked at each subject and looked at the different assessments which they had evidence of. He said that the percentage varies from subject to subject. Mr Procter said that the exams took place a week later than they normally would and that they are now in the phase of inputting all the data and that work is ongoing to analyse this. *Page 2* - Mrs Ashcroft asked Mr Gray if he could update Governors on his preparation for September. Mr Gray informed Governors that he is awaiting a decision on face coverings and that the school will need to run a testing centre and there will be a staggered start. Students will also be tested twice in the first few days. Mr Gray was asked how staff will be informed over the holidays if the Government changes the guidance. Mr Procter said that a new risk assessment and a contingency plan has been prepared so that they are covered for all eventualities and that they will communicate with parents before the students are due to return. He confirmed that there are enough staff in the school over the summer holidays to deal with this. *Page 3* - Student of the week awards. Are these going out and how are they being received. Mr Gray said that this will be developed more next year. Mrs Ashcroft confirmed that Pastoral support, diversity, and inclusion is on the agenda for the next Awayday in March 2022. Mr Gray updated Governors on the decisions to be agreed in principle and the decisions requiring formal approval on Page 13 of his report. **Agree in principle** ● Mr Wilsons' role. A Governor asked if Mr Wilson's job title was going to be changed and Mr Gray noted that his job title was not consistent on the various documents. Mrs Ellis was asked to check this. ● SEND funding. Mrs Ashcroft confirmed that Governors agree to support this but we need to know the outcome of the LA decision. **Formal approval needed** ● Revised Faculty Structure, (circulated) Mrs Ashcroft informed Governors that had been discussed in detail at the Personnel Committee, she informed them of the changes that were proposed and provided them with an updated diagram. ● Student toilet refurbishment. Mr Underwood provided Governors with an update and Ms Palios went through the costs. She will provide Governors with the full spec of work. ● Mrs Magee to work an extra day to deal with SEND paperwork. **All were in favour.**	
Action	Mr Gray will provide Governors with the action plan which comes out of the Staff Wellbeing Survey. Mr Gray will provide data as to the costs of the overall staffing structure and how this bench marks against others Mrs Ellis to check that Mr Wilson's job title is consistent in the various documents. Student toilet refurbishment. - Miss Palios is to provide Governors with the full spec of work.	**SG** **SG** **DE** **SP**

AGENDA ITEM 8	FORMAL APPROVAL	
Discussion:	**Provisional budget and 3 year plan**. Miss Palios went through the budget and the 3 year plan and gave a Powerpoint presentation (see attached) . Governors were invited to ask questions. Mrs Ashcroft asked about the insurance premiums and what information we had received from the brokers. Miss Palios will ask the brokers for a provisional figure. A Governor asked if the CIF funding for E block and the roof are shown in the plan and Miss Palios confirmed they are shown on 21/22. All were in favour. **Approval of Scheme of Delegation and limits of authority** Miss Palios went through the changes in yellow and Governors were invited to ask questions. Mrs Ashcroft asked Miss Palios if she could provide Governors with a reporting cycle every year in the first instance. **All were in favour.** **Approval of Policies** ● Procurement Policy. The Trivial Gift is to be amended to £10 and the references to OJUE will be amended to reference FTS (necessary post Brexit) Subject to these amendments, **the policy was agreed in principle.** ● Pay Policy for Teachers ● Appraisal Policy Mrs Ashcroft informed Governors that the Pay Policy and the Appraisal policy were looked at in Personnel and said that the changes have gone back to the union for their approval. She informed Governors that these policies were for information and consideration and will come back to FGB in either September or October for final approval. A Governor noted that the wording in both policies is inconsistent and requested that the relevant amendments be made.	
Decision:	Miss Palios will ask the insurance brokers for a provisional figure Miss Palios is to provide Governors with a yearly reporting cycle. Procurement Policy - the Trivial Gift is to be amended to £10. OJUE to be amended to FTS The wording in the Pay Policy and Appraisal Policy is to be checked for consistency.	**SP** **SP** **SP** **HW**

AGENDA ITEM 9	REPORT FROM COMMITTEES AND APPROVAL OF DECISIONS MADE
Discussion:	**Infrastructure & Governance held Tuesday 6th July 2021** ● CIF Bid outcomes - E block and roof refurbishments ● Long Term Estates Planning ● Purchase of external toilet blocks (justification paper included) ● Summer works plan ● Refurbishment of Music area toilets (justification paper to follow) Mr Underwood provided Governors with a verbal update and they were invited to ask questions. A Governor asked if we were expected to provide funds for the Hockey Club. Mr Underwood confirmed that we will provide the land and Oxton will provide the funds. He informed Governors that Oxton does not wish to commit any money at the end of the first contract of 25 years and this will need to be agreed. A Governor asked about changing facilities and Mr Underwood said that Oxton have included this but it will need to be agreed. **Personnel held Wednesday 7th July 2021.** As Mrs Carswell was unable to attend the meeting, Mrs Ashcroft provided Governors with a verbal update and they were invited to ask questions. **Curriculum & Student Welfare held Thursday 8th July 2021**. Mrs Cross provided Governors with a verbal update and confirmed that the minutes will come out in due course.

AGENDA ITEM 10	UPDATE FROM CHIEF FINANCIAL OFFICER
Discussion:	• June 2021 Financial Report - was noted and agreed, Mr Roberts complemented Ms Pallios on its presentation. • Internal Audit - Mrs Palios informed Governors that she is hoping that this will be completed by the end of August. • Home to School Transport. Miss Palios provided Governors with an update on the presentation done by her and Ms Parsons. • Risks & Opportunities Register. Governors had been provided with a copy of the register prior to the meeting and were invited to ask questions. Miss Palios asked that they provide her with any feedback.

AGENDA ITEM 11	RISKS AND OPPORTUNITIES
Discussion:	Discussed in agenda item 10.

AGENDA ITEM 12	DECISIONS MADE BY EMAIL
Discussion:	Mrs Ashcroft informed Governors that two students had been tested for entry today at Year 7 and Year 9. Neither had reached the standard so were not offered a place. The new finance system has been approved by email. There has been a request for an independent review panel following the permanent exclusion. An independent company will be used for this and it is due to be heard either 6th, 7th or 8th September 2021.

AGENDA ITEM 13	ANY OTHER BUSINESS	
Discussion:	• Mrs Atherton has come to the end of her term of office and has been re-elected. Mrs Ashcroft thanked Mrs Atherton for putting herself forward. • Mrs Ashcroft informed Governors that there are new model Articles of Association for academy schools and confirmed that she will look at the changes. • Mrs Cross provided Governors with an update of the meeting with OCU. She informed Governors that the OCU are wishing to wind up their organisation but still wish to have some involvement. They have a meeting in December and have informed Mrs Cross that they would like to have firm proposals to take to their members at this meeting. Mrs Cross asked Governors for their approval to agree that we will work with them. All were in agreement. • Appointment of Head Boy and Head Girl. The final appointment is tomorrow and Mrs Ellis will email Governors to provide them with the names of the people appointed. Mrs Ashcroft presented Mr Twist with a card from all the staff and thanked him again for his contribution to the school over the last 37 years.	
Decision:	Mrs Ashcroft will look at the new model Articles of Association for Academy Schools. Mrs Ellis to provide Governors with details of the appointments of Head Boy and Head Girl.	**CA** **DE**

The meeting finished at 8.25 pm

Date of next meeting Thursday16th September 2021.