Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 16th September 2021
Time & Venue:	6pm D34 (Lecture Theatre)
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Gillian Carswell Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mr Denis Mahony Mr Dan Meigh Mr Chris Penn Mr Alan Roberts Mr Andrew Tallents Mr Martin Underwood Mrs Amanda Waterfall - via video conference
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mr Phil Douglass (Assistant Headteacher) Mrs Alison Eyre (Minute clerk) Mr Luke Garvey (Head Boy) Ms Rachel Kerr (Head Girl) Miss Sofia Palios (Chief Financial Officer) Mr Andrew Procter (Deputy Headteacher)

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

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from Mr Wylie.

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.

AGENDA ITEM 3	HEAD BOY AND HEAD GIRL
Discussion:	Mrs Ashcroft welcomed Luke Garvey and Rachel Kerr who provided an overview of their plans for the prefect team for this academic year. Governors were invited to ask questions. A Governor asked what their ideas were for increasing visibility around the school. They confirmed they are speaking to younger students and have set up a rota with Mr Hayes so that four prefects assist at break times. Ms Kerr and Mr Garvey will be requesting feedback from every form and Mr Gray confirmed that their role is also being channelled through general communications. A Governor asked if they have designated email addresses as Head Boy and Head Girl. They do not but they have different coloured lanyards so that students know who they are. A Governor said that it was a possible safeguarding risk for them to have designated emails. Mrs Ashcroft thanked them for their attendance.

AGENDA ITEM 4	APPROVAL OF THE MINUTES	
Discussion:	Agenda Item 10 - Miss Palios' title is to be amended for consistency. Subject to this the minutes were agreed as a true copy.	
Decision:	As above.	**DE**

AGENDA ITEM 5	MATTERS ARISING/ACTION TRACKER	
Discussion:	The action tracker was updated.	
Decision:	Mr Procter to speak to Mr Stalker about Year 7 induction	**AP**
	Miss Palios to provide Governors with the full spec of work for the student toilet refurbishment. These will be issued with the minutes.	**SP**
	Miss Palios will provide Governors with a yearly reporting cycle	**SP**
	Mrs Ashcroft to look at the new model Articles of Association for Academy Schools.	**CA**

AGENDA ITEM 6	REPORT TO GOVERNORS (TO INCLUDE SAFEGUARDING)
Discussion:	Governors had been provided with a copy of Mr Gray's report prior to the meeting and were invited to ask questions. A Governor asked if the library provision was being looked at and Mr Gray confirmed that it was. A Governor asked if the school was listening to what the parents were saying in the Parental Surveys. Mr Gray confirmed that they were. Mrs Ashcroft said her concerns are that parents have a different level of expectations and asked how quickly we respond to messages from parents. Mr Procter confirmed there is a policy in place and Mr Gray said we respond by the next working day. A Governor asked if we monitor whether parents have been responded to and if staff who are out of the office or on sick leave have put their "out of office" on. Mr Procter said that in terms of the particular issue in question, a parent was wishing for a response from a particular subject teacher during the school holidays. A Governor asked whether the SLT Self Evaluation exercise will be carried out to the next layer below. Mr Procter confirmed that it will. Mrs Ashcroft asked how the female students were settling in. Mr Procter said that Mr Hayes has been working with them and they are settling in well. Mrs Ashcroft asked if Governors had any questions on the Appendices of the Headteacher's report. Mr Gray provided Governors with an update on COVID and the vaccination programme. A Governor asked how many students are in school who are in a family that have someone who has tested positive. Mr Gray said we did not have this information but that if parents are waiting for a PCR test then the students have to stay off school. Mrs Ashcroft updated Governors on the permanent exclusion. The independent review has asked that Governors reconsider their decision and Mrs Ashcroft, Mr Roberts and Mr Mahony will form the panel who will consider this. A Governor asked if the student was being educated elsewhere. Mrs Ashcroft said that a report has concluded it is currently not in his best interests to attend a school and the LA is sending him work. Mr Gray provided Governors with an update on the fixed-term exclusions. Matters requiring Governor approval are the toilet refurbishment and the review of the library. **All were in favour.**

AGENDA ITEM 7	EXAMINATIONS	
Discussion:	Mr Douglass gave a Powerpoint presentation and Governors were invited to ask questions. Mrs Ashcroft asked Mr Douglass to explain the different colours on the summary on external exams charts. A Governor asked whether we look at the subjects in any way other than alphabetically. Mr Douglass confirmed there are different ways of summarising the data. A Governor asked about the A level and GCSE graphs by subject as the GCSE had more red columns on it. Mr Douglass said that they will monitor these going forward. Mrs Ashcroft asked what they were expecting for 2022 and how are we preparing those students who have not sat any formal exams. Mr Procter informed Governors that the current Year 13 sat exams in the summer and Mr Douglass confirmed there are some formal exams in January 2022. Mr Procter said the Curriculum team will monitor this to ensure all students are prepared. Mrs Ashcroft asked what SLT's view is with regard to an acceptable level of drop and how should Governors challenge this. Mr Adamson stated that we do not currently have any figures and that it is important to strike a balance between how realistic we were and ensuring that we do not give students an unrealistic target. Mr Adamson said he can provide estimates to Governors as and when they require these. Mrs Ashcroft asked Mr Douglass how the Boy/Girl figures for the 6th form compare with the national figure and whether the Girls were disadvantaged as a small group in a large group of Boys. He said Mr Hayes has been looking at this. A Governor asked if the Progress 8 scores were higher due to the different ways the students in 6th form have been learning and whether there needs to be more independent study moving forward. They also asked if the 6th form Girls who have joined from another school had been using a different learning style. Mrs Ashcroft asked Mr Douglass to look at the data of the 6th form Girls and the learning styles and compare it with national data. A Governor asked how many students achieved places at Oxbridge. Mr Gray will check. Mrs Ashcroft thanked Mr Douglass for his presentation.	
Decision:	Mrs Ashcroft asked Mr Douglass to look at the data of the 6th form Girls and the learning styles and compare it with national data. Mr Gray to check how many students went to Oxbridge.	**PD** **SG**

AGENDA ITEM 8	SLT ROLES AND RESPONSIBILITIES	
Discussion:	The documents provided were reviewed there were no questions. The advert for the 3rd DHT will go out next week. Governors will be invited to play a part in the process.	
Decision:	Mrs Ellis to provide details of DHT recruitment	**DE**

AGENDA ITEM 9	HEADS OF FACULTY	
Discussion:	Mrs Ashcroft advised that there were now two new heads of faculty in post and that they would be attending October FGB to present their plans for the year ahead.	
Decision:	HOF to attend FGB in October.	**DE**

AGENDA ITEM 10	UPDATE FROM CHIEF FINANCIAL OFFICER	
Discussion:	Governors had been provided with a copy of Miss Palios' report prior to the meeting and were invited to ask questions. Ms Palios confirmed that the internal audit is 50% completed. Mrs Ashcroft asked Mr Gray if domestic school trips had commenced and he confirmed that they had. Mr Procter provided Governors with an update on the building work: ▪ E-block asbestos removal commences on 4th October. ▪ Work on the prefab units will commence in early January 2022 with full completion by 31st March 2022. ▪ Roof - the scaffolding will be erected during October half term. The work on the gym roof is more extensive so will go on for longer so he will be reviewing the PE department.	

AGENDA ITEM 11	FORMAL APPROVAL	
Discussion:	**Approval of Policies** Mrs Ashcroft informed Governors that the policies had already been through the relevant Committees and Governors were invited to ask questions. ▪ **Behaviour Policy.** Page 3 is to be amended to also include homophobic remarks. The Sanctions guidelines will be looked at next time with regard to "potential and actual" actions. A Governor asked what is in place for pupils to report sexual violence and harassment and how it is recorded. Mrs Storey will be asked to review this. A Governor asked whether minor damage is treated more harshly than potential damage and that we may wish to review this next time. Subject to that amendment the policy was agreed. ▪ **Pay Policy -** all were in favour. ▪ **Appraisal Policy** - all were in favour.	
Decision:	Mrs Storey to review how pupils report sexual violence and harassment	**VS**

AGENDA ITEM 12	GOVERNANCE MATTERS	
Discussion:	Mrs Ashcroft asked for confirmation from Governors that the school will continue to operate with the provision of the burgundy and green books. All were in agreement. Academies Trust Handbook 2021. Mrs Ashcroft informed Governors that at October FGB she will ask them to sign a sheet to confirm they have read it. Mrs Ellis will email Governors a copy of the handbook.	
Decision:	Mrs Ellis to send a copy of the Academies Trust Handbook 2021 to Governors	**DE**

AGENDA ITEM 13	RISKS & OPPORTUNITIES	
Discussion:	There have been no changes since the registrar was last presented to Governors. Mrs Ashcroft if the buildings works will be added to the register and it was confirmed that they would. A Governor raised the issue of cyber-attacks in secondary schools. Mr Adamson will discuss this with IT. Mrs Ashcroft asked if the insurance policy could be checked.	
Decision:	Mr Adamson to speak to IT with regard to cyber-attacks. Miss Palios to review the insurance policy.	**PA** **SP**

AGENDA ITEM 14	DECISIONS MADE BY EMAIL	
Discussion:	Mrs Ashcroft informed Governors that Mrs Storey is arranging an accreditation in order that Governors and teachers receive training in Prevent. There is a 40-minute online course for them to complete by the FGB in October. Mrs Ellis will send Governors the link.	
Decision:	Mrs Ellis to send Governors the Prevent training link.	**DE**

AGENDA ITEM 15	UPDATES FROM COMMITTEES
Discussion:	▪ Estates and Buildings update. This was covered in Agenda Item 10. ▪ H&S Update. Mr Underwood confirmed that the H&S training had been carried out.

AGENDA ITEM 16	ANY OTHER BUSINESS	
Discussion:	Safer recruitment online course - Mrs Ellis will send the link for the training course to Mrs Cross and Mr Underwood. Mrs Cross provided Governors with an update on the interviews for LSA staff. One candidate was not able to take up the position due to it only being a fixed-term and she felt an opportunity had been missed. It was agreed that moving forward this would be reviewed. Mr Gray confirmed he has already discussed this with Mrs Storey.	
Decision:	Mrs Ellis to re-send the training link.	**DE**

The meeting concluded at 19:45

Date of next meeting: **14 OCTOBER 2021 at 18.00 hours**

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MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 14th October 2021
Time & Venue:	6pm D34 (Lecture Theatre)
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Gillian Carswell (via video conference) Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mr Dan Meigh Mr Chris Penn Mr Andrew Tallents (via video conference) Mr John Wylie
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mr A Cliffe Mrs Alison Eyre (Minute clerk) Miss Sofia Palios (Chief Financial Officer) Mr Andrew Procter (Deputy Headteacher)

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

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from Mr Mahony, Mr Roberts, Mr Underwood and Mrs Waterfall.

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.

AGENDA ITEM 3	UPDATES FROM STAFF
Discussion:	Mr Ant Cliffe provided Governors with an update on his coaching role within the Institute of Physics. Governors were invited to ask questions. Mr Cliffe informed Governors that STEM have also asked him to go into other schools which are not in his group. He said the feedback from the sessions is positive and that Calday is classed as a lead school of the IOP. Mrs Ashcroft asked what the benchmark was for a physics teacher. Mr Cliffe responded that it was a degree in either Physics or Engineering. Mrs Ashcroft asked Mr Cliffe if he had taken anything from what he had learnt and brought it back to use at Calday. Mr Cliffe confirmed that he had and that he shares his learning with the staff. There were no further questions and Mrs Ashcroft thanked him for his presentation.

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AGENDA ITEM 4	APPROVAL OF THE MINUTES – 16th SEPTEMBER 2021
Discussion:	Mr Procter's name had been spelt incorrectly. Subject to this, the minutes were agreed as a true copy.

AGENDA ITEM 5	MATTERS ARISING/ACTION TRACKER	
Discussion:	The action tracker was updated. Mrs Ashcroft provided Governors with regard to governance. The Bennett Trustees; Mr Sherlock, Mr Loney, Mr Davies and Mr Wylie are to be the "Members" of the Academy along with the person who is from time to time Chair of Trustees (Governors). Mr Wylie will step down from the Governing body and the 2021 model Articles of Association for Academy Schools will be adopted. Mrs Ashcroft informed Governors that Miss Palios will be Company Secretary to the Members.	
Decision:	Faculty Heads will be invited to attend FGB in November. Miss Palios will organise a further Finance and Audit Committee meeting so that there are four meetings in the school year as required. Miss Palios to look at the Academies Plan and check what the funding settlement will be. Mr Douglass to look at the data of the 6th form Girls and the learning styles and compare it with national data and update at FGB in November. Mrs Storey to review how pupils report sexual violence and harassment. This will be considered at the Curriculum and Student Welfare Committee. Mr Adamson will ask Mr Breeze to prepare a written report with regard to how the school would deal with a cyber-attack.	**DE** **SP** **SP** **PD** **VS** **PA**

AGENDA ITEM 6	REPORT TO GOVERNORS (TO INCLUDE SAFEGUARDING)
Discussion:	Governors had been provided with a copy of Mr Gray's report prior to the meeting and were invited to ask questions. Mrs Ashcroft asked for an update on the COVID situation. Mr Procter stated that there were 51 active cases which equates to 3.1% of the school population. He said that the Wirral figure for Tuesday 12th October was 7.8%. There are 4 staff members who are active. Mrs Ashcroft asked how this is impacting the school. Mr Procter confirmed that the absences are one group in one Yr 9 form and that the rest are across forms and year groups. He said that those students who are well enough are using Google Classroom at home and that teachers who are not in school are requested to update their classes on a weekly basis. Mrs Ashcroft asked for an update on the wearing of masks. Mr Procter said that he has spoken to Public Health England and that currently all staff and pupils still wear masks in corridors and communal areas and this will be maintained next half term. He said that we have carbon dioxide monitors to check ventilation. He informed Governors that 70% of 12-15 year olds in school have now been vaccinated. Mrs Ashcroft asked if any anti-vaxxers came to the school. Mr Procter said they did on one occasion but not the day on which vaccinations were taking place. The anti – vaxxers did not cause disruption and left when they were asked so to do.

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	Mr Gray went through the progress on his objectives, following the objective setting meeting of 30 September 2021 and the report of the SIP Mrs Winterson. A Governor asked what the initial response had been to the Parent Surgery. Mr Gray said that up to now they have four responses and he will send out a reminder to on 15 October 2021. Mr Gray provided Governors with an update on the recruitment of a Deputy Head. He said that there had been 12 external applicants and none of the external candidates had been suitable. Mr Gray informed Governors that he will proceed with an interim internal process as communicated by e mail from Mrs Ashcroft on 7 October 2021. A Governor asked Mr Gray what will happen if the candidate for the interim does not meet the standard. Mr Gray said if this was the case then they would not appoint. A Governor asked what would be the process when the interim has been appointed. Mr Gray stated that the school would look again at making a permanent appointment in the summer term. He confirmed he will seek Governor approval to use a recruitment company in the new year and will run this alongside TES. It was noted that at the Grammar School Heads conference a number of models of evaluation had been discussed. Mrs Ashcroft asked Mr Gray what the VESPA model was. Mr Gray stated he would provide further detail on this and other models. Mr Gray said it is about finding a model that fits the best and will provide Governors with further details. A Governor asked what "Producing a Coaching Plan for Governors" means. Mr Gray said that this had been mentioned by Mr Roberts in his appraisal and he will provide a regular update on this. Matters requiring Governors approval are: • **Staffing Issues**. Mr Gray provided Governors with an update as this was not in his report. He confirmed that Mrs Lorraine Casey (Catering Manager) had requested a job evaluation which has been awarded. **All were in favour.** • **Formal approval of pay progression**. Mrs Ashcroft left the room whilst this was being discussed as she sits on the Appeals Committee so Mrs Carswell provided Governors with an update from the Personnel Committee Meeting. All were in agreement and Mrs Ellis will send the letters out to the staff members in question. Mrs Ashcroft re-joined the meeting.	
Decision:	Mr Gray to provide details on the VESPA model. Mrs Ellis to send letters out to the staff members who have achieved pay progression.	**SG** **DE**

AGENDA ITEM 7	**SCHOOL IMPROVEMENT PLAN REVIEW**
Discussion:	Mr Gray gave a Powerpoint Presentation and Governors were invited to ask questions. Mr Gray distributed a KPI tracking document which he will include in his report from November. A Governor provided an update from his Learning Walk and Mr Gray said that new members will also be invited to do Learning Walks. It should be made clear to the staff that the primary purpose of a Governor Learning Walk was so that the governors could learn about the school. Mr Gray said he is currently reviewing the Governor Visitor Form. A Governor said it is important that staff understand why Governors are coming into the school and suggested there was a planned yearly programme so that no areas are left out.

	Mrs Ashcroft encouraged Governors to come to the school as and when they were able to. A Governor said it was encouraging to see the KPI's and would like to see a more strategic view going forward so that Governors can understand the challenges facing the school. Mr Gray said will include this in his "measures" document. A Governor asked how our priorities are articulated to our students. Mrs Ashcroft confirmed that this was discussed at the Awayday and that strategic aim is "t**o be an outstanding school where everyone can reach their full potential"** Mrs Ashcroft invited the SLT to consider whether the strapline of Ambition, Respect and Pride, Ambition is still fit for purpose. Mr Gray informed Governors that the strapline of Ambition, Respect and Pride will be discussed at the SLT Awayday on 6th November. In terms of school improvement, when giving his presentation Mr Gray, stated that in terms of a grading for the school ' good was not good enough' a governor sought clarification of this statement, pointing out that not all pupils would achieve a grade 9 /A* (i.e an outstanding result) and that a tailored approach was necessary. Mr Gray acknowledged this and confirmed that there was a bespoke approach to individual pupil achievement, but that the comment pertained to his vision of achievement for the school as a whole. Mrs Ashcroft thanked him for his presentation.	
	KPI tracking document to be included in Mr Gray's report from November.	**SG**

AGENDA ITEM 8	**UPDATE FROM CHIEF FINANCIAL OFFICER**	
Discussion:	Governors had been provided with a copy of Ms Palios' report prior to the meeting and were invited to ask questions. Miss Palios updated Governors on the issues in the Catering Department and Mrs Ashcroft confirmed that Miss Palios should take appropriate steps to support the catering team and to realise a small profit for the school. Mrs Ashcroft asked why there were not as many buses required. Mr Procter said that initial interest was taken in the Summer before the Yr 7 students arrive and that the prediction is based on that. However, he said that not all those places came to fruition and some routes were amalgamated. A Governor asked about the staffing costs. The aim is for staffing to be 80% of income. Miss Palios confirmed that the staffing budget is £7m per year and our income is £9.7m per year so we are under this. Miss Palios confirmed that the external audit was completed last week and that the internal audit will be completed by next week. Mrs Ashcroft thanked Miss Palios for her update. Mrs Carswell left the meeting at 19.30.	
Decision:	Home to School Transport will be discussed at November FGB.	**SP**

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AGENDA ITEM 9	FORMAL APPROVAL	
Discussion:	Approval was required for: ▪ The opening of two new bank accounts for CAP'S and the CCF. **All were in favour.** ▪ School Improvement Plan for this academic year. **All were in favour**. ▪ Staff Issues. Mr Gray had produced a staffing update which he distributed at the meeting. **All were in favour.**	
Decision:	As agreed above.	

AGENDA ITEM 10	GOVERNANCE MATTERS	
Discussion:	Governors are requested to confirm that they have read and understood the Academies Trust Handbook. Mrs Ellis will send out the form for completion.	
Decision:	Mrs Ellis to send out the Academies Trust Handbook form.	**DE**

AGENDA ITEM 11	RISKS & OPPORTUNITIES	
Discussion:	Miss Palios updated Governors on the construction work which is being planned around the school timetable. She confirmed that extra insurance is in place. Miss Palios will circulate a revised Risk Register. Mrs Ashcroft asked what was the impact of E-block. Mr Procter confirmed it is mainly for car parking and one way systems.	
Decision:	Miss Palios to send out the Revised Risk Register	**SP**

AGENDA ITEM 12	DECISIONS MADE BY EMAIL	
Discussion:	Mrs Ashcroft informed Governors that no students had been tested for entry. Mrs Ashcroft has received a Freedom of Information request via email asking for the grades awarded in A level maths in 2021. Mrs Ellis will provide Governors with this information when it has been answered. Mrs Ashcroft informed Governors that she has the Joint Advice on Teachers pay from the Unions if any Governor wishes to see it. Mrs Ashcroft has received a letter from a parent who was concerned about her son having the vaccine.	
Decision:	Mrs Ellis to provide Governors with a copy of the information provided for the FOI request.re A level maths in 2021.	**DE**

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AGENDA ITEM 13	UPDATES FROM COMMITTEES AND GOVERNORS
Discussion:	Mrs Cross informed Governors that Mr Hayes asked her if she would be the Governor's Representative on the Careers Team and she has agreed to undertake this role. Mrs Cross attended a Wirral Networking session on the Recruitment and Retention of Governors. Mrs Cross commented on how well the Alumni corridor looks.

AGENDA ITEM 16	ANY OTHER BUSINESS	
Discussion:	The FGB in November will commence at **5pm.**	
Decision:	Mrs Ellis to inform attendees of the change of time for FGB in November.	**DE**

The meeting concluded at: 19.36

Date of next meeting: **11th NOVEMBER 2021 at 1700 hours**

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 11th November 2021
Time & Venue:	5pm 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) Mr Denis Mahony Mr Chris Penn Mr Alan Roberts Mr Andrew Tallents Mr Martin Underwood Mrs Amanda Waterfall Mr John Wylie
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mr Colum Cunningham (Head of Faculty) Mrs Alison Dailey (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Mrs Sile Hayes (Assistant Headteacher) Mr Paul Miller (Head of Faculty) Miss Sofia Palios (Chief Financial Officer) Mr Andrew Procter (Deputy Headteacher) Mrs Chris Weston (Head of Faculty) Mrs Helen White (HR Manager)

Mrs Ashcroft informed attendees that the meeting had been called for 5pm in order that Governors could attend the school play. She confirmed that agenda items would be updates by exception to ensure a prompt finish.

The Governors confirmed permission for Mr Adamson, Mr Cunningham, Mrs Dailey, Mrs Eyre, Mrs Hayes, Mr Miller, Miss Palios, Mr Procter, Mrs Weston and Mrs White to attend the meeting.

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from Mrs Carswell and Mr Meigh

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.

AGENDA ITEM 3	UPDATES FROM HEADS OF FACULTY
Discussion:	Mrs Ashcroft welcomed the Heads of Faculty who each provided a short presentation. Governors were invited to ask questions in relation to their Faculty Plans.

	Humanities and Social Sciences - Ms Chris Weston A Governor asked how they engage students coming in from Yr 7. Mrs Weston said that as well as extra-curricular clubs, they try to ensure that students feel involved in lessons. Mrs Weston said that when she does her learning walks, she observes the lessons to ensure that it is not just the same students who are putting their hands up. **English and Maths - Mrs Sile Hayes (until new T/head of faculty is appointed)** A Governor asked how they are looking at learning from other schools. Mrs Hayes informed Governors that they will be bringing back the groups that they had pre-Covid and confirmed that the English and Maths groups are being built back up across the Wirral. Mrs Hayes said they are also looking at particular subjects which they want to make links with and building this up. **Communication and Creativity - Mr Paul Miller** A Governor stated that he fully supported Mr Miller in supporting students to be active in their learning and that it is a positive step forward. **Science - Mr Colum Cunningham** A Governor asked if reading weeks would be something that would be considered for Yr 10 students upwards. Mr Cunningham will email a copy of his presentation to Governors. Mrs Ashcroft thanked the Heads of Faculty for their presentations.
Decision:	Mr Cunningham to email a copy of his presentation to Governors. **CC**

AGENDA ITEM 4	**WELBEE**
Discussion:	Mrs White provided a short overview and updated Governors on the process moving forward. Governors were invited to ask questions. In response to a question from a governor, Mrs White said there is some good data and some inconsistencies. She informed Governors that some of our information is hard to link to other organisations and has discussed this with the founder of Welbee. Mrs White said that we have realistic action points in our action plan. A Governor asked if the focus group will get external views moving forward. Mrs White confirmed that the founder of Welbee is happy to come in and support the school and that we may utilise external bodies. A Governor said he felt there were some areas of contradiction and was concerned about the algorithms. Mrs White stated that the key is to get people together in a room and to complete the survey at the same time. A Governor asked how was the figure of 18% was reached. Mrs White stated that there is a group of staff who have not yet taken part as they do not use their Calday accounts. Mrs White is looking to improve this for the next survey. She confirmed that the weakest area is support staff. A Governor noted that there were 227 comments and asked how many comments we were taking action on. Mrs Dailey confirmed that she had emailed each teacher who had made a positive comment to say thank you. Mr Procter said that around ⅓ of the comments were negative. Mrs Ashcroft thanked Mrs White for her presentation.

AGENDA ITEM 5	**APPROVAL OF THE MINUTES**
Discussion:	The minutes of 14th October were agreed as a true copy.

AGENDA ITEM 6	**MATTERS ARISING/ACTION TRACKER**
Discussion:	The action tracker was updated.

AGENDA ITEM 7	REPORT TO GOVERNORS (TO INCLUDE SAFEGUARDING)	
Discussion:	Governors had been provided with a copy of Mr Gray's report prior to the meeting and were invited to ask questions. A Governor asked how the parent feedback is changing. Mr Gray was of the view that it was good and many parents were seeking answers. When they were provided the parents understood. Matters requiring Governor approval are: • **Employing another cover supervisor.** All were in agreement in principle. • **Extending library hours**. A Governor asks what Mr Gray meant by disadvantaged students. Mr Gray said that it is about looking at particular families and focussing on them. All were in agreement.	
Decision:	As agreed above.	

AGENDA ITEM 8	UPDATE FROM CHIEF FINANCIAL OFFICER	
Discussion:	Governors had been provided with a copy of Miss Palios' report prior to the meeting and were invited to ask questions. Miss Palios informed Governors that the tri-annual valuation is due in March 2022. A Governor asked if Covid has had an effect on the use of school buses. Miss Palios will check this.	
Decision:	Miss Palios to check what effect Covid has had on the use of school buses.	**SP**

AGENDA ITEM 9	FORMAL APPROVAL	
Discussion:	**Support Staff Overtime Working Policy** Due to time constraints Mrs Ashcroft requested that this be discussed at the Personnel Committee and brought back to FGB in January or February.	
Decision:	Policy to be discussed at Personnel and brought back to FGB in January or February	**GC**

AGENDA ITEM 10	RISKS & OPPORTUNITIES
Discussion:	Miss Palios updated Governors and said that demolition of E-block had gone smoothly.

AGENDA ITEM 11	DECISIONS MADE BY EMAIL
Discussion:	Mrs Ashcroft informed Governors there had been no decisions made by email and that no students had been tested for entry. Mrs Ashcroft informed Governors that she had received communication from the swimming pool trust, regarding the possibility of solar panels for the roof of the swimming pool. She has requested that they look into this and report back.

AGENDA ITEM 12	UPDATES FROM COMMITTEES AND GOVERNORS	
Discussion:	Mr Underwood has completed the Prevent training. Mrs Ashcroft reminded Governors that they must all complete this. Mrs Ellis will send Governors the link for the Safeguarding training.	
Decision:	Mrs Ellis to send the link for the Safeguarding training.	**DE**

AGENDA ITEM 13	ANY OTHER BUSINESS
Discussion:	Mrs Ashcroft informed Governors that Mr Wylie will be stepping down as a Director but, along with other members of the Bennett Trust, will become a Member of the umbrella trust that manages the school. Mrs Ashcroft thanked Mr Wylie for all his support. Mrs Ashcroft also thanked all the staff for all their hard work.

The meeting concluded at 18.46

Date of next meeting: **13th January 2022**

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 13th January 2022
Time & Venue:	6pm D34 (Lecture Theatre)
Attendees:	Mrs Tracy Atherton Mrs Gillian Carswell (via video conference) Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mr Denis Mahony (Chair) Mr Dan Meigh (arrived 18:20) Mr Chris Penn (via video conference) Mr Alan Roberts Mr Andrew Tallents (via video conference) Mr Martin Underwood Mrs Amanda Waterfall (via video conference)
In attendance	Mrs Alison Eyre (Minute clerk) Miss Sofia Palios (Chief Financial Officer) Mr John Wylie (Academy Member)

The Governors confirmed permission for the attendance of Mrs Eyre, Miss Palios and Mr Wylie.

Miss Palios gave Governors an overview of Mr Wylie's new role as an Academy Member. She confirmed that he has no voting rights at Board meetings and is not involved in the day to day running of the school. The role of Members is to hold Trustees to account. Mr Wylie provided Governors with an overview of who the members are and thanked Mr Roberts and Mr Mahony as previous members.

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from Mrs Ashcroft.

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.

AGENDA ITEM 3	APPROVAL OF THE MINUTES
Discussion:	The minutes of 11th November 2021 were agreed as a true copy and were signed off by Mr Mahony. **Agenda Item 8** - Miss Palios said that with regard to whether Covid had had an effect on the use of school buses that there is only anecdotal evidence and nothing concrete. **Agenda Item 12** - Governors confirmed they had received the link for the Safeguarding training. This is to be completed by FGB in February.
Decision:	Governors to complete Safeguarding Training for FGB in February **ALL**

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

AGENDA ITEM 5	REPORT TO GOVERNORS (TO INCLUDE SAFEGUARDING)	
Discussion:	Governors had been provided with a copy of Mr Gray's report prior to the meeting and were invited to ask questions. A Governor thanked Mr Gray for the content of the report and said that our ongoing commitment to staff development is to be commended. He asked if Mr Gray could produce a more detailed report around Pupil Premium and whether this should be an agenda item. Mr Gray stated that he is meeting with Mr Cavanagh next week (the Pupil Premium Champion) where he will refine their ideas and then present data for each year group to FGB. Mr Mahony asked for an update regarding the issues of the Gym and the Business Block. Mr Gray said that with regards to the Gym, they are working around it and that it is all going to plan. Mr Underwood informed Governors that with regard to the Business Block they are looking at various options and that he, Mr Procter and Mrs Parsons had met with E3Cube in November. Mr Mahony asked if it was possible to have a plan by the end of term. Mr Underwood said that at the moment they do not know about the expenditure on the labs and said that the labs are a higher priority than the Business Block. He will report back to FGB after the next Infrastructure & Governance meeting. A Governor commented on the Pastoral System Review. He stated that he appreciates why we have gone back to the yearly structure but reminded him that about 3 years ago we decided to move to the house structure and requested that he bear this in mind when he does his review. A Governor asked Mr Gray about Curriculum. Mr Gray confirmed that he is looking at homework, marking, learning walks etc and that a lot of work had been done pre-Covid by Mr Adamson. He informed Governors that it is ongoing from that piece of work. Mrs Ashcroft had prepared a list of questions in relation to the Headteacher's report which Mr Gray had provided responses to. These will be attached to the minutes. A Governor said there are some very good initiatives and asked Mr Gray about the network of Headteachers and the likelihood of examinations going ahead. Mr Gray stated that he hoped they would be able to go ahead and that there will be an announcement in February. He confirmed that he will communicate this to parents once the announcement is made. Mr Mahony asked Mr Gray if he had any comments on the school improvement priorities. Mr Gray stated that this will evolve and he will update Governors every few months. **Matters requiring Governor approval are:** ● **Premises team** - Mr Gray will come back with proposals once a new person is recruited. Agreed in principle. ● **Review of the pastoral system** - Mr Gray will keep Governors updated and will provide proposals. Agreed in principle. ● **Teaching contact time** - Mr Gray will inform staff that we are not prioritising this. Agreed in principle. ● **Appointment of a Cover Supervisor**. All were in agreement and Mr Mahony formally approved the appointment.	
Decision:	Mr Gray to present Pupil Premium data for each year group to FGB. Mr Underwood to update Governors on the Business Block.	**SG** **MU**

AGENDA ITEM 6	UPDATE FROM CHIEF FINANCIAL OFFICER	
Discussion:	Governors had been provided with a copy of Miss Palios' report prior to the meeting and were invited to ask questions. She informed Governors that several trips had been cancelled but these were covered by our insurance. Miss Palios said that the stocktaker had been very helpful and a Governor asked if she had a view of what a normal level of stock would be. Miss Palios stated that it is £1.5k of stock per day and that we currently hold £8.5k worth of stock. A Governor asked who was responsible for the takings and Miss Palios confirmed that it was the catering manager. A Governor asked if we had enough freezer capacity and Miss Palios confirmed that we did. Mr Mahony asked if there was any effect of non-cash items. Miss Palios confirmed that this was the Pension but we have no control over this. Mr Mahony asked if there is a deterioration into next year. Miss Palios informed Governors that there is significant investment in the Estates plan which will see cash balances deteriorate but they do not go below £500k. A Governor noted that we had over-spent on agency supply cover and asked whether this was due to Covid or if there were other issues. Miss Palios stated that the cover supply included Covid mass testing agency staff (for which we received funding) and also cover for catering maternity leave which is why it shows as being over budget. Mr Gray said that this year we have also had significant long-term absences amongst staff. He confirmed that this is under control and will level off.	

AGENDA ITEM 7	FORMAL APPROVAL	
Discussion:	**Support Staff Overtime Working Policy** Mrs Carswell provided Governors with an overview of the changes and they were invited to comment on the policy. Mrs Carswell confirmed that the main change is around pre-approval of overtime before it is worked. She confirmed that the policy was approved at Personnel. Mr Gray will meet with support staff leaders next week to launch it and will reiterate the key points with them. All were in agreement. **Admissions Policy** Mr Gray provided an overview of the policy and Governors were invited to ask questions. He confirmed that it has to be with the LA by the end of January for inclusion in the documentation for September. The School will need to undertake statutory consultation from 1st October. Mr Gray confirmed that the key point of the policy is that all students coming will be required to have Grade 6s in a minimum of 5 subjects. He proposes keeping Maths and English at grade 5 as 'enabling subjects'. A Governor asked if it was possible to do some modelling in terms of the previous couple of cohorts and apply this formula. He also asked if this change will impact future numbers. Mr Gray informed Governors that some students who achieve grade 5s are not able to achieve the standards needed for 6th form and said that this change means that we will have the most appropriate students for the courses. Mr Mahony asked Mr Gray if he was seeking approval for the policy. He confirmed that at this stage he wished to pre-empt the changes and to ask Governors to consider it. A Governor asked if the teacher-assessed grades of the last two years have had an impact on who has been accepted and whether we are potentially going to have a knock on where grades will re-adjust. He added that he felt there needs to be some data analysis, as he would be cautious about making a long-term decision based on the last two years. A Governor asked Mr Gray if he was proposing going out to consultation as this would be a change to the Admissions Policy. Mrs Ellis confirmed that this would be for 2024. Mr Gray asked Governors whether they thought there should be a clause in the policy about special consideration, rather than wait for September and possible appeals. A Governor commented that she found it helpful to speak to the students and parents at the appeals. Mr Mahony asked Mr Gray to see how this could be built into the policy.	
Decision:	Mr Gray to look at a Special Consideration Clause for the Admissions Policy.	**SG**

AGENDA ITEM 8	RISKS & OPPORTUNITIES
Discussion:	Miss Palios confirmed there were no updates.

AGENDA ITEM 9	DECISIONS MADE BY EMAIL
Discussion:	Mr Mahony confirmed that there had been no decisions made by email. Mrs Ellis informed Governors that one Yr 9 student had been tested on 19th November 2021 and did not meet the standard. The parents have appealed this. Three Yr 7 students were tested on 15th December and one met the standard. Two Yr 8 students were also tested and did not meet the standard. Waste Tender - Mrs Ellis will speak to Mrs Ashcroft.
Decision:	Mrs Ellis to speak to Mrs Ashcroft about the Waste Tender. **DE**

AGENDA ITEM 10	UPDATES FROM COMMITTEES AND GOVERNORS
Discussion:	**Finance & Audit Committee Meeting** - Mr Roberts updated Governors and they were invited to ask questions. He informed them that the external audit needs to go out to tender as it is legally required. The Audit Report required formal acceptance and all were in agreement. **Curriculum & Student Welfare** - Mrs Cross informed Governors that this meeting will take place after the Awayday. She will liaise with Mrs Ellis to arrange a date at the end of February. **Infrastructure & Governors** - Mr Underwood will organise a date for the next meeting. **Year 11 Internal Examination Overview** - Mr Gray informed Governors that he will work on this going forward and will keep Governors updated.
Decision:	Mrs Cross to liaise with Mrs Ellis to arrange a Curriculum & Student Welfare Committee meeting by the end of February. **AC/DE** Mr Underwood to arrange an Infrastructure & Governance Committee Meeting **MU**

AGENDA ITEM 11	ANY OTHER BUSINESS
Discussion:	Mrs Cross informed Governors that a Safeguarding Steering Group meeting had been held on 12th November where various items had been discussed. Mr Mahony asked what the outcome of completing the Safeguarding Training was. Mrs Ellis confirmed that it is a statutory requirement and needs to be completed by the FGB in February.

The meeting concluded at: 19:23

Date of next meeting: **Thursday 10th February 2022**

Calday Grange Grammar School

CONFIDENTIAL ITEM FOR FGB ON 13TH JANUARY 2022
The Possibility of the Formation of a Multi-Academy Trust

Governors had been provided with a copy of Mr Gray's report prior to the meeting and he gave a verbal overview

Mr Mahony asked each Governor for their views and they were invited to ask questions.

Mr Mahony informed Governors that when he had worked on this several years ago, there had not been any interest at secondary level. He asked Mr Gray why the primary schools were now interested and what, in his opinion, did they see Calday's role as being.

Mr Gray said he believes it is because Calday has wider access to services and staffing and that potentially it might help primary schools with their OFSTED gradings.

Mr Mahony asked if Mr Gray knew who the other 9 schools were. Mr Gray said he did not as currently it is not a formal structure.

Mr Roberts asked why only Calday was approached. Mr Gray stated that one of the other headteacher's has a son at Calday and he had read about it in Mr Gray's Parent Communications.

Mr Meigh said he felt it would be more positive to do this with junior schools and that it is a good position for us to be in.

Ms Palios said she felt it was positive but stated that her concern would be around the financial viability of the primary schools and whether they would, potentially, weaken our financial position.

Mrs Cross asked why the primary schools had suddenly decided to proceed with this. She stated that in theory, it sounded viable, but did not know enough details.

Mr Roberts said he felt that collectively it is a good idea and it could be very positive. He said that if we could set up a system of excellence of sharing the load that this would be very helpful.

Mr Underwood stated that he was in favour and felt it was worth pursuing. He said his only comment would be that if Hilbre and West Kirby are not wishing to take part, we do not want this to compromise our relationship with them.

Mrs Atherton said it was very positive but that from an estates point of view, we would need to look at who is wanting to join and what issues they may bring.

Mr Wylie was in favour.

Mrs Waterfall stated that it is important to give it due diligence and to be mindful of how it is going to impact on our decision-making longer term.

Dr Carswell said that she agreed with all the previous comments.

Mr Tallents agreed that we need to do due diligence and to have a discussion on why Hilbre and West Kirby did not want to join.

Mr Penn declared a conflict of interest and stated that one of the schools is his school. He said that he had previously brought a paper to FGB from DfE about MAT's and informed Governors that it is his understanding that there is due to be white paper published on how to move schools forward. His view is that it is complicated and complex and there are a number of factors we need to consider.

Mr Penn asked whether it is just headteachers leading this or are Governors involved and who would be members of the Trust Board? He said that it is important that all stakeholders are involved in understanding what people perceive MAT to look like. He also said it is important to agree who will drive it and how it will work in practice. He informed Governors that if any schools have a religious designation that this will impact on who could form the MAT.

Mr Penn informed Governors that he would be happy to be involved in any development work.

Mr Mahony summarised by informing Governors that we are at the beginning of the process and that due diligence is critical on our part. He stated that if Calday were going to be involved in this, then we had to be the lead as it is going to be very complicated.

Mr Mahony confirmed that the working party and committee will be reformed under Mrs Ashcroft and suggested that there is a sub-committee who work with Mr Gray.

Calday Grange Grammar School

ACTION TRACKER AS AT THURSDAY 13th JANUARY 2022

Actions from 13th January 2022				
Agenda item	**Action**	**Person responsible**	**Date Due**	**Status**
Approval of the minutes	Safeguarding training is to be completed by FGB in February	**All**	**February**	**Ongoing**
Matters arising	Following his meeting with Mr Adamson, Mr Breeze is to provide a report on how the school would deal with a cyber attack.	**PA/DB**	**Ongoing**	**Ongoing**
Report to Governors (including Safeguarding)	Mr Gray to present Pupil Premium data for each year group to FGB. Mr Underwood to update Governors on the Business Block.	**SG** **MU**	**Ongoing** **Ongoing**	**Ongoing**
Formal Approval	Mr Gray to look at a Special Consideration Clause for the Admissions Policy.	**SG**	**Ongoing**	**Ongoing**
Decisions made by email	Mrs Ellis to speak to Mrs Ashcroft about the Waste Tender	**DE**	**Ongoing**	**Ongoing**
Updates from Committees and Governors	Mrs Cross to liaise with Mrs Ellis to arrange Curriculum & Student Welfare Committee meeting by the end of February. Mr Underwood to arrange an Infrastructure & Governance Committee Meeting	**AC/DE** **MU**	**February** **Ongoing**	**Ongoing** **Ongoing**

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 10th February 2022
Time & Venue:	6pm D34 (Lecture Theatre)
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mr Denis Mahony (via video conference) Mr Dan Meigh Mr Chris Penn Mr Alan Roberts Mr Andrew Tallents (via video conference) Mr Martin Underwood
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mrs Alison Dailey (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Mrs Sile Hayes (Assistant Headteacher) Miss Sofia Palios (Chief Financial Officer) Mr Andrew Procter (Deputy Headteacher)

The Governors confirmed permission for the attendance of Mr Adamson, Mrs Dailey, Mrs Eyre, Mrs Hayes, Miss Palios and Mr Procter.

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from Mrs Carswell, Mrs Cross and Mrs Waterfall.

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.

AGENDA ITEM 3	PRESENTATION BY MRS DAILEY AND MRS HAYES
Discussion:	Mrs Dailey and Mrs Hayes presented on progress made in their roles, focusing on class practice and consistency. Governors had been provided with a copy of their presentation prior to the meeting and Mrs Ellis distributed their "21st Century Learning Skills for Calday" which accompanied the presentation. Governors were invited to ask questions. Mrs Dailey confirmed that once the Learning Journeys are complete they will go onto the school website. A Governor asked about the Faculty Review Protocol and how we look at doing subject reviews. He felt that these need to link into the school Self Evaluation document.

	Mrs Dailey confirmed that the main aim is to ensure consistency across all subjects. She said that they are continuing to look at reviewing policies and that the R&D team will present an update to Governors. A Governor asked Mrs Dailey whether issues such as "PC", "woke" and "cancel culture" were addressed in the 21st Century Learning Skills ideas. Mrs Dailey said that she has met with Mr Adamson and is looking at different ways of approaching how we teach and how we get students to constructively engage. She confirmed that there are lots of forums already in place where students have a voice and that it is about getting students to see wider skills and have the ability to be able to disagree. A Governor thanked Mrs Dailey and Mrs Hayes for all the information they had provided. He asked what the new curriculum journeys will be like for pupils from disadvantaged backgrounds. Mrs Daily said there will be differentiation in the journeys and that she will be working with Mr Rob Cavanagh and also taking advice from outside bodies. Mr Meigh said that he has also been designing a journey and felt that it is about ensuring that the journey is available for all students; that it looks the same and is appropriate for all students. Mr Gray confirmed that it will be a permanent self-review process and they will ask for feedback from students and families. A Governor asked how the continued use of supply teachers will affect the dynamics in lessons. Mrs Hayes said that the maps will hopefully assist the supply teachers and Mrs Dailey said that it will be used as a teaching and learning tool. A Governor commended Mrs Dailey and Mrs Hayes on the work they have done so far and said that it offered increased levels of assurance around consistency. He asked how the 21st Century Learning Skills are mapped against curriculum plans in relation to consistency and ensuring there is full coverage. Mrs Dailey said she has produced a piece of work which she will present to all staff in order for them to see how they can access the information in different subjects. She said that this is still a work in progress and that Mr Adamson has been assisting her following on from his work with HPL. A Governor said the Learning Journeys were very useful and asked whether there could be a hyperlink on the Core Learning Objectives. Mr Adamson confirmed they would be able to do this. Mrs Dailey said that she will also ask for feedback from parents and students. Mrs Ashcroft asked how this had been received by staff. Mrs Dailey said that they are doing a lot of work with new teams and new staff and that Mrs Hayes attends the Head of Faculty weekly meeting which is a forum for discussion. Mrs Dailey has prepared presentations which communicate their vision. She has presented these to Heads Of Faculty who have then presented them to their teams. Mrs Dailey said it is a slow, but positive, process. Mr Gray informed Governors that there is a lot of work going on which they are trying to manage at all levels. Staff are being re-assured that we are trying to make the school better and that overall, there is no significant negativity. Mr Gray said that he also meets with the unions on a regular basis. There were no further questions and Mrs Ashcroft thanked Mrs Dailey and Mrs Hayes for their presentation. Mrs Dailey informed Governors that she is happy to provide any further information should they require it.
Decisions:	The R&D team will be invited to FGB to present an update to Governors. **DE**

AGENDA ITEM 4	**APPROVAL OF THE MINUTES**
Discussion:	The minutes of the meeting of 13th January 2022 were agreed as a true copy.

AGENDA ITEM 5	MATTERS ARISING/ACTION TRACKER	
Discussion	The action tracker was updated. Mrs Ashcroft asked for an update on the MAT discussions. Mr Gray confirmed that we were no further on. Mr Gray had provided a copy of the Grammar School Heads discussion paper in his report and a Governor commented that there was some cautionary advice in this. The following was agreed: • Mr Gray will speak to the primary schools; • Mr Penn will provide Mr Gray with the details of an independent advisor who will be invited to come and meet with Governors to provide further understanding. A Governor said this was an important issue and suggested it be added to the agenda for the Strategy Day on 12th March. Mrs Ashcroft said it will either be added to the agenda for this meeting or a separate meeting will be arranged. **Cleaning Contract** - Mr Gray informed Governors that the contract with Chroda has been extended to 19/6/22. The Further Competition has been issued today and the closing date for submissions is now 11/4/22. A decision will be taken to the Finance Committee meeting to be agreed in principle with a decision being ratified at FGB in May. The new contract will commence on 20/6/22	
Decisions:	Mr Gray to speak to primary schools	**SG**
	Mr Penn to provide the details of the independent advisor	**CP**
	MAT's – this will either be added to the agenda for 12th march or a separate meeting will be arranged. Mrs Ashcroft to confirm date.	**CA**

AGENDA ITEM 6	REPORT TO GOVERNORS (TO INCLUDE SAFEGUARDING)
Discussion:	Governors had been provided with a copy of Mr Gray's report prior to the meeting and were invited to ask questions. Mr Gray said that the mini SEF is a large undertaking and that he is doing a phased approach Mrs Cross had given her apologies and had emailed Mrs Ashcroft with her questions/concerns as follows: 1. Do the new proposals for 6th form attendance mean that students will have a whole day off each week and if so, how will this affect the school. Mr Gray confirmed that we are proposing giving students more freedom and independence and that Mr Hayes has put certain measures into the Attendance Policy to reflect this. Mr Gray confirmed that no 6th form students will be having a whole day off. Mr Procter said that a lot of the decisions have been made in conjunction with the Attendance Officer of LA. 2. There are 2 students who are non-attenders are taking up a lot of pastoral time. Is there a cut-off point to when this support will end. Mr Gray said that in terms of attendance we have to support students. He confirmed that Mrs Storey has been working closely with them and they are now accessing education and he felt that this was a success story. 3. Are the students being affected by the current closure of the gym? Mr Procter said they are affected but it was unavoidable as the work has to be carried out. He said the PE Department has been very good at adapting the curriculum and that they do as many outside activities as possible. 4. Mrs Cross said that she is the Governor on the Eco Committee but has not been invited to attend any meetings or received any minutes. Mrs Ellis will check. Mrs Ashcroft asked Mr Gray about - Maintaining Effective Safeguarding and whether the two protected characteristics of sex and race are a required breakdown or whether the breakdown should be in relation to all protected characteristics. Mr Gray said that these reflect his concerns and that these are the main categories but can be amended. Mrs Ashcroft felt that we should look at all or none of the protected ones. Mr Gray will check this. A Governor asked Mr Gray for an update on Culture and Excellence. Mr Gray will provide a written update on how we are progressing against targets now that we are half-way through the year.

	A Governor raised a concern about the parents' voice in terms of the way we self assess and asked how robust the parent feedback has been. Mr Gray confirmed that he is looking at how we develop this and we will go back to the parents with a survey. He said the last survey was done in July 2021. Mrs Ashcroft asked who will teach Food Technology. Mr Procter said that it will be a module within the DT structure. In addition, Mr Bosworth will also be doing a cookery based staff wellbeing course. A Governor asked if Mr Gray felt that 9 reported cases of sexual harrasment was high and was he able to reassure Governors that these incidents are being recorded and actions are being taken. Mr Gray said that Mrs Storey has several groups who she meets with to discuss the sexual harrasment agenda in the school. He confirmed that the reporting is good and that the school deals with these incidents when they happen and that we listen to the students and work with them. A Governor asked how we will ensure that we won't see an increase in costs in E block and asked why the additional toilet block has been lost. Mr Underwood confirmed that it was never in the original bid. He said it was added and that the intent was to fund it out of the contingency, however costs have risen in connection with the cladding. Mr Underwood stated that we could possibly fund a separate, additional toilet block outside of E block but that we will not have the toilets by the time E block is complete. He confirmed that the toilet block refurbishment is still on the agenda. A Governor asked Mr Gray if he could check if there are any anomalies on the School Scorecard.	
Decision:	Mr Gray to look at the two protected characteristics safeguarding report . Mrs Ellis to check if the Eco Committee has met and then update Mrs Cross. Mr Gray to provide a written update on Culture and Excellence. Mr Gray to check if there are any anomalies on the School Scorecard.	**SG** **DE** **SG** **SG**

AGENDA ITEM 7	**'CONCISE SEF'**
Discussion:	Governors had been provided with a copy of Mr Gray's report prior to the meeting and were invited to ask questions. This was discussed in the Headteacher's item above.

AGENDA ITEM 8	**UPDATES FROM CHIEF FINANCIAL OFFICER**	
Discussion:	Governors had been provided with a copy of Miss Palios' report prior to the meeting and were invited to ask questions. Miss Palios informed Governors that there were no changes in the forecast. Mrs Cross had given her apologies and had emailed Mrs Ashcroft with her questions: 1. Does anybody know why the freezer failed? Miss Palios said that an engineer has been out and put in a new control panel. 2. Will there be an increased premium arising from this claim? Miss Palios confirmed there will not. 3. The self-assessment tool checklist has a skills audit on the action plan. When will this be discussed? Mrs Ashcroft confirmed that Mrs Ellis will prepare a questionnaire and it will be on the agenda for FGB in May. There were no further questions.	
Decision:	Self-assessment tool skills audit will be discussed at FGB in May and Mrs Ellis will prepare a questionnaire for Governors.	**DE**

AGENDA ITEM 9	FORMAL APPROVAL AND DECISIONS TO BE MADE	
Discussion:	**Approval of HR & Legal Retainer** A discussion was had over the tender. A governor required reassurance that one tenderer had not been discounted solely due to a lack of testimonials. This assurance was provided. All were in agreement as to the proposal in the document.	
Decision:	As agreed above.	

AGENDA ITEM 10	DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED	
Discussion:	Mrs Ashcroft informed Governors that 6 students were tested for entry on 4th February 2022. 2 x Year 7 - both did not meet the standard. 1 x Year 8 - did not meet the standard. 3 x Year 9 - 2 did not meet the standard, 1 did meet the standard but there are no places available and this student is now on the waiting list. Mrs Ashcroft has received a letter from Mr Mike Cross regarding recognition for two former members of staff - Mr Watts and Mr Powell (both deceased). Mrs Ashcroft asked if SLT will look at this with staff and pupils and Mr Gray will consult with the alumni. Mrs Ashcroft will reply to Mr Cross to say we are looking at this and it will be brought back to FGB in May.	
Decisions:	Mr Gray and SLT to look at how we recognise former staff members and bring this back to FGB in May.	**SG/SLT**
	Mrs Ashcroft to write to Mr Cross with an update	**CA**

AGENDA ITEM 11	UPDATE FROM GOVERNORS
Discussion:	Mrs Ashcroft confirmed that the Governors Strategy Day on Saturday 12th March will take place at Neston Cricket Club.

AGENDA ITEM 12	ANY OTHER BUSINESS
Discussion:	Mr Gray informed Governors of the following appointments • A new Chemistry teacher; • A new Biology technician; • The new premises manager joins on 1st March 2022 A Governor congratulated Mr Gray and the SLT on their work on shared learning. Mrs Ashcroft asked Governors if they have any comments on the Exams for 2022. Mr Procter said this will have a designated area on the website and they will make it more user friendly for parents and students.

The meeting concluded at 19:40

Date of next meeting: **Thursday 19th May 2022**

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 19th May 2022
Time & Venue:	18:00 Learning Resource Centre
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mr Denis Mahony Mr Dan Meigh Mr Chris Penn Mr Alan Roberts Mr Andrew Tallents (via video conference) Mr Martin Underwood Mrs Amanda Waterfall
In attendance	Mr Patrick Adamson (Deputy Headteacher) - left the meeting at 18.55 Mrs Alison Dailey (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Miss Sofia Palios (Chief Financial Officer) Mr Andrew Procter (Deputy Headteacher)

The Governors confirmed permission for the attendance of Mr Adamson, Mrs Dailey, Mrs Eyre, Miss Palios and Mr Procter.

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 1	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from Mrs Carswell.

AGENDA ITEM 3	APPROVAL OF THE MINUTES
Discussion:	The minutes of the meeting of 10th February 2022 were agreed as a true copy.

AGENDA ITEM 4	MATTERS ARISING/ACTION TRACKER
Discussion:	There were no matters arising and the action tracker was updated.

AGENDA ITEM 5	HEADTEACHER'S REPORT (INCLUDING SAFEGUARDING UPDATE)	
Discussion:	Mr Gray gave a Powerpoint presentation and Governors were invited to ask questions. Governors had been provided with a copy of Mr Gray's report prior to the meeting. **Drugs** Mrs Ashcroft asked whether the students were dealing on behalf of somebody else. Mr Gray that he understood they were dealing behalf of others. He did not know the number or name of the line, but suspected that there may be county lines dealing going on. A Governor asked what response she is to give if she is asked about this when out and about in the community. Mr Gray said that the answer to give is that the school is open about it and that the Head and SLT are working with agencies and the students associated with it are being excluded. A Governor asked in terms of profile whether further education is needed and what is being done Curriculum wise. Mrs Cross confirmed that the issue with drugs is always discussed in the Safeguarding meetings. Mrs Ashcroft asked what categories the drugs were and Mr Gray confirmed they were Category B (cannabis). **MAT** A Governor asked Mr Gray if he intended to only meet with three primary schools. Mr Gray said he will provide a detailed update after he has met with the three schools and is confident there will be some other schools also. He confirmed that they are local schools. It was noted that he paper provided by Mr Gray contained good recommendations. The key here was not savings but school improvement. A Governor said that the core values and principles have to be clear. There would undoubtedly be questions on funding. Mrs Ashcroft said that the schools involved need to meet and understand that we can work together and have common values and aims. It will be discussed at FGB once Mr Gray has met with the primary schools. A Governor asked at what stage do we engage parents? Mrs Ashcroft said that we will go to formal consultation and that will be planned in. Mr Gray has informed staff already. Miss Palios updated Governors on Trust Capacity Funding. There were no further questions arising from Mr Gray's presentation or his report. Mrs Ashcroft thanked him for his update.	
Decision:	MAT - Mr Gray to provide an update after he has met with the three primary schools.	**SG**

AGENDA ITEM 6	UPDATES FROM CHIEF FINANCIAL OFFICER
Discussion:	Governors had been provided with a copy of Miss Palios' report prior to the meeting and were invited to ask questions. She informed Governors that with regard to the internal audit, the on-site visit is due to commence w/c 8th June. This will include a full cyber audit. There were no questions and Mrs Ashcroft thanked Miss Palios for her update.

AGENDA ITEM 7	FORMAL APPROVAL AND DECISIONS TO BE MADE
Discussion:	• ***Pastoral Structure (ratification of decision made by joint Personnel and Curriculum Committees)*** Mrs Ashcroft said the recommendation is that the new structure be adopted and effective from 1st September 2022 and asked Governors if they had any questions or issues to raise. Mr Meigh raised a concern if the temporary post holders were employed without there being internal interviews this would be an issue. Mr Procter confirmed that all posts will be advertised. All were in favour.

- ***Cleaning tender (ratification of decision made by Finance & Audit Committee)***

  Mrs Ashcroft informed Governors that this had been out to tender and that RCCN will take on the contract from 20th June 2022. All were in favour.

- **Home to school transport tender**

  Mrs Ashcroft informed Governors that they were proposing to use new suppliers. All were in favour.

- **Purchase of additional minibus**

  Mrs Ashcroft informed Governors that Mr Bosworh had requested the purchase of a further minibus and had attended the Finance & Audit Committee meeting to put forward his proposal. A fully costed paper is available should Governors wish to see it. All were in favour.

- **Payroll provision proposal**

  Miss Palios informed Governors that she had looked at several options and is recommending a fully managed service. Mr Roberts said that when we last did this, Mrs McGaffney was also doing the work manually. Miss Palios confirmed that this would not happen in future. A Governor asked for details of the contract and Miss Palios confirmed that it is a 12 month rolling contract. All were in favour.

Approval of policies

- **Safeguarding**

  Mrs Ashcroft said that both hers and Mrs Cross' email address should be added in order that people can contact them without first having to speak to Mrs Ellis.

  Mrs Ashcroft asked how the Integrated Front Door was a role. A Governor informed her that this is now the name of what used to be the Central Advice and Duty Team.

  Mrs Ashcroft asked whether COVID responsibilities need to be in the policy. Mrs Waterfall said that this is a model policy and will be updated next month. Mr Gray said that as it was an interim report it should be left in for now.

  A Governor asked what happens at evenings and weekends when people need to contact someone on the Key Contacts list. Mr Procter confirmed that there are messages on the school answer machine and there is a standard email when school is closed during the holidays. Mrs Waterfall will look at the new LA policy probably in the next couple of weeks and send it to Governors for approval in September. . Subject to the minor amendments, the policy was agreed as an interim policy.

- **Relationships & Sex Education**

  Mrs Ashcroft said that she felt that Yr 11 was too late to discuss Forced Marriage. She also asked what years contraception is taught in. Mr Procter will check this. Subject to the Forced Marriage issue the policy was approved.

- **SEND.** Approved.

- **Transgender**

  Mrs Ashcroft said she had some issues in the legal section. It was agreed that the legislation section would be removed and a hyperlink to the Government guidance would be inserted in its place. The amended policy will come back to FGB in June. Mrs Ashcroft asked whether we need to have a policy for staff and Mr Gray confirmed that this could be covered in other documents.

- **Sixth Form Attendance**

  Mrs Ashcroft asked why there are separate policies for 6th form as opposed to them being covered by the whole school policy. Mr Gray informed her that the intention is to have a more adult approach to attendance and behaviour now that they are in the 6th form.

  A Governor noted that in the parent survey, the weakest area was Wider World and asked if we are providing sufficient assistance. Mr Gray informed Governors that Mr Hayes is working on this and Mr Gray felt that we need to keep the policies separate. Mr Gray said they work with 6th formers when they arrive from other schools so they know what is expected of them.

	A Governor said that we still need to ensure there is consistency with what is happening across the school so this needs to be cross-referenced. A Governor asked where does 6th Form attendance stand in relation to other year groups and whether it is an issue. Mr Procter said that the biggest improvement for attendance has been moving the registration period. The policy was approved. • **Sixth Form Behaviour**. Approved Proposals from Mr Gray's report. • The creation of a PSHE/Careers role in the staffing structure. All were in approval. • The creation of a 'Pupil Premium Coordinator' in the structure. All were in approval apart from Mr Meigh who abstained.	
Decision:	**Safeguarding Policy** - Mrs Ashcroft and Mrs Cross' email addresses are to be added onto their contact details on the Safeguarding Policy. **Relationships & Sex Education** - Mr Procter to check which year Forced Marriage is taught in. **Transgender** - the Legislation section to be removed and a hyperlink to the Government guidance to be inserted. Amended policy to come back to FGB in June.	**DE** **AP** **DE**

AGENDA ITEM 8	**DECISIONS MADE BY EMAIL AND CORRESPONDENCE RECEIVED**
Discussion:	Mrs Ashcroft had received correspondence from Mr Tanios and had advised him to discuss his concerns with Mr Gray. Mr Gray confirmed that he had spoken to him. A letter had been received from Mrs McFadden who was upset about a number of things concerning Whitby High School. Mrs Ashcroft has replied to say that they are matters in the past that have been dealt with. Copies of the correspondence are available if Governors wish to see it. Mrs Ashcroft has received representation from the parents of Yr 9 student following his fixed term suspension. She has confirmed that we cannot rescind it. Mr Gray has passed the relevant information to Mrs Ashcroft. 1 x Yr7 - did not meet the required standard.

AGENDA ITEM 9	**UPDATE FROM GOVERNORS**
Discussion:	There were no updates.

AGENDA ITEM 10	**ANY OTHER BUSINESS**
Discussion:	• **Mr Cross and how former staff are going to be recognised** Mrs Ellis said that a memorial prize had been endowed by friends and family of Mr Sandy Powell in 1977. Mrs Ellis will draft a letter to Mr Cross informing him of this and confirming that the memorial garden is only for former pupils who died in active service and staff who die whilst serving. A virtual honours board is being created for others. • **Trustee Meeting** Mrs Ashcroft updated Governors further to the meeting she and Miss Palios had attended with the Trustees. • **Mr Mike Ruddock and Mr John Robertson** Mr Roberts said that two long-serving Governors and supporters of the school had passed away recently. The Governors formally acknowledged their long-standing commitment to the School. • **Oxton Hockey Club** Mr Roberts met with Mr Kieran Smith at Oxton Hockey Club. The club said there has been no further progress as they have not heard from England Hockey. Mr Roberts said the pitch requires treating and is concerned that it has become dangerous. Mr Underwood said that he

	has been trying to organise meetings with Oxton and that we need to identify what the minimum requirement is. Mr Procter will discuss this with Mrs Parsons and put together a letter to send to England Hockey. Mr Roberts asked if the pitch was up to standard for the 1st team and Mr Underwood confirmed it was not, which is why they are asking England Hockey for a complete replacement. Mr Roberts will send an email to Mr Smith and copy this to Mr Procter and Mr Tallents. Mr Tallents said it was his understanding that Kieran Smith is stepping down as Chair of the Hockey Club and will look into this further. • **Ukraine** Mr Roberts informed Governors that one of our ex-students has a Ukrainian family staying with them and asked if the school could provide any support. Mr Gray said he would like Governors' opinions as he has received an application. He said that WKGS had taken a Ukrainian student in and he intends to speak to the Head. Mrs Ashcroft asked Governors for their views. Mr Procter said that there had been nothing forthcoming from the LA. Governors agreed that they support this in principle but that the legality would need to be checked. Mr Roberts will discuss this with Katya Borodin. Mrs Ellis will provide him with her email address. • **Armed Forces Day** Mr Underwood informed Governors that there is an event planned for Thursday 23rd June at 4.30pm. He is awaiting further details from Mr Bosworth and will circulate them shortly. • **Governor Hub** Mrs Ellis is in the process of setting up a Governor Hub. Further details to follow.	
Decision:	Mrs Ellis will draft a letter to Mr Cross regarding staff recognition. Miss Docherty will be asked to attend FGB in September. Mr Procter to meet with Mrs Parsons and prepare a draft letter to send to England Hockey. Mr Roberts to email Mr Smith copying in Mr Procter and Mr Tallents. Mr Tallents to look into whether Mr Smith is stepping down as Chair. Mr Roberts to contact Miss Borodin to discuss legality around Ukrainian students.	**DE** **DE** **AP** **AR** **AR** **AR**

The meeting concluded at 19.40

Date of next meeting: **Thursday 16th June 2022**

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 16th June 2022
Time & Venue:	18:00 Learning Resource Centre
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mr Dan Meigh Mr Chris Penn Mr Alan Roberts (left the meeting at 19.15) Mr Andrew Tallents - via video conference Mr Martin Underwood Mrs Amanda Waterfall - via video conference
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mrs Alison Dailey (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Mr Robert Kavanagh (Pupil Premium Coordinator) Miss Sofia Palios (Chief Financial Officer) Mr Andrew Procter (Deputy Headteacher) - via video conference

The Governors confirmed permission for the attendance of Mr Adamson, Mrs Dailey, Mrs Eyre, Mr Kavanagh, Miss Palios and Mr Procter.

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 Gillian Carswell.

AGENDA ITEM 3	PUPIL PREMIUM STRATEGY
Discussion:	Mr Rob Kavanagh, Pupil Premium Coordinator gave a Powerpoint presentation on the Pupil Premium Strategy and Governors were invited to ask questions. Mrs Ashcroft asked if the KS4 PP students who are working above their target grade meant that their grade is lower than non-PP students. Mr Kavanagh confirmed it was the same target. A Governor asked Mr Kavanagh whether the parents and students had been asked the same set of questions. He said that there were a different set of questions. A Governor noted that 88% of parents felt their son was happy to come to Calday and asked how we know how the students feel. Mr Kavanagh said he posed these particular questions as he wanted to develop a narrative with the parents.

	A Governor said it was important to recognise the needs of the PP students and be fully inclusive. He asked Mr Kavanagh the following questions: ● Are the targets set aspirationally enough and are we looking at attainment and not just achievement? ● How do we ensure that, as well as supporting PP students, we ensure they fit into school life without being stigmatised and made to feel different? Mr Kavanagh said that there are a number of PP students who are working beyond their target grade. He confirmed that in all communication with parents, the label PP is never mentioned and PP is also not mentioned on SIMS. A Governor asked how we record that funding is used in an appropriate way. Mr Kavanagh said that Mrs Storey has these details and shares this with staff. She has told staff that if they have any initiatives they wish to buy into they can contact her to discuss. Mr Gray said that there is a detailed breakdown on the Governors section of the website and this is also tracked on a scorecard. This information is also available to anyone accessing the website. A Governor said that several years ago, they made a decision to reach out to students from more deprived areas and asked if there were any statistics to show that PP students are from these areas. Mr Kavanagh said that the numbers are increasing and that we are looking at postcodes. He said that Mr Bosworth has this data. Mrs Ashcroft asked how we make PP students more inclusive in terms of extracurricular activities. Mr Kavanagh said that as PP students aren't able to walk home after school, this is a huge barrier to them taking part in after school activities. They have looked into putting on personalised transport and providing activities at lunchtime. Mrs Ashcroft asked if students are asked which activities they would like to do. Mr Kavanagh said students were asked to suggest activities they would like to do which the school doesn't currently provide. Mr Adamson said that some PP students do weightlifting in the gym at lunchtime and Mr Gray said next year they will be discussing putting on circuits and martial arts. A Governor said that mountain biking has just commenced in Llandegla forest and Mr Kavanagh has told students that if they wish to take this up but cannot afford a bike then, they can contact him. Mrs Ashcroft thanked Mr Kavanagh for his presentation. He thanked Governors for making his job a permanent role as opposed to a fixed term project.

AGENDA ITEM 4	**APPROVAL OF THE MINUTES**
Discussion:	Mr Bosworth's name is spelt incorrectly on page 3. Subject to this amendment, the minutes were agreed as a true copy.

AGENDA ITEM 5	**MATTERS ARISING/ACTION TRACKER**
Discussion:	**MAT** Mrs Ashcroft provided an update on the meeting she and Mr Gray had with the primary schools. She said that the schools involved wish to enhance the education provision for all pupils local to West Wirral and that each school would discuss it with their Governing bodies. Mr Gray said that Mr Jeff Marshall will attend FGB in July and Governors will be provided with a copy of the Powerpoint presentation and any additional material beforehand, in order that they can prepare their questions and make a decision on whether to investigate further. Mrs Ashcroft confirmed that all schools are either good or outstanding.

AGENDA ITEM 6	**HEADTEACHER'S REPORT (INCLUDING SAFEGUARDING UPDATE)**
Discussion:	Governors had been provided with a copy of Mr Gray's report prior to the meeting and were invited to ask questions. Mr Gray also gave a Powerpoint presentation. **MAT** A Governor asked if it was premature for the school to enter into discussions with West Kirby Grammar and Hilbre and whether we should wait until we had met with Mr Jeff Marshall of J&G Marshall Ltd in July.

	Mr Penn informed Governors that he wished to declare a conflict of interest due to his current role. He also explained some of the hurdles that would need to be overcome. **SIP** Mr Gray said Mrs Winterson had attended the school for a SIP visit and a full report will be provided to Governors when he has received it. He asked Governors to confirm if they are happy with the information they receive from him. **Complaints** Mr Adamson provided an update on the complaints in Mr Gray's presentation. **Staff Recognition Awards** Mr Gray informed Governors that letters will be sent out next week and confirmed that they will be personalised and the comments will be attached. **Proposed Family Support Officer** Mr Gray provided Governors with an overview of the role and Governors were asked for their comments. Mrs Ashcroft informed Governors that she had discussed this with Mr Gray earlier in the week and had spoken to a social worker colleague today. The social worker has provided Mrs Ashcroft with some suggestions which she will share with Mr Gray to put into the plan. A Governor said that this role would allow the pastoral team at the school to deal with all students and not just the high demand one. A Governor said that it was a positive move forward and we could look into "buddying" it with other schools. A Governor asked Mr Gray for reassurance that he and the SLT are planning ahead and prioritising all the initiatives that are in the pipeline in the next 6-9 months, including the MAT. Mr Gray confirmed he is and that if there was anything that needed addressing, he would raise this with Governors. **Pastoral Support** A Governor commented on the shortage of form teachers and said that the Pastoral support is the first point of contact and this role needed to be prioritised. Mr Gray confirmed that he is looking at the different ways to staff the forms. **Art** A Governor asked what 100% NEA meant. Mrs Dailey said it was a Non-Exam Assessment and provided an overview. **History** A Governor asked what a more inclusive approach meant. Mrs Dailey said it was around SEND and PP students and discussing ethnic minorities and women in history. **Cultures & Outcomes scorecard** A Governor asked for an explanation of the achievement points. Mr Gray confirmed it was a cumulative total from September 2021. She asked what constituted a point and whether they are meaningful as there are a large number of them. Mr Adamson provided an update and explained that the idea is to encourage students. **Safeguarding Training** A Governor noted that 98% of staff have completed their Safeguarding training and asked Mr Gray when the other 2% will have completed theirs in order for us to be compliant. Mr Gray will raise this with Mrs Storey.	
Decision:	Mr Gray to speak to Mrs Storey to arrange for the last 2% of staff to complete their Safeguarding training.	**SG**

AGENDA ITEM 7	CYBER SECURITY UPDATE
Discussion:	Mr Dan Breeze (Network Manager) was not in attendance but had provided a copy of his report to Governors prior to the meeting. Mr Adamson will make a note of any questions raised and will ask Mr Breeze to respond by email. A Governor commented that the plan needs some kind of timescales and filters. She will email her comments to Mrs Ellis for forwarding on. A Governor asked if the storage of the back up disks at the home of the network manager was the safest place. He suggested the school solicitor's office as an alternative. Cyber Response Plan - a Governor noted that this was based on a document produced by the Derbyshire County Council Education Data Hub and asked if we are reassured that the whole document has been tailored specifically to the needs of Calday. Mr Adamson will check this. A Governor asked who the Data Protection Officer was and Mrs Ellis confirmed it was Mr James Collins from the LA. Ms Palios informed Governors that the plan will go before the Finance & Audit Committee and will be included in the papers for the Committee meeting next week.
Decision:	Mr Adamson to check with Mr Breeze that Cyber Response Plan has been tailored specifically to the needs of Calday. **PA**

AGENDA ITEM 8	FORMAL APPROVAL AND DECISIONS TO BE MADE	
Discussion:	• ***Sickness Absence Policy*** A Governor asked who provided Occupational Health. Miss Palios confirmed it is done through Wirral LA and that Mrs White deals with this. • ***Leave of Absence Policy*** Page 5 - Mrs Ashcroftt requested that "relative of the first degree" be changed to something that actually makes sense and doesn't require further explanation. Mr Gray informed Governors that the previous Sickness Absence Policy was based on the Bradford Score. He said that the union feels that the expectation of 97% attendance is contentious. Mr Gray said that middle leaders will now be dealing with absences.. Mr Meigh added that he does not feel there have been any concerns with staff on how policies have been implemented in the past. A Governor asked if there was a figure of what staff attendance is and Mr Gray confirmed that it was on the scorecard. All were in favour and the policies were approved.	
Decision:	Leave of Absence Policy to be amended as above.	**DE**

AGENDA ITEM 9	FINANCIAL UPDATE
Discussion:	Governors had been provided with a copy of Miss Palios' report prior to the meeting and were invited to ask questions. • ***May 2022 Financial Report*** Miss Palios informed Governors that there were no changes to forecast and we are still looking to carry 3.1% forward. Mrs Ashcroft asked for an update on the purchase of the new minibus. Miss Palios confirmed that a nearly new one has been purchased and is due for delivery in 6-8 weeks' time. Mrs Ashcroft asked when E-block was scheduled to open and Miss Palios confirmed that the official handover is at the end of August. Mr Underwood said that the plan is not to schedule any lessons there until October. • ***Risks & Opportunities Register*** Nothing to add.

AGENDA ITEM 10	UPDATES FROM COMMITTEES
Discussion:	The Committees have not yet met.

AGENDA ITEM 11	DECISIONS MADE BY EMAIL AND CORRESPONDENCE RECEIVED
Discussion:	Nothing to report.

AGENDA ITEM 12	UPDATE FROM GOVERNORS
Discussion:	There were no updates.

AGENDA ITEM 13	ANY OTHER BUSINESS
Discussion:	Mr Underwood informed Governors that the Armed Forces Event had been postponed. They are looking at a further date to do an event to raise money for charity. Mr Meigh informed Governors that an ex-headboy, Felipe Pacheco has a role in a tour of Othello. It will be at the Playhouse and the Lowry Centre and if Governors want to buy tickets, they can contact Mr Meigh. Governors were asked to complete their Skills Audit and Declaration of Interests and return to Mrs Ellis ASAP. Mrs Cross informed Governors when she had been invigilating there were several Yr 11 students who continually did not have their ID badges or they were defacing their badges. Mr Adamson will raise this with them.
Decision:	Governors to complete their Skills Audit and Declaration of Interests asap. **All** Mr Adamson to speak to the Yr11 students about their ID badges. **PA**

The meeting concluded at 19.55

Date of next meeting: **Thursday 14th July 2022**

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 14th July 2022
Time & Venue:	18:00 D34
Attendees:	Ms Caroline Ashcroft (Chair) Mrs Angela Cross Mrs Debbie Ellis (Clerk to the 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
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mrs Alison Dailey (Deputy Headteacher) Miss Sofia Palios (Chief Financial Officer) Mr Andrew Procter (Deputy Headteacher) The following also attended for Item 4 (Multi-academy Trusts) Mr Phil Douglass Mr John Davies Mrs Sile Hayes Mr David Sherlock Mrs Helen White Mr John Wylie

The Governors confirmed permission for the attendance of Mr Adamson, Mrs Dailey, Miss Palios, Mr Procter, Mrs Hayes, Mrs White, Mr Douglass, Mr Davies, Mr Wylie and Mr Sherlock.

Ms Ashcroft was unable to attend the start of the meeting. Mr Mahony took the Chair until her arrival (6.30 pm)

AGENDA ITEM 1	ELECTION OF CHAIR, VICE-CHAIR & CHAIRS OF COMMITTEES
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. Mr Mahony left the room while Governors voted. **All were in favour of Mrs Ashcroft and Mr Mahony being appointed for an additional year.** Mr Mahony returned to the meeting. He informed Governors that nominations for the Chairs of Committees were as follows: Finance - Mr Alan Roberts, Curriculum & Student Welfare - Mrs Angela Cross, Infrastructure & Governance - Mr Martin Underwood, Personnel – Mr Andrew Tallents. **All were in favour.**

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

Calday Grange Grammar School

AGENDA ITEM 4	MULTI ACADEMY TRUST
Discussion:	Mr Jeff Marshall attended the meeting to provide the Governing Body with an overview of the Multi academy Trust process. He informed the meeting that he is currently Chair of Governors at a primary school and Managing Director of a company that provides support to schools with regards to Multi-academy Trusts. Mr Marshall mentioned that there are potentially three options:- Option 1 – do nothing but have a Plan B Option 2 – join an existing MAT but ensure that due diligence is undertaken properly Option 3 – Create or grow a MAT. The caveat to this is to ensure that partner schools are chosen wisely. Governors/SLT asked the following questions:- **What is the key driver for moving to a MAT?** At the moment, for 7 out of 10 schools, it is that they want to maintain control and not been told what to do. **What should our focus be at the start of this journey to ensure that we move for the right reasons?** The key driver for any MAT is the School Improvement Model. MATs are built around improving each other's schools and the DfE key drivers are to create efficiencies and get money back into teaching and learning. MATs can also assist with staff retention and career progression. In addition to the School Improvement model, shared ethos, culture, vision and values would be a strong starting point. **I have a concern that there would not be the same opportunities for our staff if we were part of a MAT with only primary schools.** It is better to have numerous school of both phases within a MAT as there are many benefits. It is important to engage with all staff as they, along with other stakeholders such as parents, need to come on the journey with the Governing Body. **Whose decision is it if we decide to go to a MAT?** What usually happens is that the Trust Board will make a recommendation to the Members and then the Members sign it off. **You talked earlier about losing control – what does that feel like for a Governing Body?** I have worked with schools who have had the knock on the door by the RSC and have been told which Trusts they can work with. The element of control is gone and therefore it can sometimes be a dark and lonely place for these schools and their governing bodies. **Is there a typical scheme of delegation?** If a MAT is created, my argument has always been that there should never be two Scheme of Delegations the same within the MAT. The Schemes of Delegation should be matched to the skills set within each school rather than having just one which everyone has to buy into. **Is it theoretically still possible to create an empty MAT?** Not now unfortunately. This was stopped a few years ago. There is a legal process that you can go through to amend your SAT documentation to MAT documentation. You would have to create the infrastructure and a new Trust name. It would probably be easier to do this when the next school joins because there are costs involved in this legal process and the school that joins you would receive the £25,000 grant. **Should geography be a limiting factor?** Locality of schools should play a part, as long distances between schools do not always work properly. The DfE have stated previously that it is beneficial to be able to get between schools within a lunch break (45 minutes). **Is a MAT of the same types of schools (i.e. all Grammar) acceptable?** This is a possibility – there is nothing against this happening as long as it provides what each school needs.

	Ms Ashcroft thanked Mr Marshall for his presentation. Mr Marshall left the meeting. Following this presentation, the Governors discussed in full detail whether the school should start to explore the option of building a MAT with the three local primary schools who have expressed an interest in joining with CGGS. The key objectives would be to ascertain:- • Do we want to part of something bigger? • Whether this something bigger is better than what we already have in place. • Are these the right partners? Ms Ashcroft mentioned that when she and Mr Gray had met with the local schools, there had been an overwhelming sense that they were interested in being part of a local MAT and that they wish to get the best for the students through the learning experience. She added that there is a presentation that was used at the recent meeting that Mr Gray would share with the Governors after the meeting.	
Decision:	It was agreed that the Governing Body would meet in September to reaffirm the school's mission statement and values and then look to work with the three primary schools initially in a strong collaborative/developmental capacity. It was requested that the SLT develop a plan for the academic year or at least the next two terms.	
Actions:	Send out MAT presentation to Governors.	**SG**
	SLT to develop a plan for collaborative working with the three primary schools.	**SLT**
	Meeting to be set up for early September to discuss/reaffirm mission statement and values	**DAE**
	Ms Ashcroft/Mr Gray to meet to discuss way forward in more detail	**CA/SG**

AGENDA ITEM 5	**APPROVAL OF THE MINUTES**
Decision:	The minutes of the meeting of 16th June 2022 were agreed as a true copy.

AGENDA ITEM 6	**MATTERS ARISING/ACTION TRACKER**
Decision:	There were no matters arising and the action tracker was updated.

AGENDA ITEM 7	**HEADTEACHER'S REPORT (INCLUDING SAFEGUARDING UPDATE)**	
Discussion:	Governors had previously received the Headteacher's report. Mr Gray mentioned the following:- The SLT had recently spent time review Year 2 of the SIP. He informed Governors that he would share the document with them. We are now in a positon to move forward from September with implementing the pastoral system agreed by the FGB. Mr Gray informed the FGB that the electricity contract is due for renewal and the prices have recently been reviewed by Miss Palios. Miss Palios confirmed that the one year deal which is coming out as best value is British Gas which unfortunately is still £110,000 more than what the School is currently paying. She confirmed that this has been included as a contingency in the budget. ***All Governors were in favour of procuring a one-year energy deal.*** A governor asked if this would have a knock on effect on the transport costs. Miss Palios confirmed that rising costs had had an effect on the Home to School transport costs and ultimately the bus pass prices have been increased.	
Actions:	Share review of Year 2 SIP with Governors	**SG**

Calday Grange Grammar School

AGENDA ITEM 8	FORMAL APPROVAL	
Discussion:	**Budget and 3-year plan** Miss Palios confirmed that the Budget and 3-year plan had been presented to the Finance & Audit Committee on 28th June 2022. She mentioned that one additional item to highlight in the capital budget is that the fixtures and fittings for E block will be funded by reserves. *Proposed by Mr Roberts, seconded by Mr Mahony. All in favour.* **Scheme of Delegation** Miss Palios confirmed that there were no proposed changes. *Proposed by Mr Roberts, seconded by Mr Mahony. All in favour.* **Staff Code of Conduct** Section 7.5 – Ms Ashcroft mentioned that staff are bound by the Sexual Offences Act 2003 and therefore the word 'mindful' is not strong enough. It was agreed that the wording be changed slightly to make this statement stronger. Section 4.2 – Change Child Protection Officers to DSL. 18.2 Colleagues behaviours – need to also cross-reference to safeguarding policy. *Subject to the changes above, proposed by Mr Roberts, seconded by Mr Mahony. All in favour.*	
Actions:	Ensure changes are made to Staff Code of Conduct	**SG**

AGENDA ITEM 9	UPDATE FROM CHIEF FINANCIAL OFFICER	
Discussion:	Budget and 3-year plan were discussed in Item 8. No updates on Risk & Opportunities Registers.	
Decision:	No actions to record	

AGENDA ITEM 10	REPORTS FROM COMMITTEES
Discussion:	**Infrastructure & Governance** Mr Underwood mentioned the following:- Installation of E Block is ongoing and we are looking at a completion date of October half term. This slight delay is because there are certain fixtures that are required that are extra and these costs are coming in expensive if done by the company supplying the building. A decision has been made to have these fitted by our own contractors. He also informed the Governors that a bid had been submitted to Wolstenholme Foundation for funding to assist with upgrading the science labs. A meeting with Oxton Hockey Club is still required. Mr Underwood confirmed that work will be undertaken on the hockey pitch over the summer to ensure that it is safe for another year. A new Premises Manager has been appointed (Mr Jason Lee-Alliston) **Finance & Audit** Mr Roberts confirmed that there was nothing to raise which had not already been covered.

Calday Grange Grammar School

AGENDA ITEM 11	DECISIONS MADE BY EMAIL
Discussion:	An update was provided on testing for admissions since the June meeting. It was noted that a Ukraine student had recently sat the test. Ms Ashcroft mentioned that Mr Douglass is currently looking into this in more detail and that any further decisions needed would be done via email. No email and written correspondence received.

AGENDA ITEM 12	ANY OTHER BUSINESS
Discussion:	Ms Ashcroft thanked the Governors for their input over the past academic year. She also thanked the SLT for their hard work and commitment and asked Mr Gray to ensure that the thanks and appreciation of the Governing Body are relayed to all staff.
Actions:	As detailed above.

The meeting concluded at 8.15 pm

Date of next meeting: 15th September 2022