Calday Grange
Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 15th September 2022
Time & Venue:	18:00 Learning Resource Centre
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mr Dan Meigh Mr Chris Penn Mrs Amanda Waterfall - via video conference
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mrs Alison Dailey (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Mrs Sile Hayes (Deputy Headteacher) Miss Sofia Palios (Chief Financial Officer) Mr Andrew Procter (Deputy Headteacher) *The following also attended for Agenda Item 3* Mrs Nicola Mounsey (Research Development Leader) Mr Rob Wiseman (Research Development Leader) *The following also attended for Agenda Item 4* Mr Phil Douglass **(**Assistant Headteacher)

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

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

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	RESEARCH DEVELOPMENT LEADERS
Discussion:	Mrs Mounsey and Mr Wiseman attended the meeting to provide an overview of the projects undertaken last year and their plans for this academic year. A copy of their presentation is available should Governors require it. Governors/SLT asked the following questions:

	Research Groups **Have Mrs Mounsey and Mr Wiseman considered publishing their results?** Mr Wiseman said there were 3 documents and these would need to be quality assured beforehand as some of the research is more detailed in some sections than in others. In the longer term they would consider publishing it. **The work done is to be commended. What learning has been taken from this in terms of the staff who engaged and the staff who did not? What level of encouragement was there? What can be disseminated so that the whole school can benefit from the key outcomes?** Mr Wiseman has encouraged the Research Groups to take back their findings to their faculty meetings as he agreed it is important that the information is shared. He said that the SLT would need to look at this before it was disseminated to the whole school to ensure that it aligns with School Improvement Priorities. Mrs Mounsey said that, when the groups were put together, there was a staff member from every faculty in each group in order that feedback could happen regularly at faculty meetings. **What percentage of staff are engaged?** All staff attended the groups but were not able to attend all the meetings due to some being held in the evenings or on days when they did not work. It is one of their targets to be involved in one of the Research Groups. **How are the Groups determined and what scrutiny is there around whether they add value?** Throughout the year both Mr Wiseman and Mrs Mounsey were in consultation with group leaders and Mrs Dailey also did a lot of work. Staff were also receiving direction from their line managers. Mrs Dailey said when the groups were initially set up, they looked at school improvement and she chose 6 of the key things which would add to this. Staff were informed that they were all required to participate and each group has an SLT link person. **<u>Online Safety</u>** **One of the bullet points states that Mrs Storey will be receiving monitoring reports from IT regarding search. What does Mrs Storey do with this information?** Mrs Mounsey said that Mrs Storey is currently not receiving these and she is following this up. **Will there be capacity for analysis in case we need to intervene?** Mr Gray confirmed that we may need to look at capacity. IT will generate the reports and flag any concerns to Mrs Storey. **Do IT provide a list of things that should cause concern or is it common sense? How are we picking things up?** Mrs Mounsey said that IT provides them with a list but that a lot of it is common sense. She said that she is often able to pick things up in a lesson and block any words she feels are a concern. She said however, that we don't always know what is sinister. There were no further questions and Mrs Ashcroft thanked them for their presentation.	
Decision:	No actions to record.	

AGENDA ITEM 4	**REVIEW OF EXAMINATION RESULTS AND NEXT STEPS**
Discussion:	Mr Douglass attended the meeting to provide a short summary of this year's external examination results including any trends and key group analysis. Governors had been provided with a copy of Mr Douglass' report prior to the meeting. Mrs Ashcroft confirmed that we would look at these in more detail when the Heads of Faculty attend the October FGB meeting. Mr Procter asked Governors to bear in mind that if we assume the GCSE grades were artificially inflated, they will be measured against that when they do A levels. He said in order to maintain level 3 value added, the base level was artificially high. Small groups i.e SEN, PP are prone to be schewed by one or two individuals. He said that some of those students particulary suffered due to lockdown.

	Mrs Ashcroft said she was concerned about results in Modern Foreign Languages at GCSE level and asked what were we doing to ensure that students are inspired in all subjects. A Governor also raised a concern that it is clear at Appeal that some students are purely working for the subjects they want to take to A level. Mr Procter said that a lot of work has been done on this in the past and that students are told that a wide range GCSE grades is important. Mrs Dailey said they have also looked at students who achieved low results in a language at GCSE and how they performed at A level. Mrs Ashcroft said we need to work towards a culture to enjoy a "love of learning" and as there are only 9 subjects, students should be able to manage their time. She asked whether one of the Research Groups needs to look at this. Mrs Dailey said this is not just an issue with SEN students is it also an issue with middle achievers. Mrs Ashcroft asked if the curriculum was sufficiently stimulating and Mrs Dailey confirmed they are doing a lot of work in Curriculum and mapping and planning. A Governor thanked Mr Douglass for his data and mentioned that he would like to see some comparison with similar schools and how we are performing against schools with a similar demographic. He also raised a concern around Progress 8 and that our English Language is consistently below. He said it is important to see why it is not performing as well as other subjects. There were no further questions and Mrs Ashcroft thanked Mr Douglass for his presentation.	
Decision:	No actions to record.	

AGENDA ITEM 5	**APPROVAL OF THE MINUTES**
Discussion:	It is to be recorded that in the minutes of Thursday 14th July 202 there were some inaccuracies in Mr Marshall's presentation. Subject to this, the minutes were agreed as a true copy.

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

AGENDA ITEM 7	**REPORT TO GOVERNORS INCLUDING SAFEGUARDING**	
Discussion:	Governors had previously received the Headteacher's report. Mr Gray was requested to present on Agenda Items 7, 8 and 9 at the same time. Mr Gray provided a short presentation and provided a review of Year 2 of the School Improvement Plan. Governor/SLT asked the following questions: **How many girls are in Year 12?** Mr Procter confirmed it was 67. **With regard to Year 2 review highlights, do we ensure the DSL's are strategically organised?** Mr Gray confirmed that this is undertaken by Mrs Storey.	
Decision:	There were no actions to record.	

AGENDA ITEM 8	WELLBEE SURVEY	
Discussion:	Mr Gray provided a short overview of the results from the survey.	
Decision:	There were no actions to record.	

AGENDA ITEM 9	MAT CONVERSION	
Discussion:	Mr Adamson provided a short overview of the plan he is preparing. This will be shared with FGB when it is finalised. Mrs Ashcroft stated that the Governing Body needs to be satisfied there are going to be benefits for the school. A Governor added that it was important to be aware that two of the four schools we are involved with require consent from the Diocese before they can continue any further. He also noted that 50% of students would not be able to come to Calday as it is a boys' school. Mr Gray requested formal approval of the following decisions: • Family support role. Mr Gray will take this to the Personnel Committee and it will be brought back to FGB. • Ruth Winterson to remain as School Improvement Partner. All were in agreement. • Power to direct off-site. Mrs Ashcroft asked if this was in the formal Scheme of Delegation. Miss Palios said it was not. All were in agreement that this is to be added Questions from Governors/SLT **Have we had any feedback from parents with regard to the school being closed for 11 plus? Do we need to look at carrying this out on a Saturday in future?** Mr Gray confirmed that we had not received any messages from parents and that the students are used to remote learning. He is meeting with the four schools tomorrow so will discuss it with them. Mrs Cross will also look at this in the Curriculum & Student Welfare Committee meeting.	
Decision:	Mr Gray to discuss the Family Support Role at the Personnel Committee Miss Palios to add Power to direct off-site to the Scheme of Delegation Mr Gray to speak to the 4 schools about 11 plus testing. Mrs Cross to discuss 11 plus testing at Curriculum & Student Welfare meeting	**SG** **SP** **SG** **AC**

AGENDA ITEM 10	UPDATE FROM CHIEF FINANCIAL OFFICER	
Discussion:	Governors had received a copy of the August 2022 Financial Report. Miss Palios said there were no material changes since her last report. Capital income and expenditure will be pushed forward to the 22/23 academic year. Teacher pay awards are higher than originally announced and the impact for 22/23 is an additional £91k. We are awaiting the results of the budget and notification of what funding we will receive for energy costs The external audit is booked for mid-October.	
Decision:	No actions to record.	

AGENDA ITEM 11	FORMAL APPROVAL	
Discussion:	Mrs Ashcroft requested that the four policies be approved together. ▪ Pay Policy ▪ Hire of School Premises Policy ▪ Debt Recovery Policy ▪ Travel, Subsistence & Expenses Mr Meigh had already declared his interest in relation to the Hire of School Premises Policy and Mr Gray did not vote on the Pay policy. All were in favour and the policies were approved.	
Decision:	The policies were approved.	

AGENDA ITEM 12	GOVERNANCE MATTERS	
Discussion:	Governors confirmed that the school will continue to operate with the provision of the burgundy and green books. Academies Trust Handbook 2022. Governors were requested to read and accept the changes in the handbook. Mrs Ellis will send an email to Governors.	
Decision:	Mrs Ellis to send an email to Governors who have not yet read the Academies Trust Handbook 2022.	**DE**

AGENDA ITEM 13	RISKS & OPPORTUNITIES
Discussion:	Nothing to record.

AGENDA ITEM 14	DECISIONS MADE BY EMAIL	
Discussion:	One year 7 student was tested for entry and did not meet the standard. Mrs Ashcroft informed Governors of the Disability Discrimination Claim regarding a pupil who sat for the 11 plus at Wirral Grammar and the parent has raised a complaint. Miss Palios has instructed a firm of solicitors and we are currently at the Letter of Claim stage. A Governor asked if the LA would reimburse our legal costs and Miss Palios confirmed that we are covered by RPA under the governors' liability policy. The Swimming Pool Trust wishes to alter the changing rooms and extend the front of the Pavilion. They have provided us with a copy of the plans and wish to arrange a meeting. Mrs Ashcroft declared her interest and said that with approval from the Governors she will arrange a meeting. A concern was raised about access to the pool and that if possible, we would like period 1 on a Wednesday. Mr Procter will speak to Mr Miller and confirm exact timings with Mrs Ashcroft.	
Decision:	Mrs Ashcroft to arrange a meeting with the Swimming Pool Trust Mr Procter to provide Mrs Ashcroft with details of when the pool is required.	**CA** **AP**

AGENDA ITEM 15	UPDATES FROM COMMITTEES
Discussion:	There were no updates

AGENDA ITEM 16	ANY OTHER BUSINESS	
Discussion:	Dr Carswell has resigned her position as Governor and there is now a vacancy for a new Parent Governor. This will be advertised to parents shortly. Miss Palios asked for approval to look at opening a new deposit account due to the rise in interest rates. All were in agreement and this was approved. The Head of Faculty will be informed that their presentations to FGB in October should be no longer than 10 minutes. The order will be Core, Humanities, Languages and then Science. Governors are invited to attend the Open Evening on Wednesday 21st September. Mr Meigh said we are representing Drama at the Education Alliance at Jurys Inn Liverpool and Governors were welcome to attend.	
Decision:	Miss Palios to look at opening a new deposit account. Mrs Dailey to inform HOFs of their presentation times at FGB in October.	**SP** **AD**

The meeting concluded at 20.10 pm

Date of next meeting: **Thursday 13th October 6pm**

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 20th October 2022
Time & Venue:	18:00 Learning Resource Centre
Attendees:	Mr Denis Mahony (Chair) Mrs Tracy Atherton Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mr Dan Meigh (arrived 18.45) Mr Chris Penn Mr Martin Underwood (via video conference) Mr Alan Roberts Mr Andrew Tallents (via video conference) Mrs Amanda Waterfall
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Mrs Sile Hayes (Assistant Headteacher) Miss Sofia Palios (Chief Financial Officer) Mr Andrew Procter (Deputy Headteacher) *The following also attended for Agenda Item 3* Christopher Popoola (Head Boy) Tamara Stephens (Head Girl) *The following also attended for Agenda Item 4* Mr Colum Cunningham (Head of Faculty - Science) Mrs Sarah Johnson (Head of Faculty - English and Maths) Mr Paul Miller (Head of Faculty - Communication and Creative) Mrs Christine Weston (Head of Faculty - Humanities)

The Governors confirmed permission for the attendance of Mr Adamson, Mr Cunningham, Mrs Alison Eyre, Mrs Hayes, Mrs Johnson, Mr Miller, Miss Palios, Mr Popoola, Mr Procter, Miss Stephens, Mrs Weston.

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from Ms 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	HEAD BOY AND HEAD GIRL	
Discussion:	Christopher Popoola and Tamara Stephens attended to provide an overview of their plans for the year. They informed Governors they will be focussing on fundraising and mental health. Miss Stephens has also been working with Mr Hayes to make improvements to the common room. Governors asked the following questions: **How do they hope to engage younger students as well as 6th form?** They have done several assemblies for the younger years to ensure that the younger students are aware of who they are. The prefect team is visible and they have been supervising in the Year 7 library. They have also introduced themselves to the forms and have told them they can come and speak to them any time. **How was it for Miss Stephens when she came to the school and how do other female students feel?** Miss Stephens said she has met with the other female students and there are regular meet-ups to ensure they are all ok. Miss Stephens said that her transition was seamless and everybody was very helpful. There were no further questions and Mr Mahony thanked them for their update.	
Decision:	No actions to record.	

AGENDA ITEM 4	UPDATES FROM STAFF
Discussion:	Heads of Faculty provided updates on their Faculty Development Plans and priorities for the year. **Mrs Sarah Johnson (English & Maths Faculty)** Mrs Johnson gave a Powerpoint presentation. Governors/SLT asked the following questions: **What are your plans to try and achieve better results within Drama?** Mrs Johnson explained that a more consistent approach is needed across Drama. There will be a written learning programme and a rigorous curriculum will also be done this year. Drama now has a KS4 tracker based on the whole school model and she has met with the drama teachers and been through the flash marking to demonstrate how it can be transferred into Drama. She confirmed that Drama has now joined that pathway. **One common theme at the 6th Form appeals was that the boys had not achieved their English Language. Is this specific to staffing and how are you looking to safeguard this with the current cohort?** Mrs Johnson has looked at this and has spoken to staff when she has not been informed of the KS4 Concerns Register. This is a tracking issue and that any student on that list is on intervention. They are tracking students at where they are actually at, and then intervening. **Mrs Christine Weston (Humanities & Social Sciences Faculty)** Mrs Weston gave a Powerpoint presentation. Governors/SLT asked the following questions: **A Governor raised a question about History and Geography results and asked for the reasons behind it. Further to this, a question was asked to whether History and Geography are not seen on the same par as other subjects and, if so, how do we change this?** Mrs Weston said that we are strong at KS3 but that at A level we are down to 22. She said it is important to promote ourselves and make the case to students..She said that due to Covid, there were no field trips but that more trips are now being planned and the hope is that there will be an improvement in numbers. She said that there are now several extra-curricular clubs and they are using the minibus to do small, local trips.

	Mr Paul Miller (Communication & Creative Faculty) Mr Miller gave a Powerpoint presentation. Governors/SLT asked the following questions: **What has the transfer been in terms of numbers going from GCSE to A Level, particularly around languages? What is the uptake of students opting to take languages to A level?** Mr Miller said that we have the largest cohort in the country in Russian and we do well to retain them and keep their interest. The Language department is fighting a national trend and it is very difficult when students wish to drop a language. He felt that students and parents do not always value the skill of resilience. **Mr Colum Cunningham (Science Faculty)** Mr Cunningham gave a Powerpoint presentation. Governors/SLT asked the following questions: **What are the implications of capping Science A level class sizes?** Mr Cunningham said that historically these have reduced due to financial constraints and he has been looking at entry requirements. The increased challenge at A level has led to the conclusion that you are best served at a level 7 indicator. He said there is also a limit on available space as they try to keep the lower school classes in the labs. Mr Cunningham said that Mrs Jennifer Cooper, Psychology teacher, is leaving and wished to formally thank her for all her hard work. Mr Mahony thanked the faculty heads for their presentations and Governors said they were pleased to hear that they are operating as a team.	
Decision:	Mrs Ellis to email copies of the presentations to Mr Tallents and Mr Underwood as they attended the meeting via video conference and to Mrs Ashcroft who had given her apologies.	**DE**

AGENDA ITEM 5	**APPROVAL OF THE MINUTES**
Discussion:	The minutes of 15th September were agreed as a true copy.

AGENDA ITEM 6	**MATTERS ARISING/ACTION TRACKER**	
Discussion:	**Agenda Item 9 – 11plus test**. Mrs Cross said that this was not discussed at Curriculum. It will be added to the FGB Agenda for November. Mr Underwood provided an update on the swimming pool.	
Decision:	11 Plus Testing to be added as an Agenda Item for FGB in November	**DE**

AGENDA ITEM 7	**REPORT TO GOVERNORS INCLUDING SAFEGUARDING**
Discussion:	Governors had previously received the Headteacher's report. Mr Gray provided a short presentation and a discussion followed on the OFSTED inspection. Mr Mahony said that attention to detail was critical, together with demonstrating consistency. All Governors agreed that it is important to have clarity about school improvement and felt this needed to be moved forward. Mrs Cross will contact Mr Gray to arrange to come into school in order to gain Governor expertise in priority areas/subject areas. A Governor asked Mr Gray if he can inform Governors of any support and challenges he needs from them now that he is more established. Mr Gray confirmed he will bring this to future meetings.

	Governors/SLT asked the following questions: Mrs Ashcroft had sent her questions to Mrs Ellis before the meeting. **Why can students not just choose 2 sciences?** Mr Gray explained that for EBAC figures, students need to have combined science or the trilogy.	
Decision:	Mrs Cross to contact Mr Gray to arrange coming into school. Mr Gray to look at Support and Challenge for Governors and bring to future meetings.	**AC** **SG**

AGENDA ITEM 8	**MAT UPDATE**	
Discussion:	Mr Adamson gave a short presentation. Governors/SLT asked the following questions: **Should there be champions within each of the schools?** Mr Admason said that currently, these are the heads of the other schools, together with our team and this will grow in size. He said that at the start, the idea is to focus on things within our capacity. **In terms of TOR and the acceptance of the selective nature of Calday, did he feel this was a "redline"?** Mr Adamson said that the other schools are aware that the nature of Calday cannot be changed. **With regard to the vision that is being shared - what defines us? There is no reference to selective education or faith denominations in the aims which needs to be looked into.** Mr Gray confirmed that he will look at this.	
Decision:	Mr Gray to look at the aims with regard to selective education and faith denominations.	**SG**

AGENDA ITEM 9	**UPDATE FROM CHIEF FINANCIAL OFFICER**	
Discussion:	Governors had received a copy of the September 2022 Financial Report. Miss Palios is looking at the holiday pay issue and said that this does not impact contracted staff. She will provide feedback at FGB in November. The electricity contract has been renewed for 1 year fixed term and the gas is due for renewal in September 2023. They are proceeding with the replacement of the fluorescent lights which will save around £22k per year on the electricity bill. Miss Palios said the NASUWT have issued a strike ballot for January. This has been added to Risks and Opportunities. The external auditors have been in this week and there is nothing major to report. Miss Palios will circulate the internal audit report when it is completed.	
Decision:	Miss Palios to provide an update on holiday pay at FGB in November. Miss Palios to circulate a copy of the internal audit report.	**SP** **SP**

AGENDA ITEM 10	**FORMAL APPROVAL**
Discussion:	Mr Mahony went through the documents for approval. **Pay progression for teaching staff**. Staff governors left the meeting. This had been discussed and approved at Personnel, together with the Headteachers pay progression. Proposed: Mr Mahony, seconded: Mr Penn. All in favour. **For SLT to consider and cost a new curriculum model for 2023**. All in favour.

	Policies (reviewed by Curriculum & Student Welfare Committee) ▪ Admissions Policy ▪ Anti-bullying Policy ▪ Homework Policy ▪ Feedback Policy Proposed: Mr Meigh, seconded: Mr Roberts. All in favour. **Staffing proposal for Premises Team**. This had been discussed at Personnel. Proposed: Mr Underwood, seconded: Mrs Cross. All in favour. **HR Management System.** Proposed: Mr Tallents, seconded: Mr Meigh. All in favour. A Governor asked in future if changes can be highlighted in yellow or use track changes	
Decision:	No actions to record.	

AGENDA ITEM 11	**RISKS & OPPORTUNITIES**	
Discussion:	This was covered in Agenda Item 9 and Miss Palios will circulate a copy.	
Decision:	Miss Palios to circulate a copy of the Risks & Opportunities Register.	**SP**

AGENDA ITEM 12	**DECISIONS MADE BY EMAIL**	
Discussion:	**Testing for entry into the school**: 2 x Yr 8 students - did not meet the standard 1 x Yr 8 student - met standard and now on waiting list 1 x Year 9 student - did not meet the standard 1 x Yr 9 student - met standard and now on waiting list 1 x Yr 10 - met standard **Decisions made via email:** None. **Email correspondence:** 1 x Subject Access Request from a parent. **Correspondence** None	
Decision:	There were no actions to record.	

AGENDA ITEM 13	**UPDATES FROM COMMITTEES AND GOVERNORS**
Discussion:	**Curriculum & Student Welfare Committee held 10th October 2022** Mrs Cross gave a verbal update of the discussions which took place: ● The TOR has been updated to include more about student welfare. This can now be circulated ● Curriculum progress for each faculty ● Student Voice ● Preparation for Ofsted ● The 4 policies which were approved at Agenda item 10

	Personnel Committee 2022 Mr Underwood gave a verbal update. ▪ **Pay Progression**. It was agreed that the correct process had been applied and the committee supported the pay progression. Mrs Ellis has the formal wording should anyone wish to see a copy. ▪ **Paper on Premises Team restructuring.** The increase in costs will amount to £20k per annum and the committee supported this. ▪ **Job description for Family Liaison Officer**. This has been approved and the position has gone out for recruitment ▪ **HR Management System**. This paper was approved in Agenda Item 10.

AGENDA ITEM 14	**ANY OTHER BUSINESS**	
Discussion:	Mrs Ashcroft and Mr Gray have met with Mr Twist with regard to the name for the new Drama Block. Mr Twist has accepted to have the building named after him. The suggestion was the Michael Twist Performing Arts Centre. Governors/SLT were asked to provide any other suggestions to Mr Gray. The new parent governors, Mrs Tara Murray, will attend the next FGB.	
Decision:	Governors to contact Mr Gray if they wish to give suggestions for the name of the new drama block.	**SG**

The meeting concluded at 20:20

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

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 10th November 2022
Time & Venue:	18:00 Learning Resource Centre
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton - left at 18.50 Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Ms Tara Murray Mr Chris Penn Mr Andrew Tallents Mr Martin Underwood Mrs Amanda Waterfall
In attendance	Mrs Alison Dailey (Deputy Headteacher) - left at 18.50 Mrs Alison Eyre (Minute clerk) Miss Sofia Palios (Chief Financial Officer) Mr Andrew Procter (Deputy Headteacher)

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

Mrs Ashcroft introduced Ms Tara Murray (new Parent Governor) and Governors introduced themselves to her.

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

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 20th October 2022 were agreed as a true copy. Mrs Cross noted that there were several typing errors. She will provide these to Mrs Ellis who will make the necessary amendments.	
Decision:	Mrs Cross to inform Mrs Ellis of the typing errors in the minutes.	**AC**

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

AGENDA ITEM 5	REPORT TO GOVERNORS INCLUDING SAFEGUARDING	
Discussion:	Governors had previously received the Headteacher's report and were invited to ask questions. **Why are Yr13 attendance figures down?** Mr Procter informed Mrs Ashcroft that he would confirm with Mr Hayes but this may be due to policy. A session is measured at the start of the school day and some students have an agreement with Mr Hayes that they start at 10.20am. **Which figures will OFSTED require?** Mr Procter said they will require session figures. Mr Gray will discuss this with Mr Hayes. **Headteacher Targets** A governor noted that the targets around Grade 3's and 4's were not mutually exclusive and that the elimination of grade 3's may mean in the first instance an increase in grade 4's this was noted. **How are staff managing with the more robust UPS appraisal targets?** Mr Gray said that it has been received quite positively and that Mr Adamson tracks this. Mr Procter said we have gone from a system called Perspective and now use Google drive. This is a more swift conversation which everyone can access. **How will the role of form tutor be developed, particularly with the rise in mental health?** Mr Procter confirmed that this is part of the Development Plan. There will be one staff member in every year group who is an "excellent" form teacher. They will work with other teachers to try to get everyone to a more consistent standard. Mr Procter said they are trying to be collaborative and supportive to colleagues who do not find the role as easy. **Is there a target in their appraisal?** Yes, it is a pastoral target which Mrs Storey has done.	
Decision:	Mr Gray to speak to Mr Hayes about the session figures.	**SG**

AGENDA ITEM 6	SCHOOL IMPROVEMENT PLAN - YEAR 3	
Discussion:	Mr Gray provided a short presentation on the School Improvement Plan and Governors were invited to ask questions. **A Parent Governor stated that communication to parents has improved a great deal. Does Mr Gray feel we are at a stage with the MAT development where we could be more proactive?** Mr Gray said we are currently recruiting a Marketing & Communication officer which will be key. We are also working with a marketing company called Hi Impact in order to improve this. Mr Tallents said that he has some ideas he will share. **Who has the secondary school opportunity been suggested by?** Mr Gray said that this has come from talks with primary schools and it is them who have made the suggestions. The two schools suggested are Woodchurch and Ridgeway. **Key Stage 3 and 4** Mrs Ashcroft said it is important to make sure that we look at the length of the Key Stages. As it was clear that these were areas of examination for Ofsted **What is the latest situation with the culture audit?** Mr Procter informed Governors that Mr Dan Belcher is coming in to meet with students and staff and will then provide a report with some recommendations. We will then decide which recommendations to take forward.	
Decision:	No actions to record.	

AGENDA ITEM 7	MAT UPDATE	
Discussion:	Mr Gray informed Governors that he is in contact with other secondary schools and distributed a one page report detailing the work which is going on through primary schools.	
Decision:	No actions to record.	

AGENDA ITEM 8	UPDATES FROM CHIEF FINANCIAL OFFICER	
Discussion:	Governors had received a copy of the October 2022 Financial Report. Governors were invited to ask questions. Miss Palios provided an update on the Harper Trust and her meeting with Cook Lawyers. She confirmed we will be switching to a 52-week calendar method. **Internal Audit Scrutiny Report** Miss Palios requested it be minuted that she has presented this to Governors who were invited to ask any questions. She went through the recommendations and what they are currently working on. The school does not currently have an insurance policy for staff sickness as we self-insure. Miss Palios is working with Mrs White to obtain quotes and will present at a future FGB on whether we continue to self-insure or use a policy. Miss Palios said we are aiming to go live with the new payroll provider on 1st January 2023 and are working towards being as paperless as possible. Uniform supplier up for tender in summer **Merseyside Pension Fund** Miss Palios distributed a copy of the valuation results from Mercer and highlighted the main points. She recommended the 3-year option to pay as this will be a bigger saving. This recommendation was unanimously accepted by the Governors	
Decision:	3 year payment to be made to the Merseyside Pension Fund	**SP**

AGENDA ITEM 9	RISKS & OPPORTUNITIES	
Discussion:	Mrs Ashcroft asked if the Covid pandemic is to stay on the register. Mr Underwood said that this had been discussed at the Infrastructure & Governance Committee meeting and it was agreed it would remain on the register for the time being. Mrs Ashcroft asked if staff are being offered flu jabs. Mr Procter confirmed that they are.	
Decision:	There were no actions to record.	

AGENDA ITEM 10	DECISIONS MADE BY EMAIL	
Discussion:	Mrs Ashcroft confirmed that the Pay awards for support staff have gone through. Testing for entry into the school 2 x Year 7 – met the standard and now on waiting list 1 x Complaint from parent. This was live for 24 hours but has since been withdrawn. Mr Gray has dealt with this. Letter from NEU regarding conducting a ballot for industrial action (teaching staff). Letter from NEU regarding conducting a ballot for industrial action (support staff). Litigation to first tier tribunal about pupil who did not pass the 11 plus and did not pass the appeal. This is not progressing.	
Decision:	There were no actions to record.	

AGENDA ITEM 11	UPDATES FROM COMMITTEES AND GOVERNORS	
Discussion:	Mrs Cross gave an update following on from her meeting with Mr Gray regarding Governor expertise in priority areas/subject areas. It would be for this academic year initially. The five areas identified are: • Staff wellbeing; • Disadvantaged and SEND; • School improvement - MFL and English (two Governors will required); • Safeguarding; and • Self-evaluation Mrs Waterfall has agreed to be involved in Safeguarding and Mr Tallents will work on the Self-Evaluation. Mrs Cross suggested we ask Mr Meigh to be involved in Staff Well-being. Governors felt that a non-staff Governor would also need to be involved. Mrs Ashcroft said that we need to know by the end of next week what the role is and Governors can register their interest with Mrs Ellis. Mrs Waterfall asked if the New Visit form can be put on the Governor hub so it can be completed electronically. **Strike action** - Mrs Ashcroft said that the Unions provide us with a period of notice and we would then work out practicalities. **Infrastructure & Governors Committee meeting 8th November 2022** Mr Underwood updated Governors on Mr Procter's Estates Proposal and proposed refurbishments which were approved in principle. Mr Procter will put the Proposal and copy of the presentation on the Governor hub.	
Decision:	Governors to register their interest with Mrs Ellis Mrs Cross to confirm the role of Governors by the end of next week. New Visit form to go onto the Governor hub.	**All** **AC** **DE**

AGENDA ITEM 12	ANY OTHER BUSINESS	
Discussion:	**11 plus testing.** Mrs Cross said they have been looking at the most convenient day to have the testing. It has been agreed that it would be a remote teaching day and the whole school will be off-site. This will also enable support staff to assist with invigilation. A Governor asked how this would work for parents and Mrs Ellis confirmed they are informed of the date a year in advance. Mrs Ashcroft informed Governors that the next Finance Committee meeting was Tuesday 6th December. The audit will be signed off at this meeting and then the accounts will be approved at FGB on 15th December.	
Decision:	There were no actions to record.	

The meeting concluded at 19:10

Date of next meeting: Thursday 15th December 2022

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 15th December 2022
Time & Venue:	18:00 Learning Resource Centre
Attendees:	Mrs Caroline Ashcroft (Chair from arrival at 18:20) Mrs Tracy Atherton Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) - via video conference Mr Denis Mahony (Chair until 18:20) Mr Chris Penn - via video conference and then in person from 18.35 Mr Alan Roberts Mr Martin Underwood Mrs Amanda Waterfall
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mrs Alison Dailey (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Mr Rhyse Hayes Miss Sofia Palios (Chief Financial Officer)

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

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from Mrs Murray, Mr Meigh, and Mr Tallents.

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 10th November 2022 were agreed as a true copy,

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

AGENDA ITEM 5	REPORT TO GOVERNORS INCLUDING SAFEGUARDING
Discussion:	Governors had previously received the Heateacher's report and were invited to ask questions. Mr Gray gave a Powerpoint presentation - a copy of which is on the Governor hub. Mr Gray was in attendance via video conference and due to technical issues it was agreed that he would go through each slide individually and at the end of each slide, Governors were given an opportunity to ask questions. Mr Gray said that the MFL review was a very useful exercise and went through the key things we need to do to move things forward. **Slide 1 - MFL Review and Curriculum** ***Questions:*** **What impact will this have on EBACC stages?** Mr Gray said we have a high EBACC entry and around 80% of the cohort will do EBACC. **Is switching to a 2-year GCSE part of the wider curriculum?** Mr Gray said this was whole-school and in terms of structure it will be 2 years but there will be flexibility within that. **Are those Year 9 students who are identified as needing to be re-assigned the ones who are disengaged from German? If so, does that mean that they will definitely not be doing another foreign language?** Mr Gray said they will transfer to another academic subject. **Is it our aspiration that we want all our students to have to learn a language? Also, should we be looking at the quality of teaching so students know that learning a language is important?** Mr Gray said it is about trying to reconcile many things and that we have to be realistic and practical. He said we are also fighting against national issues. **Are we sending a message that we are giving students an option to opt-out and that languages do not have the same value as other subjects?** Mr Adamson said we would not give students a free opt-out. It is about looking at students in Year 9 and trying to get them on the right path rather than them just having a free choice. Our ambition is to direct about 80% of students to do a language. **MFL Review and Curriculum - page 2** **Questions:** **Are we allowing some students and parents to dictate to us and are we supporting this by looking at changing the Curriculum?** Mr Gray said that we need to listen to people and it is important that we modernise. He said in terms of Science, the students who are struggling are put into Combined Science. Governors will address this at the Strategy Day. Mr Gray said that with regard to moving to a 2-year GCSE, work would be done with staff on this as some would be reluctant to change. Mr Adamson confirmed that the other 5 Grammar schools have moved to a 2-year GCSE. A Parent Governor said he was fully supportive of moving to a 2-year GCSE. **Internal Matters - slides 3 and 4** Mr Gray provided feedback verbally as this was not in his report. **Matters for checking and approval - Slide 5** ***Curriculum*** Mr Gray requested permission from Governors for SLT to inform staff that we will move to a 2-year GCSE programme from September 2023. Mrs Ashcroft said that the awayday is being brought forward from March in order to look at Curriculum issues but understood the need to inform the staff. All were in favour of moving to this programme and Mr Gray will inform staff.

	School Dog Mrs Ashcroft informed Governors that there had been a suggestion of a wellbeing dog for the school. Mr Gray will look after the dog and, once trained, it will come into work with him and be based in the SEND area. There will be a timetable and we will work through a contract and a risk assessment. All were in agreement in principle. ***Fair Access Protocol*** Mr Gray provided an update. A Governor said that there would also need to be an understanding of the child's academic ability for their own wellbeing. All were in agreement in principle. Governors asked Mr Gray to inform them when this had happened for the first time. Mrs Ashcroft asked Mr Gray the following questions on his report: **Following on from the staff survey, is a proper Behaviour Policy likely to be brought forward?** Mr Gray said they are working on it with staff so he was surprised by the comments. **How are we addressing the issue of younger female staff dealing with inappropriate and intimidating behaviour from students?** Mr Adamson said that a staff member is carrying out a research project. Mrs Ashcroft said will introduce the staff member to her colleague in Merseyside Police. Mr Adamson will provide Mrs Ashcroft with her details. A Governor said she was shocked at the low response of 7% from senior leaders. This is to be amended to say that there were only 7 staff. Mrs Ashcroft thanked Mr Gray for his presentation and his report. Mr Hayes gave a presentation on the Sixth Form Improvement Plan 2022-2024 and Governors were invited to ask questions. **Does the 6th form feel different now to when he started?** Mr Hayes said he feels we are in a better place now as a result of clear roles and responsibilities and the clear systems in place. Mr Hayes said the next step now is working with form tutors. **Are there now more external candidates wishing to come to Calday?** Mr Hayes said there are 140 Expressions of Interest. Mrs Ashcroft thanked Mr Hayes for his presentation. **Update from Mr Underwood** Mr Underwood gave an update on E-block and the Mike Twist Centre. He said there will be £100k coming in from the successful Wolfson bid. Tender for windows and ventilation - Mr Underwood said E3Cube have recommended we use Frank Rogers Building Contractors to carry out this work. Miss Palios has carried out diligence on the financial viability of the company. Due to the urgency of placing the contracts in order for the work to start in the Easter holiday he requested formal approval to appoint Frank Rogers. This was approved and all were in favour. **SSAT Culture Audit** Mr Procter was not in attendance to answer any questions on his report. Mr Gray said that as Governors have seen the main points he was happy to answer any questions. **Mrs Ashcroft asked if we reinforce the parental contract and should this be done yearly?** Mr Gray will look at this. Mrs Dailey has produced a one page "Calday parent" poster which she showed to Governors. This is currently going through SLT. Mrs Ashcroft asked if she was able to produce a "Calday Team Member" one so that support staff feel involved.	
Decision:	Mr Gray to inform staff that from September 2023 we will be moving to a 2-year GCSE programme. Mr Adamson to provide Mrs Ashcroft with the name of the staff member carrying out the research project. She will then pass this onto her colleague in Merseyside Police.	**SG** **PA/CA**

	Mr Gray to look at whether the parent contract should be reinforced yearly. Mrs Dailey to look at producing a "Calday Team" Poster.	**SG** **AD**

AGENDA ITEM 6	**MAT UPDATE**	
Discussion:	Mr Gray informed Governors there will be a meeting between Headteachers sometime w/c 16th January and he will provide an update after this. Mr Adamson updated Governors on subject links. He is looking into doing an inset for feeder primary schools and will ask the language teachers to give a presentation on what we would expect them to do. There will be lots of different groups meeting in the New Year and he will update FGB on the collaborative working. Mr Adamson informed Governors that the Bluecoat School in Liverpool are looking to be a MAT member and wondered if this was something we should take into consideration. Mrs Ashcroft said at the moment, we are still just talking to schools on the Wirral. A Governor said it is important that we are clear what our core vision and values are and commended the work that is happening across the collaborations.	
Decision:	Mr Gray to update FGB after the Headteachers' meeting in January. Mr Adamson to update FGB on collaborative working	**SG** **PA**

AGENDA ITEM 7	**UPDATE FROM CHIEF FINANCIAL OFFICER**	
Discussion:	Governors had received a copy of the November 2022 Financial Report and were invited to ask questions. Miss Palios said there is a 1% operational surplus. We are hoping to receive notification of the additional funding from DfE before the Christmas break, with the first payment due in April 2023. We will be receiving £60k additional capital funding to go towards energy efficient projects. If we do not have any projects, we will put this towards other capital fundings. Mrs Ashcroft asked if Miss Palios had looked at insurance around staff absence. Miss Palios said we have to go back through 3 years of absence before we can go back to insurers. In addition, we will also need to take out the figures on Covid absences so this is ongoing.	
Decision:	There were no actions to record.	

AGENDA ITEM 8	**FORMAL APPROVAL**	
Discussion:	**Statutory Accounts** Mr Roberts has met with the external auditors who did not make any adjustments to the management accounts. Mr Underwood noted that on Page 19 it says "The Governance Review will be undertaken in 2019". This is to be amended to say 2023. Subject to this amendment the accounts were approved.	
Decision:	Page 19 to be amended to say 2023.	**SP**

AGENDA ITEM 9	**RISKS & OPPORTUNITIES**	
Discussion:	There were no updates. Miss Palios said she has not heard any further news on the teachers' strike in England.	
Decision:	There were no actions to record.	

AGENDA ITEM 10	DECISIONS MADE BY EMAIL	
Discussion:	**Testing for entry into the school (10 th November 2022 to date)** 4 x Year 7 (2 met standard and now on waiting list, 2 did not meet standard) 2 x Year 8 (1 met standard and now on waiting list, 1 did not meet standard) 1 x Year 9 (met the standard and now on waiting list) 1 x Year 11 (did not meet standard) **Decisions made via email** None **Email Correspondence** None **Correspondence** Freedom of Information Request – Expenditure on equality, diversity and inclusivity.	
Decision:	There were no actions to record.	

AGENDA ITEM 11	UPDATES FROM COMMITTEES AND GOVERNORS
Discussion:	There were no updates.

AGENDA ITEM 12	ANY OTHER BUSINESS	
Discussion:	Mr Underwood congratulated Mr Gray and all the staff on Calday being in the Sunday Times list of best schools. **Trustees Meeting.** Mrs Ashcroft gave an update further to her meeting this morning. Matters raised were as follows: • When is the Mike Twist Centre opening as they wish to attend? • They are concerned about the Alumni Association and the progression of this. They feel that Elliot O'Callaghan should be tasked with getting the Association up and running properly and Mrs Ashcroft confirmed she has agreed to this. • They have asked that there be a celebration of the school's special anniversary. Mrs Ashcroft has invited the Trustees to the Awayday and she confirmed that they were happy with the accounts. Miss Palios said she has looked in the safe and found deeds dating from 1700's. She will inform Mr Loney in case these are required by the Land Registry. Mrs Ashcroft said they are going for a Voluntary First Registration. **Awayday** Mrs Ashcroft informed Governors that Mrs Ellis will confirm the date of the Awayday. Kath Harris Consultancy will hopefully facilitate this. The morning session will be looking at Curriculum and the PM session will look at the system of governance. Mrs Ashcroft thanked Governors for all their support in 2022 and wished everyone a Happy Christmas.	
Decision:	There were no actions to record.	

The meeting concluded at 19:40

Date of next meeting: TBC

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 9th February 2023
Time & Venue:	18:00 Learning Resource Centre
Attendees:	Mrs Caroline Ashcroft Mrs Tracy Atherton Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mr Denis Mahony Mr Dan Meigh (via video conference) Mrs Tara Murray Mr Chris Penn Mr Alan Roberts 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) Mrs Kath Harris (External Consultant) Miss Sofia Palios (Chief Financial Officer)

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

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from Mrs Cross, Mr Procter and Mr Tallents.

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 KATH HARRIS
Discussion:	Mrs Harris delivered a presentation about the Ofsted inspection framework within regard to the Curriculum and the quality of education judgement. A copy of the Powerpoint Presentation is available. Governors were invited to ask questions. ***Questions:*** **When looking at sequencing, is it cross-curriculum or just a specific subject?** Mrs Harris said they look at sequencing in subjects like PSHE, Sex and Relationship Education and Careers. However, In terms of cross-curricular, they do not look at sequencing.

	How much of a discussion is there with senior leaders when deciding the Deep Dive subjects? Mrs Harris said that if a subject was raised on a previous inspection, the inspector would wish to do a deep dive on this subject. The inspector will ask Mr Gray about strengths and weaknesses and will then agree those deep dives. She said a lead inspector rarely imposes the deep dives unless they were raised in a previous inspection. **If you aren't looking at marking what are you looking at?** Mrs Harris said that inspectors look for whether they can see that children know and remember more over time and if they are also applying their knowledge over time. **This is clear for maths but how will this be done in subjects like History and English?** Mrs Harris said this is dependent on what topic you are looking at and explained It is about building up children's' sophistication in building up and interpreting text over time. All that work will be in an essay, which is then assessed, and this is how they will measure learning over time. With regards to History, she said that one way to assess this is the use of sources and to ensure that the school is delivering the intended curriculum. **How does reading come into this framework?** Mrs Harris explained that Ofsted has a big focus on reading and it is their expectation that a synthetics phonic programme is in place in secondary schools for those that have not yet mastered reading. Inspectors will look for whether students read for pleasure and will hope that the school encourages children to read from a range of genres. **Do you look at the use of data?** Mrs Harris said that inspectors will ask how you are using your internal data to inform the curriculum but won't be looking at it. **If we move away from Language Provision and our EBacc scores drop, would that be frowned upon by Ofsted?**I Mrs Harris confirmed that it would not and that Mr Gray would have included his rationale of this before the inspection. The lead inspector will also have already done background work on the school. **Has Mrs Harris noticed any difference to morale in teachers since the transition to the new framework?** Mrs Harris said that one of the questions they ask teachers at inspection is whether their workload is being effectively managed. She said schools are better at this now but still need to ensure that the school calendar is reasonable. Mrs Ashcroft thanked Mrs Harris for her presentation and she left the meeting. A Parent Governor said with regard to KS3, we need to ensure it is broad and balanced and doesn't just become an enlargement to three years what we now do in two years. He also said that it is important to see what a deep dive will look like over time and asked to what extent is that methodology reflected and how consistent is it. Mr Gray confirmed that Mrs Harris will come in to train middle leaders.

AGENDA ITEM 4	**APPROVAL OF THE MINUTES**
Discussion:	The action tracker was updated. Mr Hayes' first name was spelt incorrectly. This will be amended. Subject to this amendment, the minutes of 15th December 2022 were agreed as a true copy
Decision:	Mrs Ellis to amend the spelling of Mr Hayes first name.

AGENDA ITEM 5	**MATTERS ARISING/ACTION TRACKER**
Discussion:	The action tracker was updated.

AGENDA ITEM 6	REPORT TO GOVERNORS INCLUDING SAFEGUARDING
Discussion:	Governors had previously received a copy of the Headteacher's Report and were invited to ask questions. Mr Gray gave a Powerpoint presentation - a copy of which is on the GovernorHub and Governors were invited to ask questions. Mr Gray informed Governors that attendance is currently low. ***Questions:*** **Why is attendance low and is it general or specific?** Mr Gray said there are several reasons. For example, if some parents work at home, it is easier for the students to stay off school. He said there are also children missing from education and disadvantaged children. A Family Liaison Officer (Ms Gill Pryce) has been recruited and will be invited to attend FGB in May. Mr Gray will provide some analysis on attendance and the strategy for improving this at FGB in May. Mrs Storey will also be invited to attend to present to Governors. **Is low attendance specifically in this area or is it national?** Mr Gray said it is national. **Are the staff who are striking going to be paid?** Mr Gray confirmed they will not be paid. **Which year groups will be in school on strike days and how does Mr Gray prioritise which year groups will be in?** Mr Gray said this will be evaluated as the strikes go on. Mr Adamson said that Year 12 and 13 students are able to come into school on strike days as they do not need to have their teachers present. Mr Gray will look at this possibly being done on a rotation basis. **In connection to the statement Mr Gray sent out to parents regarding the member of staff, did Mr Gray have any safeguarding concerns regarding the school?** Mr Gray said he was not able to comment further on the statement but confirmed he has no safeguarding concerns. **In relation to the publicity around Andrew Tate and the whole agenda around misogyny, how are we ensuring this is addressed in Curriculum?** Mr Gray said this is discussed in PSHE and we have a set pastoral message. Mrs Storey has also done an assembly with Year 8. Mr Gray confirmed it is being mapped through. **Matters for approval** ▪ School dog; ▪ Concerns and Complaints; ▪ Admissions policy; ▪ ICT staff. Mr Gray said this is in a difficult state and we need some stable staffing. Governors were in approval of the above. **MAT** Mrs Ashcroft provided a verbal update and Mr Gray gave a Powerpoint Presentation. A Parent Governor said it was important to think about what we want and what it will look like in conjunction with some of those key partners. He said we want to avoid a situation where a lot of schools are expressing initial interest and then only several want to commit. A Parent Governor said that she had some thoughts and questions on MAT's and will email these to Mrs Ellis for forwarding onto Mrs Ashcroft. Mrs Ashcroft said all further questions concerning MAT's will be discussed at the Awayday on 4th March 2023. **High Performance Learning Implementation Maps** Mrs Ashcroft asked Mrs Dailey why it says "for example" under the headings on the implementation maps. Mrs Dailey said that all subjects are different and offer different aspects of the school's curriculum vision so it means it is an example of what we do.

Agenda Item 6	Report to Governors including safeguarding (cont/d..)	
Decision	Ms Gill Pryce (FLO) to be invited to attend FGB in May. Mr Gray to provide analysis on attendance and the strategy for improving this at FGB in May. Mrs Storey will be invited to attend FGB in May to present to Governors on attendance.	**GP** **SG** **SG**

AGENDA ITEM 7	**UPDATE FROM CHIEF FINANCE OFFICER**	
Discussion:	Governors had been provided with a copy of Miss Palios' report prior to the meeting and were invited to ask questions. **January 2023 Financial Report**. Approved **School Resource Management Self-assessment Tool (SRMSAT) Draft Submission.** Miss Palios said this is not for approval, it is just to confirm that Governors have had sight of it	
Decision:	There were no actions to record.	

AGENDA ITEM 8	**FORMAL APPROVAL AND DECISIONS TO BE MADE**	
Discussion:	**Approval of policies** ▪ Admissions Policy ▪ Concerns & Complaints Policy ▪ Uniform Policy The above policies were approved. The Canon Print contract was approved.	
Decision:	As agreed above.	

AGENDA ITEM 9	**DECISIONS MADE BY EMAIL**	
Discussion:	**Testing for entry into the school (15th December 2022 to date)** 8 x Year 7 (4 did not meet the standard. One student who met the standard appealed and was successful. The remaining 3 are on the waiting list). 2 x Year 8 (Student who met standard is now on waiting list, 1 did not meet standard) 2 x Year 9 (1 did not meet that standard. The student who met the standard appealed and was successful) 1 x Year 11 (did not meet standard) **Decisions made via email** None **Email Correspondence** None **Correspondence** Freedom of Information Request – Catering Freedom of Information Request - Henry Jackson Society regarding students of South Asian Descent. NEU Industrial Action Ballot - Report of voting.	
Decision:	There were no actions to record.	

AGENDA ITEM 10	UPDATES FROM COMMITTEES AND GOVERNORS
Discussion:	Mrs Waterfall has completed safer recruitment training and this is now on the GovernorHub.

AGENDA ITEM 11	ANY OTHER BUSINESS	
Discussion:	There will be an official opening of the Michael Twist Centre on 2nd March at 6.30pm.	
Decision:	None to record.	

The meeting concluded at 8pm.

Next meeting - Awayday Saturday 4th March.

Calday Grange Grammar School

Governors/SLT Strategy Day – 4th March 2023

Governors	*Senior Leadership Team*	*Apologies received*
Mrs Caroline Ashcroft	Mr Patrick Adamson	Mr Dan Meigh
Mr Denis Mahony	Mrs Alison Dailey	Mr Alan Roberts
Mrs Tracy Atherton	Mr Phil Douglass	Mr Andrew Tallents
Mrs Angela Cross	Mr Stephen Gray	Mr Rhys Hayes
Mrs Tara Murray	Mrs Sile Hayes	Mr Andrew Procter
Mr Chris Penn	Mrs Vicki Storey	
Mr Martin Underwood	***In attendance***	
Mrs Amanda Waterfall	Mrs Debbie Ellis	
	Mr Steve Dool (Facilitator)	

Introduction (Chair of Governors)
Mrs Ashcroft welcomed everyone to the meeting. She explained that the session would be in three parts as follows:- ▪ Curriculum 2023 ▪ MAT Development ▪ Future-proofing Governance She asked the Governors to ensure that they use the information provided to make informed and justified decisions in the best interests of the students that we are educating.

Introduction (Steve Dool, Facilitator)
Mr Dool provided a brief overview of his background. He explained that the aims and purposes of the session would be to:- ▪ Express views ▪ Influence policy and practice ▪ Achieve or agree consensus/conclusion

Introduction (Stephen Gray, Headteacher)
Mr Gray provided a review of the proposals. Please click here to view slides presented. Please click here to view documentation provided prior to Strategy Day

CURRICULUM 2023
Click here to view slides presented by Mr Dool. The Governors & SLT worked in groups to consider some of the key proposals with regard to the curriculum for the next academic year.
Decisions made
We will continue to deliver ten GCSEs but with an option for students to do more or less GCSEs in specific circumstances.
There will be two pathways (alternative name for 'pathways' to be agreed) for students as follows:- ▪ Students do the Combined Science qualification (two GCSEs), one language and three optional subjects. ▪ Students opt for separate sciences (3 GCSEs), two options and a language.

- There will be an additional pathway which will a discretionary option for a small group of students.
- Pathways 1 & 2 will be marketed as equal.

Allow students to choose the language studied in Year 7.

Students will study one language in Years 7 – 9, not two.

The target for the number of students having the EBacc will be 90%.

Science will be taught in Years 7 & 8 and then separated out in Year 9 and above

Additional discussion

The Governors noted that a number of changes above would have the greatest impact on the Science staff and will create a workload issue. It was agreed that it is essential that staff be given enough time to implement these changes.

Actions

SLT to provide an update at May FGB meeting regarding what will happen to the current Year 10 cohort.

PJD to provide information about the profile of students who are not taking a language.

MAT DEVELOPMENT

Mrs Ashcroft mentioned that the Governing Body has visited the idea of MATs since 2012 and that this part of the agenda was an opportunity to discuss and clarify our plans with regards to being part of a MAT.

She confirmed that the Governors/SLT need to consider the following:-

- Our willingness to enter into a MAT
- What does that MAT look like?
- What does it offer us in terms of opportunities?
- What can we offer?
- What are the tangible benefits for staff and the school community?
- What are the benefits for future generations of students?

A detailed discussion took place regarding the above. It was agreed that this will be discussed again at the May FGB and a decision will be made as to how we move forward.

Actions

SG to approach other local schools to ascertain whether they are interested in being part of a MAT.

SG/DM to consider the preparation of a 'prospectus' type document that can help share our vision with interested parties.

The SLT left the meeting at this point.

FUTURE-PROOFING GOVERNANCE

Mr Dool explained that the aim of the session was to confirm whether the current model of governance is fit for purpose.

Please click here to view slides presented by Mr Dool.

Mr Dool asked Governors to consider the following:-

- In relationship to knowing your school – what is going well at the moment, what is going less well and why?
- In relation to knowing what your core functions are – what would make it easier for you to do your job and what do you need to know that you do not know now?

The Governors worked in groups and debated the above. Feedback was as follows:-

What is going well?

- We like social media and believe it is going well
- GovernorHub working well
- Detail in Headteacher's report is good but perhaps could be refined slightly i.e. link to Ofsted headlines

- Finance is going well – clear and well-presented information received
- Staff presenting to Governors

What is going less well?

- We feel we know less about enabling functions
- Need to empower line managers and staff to have confidence to speak out
- Link Governors – would like to see it happen sooner

What would make it easier for you to do your job?

- A yearly Governor calendar which includes all the dates of the meetings
- More notice when Governors are needed for committees or interview panels
- Timings on agenda items (especially when staff are presenting)
- Consider changing agenda order so that Finance is earlier on the agenda

Overview

It was agreed that the scheme of governance currently in place is working well and requires a few tweaks rather than a major overhaul. It was suggested that it would be beneficial to look at carrying out an external review of governance to identify the strengths of the Governing Body and any areas for improvement.

Actions

SG/CAA to look at carrying out an external review of governance.

ADDITIONAL ITEM FOR DISCUSSION

Mrs Ashcroft mentioned that the Infrastructure & Governance Committee were scheduled to meet on Tuesday and are looking at some issues. She added that one of the proposals is around installation of a Multi-Use Games Area (MUGA) that has tight deadlines. She added that the FGB do not meet until May and therefore in principle she asked for approval for the decision to be delegated to the Infrastructure & Governance Committee.

All were in agreement.

CLOSING REMARKS

Mrs Ashcroft thanked everyone for attending and Mr Dool for facilitating.

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 11th May 2023
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 (via video conference) Mr Dan Meigh Ms Tara Murray Mr Chris Penn Mr Gary Price Mrs Francoise Rutland Mr Martin Underwood Mrs Amanda Waterfall
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mrs Alison Dailey (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Miss Sofia Palios (Chief Financial Officer) Ms Gill Pryce (Family Liaison Officer) Mrs Vicki Storey (Assistant Headteacher, Pastoral Lead)

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

Mrs Ashcroft requested that Mr Underwood leave the room. She then informed Governors that Mr Underwood had been co-opted for 4 years and is willing to be co-opted for a further 4 years. All were in approval. Mr Underwood re-entered the room. Mrs Ashcroft informed Governors that Mr Chris Penn has been appointed as a Trust Governor.

Mrs Ashcroft introduced the new Governors Mr Gary Price and Mrs Francoise Rutland who each provided a brief introduction.

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

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 the 9th February were agreed as a true copy and were approved. The minutes of the Strategy Day on 4th March were agreed as a true copy and were approved.

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

AGENDA ITEM 5	UPDATE ON ATTENDANCE
Discussion:	Mrs Storey delivered a presentation and Governors were invited to ask questions. ***Questions:*** **Are we able to dismiss other reasons for non-attendance as being an issue, such as holiday?** Mrs Storey said they have not received as many requests for holidays apart from those students with families in India, Pakistan and Bangladesh as they were not able to visit during Covid. Mrs Storey said they are taking a robust line and are also keeping a check on Emotional Based School Avoidance and anxiety in parents. **With regard to pupil premium, is there any insight into the cost of living being an impact on absence?** Mrs Storey said they have not had anyone say they can't afford to come in as they all have a free pass. Bus passes increase by 9% next year which may impact some families. Mrs Storey said that some parents ring the school to say the student has missed the bus and some will not challenge their children if they sleep in. A Parent Governor said that DfE research on educational recovery highlighted that some SEND students are achieving more by being at home and not coming into school. Mrs Storey agreed this was the case with some autistic students. **Do we have a school/parent/carer contract?** Mrs Storey confirmed that we have a home-school agreement which all parents sign. This is signed in Yr 7 and Yr 12 and is sent out electronically. It was agreed that a reminder would be sent out yearly to parents to let them know what they have signed up for. **Have any fixed penalty notices been issued?** Mrs Storey said none have been issued so far, but she has applied for one for a student in Yr 11. This has not yet been processed by the LA as they have a backlog. **Are there any case studies for Governors to look at where we have had real success?** Mrs Storey confirmed that she is able to provide these. She has examples of attendance improving with support and of attendance not improving despite support. A Parent Governor said it would be informative to see what had worked and what did not. Mrs Storey and Mrs Waterfall will look at this at their next meeting. **With regard to the SEND data (i.e. 38 pupils out of 103 are below 90%), are we doing enough to support this or is their absence due to medical needs? Can this be evidence based?** Mrs Storey said one of the children is only 62% attendance due to the fact that he has a stoma and that some students with chronic fatigue are on a reduced timetable. A Parent Governor said it would be helpful to see how their progress is. Governors were requested to email Mrs Ellis with their questions and suggestions and this will be discussed at the next Safeguarding Steering Group. Mrs Ashcroft thanked Mrs Storey for her presentation. Ms Gill Pryce (Family Liaison Officer) introduced herself and provided an overview of her role. Mrs Pryce went through two of her case studies which involved Yr 7 students and Governors were invited to ask questions. Governors said these were very good examples of early intervention and agreed how important pastoral support is. Mrs Ashcroft thanked Ms Pryce.

AGENDA ITEM 5	UPDATE ON ATTENDANCE	
Decision:	The Home-school Agreement reminder to be sent yearly to parents	**VS**
	Mrs Storey and Mrs Waterfall to look at case studies to see what had worked and what had not and update FGB.	**VS/AW**
	Governors to email Mrs Ellis with any questions and suggestions for Mrs Storey and this will be discussed at the next Safeguarding Steering Group.	**ALL**

AGENDA ITEM 6	REPORT TO GOVERNORS (TO INCLUDE MAT AND SAFEGUARDING)
Discussion	Governors had previously received a copy of the Headteacher's Report and were invited to ask questions. Mr Gray gave a Powerpoint presentation - a copy of which is on the GovernorHub and Governors were invited to ask questions. ***Questions:*** **Who walks Roxy, the school dog?** Mr Gray confirmed he does and said that more students are now approaching him when he is walking her. **Is there a greater depth now there have been changes in curriculum and can he reassure Governors that we are delivering a wider curriculum?** Mr Gray confirmed that the National Curriculum is all covered. **With regard to Priority 3 in Curriculum to what extent do our students understand those journeys and do we have any examples?** Mrs Dailey said they are working on topic overviews which she will bring to the Curriculum & Student Welfare Committee meeting next week. Mr Adamson also explained what High Performance Learning was. **For our MAT to proceed does everyone have to join at the same time?** Mr Gray said not necessarily but we would have a better chance of it being passed if we have the commitment of a secondary school. **How are we progressing with the prospectus? At the Strategy Day it was agreed that we would prepare a document to show schools what we can offer and what we want to achieve.** Mr Gray is meeting with the Head of Woodchurch at the end of June do discuss this. He said he is reassured that Woodchurch is committed. Governors agreed it is important that this document is ready soon. A Parent Governor commented that MAT's aren't achieving economies of scale due to the fact that the Governance hasn't been pulled together. Mrs Ashcroft will meet with Mr Mahony to discuss this. A Trust Governor reiterated his conflict in this matter. He provided details of the obstacles that will need to be addressed, if there is a move to a MAT with the schools discussed. Mrs Ashcroft, Mr Mahony and Mr Adamson will look at this and bring it to the next Infrastructure & Governance meeting. Mr Gray will also provide any further updates to Governors. **Outcomes** Mr Gray went through these and Governors were invited to ask questions. ***Questions*** **Do our current Yr 11 students understand that they have to apply for the 6th form and have they filled in the correct forms?** Mrs Dailey said there is now a new electronic form where the students have to state which subjects they want to do. **If doing A' levels isn't the right choice for some students then what is the best next alternative and what is Mr Gray's approach with that group?** Mr Adamson said that Mr Connell and Mr Hayes have been working on this and looking at apprenticeships. Mrs Dailey said that in some subjects, they could look at doing AS levels. Mr Gray said the Careers Fair is also helpful.

	Has Mr Gray noticed concerns from any other Heads regarding low attendance in Yr 13? Mr Gray said that this is country wide and that we are just starting to realise some of the effects of the pandemic with regard to centre based assessments. **Matters for approval:** • **Review support staff pay grades** Mrs Ashcroft said she is unsure how it is graded and said going forward, this needs to go through a proper system which needs to be reviewed at the Personnel Committee. A Parent Governor said that it does not make sense for us to have a system that is not comparable with others and that we will also need to be mindful of the MAT. It was agreed that Mrs Ashcroft will provide the name of who they use at Merseyside Police and this review will be initiated in the manner suggested. • **External review of Governance.** This was agreed at the Awayday • **Make the temporary 6th form leadership structure permanent following the SLT review** Mrs Ashcroft said she felt there were two parts to the review and before any permanent decision can be made, she would like to be satisfied that everyone is clear on whose role is whose. Mr Gray will confirm this and will tell staff that an agreement will be made at FGB in June. Mr Gray said there are other outcomes which he would like to discuss at the meeting in June. Mrs Ashcroft provided an update on appeals. She said that 18 appeals were allowed and that those who did not get in will have the opportunity to sit the test again once they have gone a year past their 11 plus. If they pass, they will be informed that the school is full and there is a waiting list.	
Decision:	**MAT** Mrs Ashcroft to meet with Mr Mahony to discuss economies of scale. Mrs Ashcroft, Mr Mahony and Mr Adamson to discuss the schools requiring Diocese endorsement and consent to academise. **Support staff pay grade** Mrs Ashcroft to provide the name of who they use at Merseyside Police and this review will be initiated. **6th form leadership structure** Mr Gray to clarify roles and inform staff. An agreement will be made at FGB in June.	**CA/DM** **CA/DM/ PA** **CA/SG** **SG**

AGENDA ITEM 7	**SIXTH FORM REVIEW**
Discussion:	Governors had previously received a copy of the review and were invited to ask questions. Mr Gray answered questions in Mr Procter's absence. **Where staff have said that sixth form students are increasingly less able to self-manage when left unattended, could Mr Gray explain what "increasingly" means, why is it getting worse and why are they having to be supervised?** Mr Adamson explained that this is specifically if a teacher is away as students do not take cover time seriously. He said that study time is semi-supervised. **There are only nine students from student voice. Is there an opportunity to have more?** Mr Gray will look at this. **UCAS forms**. A Governor noted the comments that some form tutors did not seem to spend time with students and they felt let down. It was agreed that we need to emphasise how important the UCAS form is to the form tutors. Mr Adamson said staff receive yearly training on how to complete these. Mr Gray will check with Mr Hayes what they did this year. **Ethos of Respect**. Mrs Ashcroft asked if Mr Gray could look into the male staff member with regard to his insensitive use of language and attitude to female students and some parents.

AGENDA ITEM 7	SIXTH FORM REVIEW	
Decisions:	**Student voice.** Mr Gray will look at numbers. **UCAS forms** Mr Gray to check with Mr Hayes what they did this year. **Ethos of Respect**. Mr Gray could look into the male staff member with regard to his insensitive use of language and attitude to female students.	**SG** **SG** **SF**

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. **Potential support staff strikes**. Miss Palios said the final offer has been rejected by all three unions so we may see some disruption. **Gas and electricity tariffs**. Governors thanked Miss Palios for arranging these. **MUGA.** Miss Palios said the tender is due back by 5th June and will go to FGB on 15th June. Mr Underwood explained the tender is in three parts and any bidder can bid for any of the parts.	
Decision:	No actions to record.	

AGENDA ITEM 9	LINK GOVERNORS	
Discussion:	Mrs Ashcroft visited the school to look at Educational Standards and met with Mrs Hayes. Mr Penn met with Mrs White following his appointment as chair of the Personnel Committee. Mrs Waterfall met with Mrs Storey and Mr Connell. Mrs Ashcroft said there are a number of vacancies for link governors. She added that If new governors wish to have a tour of the school and meet key staff then this can be arranged via Mrs Ellis.	
Decision:	New Governors to contact Mrs Ellis if they wish to have a tour of the school.	**FB/GP**

AGENDA ITEM 10	FORMAL APPROVAL	
Discussion:	**Approval of policies** ▪ Health & Safety policy ▪ First Aid policy Mr Underwood confirmed these had both been discussed at the Infrastructure & Governance Committee and that the committee recommended them for formal approval by the FGB. Proposed by Mrs Ashcroft, seconded by Mr Underwood. All in favour.	
Decision:	No actions to record.	

AGENDA ITEM 11	RISKS & OPPORTUNITIES
Discussion:	Miss Palios provided a verbal update on any changes made to the Risks & Opportunities Register (current version available in the Risks & Opportunities document folder on GovernorHub. She said the main update was the Support Staff pay.
Decision:	No actions to record.

AGENDA ITEM 12	DECISIONS MADE BY EMAIL	
Discussion:	**Testing for entry into the school** 1 x Year 7 (did not meet standard) 1 x Year 7 (did not meet standard) **Decision made via email** None **Correspondence** Letter from NEU (dated 03/04/23) Notice of industrial action on 27th April and 2 May 2023 Letter from NEU (dated 28/04/23) Industrial action ballot Letter from National Educational about industrial action. Letter about a further ballot	
Decision:	There were no actions to record.	

AGENDA ITEM 13	UPDATES FROM COMMITTEES AND GOVERNORS	
Discussion:	Mrs Cross provided an update from the Curriculum & Student Welfare Committee meeting held on 10th October 2022. She said there were two items which should have come to FGB. 1. Mrs Dailey had previously mentioned that SLT wished to change the name of RE to Theology, Philosophy and Ethics. The curriculum will stay the same, only the name will change. All in favour. 2. There were three policies requiring approval. Mrs Ashcroft confirmed that these were formally approved at the FGB in February.	
Decision:	RE to be changed to Theology, Philosophy and Ethics	**AD**

AGENDA ITEM 14	ANY OTHER BUSINESS	
Discussion:	Mrs White asked Governors to consider whether they wish to have a separate Anti-bullying and Harassment policy for staff. All were in agreement. The Curriculum & Student Welfare Committee is on Wednesday 17th May at 5.30pm.	
Decision:	Mrs White to prepare a separate Anti-bullying and Harassment policy for staff.	**HW**

The meeting concluded at 20:00

Date of next meeting: Thursday 15th June 2023

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 15th June 2023
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 Ms Tara Murray Mr Chris Penn Mr Gary Price Mrs Francoise Rutland 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 Andy Procter (Deputy Headteacher) Mr Colum Cunningham (Head of Faculty) Mrs Sile Hayes (Assistant Headteacher) Mrs Sarah Johnson (Head of Faculty) Mr Paul Miller (Head of Faculty) Mrs Christine Weston

The Governors confirmed permission for the attendance of Mr Adamson, Mrs Dailey, Miss Palios, Mrs Hayes, Mr Cunningham, Mrs Johnson, Mr Miller and Mrs Weston.

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from Mr Roberts and Mrs Eyre (Minute Clerk).

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	HEADS OF FACULTY
Discussion:	The Heads of Faculty were in attendance at the meeting to provide updates on their curriculum development planning for September. Please see attached information for updates. The following questions were asked:- **Humanities & Social Sciences Faculty (Christine Weston)** **It is good to hear about the flexibility to meet the needs of our students. Thinking around the agenda for quality, diversity and inclusion and in particular the focus on world views etc. How do we ensure our students have a broader understanding and that we meet these needs?** Core RE does tend to have a focus on big world questions and ethical issues. The new KS3 curriculum offers an opportunity to build in more about religions and also links with history on civil rights etc. We can also bring in different resources to facilitate when students choose different faiths. **This sounds interesting especially for Year 11 and Sixth Form. Is there a danger that students get too excited and switch to this from the traditional GCSEs and A levels? Does it have implications for staffing etc?** We have discussed this but because the A Level revisits a lot of this kind of thinking, I think the TPE can still sell the GCSE course as it equips them with the written skills and the GCSE RS will still link and support writing styles. We will review this at the end of next year. **Communication & Creative Faculty (Paul Miller)** **When we are teaching food, what does the curriculum look like? Is it about just learning to cook or is it the whole thing about nutrition, food groups etc?** It's holistic across the curriculum and it's the whole education about Food Technology. **How much cooking time will students get?** We are trying to allocate a double period but this is sometimes difficult with the timetabling. **Year 9 nutrition – is there anyting before Year 9 on this subject.** Yes, it gets covered in sciences in Year 7 and 8 and also in PE. Additionally, it is also covered in Personal Development sessions. **MFL – quite a big change, how are the staff feeling about this?** During any periods of change, we see the emotional response but I would argue that the majority of the department are already producing documentation. They are in a good place and are passionate about what they do. **How are you looking after the staff?** I check in regularly with them and make sure I say thank you quite a lot. We try to stagger the workload and map it out. **Science Faculty (Colum Cunningham)** **The plan for years 7, 8 and 9 – is that combined science or single science?** They are doing separate sciences but they get two periods each. **How are the staff about selling combined science as a valid option?** We have always taught separate sciences so it's a culture shift but it is a really positive step going forward. **English & Maths Faculty (Sarah Johnson)** **How are we ensuring that we catch those students who may find English tricky?** We are aware that some students have fallen through the net previously and therefore we have looked at data in Year 10, brought in a literacy focus, embedded in schemes of work, reduced class sizes etc. They are in sets now to give them support and the appropriate intervention is in place. **As we move from a 3 year to 2 year key stage, is there anything additional (over that which is already in place) that is being done to specifically target those Year 10 and 11 students who may struggle?** The year 11 that have just left already had a planned transition for two years.

AGENDA ITEM 4	APPROVAL OF THE MINUTES
Discussion:	The minutes of the 11th May 2023 were agreed as a true copy and were approved.

AGENDA ITEM 5	MATTERS ARISING/ACTION TRACKER
Discussion:	The action tracker was updated.

AGENDA ITEM 6	HEADTEACHER'S REPORT INCLUDING SAFEGUARDING & MAT UPDATES	
Discussion:	The Governors had received a copy of Mr Gray's full report with the documentation. Mr Gray provided a short additional update to Governors in which he highlighted the following:- **Admissions** ▪ At a recent meeting of the Wirral Secondary Heads, it was noted that 2025 will be a key year in Wirral as there will be 400 fewer secondary school places needed due to lower birth rates. ▪ The Grammar Schools Heads are currently looking at 11plus admissions and the options for the administration process going forward. **MAT** ▪ A MAT meeting took place on 12th June at Woodchurch High School. A full discussion had taken place and Woodchurch had indicated that they are happy to be involved in a 'federation' type format but are in no rush at present. The next meeting will be 4th July 2023. ▪ Mr Gray also provided Governors with a copy of an initial 'MAT prospectus' which can be shared with prospective stakeholders. **Ofsted** ▪ Mr Gray confirmed that work is continuing in relation to preparation for any future Ofsted inspection. A number of key documents such as the SEF are currently being prepared and will be finalised by the end of July. ▪ A Governor suggested that it may be beneficial to shape the HT report to reflect the headlines from the Ofsted framework. Mr Gray agreed to look at this. **Matters for approval** ▪ Mr Gray updated the Governors regarding the MUGA (multi use games area). Mr Underwood added that due to the value of the contract, this would need approval by the Full Governing Body. It was agreed that the tenders would be discussed at the forthcoming Infrastructure & Governance meeting and that the final decision would be delegated to the committee. All were in agreement. ▪ It was also agreed that the matters for approval regarding staffing would be discussed at a Personnel Committee meeting (date to be confirmed) and then any decisions brought back to the July FGB meeting (unless a decision via email is required). **Additional matters** ▪ Mrs Ashcroft informed the Governors that a meeting had taken place with the Swimming Pool Trust and some leaway had been made. The school will now have access to the pool at a more reasonable time for swimming lessons.	
Decision:	Mr Gray to look possibly of changing the HT report to reflect headlines from the Ofsted framework	**SG**

AGENDA ITEM 7	FORMAL APPROVAL	
Discussion:	The Governing Body considered the policies listed below which had been reviewed previously by the Curriculum & Student Welfare Committee. ▪ Behaviour Policy ▪ Attendance, Punctuality and Absence Policy ▪ Curriculum Policy	
Decision:	The policies were formally approved.	

AGENDA ITEM 8	FINANCIAL UPDATE	
Discussion	Miss Palios informed the Governors of the following:- ▪ The budget surplus is better than previously projected. The main risks at present are the unknown pay awards. ▪ With regard to the Risks & Opportunities Register, the Home to School Transport is a risk as there will be an increase in bus pass costs. The School is currently in discussions with Carvers regarding their increased costs. ▪ The Scheme of Delegation, the Financial Handbook and a number of policies will be presented for approval at the July FGB meeting. ▪ With regard to the internal audit, the Infrastructure & Governance committee will look at the linking of risks and cumulative impact i.e. risks that have an impact on other risks (domino effect).	
Decision:		

AGENDA ITEM 9	UPDATES FROM COMMITTEES	
Discussion:	Mrs Cross informed the meeting that a Curriculum & Student Welfare committee meeting had taken place on 17th May. An overview of the meeting was as follows:- ▪ Simon Connell had attended and had provided an excellent update on Careers and PSHE ▪ Mrs Dailey had also provided an overview of Ofsted preparations and a number of topic review sheets that she had prepared. ▪ A number of curriculum policies were reviewed. ▪ Concerns raised regarding making Drama optional at the end of Year 8.	
Decision:		

AGENDA ITEM 10	DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED	
Decisions:	**Testing for entry into the school (11th May 2023 to date)** 1 x Year 7 who did meet the standard. Currently on waiting list for a place. **Decisions made via email** None **Email Correspondence** ▪ Email from NEU (dated 14/06/23) Notice of industrial action ballot. **Correspondence** ▪ Letter from ASCL (dated 05/06/23) Industrial action ballot. ▪ Letter from NASUWT (dated 16/05/23) Industrial action ballot.	

AGENDA ITEM 11	UPDATES FROM GOVERNORS	
Discussion:	Mrs Cross mentioned that she had visited school recently in a Link Governor capacity to meet with Mrs Johnson. She confirmed they had discussed a number of processes within the Faculty which had been useful. Mr Underwood confirmed that he had met with MFL staff which had been beneficial. He reiterated Mr Miller's comments that the department are extremely positive regarding changes to the curriculum.	
Decision:	No actions to record.	

AGENDA ITEM 12	ANY OTHER BUSINESS	
Discussion:	Mrs Ashcroft expressed her growing concern about children being rude via snapchat. She asked the SLT to ensure that the online safety messages are constantly reinforced. Mrs Ashcroft mentioned that she would like to change the format of the October FGB when the Heads of Faculty attend to provide an analysis/plans for improvement regarding results. She suggested that the Governors split into groups (with a HoF and member of SLT) for a discussion (20 mins) around the results. Following these discussions, either a Governor or the HoF would feedback to the whole group. Mr Meigh informed Governors that former student, Felipe Pacheco, will be playing a lead role in Metamorphosis (Liverpool Playhouse – 17th to 21st October).	
Actions:	Arrange groups for October FGB and provide to Governors at September FGB meeting	**CA/DE**

The meeting concluded at 20:10

Date of next meeting: Thursday 13th July 2023

Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 13th July 2023
Time & Venue:	18:00 D34
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) - left at 19:05 Mr Denis Mahony Ms Tara Murray Mr Chris Penn Mr Martin Underwood Mrs Amanda Waterfall
In attendance	Mr Patrick Adamson (Deputy Headteacher) Mrs Alison Dailey (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Miss Sofia Palios (Chief Financial Officer)

The Governors consented to the attendance of Mr Adamson, Mrs Dailey, Mrs Eyre, Miss Palios.

AGENDA ITEM 1	ELECTION OF GOVERNORS
Discussion:	***To formally elect Chair and Vice-Chair*** Mrs Ashcroft and Mr Mahony were asked to leave the room and Mrs Ellis asked Governors to confirm they were in agreement with their re-elections. Governors were all in agreement for the re-election of Mrs Ashcroft as Chair and Mr Mahony as Vice-Chair. They were invited back into the room. ***To formally elect Chairs of Committees*** Mrs Cross, Mr Penn and Mr Underwood left the room and Mrs Ashcroft asked Governors to confirm they were in agreement with the following re-elections: • Finance and Audit Committee - Mr Roberts • Curriculum and Student Welfare - Mrs Cross • Infrastructure & Governance - Mr Underwood • Personnel - Mr Penn All were in favour and Mrs Cross, Mr Penn and Mr Underwood were invited back into the room.
Decisions:	As reported above.

AGENDA ITEM 2	RETIREMENT OF STAFF
Discussion:	Mr Ant Cliffe and Mrs Kate Owen attended the start of the meeting and Governors formally acknowledged their long service to the school prior to their retirements on 31st August 2023. Mrs Ashcroft presented them each with a gift and thanked them for their service.

AGENDA ITEM 3	HEAD BOY AND HEAD GIRL	
Discussion:	The current Head Boy, Christopher Popoola gave a presentation (on behalf of himself and the Head Girl, Tamara Stephens) on their year as Head Boy and Head Girl and Governors were invited to ask questions. A Governor asked him what his best year was and why. Mr Popoola said it was Yr 10 as this was where he made his close friends and in addition, he led the House drama for Glegg. Governors thanked him and Ms Stephens for their leadership over the past year and for the quality and level of detail in the presentation. After Mr Popoola left, Governors agreed that it was important to action the points made in their presentation. A Governor asked what the process is for election and how often they attend FGB. Mrs Ashcroft explained that they come to FGB after their election and then at the end of their term. It was suggested that the presentation be given to the new Head Boy and Head Girl when they are elected. Mrs Ellis will put a copy of the presentation on the Governor Hub for comments. Mrs Cross and Mr Underwood will take this forward in their Committees.	
Decision:	Mrs Ellis will put a copy of the presentation on the Governor Hub for comments. Mrs Cross and Mr Underwood will take this forward in their Committees.	**DE** **AC/MU**

AGENDA ITEM 4	APOLOGIES FOR ABSENCE
Discussion:	Apologies were received from Mr Meigh, Mr Price, Mr Roberts and Mrs Rutland.

AGENDA ITEM 5	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 6	APPROVAL OF THE MINUTES	
Discussion:	A Governor noted that in the “In Attendance” section, it should state that Mrs Weston is also a Head of Faculty. Subject to this amendment, the minutes were agreed as a true copy.	
Decision:	Mrs Ellis to add that Mrs Weston is Head of Faculty.	**DE**

AGENDA ITEM 7	MATTERS ARISING/ACTION TRACKER	
Discussion:	The action tracker was updated.	
Decision:	Mrs Ellis will email Governors a list of the Groups for FGB in October. Mrs Ashcroft will prepare a list of what she would like the groups to discuss and will circulate this to Governors.	**DE** **CA**

AGENDA ITEM 8	REPORT TO GOVERNORS TO INCLUDE SAFEGUARDING
Discussion:	The Governors had received a copy of Mr Gray's full report with the documentation. Mr Gray provided a short additional update to Governors in which he highlighted the key updates and Governors were invited to ask questions. **House system**. Mr Gray said this will be moved to Enrichment and that he is looking to bring in some unpaid staff to be a House Leader as part of this. He added that it may be linked with the Pastoral system but it will be more Enrichment based. A Governor suggested this be linked to the presentation done by the Head Boy and Head Girl. Mrs Ellis distributed a leaflet called Calday at a Glance. Mr Gray commended Mr Connell for all his work with students and the tradesmen who took part in "Test a Trade Day". Mrs Cross had been in and observed Year 7 students doing various sessions and said that these were all very good. Mrs Atherton said they had received very good feedback via email. Mr Gray summarised by saying that a lot has been achieved particularly with regard to the new curriculum model. ***Questions*** ***With regard to Year 9 options, are students able to do whichever subject they request? Are there students in each of the choices?*** Mr Adamson said there are students in each of the choices but some are more full than others. He said there has not been a huge take up in Graphics. ***Do students only ask for one option or do they give an alternative?*** Mr Adamson said students usually choose a language plus another subject as a reserve. Some students were not able to get on the food technology subject, but they were given good notice. ***How do you deselect?*** Mr Adamson explained that it is done based on CCT's exam results in that area and teacher recommendation. ***Are we able to accommodate those additional students in food technology as extracurricular?*** Mr Adamson said this is available through DofE and at GCSE. ***Have there been any discussions on giving a positive spin in Science?*** Mr Adamson said that the new appointment to Science is very focused on this. ***Are all staff happy with the pastoral system detailed in Mr Gray's presentation?*** Mr Gray confirmed they were. ***What have we budgeted for in terms of the possibility of a pay increase?*** Miss Palios confirmed it was 4½ %. ***It is important to support staff through their professional development so to what extent are we promoting access to NPQ's as these are funded by DfE?*** Mr Adamson said that we have had around 6-8 staff doing various ones in the last 18 months and have had two recent enquiries. Mr Adamson will progress this in September. He informed Governors that he will give an internal session again to prepare middle leadership, and a further one that we offer to the middle leaders to prepare for senior leadership. Mr Adamson said that the last one was done in conjunction with West Kirby Grammar. ***Are there any financial incentives to support teachers out of the school?*** Mr Adamson said core maths is funded and that we receive payment when someone is out of school. NPQ's are done in school and after school so staff do not miss a lot of time. ***Why have only three girls applied for Senior Prefect and are there any barriers which prevent them from applying?*** Mrs Cross gave an update following on from her meeting Mr Hayes who was not at the meeting. Mr Adamson believes it is the process that has stopped more applying and he has offered to run a

	preparation course next term for any girls wishing to apply. In addition, during the run up to applying he will coach them on how to showcase what they have done. **Are the cohort happy with the process of election?** Mr Hayes said that students who weren't successful were given an opportunity to receive feedback. Mrs Cross said it was important they all received feedback. Mr Gray said that this process will be looked at. ***What areas did Mr White identify when he undertook his quality assurance?*** Mr Gray said that in terms of Science, Mr White had some very frank views on the leadership of Science and this has formed part of Mr Gray's and Mr Procter's meeting today. He said they will be speaking to the Head of Faculty initially and setting out clear expectations of what is expected of his middle leaders and also in the quality of teaching and learning across departments and attitudes towards Trilogy science. Mr Gray confirmed put this in writing to him after the meeting and it will be part of the appraisal. In addition, Kath Harris will do a deep dive in Science. ***Do all staff feel content that they have enough teaching time to deliver the curriculum?*** Mrs Dailey said that this also formed part of Mr White's quality assurance. He met with each Curriculum leader of Science and was satisfied. Mr Gray confirmed that there is written feedback. ***Are we satisfied that we are giving students enough PE time?*** Mr Gray confirmed that we are. ***There are 15 periods set aside in the curriculum for further maths. If students aren't doing further maths, would these 15 periods be private study?*** Mr Procter explained that core maths doesn't get the full allocation as another A level would. He said that unless students were doing a 4th A level then this will be private study. ***Are we doing a new Destination board?*** Mr Procter confirmed this will be done next year. ***Are we reassured that we have exhausted all possible support for the Year 9 looked after student who has been excluded?*** Mr Procter said this is a very difficult situation and there is an ongoing legal process.	
Decision:	There were no actions to record.	

AGENDA ITEM 9	**CURRICULUM UPDATE**
Discussion:	This was covered in Agenda item 8.

AGENDA ITEM 10	**FORMAL APPROVAL**
Discussion:	The Governing Body considered the policies listed below which had been reviewed previously by the relevant Committees. • ***Budget and 3 year plan***. Miss Palios said that this has to be submitted by 31st August. Subject to it being re-forecasted over the summer holidays, all were in favour. Mrs Ashcroft said that the budget had been challenged at the Finance Committee meeting. Miss Palios will present the revised plan to FGB in September. • ***Scheme of Delegation and limits of authority***. All were in favour. • ***Teaching & Learning Policy & Principles***. Mrs Ashcroft asked if there is a way to get the parents to "buy in" more. Mrs Dailey provided an update on the planned parents events for each year group and said there will be a different focus for each year group. The first event is scheduled for Thursday 14th September and they will use the Calday Parents, Calday Students and Calday Teachers posters. Mr Adamson will also bring in HPL to do some activities.

	Mrs Dailey said there are new planners for Year 7 and Year 12 and the Calday Students posters will go into these planners and be sent home. The Year 8 evening will focus on careers. Year 9 will be about Options. Year 10 will be about GCSE's - what they are about and how you prepare. Year 11 will be looking at revision techniques. Year 12 will be on welcoming them to Calday 6th form. Year 13 will focus on next steps i.e. UCAS. Mr Procter said this has been in direct response to the Learning to Improve event. He said that a lot of parents do not like online events. A parent governor said it is important to have the right balance of online and face to face. Mr Procter said they ensure that parents know that they can contact teachers anytime about their child and not just at a parents evening. ***Questions:*** ***How do we ensure that we have the right parents there and we don't miss the harder to reach parents?*** Mrs Dailey said they are working on this. ***What happens if a parent is unable to do online? Do they know they are able to raise issues if they need to?*** Mr Procter said that Heads of Year monitor attendance and staff will ring parents if they aren't able to discuss online. Mrs Atherton said that Mrs Pryce has assisted parents with getting online. ***What is the evidence for people turning up for face to face as opposed to online?*** Mr Procter said that online attendance is much better and it is also better for the staff as they can do this from home. All in favour. • ***Financial policies (available via link on GovernHub)***. Mr Underwood noted that the Academies handbook has now been released and there are some references to 2022 and suggested this is amended to add references to 2023. Subject to these amendments, all were in favour. • ***HR policies (available via link on GovernorHub).*** Mr Penn said Mrs White will now space these out over the year. The Bullying & Harassment Policy was sent to the Unions who have requested that this now be called Dignity at Work. Subject to the renaming of the Bullying & Harassment policy, all were in favour.	
Decision:	***Financial policies.*** Reference to 2022 in the Academies handbook to be amended to 2023. ***HR policies.*** The Bullying & Harassment Policy is to be renamed to Dignity at Work.	**SP** **HW**

AGENDA ITEM 11	**UPDATE FROM CHIEF FINANCIAL OFFICER**	
Discussion:	Miss Palios provided a brief overview of the June 2023 Financial Report. Miss Palios is currently updating the Risks & Opportunities and will present this in September.	
Decision:	Risk & Opportunities Register to be presented to FGB in September.	**SP**

AGENDA ITEM 12	REPORT FROM GOVERNORS	
Discussion:	***Infrastructure & Governance*** Mr Underwood went through the main highlights. The SLA with E3 Cube was due to expire at the end of August and we are extending this for a further year. They are proceeding with the synthetic turf. He and Miss Palios met with STM and they are looking at planning. This is ongoing. Mrs Ashcroft asked if the formal application had been submitted yet and Mr Underwood said it had not. Mr Underwood went through the Summer Works Schedule and the refurbishment of the staff room. ***Lab refurbishment*** There was a pre-start meeting on Monday and the refurbishment will hopefully be completed by September. Miss Palios said the work came in under budget so she asked E3Cube to reduce their fees and they have agreed. ***Finance*** This had already been covered in the meeting by Miss Palios. ***Personnel*** Mr Penn went through the policies. He then provided an updated summary on the admin review. He said they are looking at the two core roles of Reception and Admin and how these work. They have met with each staff member and the group meetings will commence in September. The Committee had questioned one of the roles on the staffing proposals which came to FGB in June. The outstanding issue has now been resolved, in a different way. Mr Penn said the Early Careers Teachers Report is very comprehensive and he has thanked Miss Jones for her report.	
Decision:	There were no actions to record.	

AGENDA ITEM 13	DECISIONS MADE BY EMAIL AND CORRESPONDENCE RECEIVED
Discussion:	**Testing for entry into the school (15 th June 2023 to date)** 1 x Y7 met standard and currently on waiting list 1 x Y8 met standard and currently on waiting list The following did not meet the standard:- 2 x Y7 3 x Y8 1 x Y9 **Decisions made via email** Decision made at Personnel Committee regarding staffing Refurbishment of Labs **Email Correspondence** None **Correspondence** None

AGENDA ITEM 14	ANY OTHER BUSINESS	
Discussion:	**Buses** Miss Palios said we have been notified by Selwyn's that they are no longer able to provide transport to Sports Club as they are closing their Wirral depot. Quote documentation was prepared and sent out to several other providers, however we only received one quote back. Al's Coaches have quoted £160 and Miss Palios has negotiated them down to £130. We require a 78-seater bus as there are 75 students and 3 staff and, given the short timeframe, Miss Palios proposed accepting this quote for one year only. A Governor asked whether the school should purchase two minibuses to be used for games. Mr Procter said we need time to look at this as it would be an expectation of teachers to drive and some don't have the required licence. A Governor asked if it would be possible to make it safe for Year 9 students and above to make their own way there. Mrs Ashcroft explained that this would take time off the lessons but, more importantly, due to the volume of traffic and lack of pavements it is not deemed safe. It was agreed that we will agree to a one year contract with Al's Coaches and look into other options in the longer term. ***Mr Ant Cliffe*** Mrs Ashcroft said that Mr Cliffe held a specialist role teaching "improving physics" with Stem. Stem has agreed to keep him on in this role if he has a school to host his payroll. Mr Gray has agreed to this and confirmed there is no budget pressure on the school. All were in agreement. ***Policies*** Mrs Waterfall asked about the Whistleblowing policy and Mrs Ellis confirmed this has been updated. Mrs Waterfall is working with Mrs Cross and Mrs Storey on the Keeping Children Safe/Safeguarding Policy. There will also be a Digital Safety Policy. Mrs Ashcroft thanked Governors and SLT for their support over the last year.	
Decision:	Miss Palios will agree to a one-year contract with Al's Coaches and look into other options in the longer term.	**SP**

The meeting concluded at: 7.50

Date of next meeting: Thursday 14th September 2023