

# FULL GOVERNING BODY MINUTES September 2023 to July 2024

Please note that July 2024 minutes still require formal approval



# Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
<b>Date of Meeting:</b>	Thursday 14th September 2023
<b>Time &amp; Venue:</b>	18:00 Learning Resource Centre
<b>Attendees:</b>	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 (arrived 18.10pm) Ms Tara Murray Mr Chris Penn Mr Gary Price Mr Alan Roberts Mrs Amanda Waterfall
<b>In attendance</b>	Mrs Alison Dailey (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Mr Andrew Procter (Deputy Headteacher)

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

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
<b>Discussion:</b>	Apologies were received from Mr Adamson, Miss Palios, Mrs Rutland and Mr Underwood.

AGENDA ITEM 2	REGISTER OF PECUNIARY INTERESTS
<b>Discussion:</b>	Governors are asked to consider whether they have a personal or prejudicial interest in connection with any item(s) on this agenda and, if so, to declare them and state what they are.  Governors will also need to complete the Declaration of Interest link on GovernorHub (see email dated 7th September 2023).

AGENDA ITEM 3	REVIEW OF EXAMINATION RESULTS AND NEXT STEPS
<b>Discussion:</b>	Governors had received a copy of Mr Douglass' report prior to the meeting. As Mr Douglass was unable to attend, his presentation was given by Mr Gray who said that this also tied in with his report. Governors were invited to ask questions.  Mr Gray started by saying that ASCL recommended that schools did not look at value-added measures and they have advised that schools should focus on destinations rather than individual grades. Mr Gray will speak to individual departments about results.  <b>A Level results</b>  Mr Procter talked about the frailty of Level 3 value-added this year and said it is important to look at how some subjects compare with other subjects. He said the disappointing figure is the imbalance at A* that we are achieving compared to national figures and will look at this going forward.

**Questions:**

***Are these figures finalised?***

Mr Gray said these will fluctuate as results are coming in from all over the country.

***What do the colours stand for on the subject page?***

Mr Gray said blue is the highest and grey is the lowest.

***A governor asked Is there anything to read into the fact that where there are positive results in creative type subjects?***

Mr Gray said the creative subjects often have smaller class numbers and therefore as a result the students have benefitted from this.

It was noted that further maths had a larger cohort that had done well. An observation was made that the students who took further maths often worked well on their own.

Mr Procter said there were too few A\*'s and A's and a lot of D's. It was accepted that this needed addressing. However, it was observed that this cohort for A level had been admitted on the basis of teacher assessed grades and staff opined that had they taken exams they may well not have been admitted into the sixth form.

Mr Procter said that 47 got two or more grade D's or below.

***What happened to these students?***

Mr Procter said that the destinations were still being collated but he was aware that some of the students had gained places at university whilst others had not wanted that in any event.

**GCSE**

Mr Gray said that overall he is happy with the Progress 8 figure but there are some areas to focus on. He has spoken to staff about positive progress for students. Mr Procter said that some students do not reach the grades their KS2 result suggested they should.

Mr Gray said that English is submitted as one grade in terms of DFE collection and our best score is positive. He confirmed that Inspectors would take the figures from the DFE ones.

Mr Procter said that with regard to the National Comparison, it is reflective of the previous Combined Science policy where lesser able scientists were put onto this course.

A Governor said that for future meetings it would be informative to know the cohort sizes of specialist groups in case this is needed to make a comparison. He also said that we need to look at languages in KS3, as progress is not where we want it to be.

A Governor also said that they had been hoping to see a slight improvement in foreign languages.

Mr Gray said that Russian is a cohort of 60. He and Mrs Dailey will meet with Heads of Faculty to look at languages.

**Questions:**

***Our pass this year was at its lowest in 6 years. Is there some analysis around this as EBacc focuses on strong passes?***

Mr Gray will look at this.

***Three out of five areas where we have the highest negative figures are in our languages. Is there a link between our EBacc?***

Mr Procter said that it is due to a lack of resilience in students. This has been far more pronounced since covid and parents are allowing them to discard some subjects. Mr Adamson is addressing this with Yr7 parents.

***What is grading is an X?***

Mr Procter that this means disapplied. This year we have had a high number of x's which were due to cheating and we are duty bound to report any malpractice.

***Is there an increase in malpractice or an increase in the detection?***

Mr Procter confirmed the increase was due to one student.

	<p><b>Next steps:</b></p> <ul style="list-style-type: none"> <li>• Subject reviews with all middle leaders.</li> <li>• Look at some individual results and pre-capability measures with some staff.</li> <li>• Look at new entry criteria for sixth form. Mr Gray said we accepted 33 students into the sixth form whose average score was below 6. He confirmed that the entry criteria in some subjects has now been raised.</li> </ul> <p>A discussion followed around entry criteria and it was agreed that this would be discussed further at Curriculum &amp; Student Welfare.</p> <p>Mrs Ashcroft said we also need to discuss the Admissions Panel as she felt that 26 in one day was too many.</p> <p><b>Summary</b></p> <p>Mr Gray summarised by saying that they are doing a lot of work looking at results at GCSE and A Level. He said that many students are sub-consciously discarding subjects and that parental culture is not always helpful in this regard.</p> <p>Mr Gray will be doing more Student Voice work.</p> <p>He is planning to set up a School Improvement Group who will meet at every half term to look at data (attendance, achievement) and invited Governors to attend. Mr Gray said that attendance needs improving as in May out of 400 students; there was less than 90% attendance.</p> <p>A Governor said that he agreed that every member of staff has a level of accountability for their subjects in order for all students to achieve and part of that should be what those outcomes look like. In the context of mental health and wellbeing we do not want to be putting pressure on students because staff are under pressure to get good grades, we want students to be positive. Mr Gray confirmed that the onus will be on support as it is not solely based on data.</p> <p>Mrs Dailey said that if Governors had any questions they would like to ask about individual subjects, these will be tabled at a HOF/SLT meeting that commences a week on Monday. Governors can email their questions to Mrs Ellis.</p>	
<b>Decision:</b>	<p>Mr Gray to speak to individual departments about results.</p> <p>Mr Procter to look at the imbalance at A* compared to national figures.</p> <p>Mr Gray to provide cohort sizes of specialist groups.</p> <p>Mr Gray and Mrs Dailey to meet with Heads of Faculty to look at languages.</p> <p>Mr Gray will look into providing analysis around our pass this year which was at its lowest in 6 years.</p> <p>Entry criteria and Admissions Panel numbers to be discussed at Curriculum &amp; Student Welfare.</p> <p>Governors to email any questions to Mrs Dailey about individual subjects.</p>	<p><b>SG</b></p> <p><b>AP</b></p> <p><b>SG</b></p> <p><b>SG/AD</b></p> <p><b>SG</b></p> <p><b>CA/AC</b></p> <p><b>All</b></p>

<b>AGENDA ITEM 4</b>	<b>APPROVAL OF THE MINUTES</b>	
<b>Discussion:</b>	Mr Procter noted that he is not on the attendee list but was an attendee at the meeting. Subject to this amendment, the minutes were agreed as true copy	
<b>Decisions:</b>	Mr Procter to be added to the attendee list.	<b>DE</b>

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING/ACTION TRACKER</b>	
<b>Discussion:</b>	The action tracker was updated.	
<b>Decisions:</b>	As per action tracker.	

AGENDA ITEM 6	REPORT TO GOVERNORS (TO INCLUDE SAFEGUARDING)
<b>Discussion:</b>	<p>The Governors had received a copy of Mr Gray's full report with the documentation. As most of Mr Gray's report had been covered in Agenda Item 1 Mrs Ashcroft, they were invited to ask any questions.</p> <p><b>Matters for Governor approval:</b></p> <p><b>Pay Policy.</b> Governors raised concerns that these changes had not gone out to consultation. Mrs Ashcroft proposed that is not agreed at this time and that it goes out to consultation. Pay will remain the same as last year with the new pay scales in and we will consult about taking that line out.</p> <p>All were in agreement.</p> <p><b>Removal of research element in restructure.</b></p> <p>The proposal now is that we remove these posts which lead to a net saving for school. All in favour apart from Mr Meigh who abstained.</p>
<b>Decision:</b>	Pay Policy to go out to consultation. <span style="float: right;"><b>SG</b></span>

AGENDA ITEM 7	MAT CONVERSION
<b>Discussion:</b>	<p>Mr Gray met with the respective schools in July. Mrs White and Miss Palios have a meeting with the core team at Woodchurch next week to map out the potential services we can provide. He said that the current Head of Woodchurch is retiring and the new head comes into post in January.</p> <p>Mr Gray will provide an update at FGB in November.</p>
<b>Decision:</b>	Mr Gray to update FGB in November. <span style="float: right;"><b>SG</b></span>

AGENDA ITEM 8	UPDATE FROM CHIEF FINANCIAL OFFICER
<b>Discussion:</b>	<p>Miss Palios was not in attendance and had provided Governors with a detailed update prior to the meeting.</p> <p>Mrs Ashcroft informed Governors that the accounts had been closed on 31st August. She said the pay award discussed at FGB in July was greater Government funded than we had anticipated.</p> <p>If Governors have any questions or queries they are to email Miss Palios who will prepare a response which will be circulated.</p>
<b>Decision:</b>	There were no actions to record.

AGENDA ITEM 9	FORMAL APPROVAL
<b>Discussion:</b>	<p><b>Pay Policy</b></p> <p>This was discussed in Agenda Item 6.</p> <p><b>Child Protection – Safeguarding Policy</b></p> <p>Mrs Waterfall commented that there are some additional amendments which are being addressed. It was agreed to approve the current policy and then reapprove the updated version once updated. All were in favour.</p> <p><b>SEN Policy</b></p> <p>Minor amendments have now been made. All were in favour.</p>
<b>Decisions:</b>	Mrs Waterfall to forward updated Child Protection - Safeguarding Policy. <span style="float: right;"><b>AW</b></span>

<b>AGENDA ITEM 10</b>	<b>GOVERNANCE MATTERS</b>	
<b>Discussion:</b>	To confirm that the school will continue to operate with the provision of the burgundy and green books. All in favour.  Academies Trust Handbook 2023 – confirmation that all Governors have read and accept the changes in this handbook.	
<b>Decision:</b>	Mrs Ellis will move the Academies Trust Handbook 2023 to the top of the Governor Hub and Governors to confirm at October FGB.	<b>DE/All</b>

<b>AGENDA ITEM 11</b>	<b>RISKS AND OPPORTUNITIES</b>	
<b>Discussion:</b>	There were none to add.	
<b>Decision:</b>	No actions to record.	

<b>AGENDA ITEM 12</b>	<b>DECISIONS MADE BY EMAIL AND CORRESPONDENCE RECEIVED</b>	
<b>Discussion:</b>	<p><b>Testing for entry into the school (13th July 2023 to date)</b> No testing undertaken since 5th July</p> <p><b>Decisions made via email</b> None</p> <p><b>Email Correspondence</b> Letter of complaint re buses from a parent</p> <p><b>Correspondence</b> Notice of industrial action – NASUWT Scrutineer’s report of the ballot - NEU</p> <p><b>Staff Welbee Survey</b> This will be discussed at the Personnel Committee and a report will come back to Governors at FGB in November.</p>	
<b>Decision:</b>	There were no actions to record.	

<b>AGENDA ITEM 13</b>	<b>UPDATES FROM COMMITTEES</b>	
<b>Discussion:</b>	<p>Mr Underwood was not in attendance so Mr Procter provided a detailed update on the current projects further to their meeting last week.</p> <ul style="list-style-type: none"> <li>▪ The Twist building is nearing completion;</li> <li>▪ There is a final snagging meeting tomorrow regarding ventilation and windows;</li> <li>▪ Two labs are now completed and the third will be completed by next Tuesday. We came in £80k under budget but Wolfson will still give us the full amount of the bid;</li> <li>▪ Staff room is completed;</li> <li>▪ Work has been carried out on improving the changing rooms. They are looking at the possibility of purchasing or hiring a demountable changing room so that students don't have to change in the classroom;</li> <li>▪ Glasspool has been renovated.</li> </ul> <p><b>Future projects</b></p> <ul style="list-style-type: none"> <li>▪ MUGA is at the planning stage with WBC;</li> <li>▪ The next part of the development plan would be to move admin to behind reception and move the 6th form to the business block. There is a meeting tomorrow to look at school capacity and floor area;</li> <li>▪ A Hall project has been started in conjunction with changing the use of the 6th form common room.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ We are continuing to chase Oxton Hockey Club who are struggling to get anything from England Hockey. In the meantime, a discussion is needed on the replacement of the carpet.</li> <li>▪ There is a future SIF bid possible for December. Our fire containment has been compromised due to all the building work which has been carried out. This could lead to a fire containment SIF bid of around £700k. The school may need to contribute around 10%.</li> </ul>
<b>Decisions:</b>	There were no actions to record.

<b>AGENDA ITEM 14</b>	<b>ANY OTHER BUSINESS</b>	
<b>Discussion:</b>	<p>Mrs Ashcroft has received a request from the parent of a transgender child. The child was born female and the parent has asked if Governors would admit the child in Year 7.</p> <p>A discussion followed. Mrs Ashcroft said that under the Equality Act we would be classed as a single sex school. Legal advice has been sought and we are awaiting a reply.</p> <p>A Governor commented that a student may transition while they were here after they had been admitted by their birth sex. Governors agreed that a policy may be required on this in future and said that it is not a special educational need, rather about making a reasonable adjustment and taking into account how it would affect the child and the other students in the school.</p> <p>Mrs Ellis will inform the parent that Governors have not made a decision as we are awaiting legal advice. They will be advised of the Governors' decision by 20th October which is the day when the child will find out whether they have passed the 11 plus. The parent will be asked not to make any further contact with the school.</p> <p>SLT will put together a draft policy and we will check if any other selective schools have a policy on this.</p> <p>Mrs Ellis said there is an Open Evening on Tuesday 19th September if any Governor wishes to attend.</p>	
<b>Decision:</b>	<p>Mrs Ellis to contact the parent of the transgender child with an update from Governors.</p> <p>Prepare a draft policy and check if any other selective schools also have a policy.</p>	<p><b>DE</b></p> <p><b>SLT</b></p>

The meeting concluded at: 19:12

Date of next meeting: Thursday 12th October 2023



# Calday Grange Grammar School

<b>MINUTES OF FULL GOVERNORS' MEETING</b>	
<b>Date of Meeting:</b>	Thursday 12th October 2023
<b>Time &amp; Venue:</b>	18:00 Learning Resource Centre
<b>Attendees:</b>	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mr Denis Mahony Mr Chris Penn Mr Alan Roberts Mr Martin Underwood Mrs Amanda Waterfall
<b>In attendance</b>	Mr Patrick Adamson (Deputy Headteacher) Mr Collum Cunningham (Head of Faculty – Science) Mrs Alison Dailey (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Ms Sile Hayes (Assistant Headteacher) Mrs Sarah Johnson (Head of Faculty – English & Maths) Mr Paul Miller (Head of Faculty – Communication & Creative) Mr Andrew Procter (Deputy Headteacher) Mrs Christine Weston (Head of Faculty – Humanities & Social Sciences)

Mrs Ashcroft welcomed the Heads of Faculty and formally recognised all the work that has been done with students and the work still to do. She also thanked all staff for their hard work following the incident last Friday and said Governors would provide any support needed.

Governors confirmed permission for everyone's attendance.

<b>AGENDA ITEM 1</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	Apologies were received from Mrs Murray, Mr Meigh, Mr Price and Dr Rutland

<b>AGENDA ITEM 2</b>	<b>REGISTER OF PECUNIARY INTERESTS</b>
<b>Discussion:</b>	Governors are asked to consider whether they have a personal or prejudicial interest in connection with any item(s) on this agenda and, if so, to declare them and state what they are.  Governors will also need to complete the Declaration of Interest link on GovernorHub (see email dated 7th September 2023).

<b>AGENDA ITEM 3</b>	<b>REVIEW OF EXAMINATION RESULTS AND NEXT STEPS</b>
<b>Discussion:</b>	Governors were given an opportunity to understand how the HoFs and their teams have analysed the data and how the analysis will affect future teaching and learning. They had received a copy of the Examination results and a copy of each HOF's presentation prior to the meeting. After the discussion, each Governor gave an overview of the discussion. There was a recognition all round that in general terms there was work to be done to improve the results.  This was done in the following groups:  <b><u>COMMUNICATION &amp; CREATIVE</u></b>  Mr Miller, Mrs Waterfall, Mr Underwood and Mrs Dailey.



### **Languages**

Mrs Waterfall informed Governors that a great deal has been done but there is more work to do. There is a national issue with students thinking that languages is the least important subject. Mr Underwood noted that if other schools are achieving better, then it may be the Curriculum. He mentioned to Mr Miller that he will work with the department to assist with the marketing of languages.

### **DT**

Mr Miller explained why the DT results were lower than they should be and the reasons for this were understood. There was a discussion about staff recruitment and retention in certain areas, the SLT are to consider and update governors with a plan to address this.

### **Music**

There are developments still to be made. Staff have been tasked to be more engaging for Yr 9's and this has been made part of the appraisal performance process. They are looking at introducing a course called Music Technology at GCSE. Mr Underwood questioned whether this was vocational and if it is a grammar school subject? Mr Miller said it is a big part of the creative industry in this country.

**Food technology** - This is going well.

### **ENGLISH & MATHS COMPUTER SCIENCE AND STUDIES**

Mrs Johnson, Mrs Hayes, Mr Adamson, Mrs Cross and Mr Roberts.

Mrs Cross said the English Language department were happy with the results achieved at GCSE but not at A level. Year 11 students are now being supported by a new member of staff and this is going well.

Drama has achieved poor results and it is felt that this is due to data issues, with staff not understanding the data and therefore what was being inputted was not correct. Mrs Johnson has set up a thorough intervention scheme and will arrange to do data training for Drama. There will also be an AQA examiner coming to the school to train for GCSE and A level.

In addition, a Curriculum Support specialist will come after half term to provide subject specialist knowledge of the Curriculum to see if we have been too generous with marking.

A Governor said that as it is quite a small staff team, would there be any advantage of collaborative work with other schools to ensure teacher assessments are accurate. Mrs Johnson confirmed that arrangements have been made with a school from Chester.

Mr Adamson informed Governors that Mrs Johnson is also taking over the marking side to moderate what level the grades are being set at.

The group had a lengthy discussion about Computing. The current staffing issues are causing major problems and due to Computing being a niche subject it is difficult to recruit subject specialists.

Mr Roberts confirmed that English and Maths were also discussed.

### **HUMANITIES & SOCIAL SCIENCES**

Mrs Weston, Mrs Ashcroft, Mrs Atherton and Mr Gray.

Mrs Ashcroft said they had looked at History, Geography and RS at GCSE. The team were pleased with the GCSE results. They were also pleased with the A level results, except for History which was slightly down. The reasons for that are understood.

They discussed the extra subjects at A level i.e. Business Studies, Economics, Law and Politics. It is felt that sometimes these are subjects which some students choose so they are able to get into A level.

Areas for improvement include an intervention action tracker and to work with the Head of Yr 11 to track students across History and Geography. This is to understand what interventions are needed without overloading the students. Meetings of the School Improvement Group commence next week.

There were good results in RS. There is a new team in place and there is good support from 6th formers in this subject.

One of the long standing Law teachers has retired. The teacher who taught Contracts last year is now teaching Criminal law and this is being monitored. It was noted that we achieved less A\*s in Law than we have done for some time. It was noted that this may be due to the change in A level specification that happened later in Law than in other A levels.

	<p>Mrs Ashcroft noted that the faculty had supplemented learning with school trips History and Humanities is being sold and marketed through the school.</p> <p>Some mock exams have been externally marked and they are looking at doing some in A level, either externally or with other schools. They are also looking at doing some exam practice.</p> <p><b><u>Science</u></b></p> <p>Mr Cunningham, Mr Penn, Mr Procter, Mr Mahony.</p> <p>Mr Mahony started by talking about Psychology. Results were disappointing due to a teacher leaving at the end of the first term. It is also a weak cohort which has doubled in size.</p> <p>Moving forward and looking at lessons learnt, they will focus on key areas and keeping key staff. Succession planning will be done and they will ensure they have a good entry level in order to manage the people coming in.</p> <p>A Governor highlighted that as it is such a small team and certain teachers only teach certain modules, there is a risk if they leave or are off sick. Mr Mahony said this has now been addressed and it is a much broader spread.</p> <p>Mr Mahony said the performance in Biology, Chemistry and Physics was good but not good enough. This was due to the grades not being set high enough so this should now improve.</p> <p>Options around Combined Science and a change in entry levels is also being looked at. They are also addressing low attainers by identifying them earlier and putting interventions in place so we should see fewer students achieving at the lower grades.</p> <p>Mr Cunningham said it is important to recognise we have appointed some high quality staff who will strengthen the team as a whole. They are addressing literacy and scientific literacy with Mrs Harris and he said they are positive about moving forward.</p> <p>Mrs Ashcroft thanked everyone for their work and the attention they have given to their results. Governors agreed the new format for HOF updates worked well.</p>
<b>Decision:</b>	No Governor actions to record.

<b>AGENDA ITEM 4</b>	<b>APPROVAL OF THE MINUTES</b>
<b>Discussion:</b>	To formally approve the minutes of the meeting held 14th September 2023. The minutes were agreed as a true copy.
<b>Decisions:</b>	No actions to record.

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING/ACTION TRACKER</b>
<b>Discussion:</b>	<p>The action tracker was updated.</p> <p>Entrance requirements will be changed in 2025.</p> <p>Mr Gray and Mrs Dailey to meet with Heads of Faculty to look at languages.</p>
<b>Decisions:</b>	As per action tracker.

<b>AGENDA ITEM 6</b>	<b>FINANCIAL UPDATE</b>
<b>Discussion:</b>	<p><b>September 2023 Financial Report.</b></p> <p>The Government has sent an official communication informing schools of a significant accounting error. There was an anomaly in the projections given to all schools. Miss Palios understands this to be around £65k.</p> <p>Mr Procter said that it does not affect the current budget but we need to factor it in. He confirmed that we had budgeted for the increase in teachers' pay.</p>
<b>Decision:</b>	There were no actions to record.

AGENDA ITEM 7	UPDATES FROM COMMITTEES
<p><b>Discussion:</b></p>	<p><b>Personnel Committee</b> to include:</p> <ul style="list-style-type: none"> <li>● Approval of pay progression for teaching staff (Mrs Ashcroft, Mr Procter, Mr Adamson, Mr Roberts and Mrs Dailey left the room whilst this was discussed)</li> </ul> <p>Mr Penn informed Governors that the minutes had not yet been circulated and gave a verbal update.</p> <p>Mr Gray had provided a comprehensive overview at the meeting, together with his recommendations. Mr Penn said there were some challenging questions and clarifications which were all anonymised.</p> <p>Mr Penn added that the committee were in agreement that the process used by Mr Gray for SLT and teaching staff was comprehensive and evidence based and that they were confident that the school policy and criteria had been applied robustly and fairly and the proposals were agreed.</p> <p>Governors were in approval and will discuss any staffing issues at FGB in November.</p> <p>Mrs Ashcroft, Mr Procter, Mr Adamson, Mr Roberts and Mrs Dailey then came back into the room.</p> <p>Mr Penn updated Governors on the policies which were re-approved and confirmed that we would continue using the current Social Media policy, subject to several amendments.</p> <p>All were in agreement.</p> <p><b>Staffing in Computing</b></p> <p>Mr Roberts informed Governors that at their earlier discussion with Mrs Johnson and Mrs Hayes, it appeared that in Computing that there were restrictions on the ability to appoint or recruit and staff felt the big cause of this was a financial restriction.</p> <p>Mr Adamson said they are looking into appointing an extra person but said that they do not receive many applications. Miss Palios has cautioned against recruiting as there is no actual need yet for an extra person. However, Mr Roberts informed Governors that both of the members of staff in the department aren't working full time and Mr Adamson also said that we do not have necessary people to train up.</p> <p>A Governor asked whether we should be teaching computing at all if we are not able to staff it. Mr Adamson said we have to teach it at KS3 and some at KS4 but that it may be heading in that direction.</p> <p>A Governor suggested we look at bringing in visiting lecturers to teach what may be above the capacity of our current staff. SLT will look into this.</p> <p>A Governor was concerned that where there is a small team and there is no cover, we are exposed and suggested this be on the risk register. We should also look at where else in our current delivery there is a specific risk.</p> <p>Mr Adamson said the issue with Computing is currently hampered by the fact that we do not know what is happening with the two members of staff.</p> <p>It was agreed that this will be kept under review.</p> <p><b>Curriculum &amp; Student Welfare Committee:</b></p> <p>Mrs Cross informed Governors that the minutes had not yet been circulated and gave a verbal update.</p> <ul style="list-style-type: none"> <li>● Admissions policy - (Mrs Ashcroft said this has been taken off the agenda as further discussion is needed and will be approved by FGB at the end of January).</li> <li>● Transgender admissions policy</li> <li>● Welfare of student in Alder Hey</li> </ul> <p>Mrs Cross said that Mrs Dailey had provided a comprehensive overview at the meeting.</p> <p>Mrs Ashcroft informed Governors that Mrs Dailey had done a deep dive into the results etc of every teacher and now the Heads of Faculty each have objective documents to form the basis of discussions with individuals. She said these are comprehensive, objective and evidence based. Both Mrs Ashcroft and Mrs Cross thanked Mrs Dailey for her work on this.</p> <p>Mrs Cross said they had also discussed subject and data concerns.</p> <p>There had been discussion on link visits and Mrs Cross will meet with Mrs Ellis to progress this.</p> <p>Mrs Storey had given a presentation where she discussed whole school attendance. She also updated the committee on safeguarding concerns and talked through the training which has been done.</p>

	<p>Mrs Cross said there has been a lot of positive feedback for our Family Liaison Officer, Gill Pryce.</p> <p>Mrs Cross discussed the Sixth Form appeals this year and said there were two separate issues:</p> <ol style="list-style-type: none"> <li>1. There were too many appeals;</li> <li>2. They were all done on the same day so we need to think about timings.</li> </ol> <p>Mrs Cross said they became aware at appeal that there were a certain number of students who had gained enough GCSE's to get in 6th form but were limited as to what subjects they could do. She also became aware that some students just wanted to stay in the 6th form so were picking subjects in order so that they could stay at the school.</p> <p>It was agreed that the Appeals process would come to FGB for further discussion.</p> <p><b>Transgender Admissions Policy</b></p> <p>Mrs Ashcroft updated Governors on a student (whose gender was female at birth) who wishes to be admitted into Year 7 if they meet the standard in their 11 plus assessment.</p> <p>She stated that we had received advice from Forbes and we have also looked at the policy drafted by another local school. Their policy states that they will not admit a birth boy at year 7 but if there is a birth girl transitioning, they will treat it on a case by case basis.</p> <p>Mrs Ashcroft confirmed that if we have students who transition whilst they are with us, we facilitate it within limits but it is further up the school i.e. Years 12 and 13.</p> <p>She asked Governors to consider whether we are prepared to admit a birth girl into Yr 7 who is transitioning as we will need to give clear direction on which way we want to go. Mrs Ellis has amended the policy from the other school but it was noted that we will still need our own policy.</p> <p>Mrs Ashcroft proposed the school adopts the same policy as the local school.</p> <p>All Governors were in agreement that the policy be adopted and agreed that it should be kept under review.</p> <p>Forbes will be asked to draft a formal policy. A Governor requested that the legal documents be kept brief for ease of understanding. This policy should be ready for discussion at November's FGB meeting.</p> <p>Mrs Ellis will contact the parents of the child to inform them of the Governors' decision.</p> <p>Mr Roberts asked if in the policy we can change Calday Grange Grammar school to either "the school"</p> <p>A Governor asked if we needed to adopt the policy before we inform the parents. Mrs Ashcroft said the parents have been told they will have our decision by 20th October but the policy will not be ready by then.</p> <p><b>Welfare of student in Alder Hey</b></p> <p>Mrs Ashcroft asked Governors to consider whether we suggest to the pupil that they spend this year getting better and start Yr 10 next year if that is what they want.</p> <p>A Governor said that we should allow the suggestion to come from the family. Mr Procter said he has been talking to the student's Head of Year and he is being discharged from hospital next week. His stepfather has requested a Chromebook as they are hoping to do home education. Mr Procter also felt that we should let the family ask us.</p> <p>All were in agreement.</p> <p>Mr Penn updated Governors on a student who came through on appeals. He did not have good grades as he had sustained a knee injury in school. The panel offered for him to resit Year 11 and he took up that offer.</p>	
<p><b>Decision:</b></p>	<p>SLT to look at bringing in visiting lecturers to Computing.</p> <p>Computing to be kept under review.</p> <p>Appeals process to be discussed further at FGB.</p> <p>Forbes will be asked to draft a formal document and Governors asked that the legal documents be kept brief for ease of understanding.</p> <p>Mrs Ellis will contact the parents of the child to inform them of the Governors' decision.</p> <p>In the policy, change Calday Grange Grammar school to either "the school" or "CGGS".</p>	<p><b>SLT</b></p> <p><b>FGB</b></p> <p><b>FGB</b></p> <p><b>CA/DE</b></p> <p><b>DE</b></p> <p><b>DE</b></p>

AGENDA ITEM 8	DECISIONS BY EMAIL	
<b>Discussion:</b>	<p><b>Testing for entry into the school (14th September 2023 to date)</b></p> <p>2 students tested for entry – 1 x Year 8 and 1 x Year 9. Both met the standard but are on the waiting list.</p> <p><b>Decisions made via email</b> - None</p> <p><b>Email Correspondence</b> - None</p> <p><b>Correspondence</b> - None</p>	
<b>Decision:</b>	There were no actions to record.	

AGENDA ITEM 9	ANY OTHER BUSINESS	
<b>Discussion:</b>	<p>Mrs Cross informed Governors that the first meeting of the School Improvement Group is next week (Wednesday 18<sup>th</sup> October) and she has offered to attend the first one. Mrs Cross said it is important for Governors to attend.</p> <p>Any Governor wishing to be a Link Governor is to contact Mrs Ellis.</p>	
<b>Decisions:</b>	Governors to contact Mrs Ellis if they wish to be a Link Governor	<b>DE</b>

The meeting concluded at: 19:50

Date of next meeting: Thursday 16th November 2023



# Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
<b>Date of Meeting:</b>	Thursday 14 <sup>th</sup> December 2023
<b>Time &amp; Venue:</b>	18:00 Learning Resource Centre
<b>Attendees:</b>	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mr Denis Mahony Mrs Tara Murray Mr Chris Penn Mr Gary Price Mr Alan Roberts Dr Francoise Rutland Mr Martin Underwood Mrs Amanda Waterfall (via video conference)
<b>In attendance</b>	Mr Patrick Adamson (Deputy Headteacher) Mrs Alison Dailey (Deputy Headteacher) Mr Andrew Procter (Deputy Headteacher) Miss Sofia Palios (Chief Financial Officer)

Governors confirmed permission for the attendance of PPA, ALD. APP & SP.

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
<b>Discussion:</b>	None

AGENDA ITEM 2	REGISTER OF PECUNIARY INTERESTS
<b>Discussion:</b>	Governors are asked to consider whether they have a personal or prejudicial interest in connection with any item(s) on this agenda and, if so, to declare them and state what they are.
<b>Decisions/Actions:</b>	No pecuniary interests were raised.

AGENDA ITEM 3	PRESENTATION BY HEAD BOY
<b>Discussion:</b>	The Head Boy, Matthew Donnan, attended the meeting to address the Governors on the plans which have been put in place by the Senior Prefect team. Matthew and the Head Girl, Evelyn, will be invited back to a meeting towards the end of this academic year to feedback to the Governors on their time in post as Head Boy and Head Girl.
<b>Decisions/Actions:</b>	Mrs Ellis to invite Head Boy and Head Girl back to June FGB

AGENDA ITEM 4	APPROVAL OF THE MINUTES
<b>Discussion:</b>	To formally approve the minutes of the meeting held 12 <sup>th</sup> October 2023. The minutes were agreed as a true copy subject to the following amendments:- <b>Transgender admissions policy</b> – the school to be added to complete sentence. <b>Agenda item 7</b> – a Governor asked when the appeals process will be discussed. It was agreed this will be included on the agenda for the May FGB.
<b>Decisions:</b>	Appeals process to be discussed in May 2024.

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING/ACTION TRACKER</b>
<b>Discussion:</b>	The action tracker was updated.
<b>Decisions:</b>	As per action tracker.

<b>AGENDA ITEM 5</b>	<b>HEADTEACHER'S REPORT</b>
<b>Discussion:</b>	<p>Mr Gray confirmed that he had changed the report to a new format following the suggestion from a previous FGB meeting. He asked Governors to forward him any feedback on the revised format.</p> <p>Mr Gray shared a few additional updates (please see slides at end of minutes). He also provided an overview from an online Ofsted seminar that both he and Alison Dailey had attended.</p> <p><b>Questions raised by Governors</b></p> <ul style="list-style-type: none"> <li>• What are the usual given reasons are for absence? Mr Gray confirmed it is normally just general illness i.e. coughs,colds etc. He also confirmed that as a school we have been stricter on authorising holidays etc during term time.</li> <li>• Is there a reason for 1/3 of pupil premium students having attendance below 90%? Mr Gray responded that there a number of reasons for this and the Family Liaison Officer is currently focussing on this issue. The Governor asked what number is approximately 1/3. Mr Gray confirmed that this is approximately 38 students.</li> <li>• A Governor stated that it was good to hear about the reviews and that we have had external validation process in place but there is a need to ensure that there is commonality with regard to structures etc across the subjects. Mr Gray responded that some subjects are bespoke but the structure and framework used during the reviews is similar for all areas.</li> <li>• In relation to the reviews, how do we monitor actions and next steps? Mr Gray confirmed that this is through line management and an action plan. There is also a weekly discussion at the Deputies meeting.</li> <li>• With regard to the repeated minor disruption concerns reported by the staff voice, is this persistent or sporadic? Mr Gray confirmed it is repeated minor disruption and Mr Meigh endorsed this. Mr Gray also added that this can be addressed by seating plans etc and Mrs Storey is also sorting some specialist refresher training for staff. This is also supplemented by SLT dropping into 'hot spot' classrooms to monitor behaviour.</li> <li>• Is the number of safeguarding racial incidents reported normal? Mr Gray confirmed that he will check this data compared to last year.</li> <li>• A Governor mentioned the pupil premium attendance which is bordering on persistent absence and suggested that it would be beneficial for further information to be discussed at a future FGB meeting in order to reassure Governors.</li> </ul>
<b>Decisions/Actions:</b>	<p>Governors to provide any feedback regarding new Headteacher report format to Mr Gray</p> <p>Mr Gray to confirm number of safeguarding racial incidents compared to last year.</p> <p>Mr Gray to investigate pupil premium attendance for discussion at future FGB meeting.</p> <p>Dates for School Improvement Group to be provided to Governors.</p>

<b>AGENDA ITEM 6</b>	<b>FINANCIAL UPDATE</b>
<b>Discussion:</b>	<p><b>November 2023 Financial Report</b></p> <p>Miss Palios provided an overview of the main highlights from the report. This included:-</p> <p>The staff pay award has been agreed and processed and will be paid in the December salary</p> <p>DfE incorrectly calculated the national funding formula which will affect us by approximately £44,000 next year.</p> <p>The employer contribution for Teachers pension will go up to 28.68% from April 2024. The DfE have confirmed that this will be funded for the first year. The impact for the school will be £217,000 in pension allocations.</p> <p>Holiday pay for casual staff now reverting back to 12.07% method of calculation which will be effective from first day of new holiday year. Miss Palios is currently liaising with Cooks Lawyers to ensure we are compliant.</p>

	<p><b>Financial update cont/d.</b></p> <p>We currently have a number of long term absence staff which has resulted in high agency costs. Miss Palios is currently reforecasting and will provide further information at next FGB meeting. The Chair of the Personnel committee asked if staff absence trends could be discussed at the next Personnel Committee meeting</p>
<b>Decisions/Actions:</b>	Staff absence trends to be included on agenda for next Personnel Committee meeting.

<b>AGENDA ITEM 7</b>	<b>FORMAL APPROVAL</b>
<b>Discussion:</b>	<p><b>Statutory accounts</b></p> <p>Mr Roberts confirmed the Finance &amp; Audit Committee had met with the external auditors, Langtons, to review the statutory accounts. He confirmed that the school had received an outstanding report with no concerns raised and no changes to be made.</p> <p><b>Mr Roberts recommended the accounts for formal approval. All Governors were in agreement.</b></p> <p>Mr Roberts asked Governors to note that the external auditors had suggested that good practice is to review our external audit providers. He confirmed that a tendering process is being put in place by Miss Palios. It will be the role of the members to oversee this process and agree the external auditors following recommendations from the Governing Body.</p> <p>Mr Roberts thanked Miss Palios and the Finance Team for their hard work and commitment to ensure that the external audit had a satisfactory outcome.</p> <p><b>Policies</b></p> <p>The following policies were submitted for approval:-</p> <ul style="list-style-type: none"> <li>▪ Homework Policy</li> <li>▪ Gender Identity</li> <li>▪ Relationships &amp; Sex Education</li> <li>▪ Suspensions &amp; Permanent Exclusions</li> <li>▪ Supporting students with medical conditions</li> <li>▪ Safeguarding &amp; Appendix</li> <li>▪ School Drivers &amp; Minibus</li> </ul> <p>The following points were raised:-</p> <p><b>Supporting students with medical conditions.</b> Item 11 – A Governor mentioned that the dosages relating to paracetamol are incorrect. Policy to be amended as necessary to reflect correct dosages. It was also noted that the S of School nurse should be changed to lower case.</p> <p><b>Relationships &amp; Sex Education</b> – change Brooks to Brooks Advisory Service</p>
<b>Decisions/Actions:</b>	<p>The statutory accounts were formally approved.</p> <p>Subject to the points raised above, the Governing Body approved all policies.</p>

<b>AGENDA ITEM 8</b>	<b>RISKS &amp; OPPORTUNITIES</b>
<b>Discussion:</b>	<p>Miss Palios informed Governors that she had added a new risk, fire safety. A CIF bid in relation to this work which centres around compartmentalisation issues has been submitted. Miss Palios confirmed that the CIF bid had been discussed in full at the Infrastructure &amp; Governance Committee meeting.</p>
<b>Decisions/Actions:</b>	There were no actions to record.



AGENDA ITEM 9	DECISIONS MADE VIA EMAIL
<b>Discussion:</b>	<p><b>Formal ratification</b></p> <p>The Governing Body formally ratified the decisions made via email in relation to the new till proposal and the support staff pay award</p> <p><b>Testing for entry into the school (12<sup>th</sup> October to date)</b></p> <p>4 students tested for entry – 2 x Year 7 and 1 x Year 8. Neither met the standard. 1 student who was of the age to join Year 11 has met the standard but at his request was offered a place in Year 10 as he was joining from overseas.</p> <p><b>Email Correspondence</b> – One complaint received from a parent regarding student dropping MFL. This has now been dealt with.</p> <p><b>Correspondence</b> - None</p>
<b>Decisions/Actions:</b>	As above

AGENDA ITEM 10	UPDATES FROM COMMITTEES
<b>Discussion:</b>	<p><b>Infrastructure &amp; Governance</b></p> <p>Mr Underwood provided an overview of the meeting held Tuesday 7<sup>th</sup> November. Minutes from the meeting are available on GovernorHub.</p> <p><b>Finance &amp; Audit Committee</b></p> <p>Mr Roberts mentioned that, in addition to the discussions with the external auditors, the committee had also discussed the internal audit report. The only issue raised was around trips and the need to ensure that three quotes are obtained. Mr Roberts confirmed that the committee had debated this and it was felt that the school should look more towards best value rather than cost. It was also suggested the teachers should have the opportunity to book with companies that they have confidence in.</p>
<b>Decisions/Actions:</b>	There were no actions to record.

AGENDA ITEM 11	ANY OTHER BUSINESS
<b>Discussion:</b>	<p><b>Admissions Policy – changes to entry criteria for Sixth Form (page 12 of HT report)</b></p> <p>A Governor mentioned that it would be beneficial to check timescales for making changes to the Admissions Policy.</p> <p><b>Link Governor Visit</b></p> <p>Mr Underwood informed Governors that he had visited school recently to complete a Link Governor Visit.</p> <p><b>Meetings</b></p> <p>The Chair informed Governors that there was a Members meeting taking place on 15<sup>th</sup> December and that she would be meeting with Mrs Dailey and Mrs Hayes in her Link Governor (self-evaluation/Ofsted) role.</p> <p><b>Thanks and appreciation</b></p> <p>Ms Ashcroft wished everyone a good Christmas and thanked Governors for their support over the year. She also asked Mr Gray to pass on the thanks of the Governors to all staff.</p>
<b>Decisions/Actions:</b>	<p>Mr Gray to check timescales for making changes to the Admissions Policy</p> <p>Mr Gray to pass on thanks of Governing Body to all staff.</p>

Date of next meeting: Thursday 8<sup>th</sup> February 2024



# Calday Grange Grammar School

<b>MINUTES OF FULL GOVERNORS' MEETING</b>	
<b>Date of Meeting:</b>	Thursday 8 <sup>th</sup> February 2024
<b>Time &amp; Venue:</b>	18:00 Conference Room
<b>Attendees:</b>	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 Mrs Tara Murray Mr Chris Penn Mr Gary Price Mr Alan Roberts Mrs Amanda Waterfall
<b>In attendance</b>	Mrs Alison Dailey (Deputy Headteacher) Mr Andrew Procter (Deputy Headteacher)

Governors confirmed permission for the attendance of Mr Procter and Mrs Dailey

<b>AGENDA ITEM 1</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	Mr Underwood, Dr Rutland, Mr Adamson, Miss Palios, Mrs Eyre

<b>AGENDA ITEM 2</b>	<b>REGISTER OF PECUNIARY INTERESTS</b>
<b>Discussion:</b>	Governors are asked to consider whether they have a personal or prejudicial interest in connection with any item(s) on this agenda and, if so, to declare them and state what they are.
<b>Decisions/Actions:</b>	Mr Price declared that he had family members who were part of Oxton Hockey Club

<b>AGENDA ITEM 3</b>	<b>APPROVAL OF THE MINUTES</b>
<b>Discussion:</b>	The minutes of the meeting held 14 <sup>th</sup> December 2023 were agreed as a true copy.
<b>Decisions/Actions:</b>	

<b>AGENDA ITEM 4</b>	<b>MATTERS ARISING/ACTION TRACKER</b>
<b>Discussion:</b>	Mr Gray confirmed that he had received no comments regarding the new report format. It was reported that pupil premium attendance will be discussed at the next Curriculum & Student Welfare Committee meeting.
<b>Decisions:</b>	

AGENDA ITEM 5	REPORT TO GOVERNORS
<p><b>Discussion:</b></p>	<p>Governors had received a copy of Mr Gray's full report prior to the meeting. Mr Gray shared a few additional updates (please see slides at end of minutes).</p> <p><b>Questions raised by Governors</b></p> <p>A Governor mentioned the ICT point and that if it was read correctly then this is a selling point for schools in terms of coming into a MAT with Calday and therefore if we are potentially changing direction on the MAT, are there still benefits from this? Mr Gray responded that there is a financial risk if we do it without any takers it will be a positive move but will involve extra resources</p> <p>Another Governor added that we have had teachers going out to feeder schools for a number of years and therefore wondered if we would still continue to do that if they potentially go into a MAT with another establishment. Mr Gray responded that we did do a little bit of music and English in the past but he was only aware of assisting with music at Brookdale this year.</p> <p>It was also mentioned that we still want students to attend here even if the school has gone into another MAT and therefore we need a two-pronged strategy. The first would be around our feeder school to ensure that we are the school of choice for secondary education regardless of whether schools are in our MAT or another MAT. The second element would be around the point of where we are with our MAT strategy. It was suggested that perhaps a steering group is convened to have a fresh look at this.</p> <p>The Chair asked the following questions regarding Mr Gray's report:-</p> <p><b>Page 4 'she also asked us to reflect on the choice of vocabulary' –what does that mean?</b> Mr Procter confirmed that this is specific to Maths and that we need to ensure that the wording used is delivered consistently by teaching staff and that students understand that they are interchangeable i.e. take-away, subtract, minus.</p> <p><b>Geography, History, Ethics – the comments do not seem to be consistent across the three subjects and it seems that they had been looked at separately.</b> Mrs Dailey confirmed that, due to the absence of the HoF, this was the case and Mrs Harris had looked at these subjects separately.</p> <p><b>Page 6 – English would like to set at Christmas for Year 7. Is that an issue?</b> Mr Procter responded that if we get the banding right and have English classes taking place at the same time then we can do setting but the timetable will need to ensure that everything is set up correctly to allow this. The Chair queried whether setting would work better for the students as long as we are flexible if we get it wrong? Mr Procter confirmed this was correct as long as the structure is correctly in place.</p> <p><b>Why we are having a drop off in engagement/sense of urgency and motivation in the Year 10 lower sets in Maths?</b> Mr Procter confirmed that this is not unusual. Mrs Ashcroft queried how do we address this issue? Mr Procter confirmed that it is about teachers forming productive relationships with those students. He added that it is also about mindset and that their teachers need to foster and encourage good communication to enforce that they are very able students. Mrs Ashcroft asked how often these students are reassessed? Mr Procter confirmed terms and conversations are had with parents.</p> <p><b>Page 6 – Humanities and Social Sciences – Leaders will reflect on this as they plan the timetable for next year. What does that mean? Does that mean they are going to change the sets?</b> Mrs Dailey confirmed that this is the same as in English and is about having groups on at the same time to allow effective timetabling.</p> <p><b>Page 8 – Year 8 suspended for other inappropriate behaviours. Can you give examples of these?</b> Mr Procter informed the Governing Body that these behaviours are from one student who has very complicated needs and staff are working with him and his parents currently.</p> <p><b>Page 9 – This process may involve involve individual consultation. Is this about the level that they are being entered in the exam or de-entry?</b> Mr Procter explained that this is about the findings from the examiners report and refers to individual consultation with members of staff rather than students.</p> <p><b>Page 10 – H&amp;S audit and fire safety bid with decision being in May 2024. Do we have any mitigation if the bid fails?</b> Mr Procter confirmed that there is a plan to ensure we cover some of the more important parts that need to be done.</p> <p><b>Wednesday PE enrichment – are we now reinstating?</b> Mr Procter confirmed that this seems to be coming back in lots of schools and we are currently looking at this for sixth form. Ms Ashcroft asked Mrs Cross to pick this up on the agenda for the next Curriculum &amp; Student Welfare Committee meeting.</p> <p><b>Admissions Policy –</b> Ms Ashcroft asked Mr Gray how will we address the student who we told would need to have a language to get into sixth form. Mr Procter confirmed that we will need to confirm this with the student concerned.</p>

	<b>ICT Technician</b> - Mr Meigh voiced his concern that the proposed ICT technician was going to cover Performing Arts and that the current Performing Arts Technician is due to leave at the end of the year. Ms Ashcroft requested that this be discussed at the next Personnel Committee Meeting.
<b>Decisions:</b>	ICT Technician to be discussed at Personnel Committee on 23 <sup>rd</sup> April 2024

<b>AGENDA ITEM 6</b>	<b>SCHOOL IMPROVEMENT PRIORITIES</b>
<b>Discussion:</b>	<p>Mrs Dailey provided an update on the School Improvement Priorities (please see presentation). She confirmed that Kath Harris has now reviewed most subject areas within school and the only area still to be done is KS3 PE and this is being completed in April.</p> <p>Mrs Dailey confirmed that there are common themes and threads which have come through and there are now three key areas which will be the main focus with teaching staff. This will be cascaded via HoFs and curriculum leaders.</p> <p>A Governor raised that he was slightly surprised that we needed Mrs Harris to pick up some of the clear fundamentals and therefore what are we doing internally around our monitoring and evaluating, how we are feeding that back to faculties and how do we ensure that we now have consistency? Mrs Dailey confirmed that this is part of the programme. She added that there is a great deal of good practice being undertaken by staff but it is about training middle leaders appropriately to help ensure consistency. Mr Gray also added that this is a process which just takes time. We have done a large amount of work on the big structures and making things work but sometimes bringing in external people does help to add weight to some of the messages that we are giving to staff.</p> <p>A Governor suggested that this comes back to a Curriculum &amp; Student Welfare committee meeting with an update on what improvement or consistencies have been seen.</p> <p>Mrs Dailey informed Governors that Mrs Harris had mentioned that when she has been in school and has met with students as part of a student voice activity, she confirmed that the students are amazing and are able to articulate easily. However, what she did notice and has raised with SLT is the passive learners/middle coasters. Mrs Dailey mentioned that there is still work to be done with these students to ensure that they are enthused and ready for learning.</p>
<b>Decisions/Actions:</b>	An update on school improvement priorities to be brought back to next Curriculum & Student Welfare Committee Meeting.

<b>AGENDA ITEM 7</b>	<b>UPDATE FROM CHIEF FINANCIAL OFFICER</b>
<b>Discussion:</b>	<p>Mr Roberts presented the financial summary on behalf of Miss Palios. Ms Ashcroft confirmed that a full report was not available as we were only a few days into the month end and that Miss Palios would circulate the full report in due course.</p> <p>Mr Roberts mentioned that there was a formatting issue with the report and that it would be beneficial to wait for the full report to be issued. Mr Roberts did raise that one of the issues seems to be the home to school transport. Another governor stated that this would likely be due to invoices not yet being presented.</p> <p>Ms Ashcroft confirmed that Miss Palios had provided the School Resources Management Assessment for information purposes. A Governor raised that the information regarding meetings is incorrect and that the FGB do not meet monthly. Ms Ashcroft confirmed that she would add comments where anything was incorrect.</p>
<b>Decisions/Actions:</b>	Ms Ashcroft to highlight any incorrect information in the SRMA report.

<b>AGENDA ITEM 8</b>	<b>FORMAL APPROVAL</b>
<b>Discussion:</b>	<p>The following policies were put forward for formal approval by the Governing Body:-</p> <ul style="list-style-type: none"> <li>▪ Admissions Policy</li> <li>▪ Examinations policy</li> </ul>
<b>Decisions/Actions:</b>	The Governing Body formally approved the two policies named above. All were in agreement.

AGENDA ITEM 9	OXTON HOCKEY CLUB & TENDER FOR RESURFACING OF HOCKEY PITCHES
<p><b>Discussion:</b></p>	<p>Mr Procter provided a short overview on the process made to date. He confirmed that we had received initial quotes from companies for replacing the carpet (and shock pads if needed) and also additional quotes for lighting upgrades to LED, removal of the generator etc. He confirmed that these quotes have been discussed at previous Infrastructure &amp; Governance meetings.</p> <p>He added that several meeting had also been held recently with Oxtton Hockey Club representatives who have indicated that they will be willing to part fund the project. The terms of this would be along the lines of them supplying capital in return for reduced or zero rent based over a period of time and their usage.</p> <p>Mr Procter mentioned that estimated costs were as follows:-</p> <p>£180,000 for the carpet (top level which will support senior or school hockey)  £50,000 for the shock pad if needed  £40,000 for lighting upgrade</p> <p>The school has £100,000 in the budget towards this project and we would be looking to Oxtton Hockey to supply the rest of the capital needed.</p> <p>Mr Procter mentioned that it had been hoped that the tender process would have commenced by now but due to the change in governing body meetings this had been delayed and it was now planned for the tenders to go out on Monday 12<sup>th</sup> February. Mr Procter added that permission was being sought for the Full Governing Body to defer the decision making to the Infrastructure &amp; Governance Committee so that they can confirm the successful contractor and then get the order placed in order to ensure that work can be carried out over the summer break.</p> <p>In order to ensure financial processes are followed, it was agreed that the Infrastructure &amp; Governance Committee would make the recommendation following the tender opening at the meeting on Tuesday 5<sup>th</sup> March 2024 and that this would then be formally ratified by the Full Governing Body via email directly after this meeting.</p> <p>A Governor asked whether the lights would be self-funding over a period of time. Mr Procter confirmed that this would be the case as we would save the cost of diesel and would be able to sell the generator.</p>
<p><b>Decisions/Actions:</b></p>	<p>Infrastructure &amp; Governance Committee to evaluate and then make recommendation following the tender opening. This recommendation will then be formally ratified via email.</p>

AGENDA ITEM 10	RISKS & OPPORTUNITIES
<p><b>Discussion:</b></p>	<p>It was confirmed that no additional risks or opportunities have been added to the register.</p>
<p><b>Decisions/Actions:</b></p>	

AGENDA ITEM 11	DECISIONS MADE BY EMAIL AND CORRESPONDENCE RECEIVED
<p><b>Discussion:</b></p>	<p><b>Testing for entry into the school (14<sup>th</sup> December to date)</b></p> <p>9 students tested for entry</p> <p>3 x Year 7            None met the standard  4 x Year 8            2 met the standard and 2 did not meet the standard  1 x Year 9            Did not meet the standard  1 x Year 10          Met the standard but on waiting list</p> <p><b>Decisions made via email:</b> None</p> <p><b>Email Correspondence:</b> Correspondence from parent who was unhappy with sanction imposed on another student following an incident involving his child. Ms Ashcroft informed Governors that this issue had resolved itself as the student with the suspension has now left the school. She added that we need to ensure that we manage the expectations of victims.</p> <p><b>Correspondence:</b> None</p>
<p><b>Decisions/Actions:</b></p>	

<b>AGENDA ITEM 12</b>	<b>UPDATES FROM COMMITTEES AND GOVERNORS</b>
<b>Discussion:</b>	Mr Price mentioned that he had recently visited the school and had met with Mrs White, Mr Procter and Miss Palios to find out more about their roles within the school.
<b>Decisions/Actions:</b>	Mr Price to complete a Governor Link visit form and return it to Mrs Ellis.

<b>AGENDA ITEM 13</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>▪ Mr Meigh invited all Governors to attend the next school play, Pinocchio, on 14<sup>th</sup>, 15<sup>th</sup> &amp; 16<sup>th</sup> March. He also extended an invitation for Governors to attend the Floral Pavilion on Monday 18<sup>th</sup> March where over 1400 primary school students will watch the show.</li> <li>▪ Ms Ashcroft confirmed that we had been out to tender to appoint auditors for the school. The two tenders received have now been evaluated and an email will be sent to the Full Governing Body asking them to confirm that they are happy to recommend to the Members that Langtons are confirmed as the successful tender.</li> <li>▪ Mrs Waterfall mentioned a couple of points that have been raised by parents. She confirmed that one of these issues is regarding a lack of residential trips for particular year groups who have missed out on the experience. Mr Procter confirmed that he has met with a number of these Year 10 parents about this and that he had provided a range of actions. A Governor suggested that perhaps an update should go out to all Year 10 parents regarding this matter.</li> </ul> <p>Mr Procter confirmed that the school is also looking at our parents' evening policy and considering an early parents' evening in September for the current Year 10 who will just be starting Year 11. He agreed that another poll should be sent to all parents asking for their views on whether parents' evenings should remain on line, be in person or perhaps a blended approach.</p> <p>It was agreed that communication with parents would be discussed further at the next Curriculum &amp; Student Welfare Committee meeting.</p>
<b>Decisions/Actions:</b>	Ms Palios to send email to Governors asking for agreement that Langtons be recommended to the Members as the successful tender.
	Mr Procter to send out email to all Year 10 parents to provide an update on concerns raised by some parents.
	Mr Procter to look at date when times will be released for Year 10 parents' evening.
	Communication with parents to be discussed at Curriculum & Student Welfare Committee Meeting.

The meeting concluded at 19.26 pm. The date of the Strategic Awayday is Saturday 20<sup>th</sup> April 2024 and the next FGB meeting will take place on Thursday 9<sup>th</sup> May 2024.



# Calday Grange Grammar School

<b>GOVERNORS/SLT STRATEGY DAY</b>	
<b>Date of Meeting:</b>	Saturday 20th April 2024
<b>Time &amp; Venue:</b>	08.30 Leaf West Kirby
<b>Attendees:</b>	Mrs Caroline Ashcroft (Chair) Mr Patrick Adamson Mrs Tracy Atherton Mrs Angela Cross Mrs Alison Dailey Mr Phil Douglas Mrs Debbie Ellis (Clerk to Governors) Ms Jessica Garrett Mr Stephen Gray Mr Rhys Hayes Mrs Sile Hayes Ms Sarah Johnson Mr Denis Mahony Mr Dan Meigh Mr Chris Penn Mr Andy Procter Mr Gary Price Mr Alan Roberts Mrs Vicky Storey Mr Martin Underwood Mrs Amanda Waterfall
<b>In attendance</b>	Mrs Alison Eyre (Minute clerk)

<b>AGENDA ITEM 1</b>	<b>WELCOME AND INTRODUCTION</b>
<b>Discussion:</b>	Mrs Ashcroft welcomed everyone to the Strategy Day.  Mr Gray introduced Mrs Jessica Garrett who officially joins the school on 3 <sup>rd</sup> June as Head of Faculty – Communications & Creative.  Mr Gray confirmed that the three main agenda items are: <ol style="list-style-type: none"><li>1. Ofsted</li><li>2. Curriculum</li><li>3. MAT</li></ol>

AGENDA ITEM 2	OFSTED BRIEFING	
<p><b>Discussion:</b></p>	<p>There was a PowerPoint presentation by Mrs Kath Harris with an opportunity to ask questions.</p> <p><b>Question:</b></p> <p>Mr Penn asked where we are in the framework with regard to the 'three I's'.</p> <p>Mrs Harris said in the early days Ofsted allowed for a transitional phase and this was extended slightly after Covid. She said that all three have equal impact on judgement and that inspectors are mindful that data is always historic.</p> <p><b>Question:</b></p> <p>Mrs Ashcroft asked if there was a definition of life in modern Britain.</p> <p>Mrs Harris said the idea is that children understand that life in Britain is based on fundamental British values such as democracy, rule of law etc.</p> <p><b>Question:</b></p> <p>Mr Mahony asked if the points on ineffective governance - curriculum narrowing slide are measurable.</p> <p>Mrs Harris went through each of the four points and confirmed that they are all measurable.</p> <p><b>Question:</b></p> <p>Mr Roberts asked whether we should put our minutes on the website and would inspectors do more of a deep dive on the day if they have had a chance to read the minutes beforehand?</p> <p>Mrs Harris said it does not make any difference as the lead inspector may not even look at them until the day of inspection. Mrs Ashcroft confirmed that we put these on the website as part of the Freedom of Information Act.</p> <p><b>Question:</b></p> <p>Mr Underwood asked how Ofsted put their teams together.</p> <p>Mrs Harris said it is dependent on which inspectors are available, where in the country they live and whether there are any conflicts of interest.</p> <p><b>Question:</b></p> <p>Mrs Ashcroft asked how much store is set by what pupils say with regard to the physical integrity of the school in relation to safeguarding.</p> <p>Mrs Harris said it is about inspectors using their professional judgement to weigh and balance the evidence.</p> <p><b>Question:</b></p> <p>Mr Price asked about the ParentView process.</p> <p>Mrs Harris said that Mr Gray will be sent a link with a letter which can either be printed off to send home with the students or sent electronically to the parents. This informs them that the school will be having an inspection. She said that it is a statutory requirement in law for Mr Gray to send a link to ParentView.</p> <p><b>Question:</b></p> <p>Mr Gray asked if Mrs Harris has noticed a difference since January.</p> <p>Mrs Harris said that there is no difference, however inspectors are more mindful of stress and are looking for the signs of staff being under undue pressure.</p> <p>Mrs Waterfall noted that with regard to safeguarding in the Single Central Record, it is reassuring to see that we are on the right path.</p> <p>Mrs Ashcroft thanked Mrs Harris for her presentation.</p> <p>Mrs Ashcroft said there are some points for Mrs Cross and Mrs Waterfall to pick up on in Curriculum and Student Welfare following on from this session.</p>	
<p><b>Decisions:</b></p>		



AGENDA ITEM 3	REVIEW OF KS3 AND KS4 CURRICULUM
<p><b>Discussion:</b></p>	<p>Governors/SLT/HoFs then split into their designated groups to discuss the following questions that the Faculty Leaders had been asked to address:-</p> <ul style="list-style-type: none"> <li>▪ In relation to your faculty/subject areas of responsibility, how can you demonstrate that the school is meeting the requirements of the National Curriculum at KS3 and KS4 requirements?</li> <li>▪ In relation to your faculty/subject areas of responsibility, please present the data that shows pupil progress, please highlight areas of concern and indeed areas of excellence. Please can you demonstrate what you are doing to address the areas of concern and to adopt the areas of excellence across the school.</li> <li>▪ How are your subjects adapting the curriculum to meet the needs of all students?</li> <li>▪ How does your faculty/subject area(s) use feedback to address misconceptions and move learning forward?</li> <li>▪ If it is the case that you have identified teachers that need support, (without naming names) what support strategies have you put in place. What is the objective evidence that those strategies are working, or not?</li> <li>▪ Do you consider that there is appropriate challenge and support from the SLT?</li> <li>▪ Do you consider that there is appropriate challenge and support from the governors?</li> <li>▪ What is working well?</li> <li>▪ What is not working as well?</li> <li>▪ How is your faculty/subject area(s), interacting with other faculties and teams?</li> </ul> <p><b>Feedback from Science and Humanities &amp; Social Sciences</b></p> <ul style="list-style-type: none"> <li>▪ Science was our biggest challenge in terms of curriculum change.</li> <li>▪ Humanities have faced a huge amount of stress and difficulties due to staff absence but a number of our colleagues have stepped up and delivered.</li> <li>▪ More collaborative working is taking place across all faculties.</li> <li>▪ Introduction of school improvement group has started to have an effect</li> <li>▪ Staff are now more adaptive in lessons. All sort of things that SLT and senior leaders were saying have been reinforced by Kath Harris and we are now starting to see evidence and outcomes.</li> <li>▪ We talked a lot about QA and the need to check and check that it is happening</li> <li>▪ Encouraging staff to be more mobile in their classrooms rather than static teaching.</li> <li>▪ Looking at the staff feedback, we have come quite a distance in 18 months. It's now about embedding it and doing more triangulation to make sure it is happening and that we are seeing this in the outcomes.</li> </ul> <p><b>Feedback from English &amp; Maths and Communication &amp; Creative</b></p> <ul style="list-style-type: none"> <li>▪ There is a debate on where we go in Music but there are lots of strengths. We are looking at uniformity and realignment and in terms of both, they are well planned.</li> <li>▪ There were concerns last year about some of the D&amp;T results. There is a lot of work being done in this department. The department is growing and there are a lot of things planned. We are looking at appointing a Food technician.</li> <li>▪ The PE department is being rebalanced so that there will be less coaches and more teaching staff. The issue of the sports hall had been raised and we are working around this with the MUGA. The consultation period finished on March 18th so we are just waiting for a response. Mr Gray took the opportunity to thank Mr Hayes for all his work with PE.</li> <li>▪ It has been a challenging year in MFL but we are confident moving forward. The debate strategically for Governors moving forward is whether we do five languages.</li> <li>▪ There are lots of strengths in these departments. We are doing curriculum mapping and are keen to get literature numbers up at A level.</li> <li>▪ An external review of Drama has been completed.</li> <li>▪ There have been challenges within Computer Science due to issues with staffing and recruitment. GCSE classes have been capped. We have received good support from Hilbre and we will be having two classes next year.</li> </ul>

<b>AGENDA ITEM 5</b>	<b>MAT</b>	
<b>Discussion:</b>	<p>There was a Powerpoint presentation from Mr Mahony and Governors were invited to ask questions.</p> <p>Mr Mahony asked Governors to complete the Best Outcomes for MAT Strategy and return to Mrs Ellis by 30th April. Mrs Ellis will also send this out electronically</p> <p>Mr Gray updated Governors on his talks with local schools.</p> <p>He has spoken to several primary schools and said that Ridgeway High School is interested in working with us. He said the priority is to ensure that it is kept local.</p> <p>Mrs Cross asked if we know whether Ridgeway are in talks with other schools and Mr Gray said we do not know.</p> <p>Mrs Ashcroft requested that when Governors complete their forms that they be as honest as possible and we will also ask SLT for their honest opinions. She added that she would like us to be part of a local group and it is important that we make the right decision.</p>	
<b>Decisions:</b>	<p>Governors to complete Best Outcomes for MAT Strategy by 30th April.</p> <p>Mrs Ellis to send Best Outcomes form out by email.</p>	<p><b>All</b></p> <p><b>DE</b></p>

<b>AGENDA ITEM 6</b>	<b>ANY OTHER BUSINESS</b>	
<b>Discussion:</b>	<p>Mr Gray mentioned that he had arranged a meeting at 8.45am on Thursday 25th April to discuss marketing for future student admissions. He added that all Governors were welcome to attend.</p>	

<b>CLOSING REMARKS</b>	
<p>Mrs Ashcroft passed on her thanks to Mr Gray, Mr Procter, Mr Adamson. Mrs Dailey and all the teachers for all their hard work and wished everyone good luck for the rest of the term.</p>	

**The meeting concluded at 13:00**



# Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
<b>Date of Meeting:</b>	Thursday 9th May 2024
<b>Time &amp; Venue:</b>	18:00 Learning Resource Centre
<b>Attendees:</b>	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Ms Jane Loughran Mr Denis Mahony Mr Chris Penn Mr Gary Price Mr Alan Roberts Mrs Amanda Waterfall
<b>In attendance</b>	Mr Patrick Adamson Mrs Alison Dailey Mrs Alison Eyre (Minute clerk) Miss Sofia Palios Mr Andrew Procter

Mrs Ashcroft welcomed Mrs Jane Loughran, the new parent governor and Governors introduced themselves. Governors confirmed permission for the attendance of Mr Adamson, Mrs Dailey, Mrs Eyre, Miss Palios and Mr Procter.

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
<b>Discussion:</b>	Apologies were received from Mr Meigh, Ms Murray and Mr Underwood.

AGENDA ITEM 2	REGISTER OF PECUNIARY INTERESTS
<b>Discussion:</b>	Governors are asked to consider whether they have a personal or prejudicial interest in connection with any item(s) on this agenda and, if so, to declare them and state what they are.

AGENDA ITEM 3	APPROVAL OF THE MINUTES
<b>Discussion:</b>	The minutes were agreed as a true copy.

AGENDA ITEM 4	MATTERS ARISING/ACTION TRACKER
<b>Discussion:</b>	ICT Technician - Mr Gray said the member of staff is back from long-term sick but they will keep this under consideration. A Governor asked if there was any provision next year for a Performing Arts technician. Mr Gray said not at this moment, but he has asked Mr Meigh to put a case together.  Mr Gray confirmed that the new Head Boy and Head Girl will attend FGB in June.  Mrs Ashcroft said there are 27 appeals.  Mr Gray said we will not be changing the Admissions Policy  Oxton Hockey Club - Mr Procter said construction will commence in July and that everything is in hand.
<b>Decisions:</b>	No actions to record.

AGENDA ITEM 5	REPORT TO GOVERNORS (TO INCLUDE SAFEGUARDING AND MAT UPDATE)	
<p><b>Discussion:</b></p>	<p>Governors had been provided with a copy of Mr Gray's full report prior to the meeting. He also gave a Powerpoint presentation.</p> <p>For the benefit of Mrs Loughran, Mr Gray went through the acronyms in his presentation.</p> <p><b>Questions raised by Governors:</b></p> <p>A Governor asked how much we pay the LA for administering Admissions. Miss Palios confirmed it was £13k per year.</p> <p>A Governor asked what we will do if we don't have enough pupils coming into Yr 7. A discussion followed and Mrs Ashcroft summarised by saying that we need to explore what we are doing in terms of the testing and ensure we maintain our numbers at 210 per year group.</p> <p>Mrs Ashcroft said we also need to assess the success, or otherwise, of what we are doing regarding the demographic of boys in Wirral. Mr Gray will provide previous data in order for there to be a level of comparison. This will feed into the Curriculum Committee.</p> <p>A Governor asked what is the view on the plans for the MAT. Mr Gray said he has spoken to Ridgeway school and believes that other schools will follow suit and it will quickly evolve.</p> <p>Mrs Ashcroft asked what it would take for us to be Outstanding in terms of Ofsted. Mr Gray said it is about getting consistency across the whole school and that we are working on this.</p> <p>A Governor asked how we could get to Outstanding. Mr Gray said that under the current framework if Ofsted think you will go from Good to Outstanding in 18 months, then they will come back. He confirmed there is a mechanism to identify a school that is close to Outstanding.</p> <p>A Governor asked if we received formal feedback on HPI and Mr Gray confirmed that we do.</p> <p>There were no questions on Mr Gray's report.</p>	
<p><b>Decisions:</b></p>	<p>Mr Gray to provide previous demographic data to show a level of comparison.</p>	<p><b>SG</b></p>

AGENDA ITEM 6	UPDATE FROM CHIEF FINANCIAL OFFICER	
<p><b>Discussion:</b></p>	<p>Governors had received a copy of Miss Palios' report prior to the meeting.</p> <p>Miss Palios went through the highlights of her reports and Governors were given an opportunity to ask questions.</p> <p>Miss Palios said that agency costs are expensive and that now there is a new cover supervisor, these costs will hopefully reduce.</p> <p>She is working on budgets for next year with a view to completing the draft by the end of May. Miss Palios said that the Teacher and support staff pay awards are not yet confirmed. She is expecting the Teachers award to be confirmed this month and support staff will be around November.</p> <p>Miss Palios is awaiting costings on the insurance claims and confirmed that the insurance will cover all the costs.</p>	
<p><b>Decision:</b></p>	<p>There were no actions to record.</p>	

AGENDA ITEM 7	FORMAL APPROVAL	
<p><b>Discussion:</b></p>	<p><b>HR Policies</b></p> <p>Mr Penn informed Governors that the Committee had approved the recommendations to Leave of Absence and Flexible Working policies. The Staff Behaviour Policy had not been approved as it had been subject to the Safeguarding Audit.</p> <p><b>Finance Policies</b></p> <p>Mr Roberts went through the policies requiring ratification. He said that the auditors had suggested having a separate Gifts and Hospitality Policy but the Committee did not feel it was warranted. He went through the policies requiring ratification.</p>	
<p><b>Decision:</b></p>	<p>The Governing body formally approved the HR and Finances policies with the exception of the Staff Behaviour Policy. All were in agreement.</p>	<p><b>All</b></p>

AGENDA ITEM 8	DATES FOR NEXT YEAR'S MEETINGS	
<b>Discussion:</b>	Mrs Ashcroft distributed the dates of the Governor meetings for the next year. She went through the change in structure and said this will hopefully cut down on the number of meetings. She asked Governors to email her with any comments or feedback.	
<b>Decision:</b>	Mrs Ellis to send an email with the dates of the Governor meetings.	<b>DE</b>

AGENDA ITEM 9	RISKS & OPPORTUNITIES	
<b>Discussion:</b>	Miss Palios confirmed there were no updates.	

AGENDA ITEM 10	DECISIONS MADE VIA EMAIL	
<b>Discussion:</b>	<p><b>Testing for entry into the school (13<sup>th</sup> February to date)</b> 2 x Year 7 students. One met standard (on waiting list) and one did not meet standard</p> <p><b>Decisions made via email</b> 6<sup>th</sup> March 2023: Tender for hockey pitch replacement – to confirm appointment of recommended supplier, Blakedown.</p> <p><b>Email Correspondence</b></p> <p>1 Parental complaint 4 x Freedom of Information requests 1 regarding teaching of Chinese, 2 requests regarding covid vaccinations, 1 regarding possession of offensive weapon or knife</p> <p><b>Correspondence</b> None</p>	

AGENDA ITEM 11	UPDATES FROM COMMITTEES/DESIGNATED GOVERNORS	
<b>Discussion:</b>	<p><b>MUGA</b></p> <p>Mr Procter said that United Utilities have raised some queries and this is being handled by the consultants. He said there are no major objections and will continue to follow this up.</p> <p><b>Safeguarding Healthcheck/Audit</b></p> <p>Mrs Waterfall provided an overview of her visit to the school on 29th April and thanked everyone for making her so welcome. A copy of her report is attached with these minutes.</p> <p>She said the updates marked in yellow in the Safeguarding Policy were from the Safeguarding Partnership and she hoped the policy would be ratified at this meeting.</p> <p>All were in agreement that the policy be ratified.</p>	
<b>Decision:</b>	The Safeguarding Policy was ratified.	

AGENDA ITEM 12	ANY OTHER BUSINESS	
<b>Discussion:</b>	Mrs Ellis will send out an email regarding the 6th Form Appeals.	
<b>Decision:</b>	Mrs Ellis to email Governors regarding 6th Form Appeals	<b>DE</b>

The meeting concluded at: 18:55

Date of next meeting: 13<sup>th</sup> June 2024



# Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
<b>Date of Meeting:</b>	Thursday 13th June 2024
<b>Time &amp; Venue:</b>	18:00 Learning Resource Centre
<b>Attendees:</b>	Mrs Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mrs Jane Loughran Mr Denis Mahony Mr Dan Meigh Canon Chris Penn Mr Martin Underwood
<b>In attendance</b>	Mr Patrick Adamson Mrs Alison Dailey (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Mr Rob Kavanagh Miss Sofia Palios Mr Andrew Procter (Deputy Headteacher)

Mrs Ashcroft welcomed everyone and thanked them for their attendance.

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

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
<b>Discussion:</b>	Apologies were received from Mr Roberts. Mrs Ashcroft informed Governors that Ms Murray has stepped down from the Governing Body. There is a casual vacancy until September when we have a new intake of students. Mrs Ashcroft thanked Ms Murray for her contribution.

AGENDA ITEM 2	REGISTER OF PECUNIARY INTERESTS
<b>Discussion:</b>	Governors are asked to consider whether they have a personal or prejudicial interest in connection with any item(s) on this agenda and, if so, to declare them and state what they are.

AGENDA ITEM 3	PUPIL PREMIUM UPDATE
<b>Discussion:</b>	There was a Powerpoint presentation from Mr Rob Kavanagh on his work over the past academic year. <b>Governors asked the following questions:</b> Mrs Ashcroft asked if he could confirm what is "concerningly low". Mr Kavanagh said this is if you are minus 1 of the grade where you should be. Mrs Ashcroft noted that in the Year 11 review there is quite a difference between the figure of 68% this year and 74% last year.

	<p>Mrs Ashcroft asked why 33% of the Year 11 cohort were de-entered for MFL.</p> <p>Mr Gray said there are several reasons: It is triaged by Mrs Storey, the decision sometimes comes from the parents, sometimes it is on medical grounds and some are long-term school refusers.</p> <p>Mrs Ashcroft asked if there are students who have never done a GCSE MFL course. Mr Procter said some would have started in Year 9 and because of different needs they were taken out.</p> <p>Mr Adamson said if you take MFL out of it, they are more likely to do better in other subjects. In terms of Ofsted, Mr Kavanagh said as long as we are above the national average of students entering EBacc then there should not be an issue.</p> <p>Mrs Ashcroft asked if less than grade 4 was a fail in Literacy. Mr Kavanagh confirmed it was.</p> <p>Mr Kavanagh then went through the answers in the Student Voice Questionnaire.</p> <p>Mrs Ashcroft requested that the sentence “How often do you respond to feedback” be amended to “Are you given time in lessons to respond to feedback”.</p> <p>Mrs Ashcroft asked what the “reading for leisure” answer is for non-Pupil Premium students and whether their reading material is literature or factual. Mr Kavanagh will look at across the age groups.</p> <p>A Governor said Mr Kavanagh’s data was very helpful and informative. He added that it would be useful to have the figures for the whole cohort in order to look at how many other PP students don’t have a quiet space at home or whether they needed something else. Mr Kavanagh said that next year’s big project will be looking at the homelife of individual students.</p> <p>Mrs Ashcroft noted that the responses to the question on when they do their homework show that some do it late at night or on their phone. Mr Kavanagh will be looking at this moving forward as he would like to do a year by year Student Voice about after school life.</p> <p>A Governor asked if there was a provision in school whereby they could do their homework after school. Mr Kavanagh said that most of the Pupil Premium students come by school bus so it would be very hard for them to get home.</p> <p>Mrs Ashcroft thanked Mr Kavanagh for his presentation.</p>	
<p><b>Decision:</b></p>	<p>Mr Kavanagh to amend the sentence in the Student Voice Survey regarding feedback.</p> <p>Mr Kavanagh to look at the “reading for leisure” across the age groups.</p>	<p><b>RK</b></p> <p><b>RK</b></p>

<p><b>AGENDA ITEM 4</b></p>	<p><b>APPROVAL OF THE MINUTES</b></p>	
<p><b>Discussion:</b></p>	<p>To formally approve the minutes of the meeting held on Thursday 9th May 2024.</p> <p>The minutes were agreed as a true copy.</p>	
<p><b>Decisions:</b></p>	<p>There were no actions to record.</p>	

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

<p><b>AGENDA ITEM 6</b></p>	<p><b>HEADTEACHER’S REPORT INCLUDING SAFEGUARDING AND MAT UPDATES</b></p>	
<p><b>Discussion:</b></p>	<p>Governors had been provided with a copy of Mr Gray’s full report prior to the meeting. Mr Gray also delivered a short presentation relating to his report.</p> <p><b>Questions raised by Governors:</b></p> <p>A Governor asked whether any primary schools were being approached in connection with the MAT apart from New Brighton.</p>	

	<p>Mr Gray confirmed there have been informal requests from some primary schools. He said that four secondary schools is a big starting point and feels that primary schools will follow. He confirmed that the priority will be primary school growth before more secondary schools.</p> <p>A Governor asked how coaches will be chosen. Mr Gray said he will be looking at this and will be asking for some feedback from staff.</p> <p>A Governor asked to what extent we are measuring the impact of each of the initiatives in Mr Gray's report as both Governors and Ofsted will need to see this. Mr Gray confirmed that this is done as part of the yearly School Improvement Review</p> <p>He also asked whether we need to state what is the impact on our outcomes and whether there is clear evidence. Mrs Ashcroft said we will be able to see the validation by the questions we put in our Staff Survey. This will be discussed in the Personnel Committee who will look at the questions going into the survey. Mr Gray said that next year it will be more in-house based.</p> <p>A Governor asked whether we need to review our use of Mrs Winterson and Mr Dool as external advisors as they have both been out of direct education for a number of years. Mr Gray confirmed that both Mrs Winterson and Mr Dool are retiring this year. He said that as we have already done a lot of work he will now take on more of this and obtain help from outside if needed.</p> <p>Mr Procter then gave a summary of where we are up to regarding the issue of drugs.</p> <p><b>Governors asked the following questions:</b></p> <p>A Governor asked if students could report anonymously. Mr Procter confirmed we have a confidential student box or any student could use "My Concern".</p> <p>Mrs Ashcroft asked if drug use is disrupting lessons. Mr Procter said there is a concern around a couple of students who are using before they come to school. He confirmed that staff are being very vigilant and a further letter is coming from police next week which will be sent to parents.</p> <p>Mrs Ashcroft asked if the letter informs parents what to look out for. Mr Procter confirmed it does and said that some parents have also come forward and provided the school with information.</p> <p>Mr Gray said that Mrs Purdy, the Business Manager, is retiring this year. He is proposing that we do not recruit a replacement immediately, especially if we are going into a MAT. In the short term, he will look at distributing the roles to other people and will put together a proposal to be circulated to Personnel and brought back to FGB. This will also be discussed under AOB at the Infrastructure &amp; Governance meeting next week.</p> <p>A Governor said we will need to be careful with the timeframe so that there are no issues.</p>	
<b>Decision:</b>	<p>Questions for the Staff Survey to be discussed at the Personnel Committee.</p> <p>Mr Gray to prepare a proposal in connection with the role of the Business Manager. This is to be circulated to Personnel and brought back to FGB. This will also be discussed under AOB at the Infrastructure &amp; Governance meeting next week.</p>	<p><b>CA</b></p> <p><b>SG/DE/</b></p> <p><b>MU</b></p>

<b>AGENDA ITEM 7</b>	<b>FORMAL APPROVAL</b>	
<b>Discussion:</b>	<p>Introduction of the IB Standard Level Diploma for Mandarin in the Sixth Form</p> <p>Mr Adamson gave a brief overview and said that the proposal is that we offer A level and IB.</p> <p>Mrs Ashcroft asked if there is anything extra required to deliver the IB Diploma. Mr Adamson said that most of the accreditation can be done in this country.</p> <p>Mrs Ashcroft asked if timetabling would be an issue and Mr Adamson confirmed it would not.</p> <p>It was agreed that this would be discussed at Curriculum &amp; Student Welfare and come back to FGB in July. Mr Adamson will provide details of numbers.</p> <p>Mrs Ashcroft confirmed that if Mr Adamson requires approval before FGB in July then this can be done by email.</p>	
<b>Decision:</b>	<p>IB Standard level for Diploma to be discussed at Curriculum and come back to FGB in July.</p> <p>Mr Adamson to provide details of numbers.</p>	<p><b>AC/DE</b></p> <p><b>PA</b></p>



AGENDA ITEM 8	FINANCIAL UPDATE	
<b>Discussion:</b>	<p>Governors had received a copy of Miss Palios' report prior to the meeting. Miss Palios went through the highlights of her report and Governors were given an opportunity to ask questions.</p> <p>Risks &amp; Opportunities Register - this has been distributed to the Infrastructure &amp; Governance Committee for discussion at the meeting on 18th June and come back to FGB in July.</p> <p>MUGA - Mr Procter said there had been some complications with regard to the sandstone in the field. The consultants have prepared a report for submission to United Utilities.</p> <p>Bursary guidance - Miss Palios said that £25k has been the threshold for a number of years and requested the approval of the Governing Body to increase this to £27k. All were in agreement.</p>	
<b>Decision:</b>	Bursary threshold to be increased to £27k	<b>SP</b>

AGENDA ITEM 9	UPDATES FROM COMMITTEES	
<b>Discussion:</b>	No Committees have met.	
<b>Decisions:</b>	There were no actions to record.	

AGENDA ITEM 10	DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED	
<b>Discussion:</b>	<p><b>Testing for entry into the school (9th May 2024 to date)</b></p> <p>No testing has been undertaken</p> <p><b>Decisions made via email</b></p> <p>None</p> <p><b>Email Correspondence</b></p> <p>Email from Matthew Jones, Clerk to the Tribunal, Special Educational Needs &amp; Disabilities Tribunal.</p> <p><b>Correspondence</b></p> <p>None.</p>	
<b>Decision:</b>	There were no actions to record.	

AGENDA ITEM 11	UPDATE FROM GOVERNORS	
<b>Discussion:</b>	There were no updates.	
<b>Decision:</b>	There were no actions to record	

AGENDA ITEM 12	ANY OTHER BUSINESS	
<b>Discussion:</b>	<p>Matthew Donnan attended the meeting at 7pm to provide Governors with an overview of his year as Head Boy.</p> <p>Mrs Ashcroft distributed a copy of his report.</p> <p><b>Governors asked the following questions and made the following comments:</b></p> <p>Mrs Ashcroft asked how the teachers felt about Prefects assisting with lunch and break duties. Mr Procter, Mrs Atherton and Mr Meigh all said this is working very well.</p> <p>Mrs Ashcroft said she was very pleased to hear about the level of engagement with the lower school and that there are now Prefects in Year 12.</p>	

	<p>A Governor suggested that moving forward, the Subject Prefects could assist with mentoring the PP students. Mrs Dailey said there will be a programme for next year's Prefects and this could be part of it.</p> <p>Matthew said he was very grateful to have had the opportunity to be Head Boy as it has helped him with his communication and leadership skills.</p> <p>Mrs Atherton said on behalf of the Admin team she would like to thank him for all his help and Mrs Ashcroft confirmed that we will continue with this model moving forward.</p> <p>Mrs Ashcroft thanked Matthew for his presentation and wished him and the Senior Prefect Team all the best for the future.</p>
<b>Decision:</b>	There were no actions to record.

The meeting concluded at: **19:40**

Date of next meeting: **Thursday 11th July 2024**



# Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
<b>Date of Meeting:</b>	Thursday 11th July 2024
<b>Time &amp; Venue:</b>	18:00 D34
<b>Attendees:</b>	Ms Caroline Ashcroft (Chair) Mrs Tracy Atherton Mrs Angela Cross Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mrs Jane Loughran Mr Denis Mahony Mr Gary Price Mr Alan Roberts Mr Martin Underwood Mrs Amanda Waterfall
<b>In attendance</b>	Mr Patrick Adamson Mrs Alison Dailey (Deputy Headteacher) Mrs Alison Eyre (Minute clerk) Mr Paul Hennity (observer) Miss Sofia Palios Mr Andrew Procter (Deputy Headteacher)

Ms Ashcroft welcomed Governors and thanked them for their attendance. She mentioned that this meeting would be Mrs Cross' last meeting as a Governor as she will now join the Members. Ms Ashcroft thanked her for all her work as a Governor.

Ms Ashcroft said Members had met on Tuesday and then introduced Mr Paul Hennity who will be formally joining the Governing Body once the paperwork is in place. Mr Hennity is an Old Caldeian and was in attendance tonight as an observer. Mr Hennity introduced himself to the Governing Body.

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

AGENDA ITEM 1	ELECTION OF GOVERNORS
<b>Discussion:</b>	<p><b>To formally elect Chair and Vice-Chair</b></p> <p>Ms Ashcroft, Mr Underwood and staff members 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 Underwood as Vice-Chair. They were invited back into the room.</p> <p><b>To formally elect Chairs of Committees</b></p> <p>Mr Roberts and Mrs Waterfall left the room and Mrs Ellis asked Governors to confirm they were in agreement with the following re-elections:</p> <ul style="list-style-type: none"> <li>● Finance and Audit Committee - Mr Roberts</li> <li>● Curriculum and Student Welfare - Mrs Waterfall has been nominated</li> <li>● Infrastructure &amp; Governance - Mr Underwood</li> <li>● Personnel - Canon Penn</li> </ul> <p>All were in favour and Mr Roberts and Mrs Waterfall were invited back into the room.</p>
<b>Decision:</b>	As reported above.

<b>AGENDA ITEM 2</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	Apologies had been received from Canon Penn and Mr Meigh.

<b>AGENDA ITEM 3</b>	<b>REGISTER OF PECUNIARY INTERESTS</b>
<b>Discussion:</b>	Governors are asked to consider whether they have a personal or prejudicial interest in connection with any item(s) on this agenda and, if so, to declare them and state what they are.

<b>AGENDA ITEM 4</b>	<b>APPROVAL OF THE MINUTES</b>
<b>Discussion:</b>	To formally approve the minutes of the meeting held 13th June 2024 and the Strategic Awayday held 20th April 2024 The minutes of both meetings were agreed as a true copy.
<b>Decisions:</b>	There were no actions to record.

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING/ACTION TRACKER</b>
<b>Discussion:</b>	The action tracker was updated. <b>6th form appeal</b> Ms Ashcroft explained that we have a Procedure Policy which states we have an internal appeal so we are required to have one this year. The date is 30th August at 10am and Mrs Ashcroft and Mr Underwood will be on the panel. Governors were asked to email Mrs Ellis if they are able to attend. Mr Douglass will look at the change in the policy and we will have it ready in September for approval in January in order that we can change from next year onwards.
<b>Decision:</b>	Governors to email Mrs Ellis if they are able to attend the 6th form appeal panel <b>ALL</b>

<b>AGENDA ITEM 6</b>	<b>HEADTEACHER'S REPORT INCLUDING SAFEGUARDING AND MAT UPDATES</b>
<b>Discussion:</b>	Governors had been provided with a copy of Mr Gray's full report prior to the meeting. Mr Gray also delivered a short presentation relating to the WelBe Survey. A copy of the presentation is available if required. <b>Results from WelBe Survey</b> Governors noted that there were several contradictions in the results. Mrs Ashcroft said "Demands" and "Bullying" are contradictory. Mr Gray was in agreement with this. Mr Gray said the two main lessons to learn from the survey are: <ol style="list-style-type: none"> <li>1. Middle leaders are key. Mr Gray said it is the way staff lower down are interpreting messages from middle leaders. He said we communicate well but agreed that we will need to look at this.</li> <li>2. Communication. A lot of work has been done on this however there are some staff members saying they have not received certain communications. We will continue to work with staff on this.</li> </ol> Mr Gray has met with all middle leaders in the past few weeks, both support staff and teaching staff and none of them have said they have been bullied. Mr Gray said it is a working document. He refers to it throughout the year and said this is why the middle leader role is key so that things are not going to SLT.

	<p><b>Governors asked the following questions:</b></p> <p><b><i>Are staff being honest?</i></b></p> <p>Mr Gray said they are encouraged to speak freely. He said nothing has been fed back about any bad relations in the teams and he is confident that staff work well together. Any issues are dealt with.</p> <p><b><i>Why aren't we getting 100%? Do we know the 25% who have not responded and why not?</i></b></p> <p>Mr Gray said that not all staff complete the survey for various reasons. As it is anonymous, we are not able to see who has not completed it.</p> <p><b><i>Do staff know it is anonymous?</i></b></p> <p>Mr Gray confirmed that they do. Mr Procter said that with relation to support staff, we write a generic email to everyone and they are able to have anonymous conversations.</p> <p><b><i>Which primary school has withdrawn from the MAT?</i></b></p> <p>Mr Gray will check this.</p> <p><b><i>How was the Transition day for year 7?</i></b></p> <p>Mr Gray said this went very well.</p> <p><b><i>How did the Discover Calday day go?</i></b></p> <p>Mr Gray said this also went very well and they received lots of positive feedback. The plan is to do something a bit more formal and structured in September.</p> <p><b><i>Have we looked at changing the date for the Senior Awards Evening?</i></b></p> <p>Mr Procter said it is scheduled for January but he will look into it .</p> <p>Mr Mahony informed Governors he attended the Summer Concert and it was very good. Mr Gray thanked him for coming.</p> <p><b><u>Leading Parent Partnership Award</u></b></p> <p>Mr Procter gave a short presentation.</p> <p><b>Governors asked the following questions:</b></p> <p><b><i>What level of kudos does the award give us?</i></b></p> <p>Mr Procter said there are 800 schools in the country working towards it or already have it. Mrs Ashcroft added that it offers us re-assurance that there is a developed plan that is recognised.</p> <p><b><i>Is there student input?</i></b></p> <p>Mr Procter said we will use the School Council to complete the stakeholder evaluation forms. If Governors wish to attend any of these meetings can they let him know. Mrs Ellis will email Governors the dates of the Student Council meetings.</p> <p><b><i>Will it go back to parents?</i></b></p> <p>Mr Procter said he doesn't want this to be a negative experience for them and asked Governors for their suggestions on whether we should have a Parent Panel. Mrs Waterfall and Mrs Loughran said they would be happy to join this and Ms Ashcroft said it would be beneficial for Parent Governors to be part of this.</p> <p>Mr Procter said that Mrs Baxter (Teacher of Chemistry) had invited Yr 10 parents to take part in the chemistry session and that the feedback was very good.</p>	
<p><b>Decision:</b></p>	<p>Mr Gray to check which primary school has withdrawn from the MAT.</p> <p>Mr Procter to look at the date for the Senior Awards Evening.</p> <p>Governors to email Mr Procter with the suggestions on whether they feel we should have a Parent Panel.</p> <p>Mrs Ellis to email Governors the dates of the Student Council meetings.</p>	<p><b>SG</b></p> <p><b>AP</b></p> <p><b>AI</b></p> <p><b>DE</b></p>

AGENDA ITEM 7	FORMAL APPROVAL
<p><b>Discussion:</b></p>	<p>The Governing Body considered the policies listed below which had been reviewed previously by the relevant Committees.</p> <p><b><u>Budget and 3-year plan</u></b></p> <p>Mr Roberts said there may be changes now that there has been a change in Government and Miss Palios said that we are budgeting at break-even.</p> <p>With regards to teacher and support staff pay awards, Miss Palios is assuming this will increase 1% in real terms. The previous government had said that schools could afford 2% unfunded. This would mean that staff on lower grades will receive a higher pay award.</p> <p>As a result of the union ballot today, Unison and Unite have rejected the full and final offer for support staff and may strike if they have a further ballot. Miss Palios said this will not affect the school as most of our staff are not in these unions.</p> <p>Miss Palios said we are budgeting for 210 students for this years' intake. The peak number is 243. We will receive £5k per student. Ms Ashcroft said it is important that we get the numbers as high as possible. Mr Gray said the figure of 243 was an anomaly.</p> <p>Miss Palios is confident of funding for non-compliance and said that the figure of £4k represents a Ukrainian student. A Governor asked if this was just in English Language and she confirmed it was.</p> <p><b>Governors asked the following questions</b></p> <p><b><i>Are the numbers lower due to a change in demographics?</i></b></p> <p>Miss Palios said yes and there is also a drop in the birth rate.</p> <p><b><i>Are we doing anything on adjustments on McCloud?</i></b></p> <p>Miss Palios said she has gone back 10 years and went through all the queries with Merseyside pension fund and this is now complete.</p> <p>Miss Palios went through the actions which were needed to achieve a break-even budget.</p> <p>Mr Roberts proposed the plan be approved. This was seconded by Mr Price. All were in favour.</p> <p>Mr Roberts thanked Miss Palios for all her work.</p> <p><b><u>Staff Code of Conduct</u></b></p> <p>Mrs Waterfall provided a brief overview and asked Governors if they had any comments or suggestions.</p> <p>Mr Underwood had several points to note.</p> <p><b>1.6</b> - should said "breach OR failure" not "OF"</p> <p><b>14.1</b> - Academy Business Manager needs to be replaced. All other policies will also require amendment.</p> <p><b>19.5</b> - "are likely to be" is to be amended to "WILL be" and a note will be added to say "see Disciplinary Policy".</p> <p>Subject to these amendments the policy was approved.</p> <p><b><u>Safeguarding Policy</u></b></p> <p>Mrs Waterfall confirmed this has been completed but as there is still ongoing consultations, it may be subject to change. It was agreed that this will be ratified in September.</p> <p>All were in favour.</p> <p><b><u>Behaviour policy</u></b></p> <p>Ms Ashcroft said there were minimal changes and asked Governors for any comments.</p> <p>Mr Underwood asked if there should be a paragraph at the end of page 3 to say "we will not tolerate abuse to staff".</p> <p>Ms Ashcroft asked if Governors felt this sounded negative. A suggestion was made of "Parents are encouraged to engage in a positive and respectful way with staff". Mrs Ashcroft and Mrs Ellis will look at re-wording this and send it to Governors.</p>

	Subject to this amendment, the policy was approved. <b><u>Safeguarding/Child Protection Policy</u></b> To be ratified in September.	
<b>Decision:</b>	Amendments to be made to Staff Code of Conduct and Behaviour Policy as detailed above. Ms Ashcroft and Mrs Ellis to discuss re-wording in Behaviour Policy.	DE  CA/DE

<b>AGENDA ITEM 8</b>	<b>UPDATE FROM CHIEF FINANCIAL OFFICER</b>	
<b>Discussion:</b>	<p><b><u>June 2024 Financial Report</u></b></p> <p>Miss Palios provided a brief overview of her report.</p> <p>She went through the proposal of withdrawing the W bus which takes students to Wales.</p> <p>All were in favour of withdrawing this.</p> <p>Mr Procter will work with the parents of the student who lives in Colwyn Bay.</p> <p><b><u>Risks &amp; Opportunities</u></b></p> <p>Mr Underwood asked if Governors could review the plan in light of change of government. Any new risks and opps or any changes will be discussed at the next Infrastructure &amp; Governance meeting.</p> <p><b><u>Oxton Hockey Club update</u></b></p> <p>Miss Palios said the agreement had been signed on 25th June and this is for 10 years. She said that 5 years' rental will be paid upfront in order for the pitch to be refurbished and anything after 5 years will be billed at their standard rate.</p> <p>She confirmed that Oxton are not receiving a grant as they already had money from previous fund raising.</p> <p>With regards to the shock pad, Mr Procter provided Governors with an update. He said we are waiting for final documents from the company and once we have the final decision on whether it requires full or partial replacement, we can start our own fundraising. We had budgeted £50k for the project, but if it only requires partial replacement this will only cost £30k. If all the pads have to be replaced then this will delay the work by two weeks.</p> <p>Ms Ashcroft asked when the hockey season commenced. Mr Procter said they start training mid-late August. The season starts in September and finishes in March.</p> <p><b><u>Flood works insurance claim update</u></b></p> <p>Miss Palios gave a brief update and said that all planned work will take place in the summer holidays.</p>	
<b>Decision:</b>	Governors to review the Risks and Opportunities register.	ALL

<b>AGENDA ITEM 9</b>	<b>REPORTS FROM COMMITTEES</b>	
<b>Discussion:</b>	<p><b><u>Infrastructure &amp; Governance</u></b></p> <p>Mr Underwood went through the main highlights.</p> <ol style="list-style-type: none"> <li><b><i>Re-appointment of E3Cube.</i></b> Miss Palios distributed a copy of the proposal and Mr Underwood recommended that they are re-appointed for another 3 years. All were in favour.</li> <li><b><i>Sports field transport.</i></b> As there was only one tender, we had to get approval as soon as possible. We have gone with AI's coaches for another 2 years.</li> <li><b><i>Emergency plan and contingency plan.</i></b> This is complete and has now been published on the Governor Hub. Mr Underwood asked if Governors could look at the plan.</li> <li><b><i>Summer works.</i></b> Mr Underwood went through the works planned.</li> <li><b><i>MUGA.</i></b> There were no issues with the water and we are just awaiting Wirral Council to issue an approval with no limitations.</li> </ol>	

	<p>6. <b>H&amp;S.</b> There has been a lot of success in getting Mental Health First Aiders trained. Mr Underwood said it is important to make sure we have adequately trained personnel across all faculties. There will be 2 defibrillators installed outside the building and will be available to the public.</p> <p>7. <b>Energy.</b> Miss Palios is in discussion with the brokers to look at installing solar panels.</p> <p>8. <b>Change of dates for meeting.</b> Mr Underwood asked Committee members to note the change of dates provided by Mrs Ellis.</p> <p><b>Curriculum &amp; Student Welfare</b></p> <p>Mrs Cross was absent from the last meeting so Mr Gray and Mrs Dailey provided highlights of the meeting.</p> <ol style="list-style-type: none"> <li>1. The IB Standard Level Diploma for Mandarin in the 6th Form was agreed.</li> <li>2. Mrs Storey provided a detailed safeguarding update.</li> <li>3. Miss Pryce, Family Liaison Officer, provided an update on her work so far this year.</li> <li>4. Mrs Dailey had given a general Curriculum update.</li> <li>5. There had been an action regarding the honours board and Canon Penn had advised that it go to FGB for approval. It had been suggested that Mr Randall Lewton be added for his commitment to the school. All were in favour. Mrs Cross and Mr Gray will meet with him to let him know.</li> </ol> <p><b>Finance &amp; Audit Committee</b></p> <p>Miss Palios will be working on the Procurement Policy during the summer.</p> <p>Mr Roberts said the budget forecast still needs some work.</p>	
<b>Decisions:</b>	<p>Governors to look at the Emergency plan and Contingency plan which are now on GovernorHub.</p> <p>Mrs Cross and Mr Gray to meet with Mr Lewton regarding the Honours Board.</p>	<p><b>All</b></p> <p><b>SG/AC</b></p>

<b>AGENDA ITEM 10</b>	<b>DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED</b>	
<b>Discussion:</b>	<p><b>Ratification of decisions made by email and correspondence received</b></p> <p><b>Testing for entry into the school (13th June to date)</b></p> <p>2 x Year 7 1 met standard and is now on the waiting list. 1 did not meet the standard.</p> <p>2 x Year 8 Both students met the standard. No places are available and they are on the waiting list.</p> <p><b>Decisions made via email</b></p> <p>Proposal to replace the role of Academy Business Manager.</p> <p>Glasspool Transport</p> <p><b>Email Correspondence</b></p> <p>None.</p> <p><b>Correspondence</b></p> <p>Letter from Wirral Local Authority – Working together to improve attendance. Provided to Governors via GovernorHub.</p> <p><b>Proposed Academy Business Structure</b></p> <p>Mr Gray went through the proposal and said the role will be split into three for a period of one year until the MAT is finalised. Mr Procter, Miss Palios and Mrs White will share the role and he will meet with Ms Ashcroft to discuss remuneration for these additional roles.</p> <p>All were in favour and the new structure was approved.</p>	
<b>Decision:</b>	Mr Gray and Ms Ashcroft to discuss remuneration.	<b>SG/CA</b>



AGENDA ITEM 11	ANY OTHER BUSINESS	
<b>Discussion:</b>	<p>Mr Gray said a parent has made a complaint about their son's failure to learn which may result in a tribunal. Mr Gray said the parents now want to defer this until October. Mr Gray has met with our solicitors who recommend we still put our pack together even if the parents change their minds. Our submission date is 17th July. The pupil is back in school on a restricted curriculum.</p> <p>Mr Roberts mentioned that Greasby Primary had held a Transition Conference which was well received. Two ex-Calday students attended with Mr Ward. One of our Yr 12 students Louis Hilton has also been doing work experience there. Mr Roberts thanked Mr Ward and Louis Hilton.</p> <p>Ms Ashcroft informed Governors that the Junior Awards Evening is being held on Monday. She will be attending and extended the invitation to all Governors.</p> <p>Ms Ashcroft thanked Governors for all their work this year and asked Mr Gray to formally pass on Governors' thanks to all staff.</p>	
<b>Decision:</b>	Mr Gray to pass on Governors' thanks to all staff for their hard work.	<b>SG</b>

The meeting concluded at: 19:55 pm

Date of next meeting: Thursday 24th October 2024