



Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Wednesday 11th December 2024
Time & Venue:	18:00 Learning Resource Centre
Attendees:	Mrs Caroline Ashcroft (Chair) Mr Patrick Adamson Mr Elliot O'Callaghan Mr Stephen Gray (Headteacher) Mrs Jane Loughran Canon Chris Penn Mr Gary Price Mr Alan Roberts Mrs Amanda Waterfall
In attendance	Mr Patrick Adamson Mr Russel Ellicott (School Improvement Partner) Mrs Alison Eyre (Minute clerk) Miss Sofia Palios

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

In the absence of Mrs Ellis, Canon Penn agreed to being appointed Clerk for this meeting.

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
Discussion:	Apologies had been received from Mrs Bintley-Bagot, Mrs Ellis, Mr Hennity, Mr Meigh, Mr Procter and Mr Underwood.

AGENDA ITEM 2	REGISTER OF PECUNIARY INTERESTS
Discussion:	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
Discussion:	To formally approve the minutes of the meeting held 24th October 2024 The minutes were agreed as a true copy.
Decisions:	There were no actions to record.

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

AGENDA ITEM 5	HEADTEACHER'S REPORT INCLUDING SAFEGUARDING & MAT UPDATE	
Discussion:	<p>Governors had been provided with a copy of Mr Gray's full report prior to the meeting. He gave a brief Powerpoint presentation on the key highlights and developments. Mrs Ellis will email a copy of this to Governors.</p> <p>Mr Gray said he had had his appraisal yesterday and said the main points were:</p> <ul style="list-style-type: none"> - Curriculum development - Belonging - Financial sustainability - Professional development <p>Mr Gray said that vaping is now an issue and we are tightening up on the procedure.</p> <p>The MAT talks are continuing. Mrs Ashcroft said at the last meeting concerns had been raised about possible appointments. Mr Gray confirmed that these have not been made.</p> <p>Mr Gray said discussions around Admissions are still ongoing. Miss Palios said she is unhappy with the way we have been billed by the Local Authority for the admissions exam, she has asked that that is revisited and that a new (accurate) invoice is issued.</p> <p>Mr Ellicott (School Improvement Partner) had prepared a short report following on from his visit to the schools and this is included in Mr Gray's report.</p> <p>There is ongoing work around the review of the Faculty system and Mr Gray will bring a costed report at the next Personnel meeting. Mr Gray will ask Mrs Ellis to email Governors a copy of the Faculty Development Plans.</p> <p>The Physics department has made significant progress in the last year which is due to a change in leadership and staffing. Mr Gray said that Mrs Harris had been very impressed. He said Mr Holmes had done a lot of work on this.</p> <p>Priority Actions and Approvals</p> <ul style="list-style-type: none"> ● Proposed Faculty structure. This will go to Personnel in February. ● Sixth Form Appeals. Mrs Ashcroft said this is pending as we are awaiting legal advice. This can be approved by email once the advice has been received. ● Adopting the Vaping Structure. <p>Canon Penn raised the following:</p> <ul style="list-style-type: none"> ● Do we agree that the priorities on the first page are of equal value? He noted that the first three related to improving numbers. He felt we needed a sharper focus on our outcomes and said that Governors want to see and hear that these changes will have a significant impact on our outcomes. ● Why aren't we addressing the basics? We need to ensure our priorities are where they need to be. Mr Gray said that Mr Ellicott had picked up on the inconsistency. ● Have any thoughts been given to maintained schools with regards to conversion? Mr Gray said this was raised at the meeting and it will come up again when we do the due diligence. ● With regards to the restructure, we want to ensure that we have a comprehensive programme in terms of holding others to account. If people are going into leadership roles we need to give them the necessary skills. Mr Ellicott said that Mr Gray is conversant with what leadership skills and attributes are needed in each team. <p>Mr Ellicott then introduced himself and gave a brief overview of his findings. A copy of his report is included in the pack.</p> <p>Mrs Ashcroft said that Mr Ellicott had suggested sharing the finance reports with the wider SLT and middle leaders. At the Awayday in June the heads of Faculty will be in attendance and she plans to go through the accounts with them. Mrs Ashcroft said it was her opinion that all staff should be informed of the financial picture.</p> <p>Governors asked the following questions:</p> <p>Are there any schools where all lessons are outstanding?</p> <p>Mr Ellicott said no that could be due to variety of reasons, but what was needed was that staff should know what an outstanding lesson looks like in 2024 and to aim to teach an outstanding lesson that could be achieved through collaborations.</p>	
Decision:	<p>Mrs Ellis to email a copy of Mr Gray's presentation to Governors.</p> <p>Mr Gray to bring a costed report on the review of the Faculty structure to Personnel.</p> <p>Mrs Ellis to email Governors a copy of the Faculty Development Plans.</p> <p>Proposed Faculty structure to go to Personnel in February.</p>	<p>DE</p> <p>SG</p> <p>DE</p> <p>SG</p>

AGENDA ITEM 6	UPDATE FROM CHIEF FINANCIAL OFFICER	
<p>Discussion:</p>	<p>October 2024 Financial Report</p> <p>Governors had been provided with a copy of this prior to the meeting and Miss Palios gave a brief overview.</p> <p>Miss Palios went through the key actions that are required to hit the surplus. She said one of the key risks is the increase in NI contributions and said we need to keep building up on our non-core income.</p> <p>CIF Bids</p> <p>Fire Safety works phase 2. This is £351k with a 5% contribution from reserves.</p> <p>Electrical bid. We do not have the final cost as E3Cube are still working on how to split the bid. Mrs Ashcroft requested that Governors are provided with a copy of the bid before it is submitted in order that we can have a decision by email.</p> <p>Casual staff costs. This has now been added to the finance report. Miss Palios is hoping that by January/February there will only be a variance of around 5%.</p> <p>Internal Audit report</p> <p>Governors had been provided with a copy of the report prior to the meeting. Miss Palios gave a brief overview and said the auditors concentrated on fraud and were very satisfied with what we were doing. The points related to fraud were more around best practice.</p> <p>Governors asked the following questions:</p> <p>When was the fire bid submitted and how confident are we about the decisions?</p> <p>Miss Palios said that Phase 1 Sofia was approved. In terms of Phase 2, she said she would be very surprised if we weren't awarded this as it is very important work for Health & Safety. She said it is a high priority project and it is linked to the previous phase.</p> <p>What are the next steps with regard to the internal audit?</p> <p>Miss Palios said we are going out for tender in the new year and she is currently taking recommendations from other local schools. Both Langtons and Mrs Ashcroft also have some suggestions.</p>	
<p>Decision:</p>	<p>Miss Palios to provide Governors with a copy of the Electrical bid before it is submitted in order that a decision by email can be made.</p>	<p>SP</p>

AGENDA ITEM 7	FORMAL APPROVAL	
<p>Discussion:</p>	<p>The Governing Body considered the policies listed below which had been reviewed previously by the relevant Committees.</p> <p>Statutory accounts</p> <p>Governors had been provided with a copy of the accounts prior to the meeting. Mr Roberts said these had been discussed at the Finance & Audit Committee meeting last week.</p> <p>Mr Roberts said there was a lot of information and gave a brief overview of the key things summed up in the report from Langtons.</p> <p><i>Page 2 Reconciliation to Final Accounts</i></p> <p>There is a £52k positive adjustment on Pensions which is wiping out the liability previously recorded. Miss Palios said we have not recognised the £5k surplus. The vast majority of the £7.9m is in fixed assets.</p> <p><i>Page 5 Summary of Adjustments</i></p> <p>Mr Roberts said the first table on this page shows the adjustments made by Langtons and the right-hand table shows unadjusted errors and the table is blank.</p> <p>He summarised by saying that the auditors report on the accounts presented has no faults and thanked Miss Palios, Mr Gray, the SLT and the wider team.</p> <p>Mr Roberts recommended that the accounts for the year ended 31st August 2024 are signed off by Mrs Ashcroft and Mr Gray. All were in favour.</p> <p>Admissions Policy for entry in 2026. Mrs Ashcroft requested that this has been taken out of the policies for approval at this meeting as it will be done by email by the end of January.</p>	

	<p>Data Protection Policy. This policy has to be adopted in this format or we won't be indemnified. All were in favour.</p> <p>First Aid Policy. All were in favour</p> <p>Health & Safety Policy. All were in favour.</p>	
Decision:	Admissions Policy to be approved by email by the end of January.	CA/SG

AGENDA ITEM 8	RISKS & OPPORTUNITIES	
Discussion:	Miss Palios said the main risks were the funding position in terms of NI increase and the pay awards going forward and the Yr 7 and Yr 12 entries with the falling birth rates across Wirral.	
Decision:	There were no actions to record.	

AGENDA ITEM 9	DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED	
Discussion:	<p>Testing for entry into the school (24th October to date) - No testing undertaken. The next session is scheduled for 17th December.</p> <p>Decisions made via email - None made</p> <p>Email Correspondence - Emails received from neighbours regarding new lighting on Business block</p> <p>Correspondence</p> <p>Parental complaint regarding setting Parental complaint regarding suspension of son over vaping FOI received from a member of the public - Disadvantaged admissions arrangements Mrs Ashcroft has received a thank you card from Denis Mahony</p>	
Decision:	There were no actions to record.	

AGENDA ITEM 10	UPDATES FROM COMMITTEES AND GOVERNORS	
Discussion:	<p>Infrastructure & Governance</p> <p>As Mr Underwood was not present at the meeting, Mrs Ashcroft and Miss Palios provided a brief update from the last meeting.</p> <p>MUGA - all issues have been resolved and work is due to start in February half term.</p> <p>Fire Safety Phase 1 - Miss Palios said this is delayed until after Christmas.</p> <p>Music practice room - there are still issues with soundproofing. The roof has had another leak which has now been repaired.</p> <p>Mrs Ashcroft mentioned that she has spoken to the swimming pool manager regarding offering to use our energy brokers.</p> <p>Finance & Audit</p> <p>This was covered earlier in this meeting.</p>	
Decision:		

AGENDA ITEM 11	ANY OTHER BUSINESS	
Discussion:	<p>Blackbird Project</p> <p>Canon Penn said this was very encouraging. He asked how students were selected and whether there was a wider learning we can see more students benefiting from. Mr Gray said at this stage it is just for 6th form but we may look at rolling this out across other year groups in future.</p> <p>Mrs Ashcroft thanked Governors for all their help and support in the last year.</p> <p>She asked Mr Gray, Miss Palios and Mr Adamson to pass on Governors thanks to all staff and to wish them a Happy Christmas.</p>	
Decision:	Mr Gray, Miss Palios and Mr Adamson to pass on Governors thanks to staff and wish them a Happy Christmas.	SG/SP/ PA

The meeting concluded at: 19.00

Date of next meeting: Thursday 27th March 2025



Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 24th October 2024
Time & Venue:	18:00 Learning Resource Centre
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Debbie Ellis (Clerk to the Governors) Mr Stephen Gray (Headteacher) Mr Paul Hennity Mr Denis Mahony Mr Dan Meigh (arrived 6.15pm) Mr Elliot O'Callaghan Canon Chris Penn Mr Gary Price Mr Alan Roberts (left at 7.15pm) Mr Martin Underwood Mrs Amanda Waterfall
In attendance	Mrs Alison Eyre (Minute clerk) Miss Sofia Palios

Governors confirmed permission for the attendance of Mrs Eyre and Miss Palios.

Mrs Ashcroft introduced Mr O'Callaghan, the new staff governor, who gave a brief overview of his role in the school.

Mrs Ashcroft informed Governors that Deputy Heads had not been invited to attend the meeting so that Governors could have an in-depth MAT discussion.

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
Discussion:	Mrs Jane Loughran

AGENDA ITEM 2	REGISTER OF PECUNIARY INTERESTS
Discussion:	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
Discussion:	To formally approve the minutes of the meeting held July 2024. The minutes were agreed as a true copy.
Decisions:	There were no actions to record.

AGENDA ITEM 4	MATTERS ARISING/ACTION TRACKER
Discussion:	The action tracker was updated. Mrs Ashcroft said that she and Mr Gray had met to discuss remuneration since the retirement of Mrs Purdy.

AGENDA ITEM 5	HEADTEACHER'S REPORT INCLUDING SAFEGUARDING	
Discussion:	<p>Governors had been provided with a copy of Mr Gray's full report prior to the meeting. Mr Gray had also distributed an OFSTED pack to Governors. He confirmed that the school is ready and we are just awaiting a call. The applicable window for Calday is open until July 2025.</p> <p>Mr Gray requested approval for the following:</p> <ol style="list-style-type: none"> 1. To outsource the Appeals process to the LA (detailed in Miss Palios' paper). All were in agreement. 2. Approval in principle to become our own Admissions Testing Process. Mrs Ashcroft confirmed that we are looking at this with the other three grammar schools. Mr Gray will bring this back to FGB in December. <p>Canon Penn formally thanked everyone involved in re-integrating the Yr10 student back into the school. He said this was a reflection of the level of care and pastoral support the school provides.</p>	
Decision:	Mr Gray to provide an update on the Admissions Testing Process in December.	SG

AGENDA ITEM 6	MAT DISCUSSION	
Discussion:	<p>Mrs Ashcroft provided an overview of the history of the MAT and the current status and then handed over to Mr Gray. Governors had been provided with a copy of Mr Gray's discussion paper prior to the meeting and he explained that the most important thing to consider is what is the best thing for the school and our pupils.</p> <p>A discussion followed and Governors raised the following concerns.</p> <p>Mr Mahony said it is crucial that we have a clear thought on what the structure will look like and was concerned that people were vying to be CEO and have the "top jobs".</p> <p>A Governor mentioned that they were concerned about the make-up of the Trust Board and asked what is the financial proposition and what would be our contribution. He said we need to recognise that we will lose a level of autonomy and be clear about what will be overseen by the Trust Board.</p> <p>Mrs Ashcroft said that in order to move forward the following is required:</p> <ol style="list-style-type: none"> 1. We need confirmation that the CFO and CEO have not been appointed and, in addition, that [REDACTED] has not been appointed. It was also noted that a commitment from the group is needed that no decisions will be made before the meeting in November. 2. We need to know the details in terms of finances; what the CEO appointment process looks like and who is going to appoint the CEO. 3. We need to form a Steering Committee and appoint somebody to guide us through the process. 4. Agreement on what our response is if they say no to these requests. <p>A Governor said that he would be keen to have an independent chair with no connection to any school and said it is not viable if the Chair of [REDACTED] is proposing to be the Chair of the Steering Committee. He confirmed that the CEO does not have to be a Headteacher.</p> <p>Mrs Ashcroft confirmed that the next steps are:</p> <ol style="list-style-type: none"> 1. To establish at what stage of the process the group is at and to let them know that we aren't saying no. 2. Form a Steering Group of Governors and Headteachers to discuss shared vision, governance models, and appointing the relevant people to drive this. The next step would then be financing. 3. To make it clear that there will be due diligence for us all to do. <p>Governors agreed that we need due diligence moving forward as currently there is no accountability. Mr Gray said so far they have just been very generic talks.</p> <p>Mr Gray asked Mr Meigh how the staff feel about the MAT.</p>	

	<p>Mr Meigh said that currently, the staff cannot see any advantages and it would be helpful to inform them of the advantages of a MAT. Mrs Ashcroft said If staff ask then Mr Meigh can tell them the names of the schools involved and that at this moment in time, the shared vision is delivering education to pupils on Wirral. Once all the details have been agreed, the staff will be TUPE'd</p> <p>Mrs Ashcroft said after the meeting in November, Mr Gray will provide feedback to staff.</p> <p>Governors asked the following questions:</p> <p>Has the collective agreed to defer or are they going ahead?</p> <p>Mr Gray said he has not yet received any communication from Ridgeway and will check if there has been any agreement.</p> <p>Where does the CFO's salary come from?</p> <p>There was a discussion about how this could be paid prior to the MAT being created.</p> <p>Which Governors will go to the meeting?</p> <p>As Mr Mahony had driven the project from the staff, Mrs Ashcroft asked if Governors were in agreement that he would attend. All were in favour. With possibly Mrs Ashcroft and Mr Underwood if they too were available</p> <p>Have we explored other grammar school chairs?</p> <p>Mrs Ashcroft said she is prepared to make contact. Mrs Ellis stated that she had the e-mail addresses for them.</p>	
Decision:	<p>Mr Gray will provide feedback to staff after he meets with the group in November.</p> <p>Mr Gray to check if there has been any agreement</p> <p>Mrs Ashcroft to try and make contact with some other grammar school chairs.</p>	<p>SG</p> <p>SG</p> <p>CA</p>

AGENDA ITEM 7	UPDATE FROM CHIEF FINANCIAL OFFICER	
Discussion:	<p><u>September 2024 Financial Report</u></p> <p>Governors had been provided with a copy of Miss Palios' report prior to the meeting and she provided a brief overview.</p> <p>She confirmed that the pay award for 2024/25 has been agreed at 5.5%. Student numbers in 6th form are lower than forecasted.</p> <p>Governors asked the following questions:</p> <p><i>Do we know how many pupils in Yr 11 then went into Yr 12? What numbers could have come in and have chosen to go elsewhere?</i></p> <p>Mr Gray said that around two thirds of Yr 11 stayed on into 6th form. He said some students are also choosing to follow different routes. He confirmed we lost about 10 students due to the level 7 requirement in Science and around 5-8 students due to us not offering computer science. Mr Gray said he will do pre-mock Yr 11 interviews in late November/early December to see who is coming back.</p> <p>Mrs Ashcroft informed Governors that it has now been agreed to change it to a level 6 in Science.</p> <p><i>How do the figures reflect where we were last year as the loss of lower 6th form numbers has a significant impact?</i></p> <p>Mr Gray said we had two long-term agency cover staff and they are looking at managing this so it doesn't happen again. There will be a new cover procedure coming into place.</p> <p>A Governor stated that the level of cover we are putting in has a direct impact on students' learning. Mr Gray said that Mrs Dailey is looking at outcomes.</p> <p>A Governor said we also need to look at what lessons students are missing.</p>	

	<p><u>Risks & Opportunities Register</u></p> <p>Miss Palios went through the register. Mr Underwood confirmed that the Infrastructure & Governance Committee will carry out a full review in March and Governors were asked to email any comments to him.</p> <p>With regards to Capital Expenditure they will be launching a review of the long-term Estates Strategy.</p>	
Decision:	Governors to email any comments on Risk & Opportunities register to Mr Underwood	All

AGENDA ITEM 8	FORMAL APPROVAL	
Discussion:	<p>The Governing Body considered the policies listed below which had been reviewed previously by the relevant Committees.</p> <p><u>Teachers Pay Progression & Pay Award</u></p> <p>Canon Penn updated Governors following on from the Personnel Committee meeting held Tuesday 22nd October.</p> <p>The Teachers Pay Award and the Staff Pay Award were both approved.</p> <p><u>Policies for formal approval</u></p> <p>The policies had been through the relevant Committees and had been debated. All policies were approved.</p> <ul style="list-style-type: none"> ● Safeguarding Policy ● SEND Policy ● Supporting Students with medical conditions Policy ● Gender Identity Policy ● Relationships and Sex Education Policy ● Student Anti-Bullying Policy ● Dignity at Work Policy 	
Decision:	<p>Teachers Pay Award and Staff Pay award were approved. (Mr Meigh and Mr O'Callaghan abstaining)</p> <p>Teachers Pay Progression approved (Mr Meigh, Mr O'Callaghan. Mr Underwood, Mrs Ashcroft abstaining, Mr Roberts not present)</p> <p>All policies were approved.</p>	

AGENDA ITEM 9	GOVERNANCE MATTERS	
Discussion:	<p>To recommend that the school will continue to operate with the provision of the burgundy and green books. All were in agreement.</p> <p>To confirm that all Governors have read and accept the changes in the Academies Trust Handbook 2024. Mrs Ellis to email Governors who have not yet signed confirmation.</p>	
Decisions:	Mrs Ellis to email Governors who have not yet signed the confirmation.	DE

AGENDA ITEM 10	DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED	
Discussion:	<p>Testing for entry into the school (2nd September to date)</p> <p><i>2nd September</i> 19 x Year 6 - 9 met standard and were offered a place in the new Year 7 cohort 1 x Year 7 - Did not meet the standard.</p> <p><i>22nd October</i> 2 x Year 7 - 1 met standard and offered a place. 1 did not meet standard</p>	

	<p><u>Decisions made via email</u></p> <ul style="list-style-type: none"> • Appointment of School Improvement Partner • Teachers' Pay Policy • Fire Safety Works <p><u>Email Correspondence</u></p> <p>A complaint has been received which Mrs Ashcroft will look at.</p> <p><u>Correspondence</u></p> <p>None received</p> <p>Mrs Ashcroft informed Governors on the Curriculum Committee that they will receive an email in connection with testing which will require their agreement. Mrs Waterfall will check her emails and Mrs Ellis will arrange for Mr Hennity to set up on the school's email. She will also speak to Ms Nolan to provide an up to date list.</p>	
Decision:	<p>Curriculum Committee Governors to give their agreement on testing.</p> <p>Mrs Ellis will arrange to have Mr Hennity set up on school's email.</p> <p>Mrs Ellis to speak to Ms Nolan for an up to date list.</p>	<p>AW/PH</p> <p>DE</p> <p>DE</p>

AGENDA ITEM 11	UPDATES FROM COMMITTEES	
Discussion:	Mrs Ashcroft said that this will now be moved to FGB in December. Mrs Dailey will be asked to provide an update on the subject specific School Improvement plans.	
Decision:	<p>Committees to update at FGB in December.</p> <p>Mrs Dailey to update on subject specific School Improvement plans.</p>	<p>All</p> <p>AD</p>

AGENDA ITEM 12	ANY OTHER BUSINESS	
Discussion:	<p>Miss Palios mentioned that the LA are withdrawing their internal audit service and therefore we will need to go out to tender.</p> <p>Mr Meigh said their school are doing a production of Bugsy Malone and all Governors are welcome to attend. Mrs Ellis will email the dates.</p> <p>Mrs Ashcroft said this was Mr Mahony's last meeting as a Governor. She thanked him for all his commitment, hard work and long service.</p>	
Decision:	Mrs Ellis to email dates of the school play to Governors.	DE

The meeting concluded at: 19.55

Date of next meeting: **12th December 2024**



Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 27th March 2025
Time & Venue:	18:00 Learning Resource Centre
Attendees:	Mrs Caroline Ashcroft (Chair) Mrs Sue Bintley-Bagot Mr Elliot O'Callaghan Mr Stephen Gray (Headteacher) Mr Paul Hennity Mrs Jane Loughran Miss Kathy McQuillan Canon Chris Penn Mr Gary Price Mr Alan Roberts Mr Martin Underwood Mrs Amanda Waterfall (via Videolink)
In attendance	Mrs Alison Dailey Mrs Debbie Ellis Mrs Alison Eyre (Minute clerk) Miss Sofia Palios Mr Andy Procter

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

Mrs Ashcroft introduced the two new parent Governors, Mrs Bintley-Bagot and Miss McQuillan.

AGENDA ITEM 1	APOLOGIES FOR ABSENCE
Discussion:	Apologies had been received from Mr Meigh.
AGENDA ITEM 2	REGISTER OF PECUNIARY INTERESTS
Discussion:	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
Discussion:	To formally approve the minutes of the meeting held 11th December 2024. The minutes were agreed as a true copy.
Decisions:	There were no actions to record.
AGENDA ITEM 4	MATTERS ARISING/ACTION TRACKER
Discussion:	The action tracker was updated.

AGENDA ITEM 5	REPORT TO GOVERNORS (TO INCLUDE SAFEGUARDING)
<p>Discussion:</p>	<p>Governors had been provided with a copy of Mr Gray's full report prior to the meeting. He gave a brief Powerpoint presentation on the key highlights and developments. Mrs Ellis will email a copy of this to Governors.</p> <p>Mr Gray said for ease that Agenda items 5,6 and 7 would be amalgamated.</p> <p>Mr Gray said that they have 213 students coming into Yr 7. He was initially told it was 240, which he had agreed to, however this was an error on the part of the LA. He said there are four students on the waiting list and 42 appeals.</p> <p>Mr Gray went through the Phone-Free School initiative and said this will commence in June.</p> <p>Mr Gray said he is now an HPL Assessor and explained this role for the benefit of new Governors.</p> <p>Mrs Ashcroft told Mr Gray that she will email her comments to him on the Future Governance report structure.</p> <p>Mr Gray went through School Improvement and staffing. The big priority will be looking at books and school learning walks.</p> <p>Nine people applied for the Computer Science post and they have now appointed someone from St John Plessington. They are also looking to recruit two new languages teachers.</p> <p>Mrs Dailey provided an update on the DT offer. She and Mr Adamson met with Daniel Howard from The Liverpool Life Sciences UTC and they are looking at building in more engineering at KS3. Mrs Dailey has also been looking at top grammar schools to see what they are offering. She said some schools offer GCSE engineering.</p> <p>Mrs Ashcroft asked if we would need to purchase any specialist equipment. Mrs Dailey confirmed we would but said that Mr Howard would provide free training to DT staff and that the software is free. Mrs Dailey said this is all still in the early stages and she will be talking to DT staff next week. They are also looking at Food Technology. Mrs Dailey confirmed they will bring this back to FGB and will provide an update at Curriculum.</p> <p>Mr Gray said that the Faculty Structure consultation is underway and has been well received. Once this is completed, he will update FGB. He confirmed that Mr Jones has now been appointed as permanent curriculum lead for PE.</p> <p>Mr Gray said he has given further consideration of Psychology with regard to which faculty this should sit in.</p> <p>Mrs Ashcroft had two points to raise from Mr Gray's report:</p> <p>Page 9 - Calday has previously entered the English Schools Swimming Competition.</p> <p>Page 11 - Why is the Yr 8 student struggling to attend school on a Monday? Mr Gray said this is part of a national picture.</p> <p>Canon Penn commented that the level of detail in Mr Gray's report is very helpful. He asked Mr Gray how we are making good use of Excellent practice. Mrs Dailey said we have passed this over to Heads of Faculty to look at areas of strengths and they will also be doing training and inset with middle leaders. Mrs Ashcroft asked if they know what is Outstanding and Mrs Dailey said they are working on this.</p> <p>MAT Update</p> <p>Mr Gray distributed a document titled "Wirral MAT - Arguments For and Against" for Governors to read at their leisure. He said there are lots of questions that require answering and we will discuss it in more detail in Awayday in June.</p> <p>For the benefit of the two new Governors, Mrs Ashcroft provided an overview of the history of the MAT and the current position.</p> <p>Canon Penn asked if we have approached the Regional Director's office for their views. Mr Gray said that somebody came to the school a few months ago and the discussion was quite general. They said there is room for another MAT on Wirral.</p> <p>Mr Price thanked Mr Gray for his update. He said that if Governors are going to be asked to make recommendations to Trustees then we will all need to be broadly agreed. Mrs Ashcroft said the questions are around red lines for us</p> <p>Priority actions and approval</p> <p><i>To approve the 'Code of Conduct for Parents and Carers'</i></p> <p>Governors were asked to provide any comments to Mrs Ellis by email.</p>

	<p>Mrs Ashcroft said inappropriate behaviour is very wide and open to interpretation and it should be made clearer that it's communicating with the school or on school premises that parents should not be smoking or under the influence of alcohol.</p> <p>Mrs Ashcroft had several further comments which she will email to Mrs Ellis.</p> <p>Mr O'Callaghan suggested that drugs be added to smoking and alcohol. This will be amended to say "substances".</p> <p>Following the relevant amendments, the Code of Conduct will come back to FGB for approval.</p> <p><i>To retain Mr Ant Cliffe on a casual basis and contract him out to other schools</i></p> <p>Canon Penn asked if he would remain an employee. Miss Palios said he will be on a zero hours contract and stay on our books. All were in favour.</p>	
Decision:	<p>Mrs Ellis to email a copy of Mr Gray's presentation to Governors.</p> <p>Mrs Ashcroft to email Mr Gray with her comments on the Future Governance report structure.</p> <p>Mrs Dailey to update Curriculum on the DT role.</p> <p>Code of Conduct to be amended and brought back to FGB for approval.</p>	<p>DE</p> <p>CA</p> <p>AD</p> <p>SG/DE</p>

AGENDA ITEM 6	OFSTED UPDATE
Discussion:	Covered in Agenda item 5.

AGENDA ITEM 7	MAT
Discussion:	Covered in Agenda item 5

AGENDA ITEM 8	UPDATE FROM CHIEF FINANCIAL OFFICER	
Discussion:	<p>February 2025 Financial Report</p> <p>Governors had been provided with a copy of this prior to the meeting and Miss Palios gave a brief overview. She went through the key actions and said the financial position is looking more positive.</p> <p>They have done some restructuring of support staff and are continuing to look at non-essential expenditure.</p> <p>We have an additional NI grant for April-Aug 2025 which covers our NI increase. Miss Palios said the NI grant for 25-26 is also confirmed.</p> <p>Miss Palios said a trapeze artist would like to rent the rugby field to run courses and the booking of the MUGA will be available online from September.</p> <p>School Resource Management Self-Assessment Tool (SRMSAT)</p> <p>Miss Palios asked Governors to confirm they had all read this.</p> <p>Mrs Ashcroft said that Question 29a should say "as appropriate" rather than "monthly".</p> <p>She asked Miss Palios what "in part" meant in Question 30. She said it is an operational surplus.</p> <p>The Integrated Financial Planning has commenced and we need to look at the membership of the Finance committee.</p>	
Decision:	<p>Miss Palios to amend the SRMSAT.</p>	SP

AGENDA ITEM 9	RISKS & OPPORTUNITIES	
<p>Discussion:</p>	<p>Miss Palios went through the main risks.</p> <p><i>Support staff pay award</i> - the Unions have submitted a joint pay claim.</p> <p><i>Teacher pay award</i> - the Government is recommending a 2.8% pay increase.</p> <p><i>Student numbers</i> - there are strong entries in Yr7 and it is looking promising for Yr12.</p> <p><i>Insurance claims</i> - Miss Palios is chasing reimbursement for the flood remediation work. It has been agreed but just not yet received.</p> <p><i>Financial Insights Benchmarking tool</i> - Miss Palios gave an overview of this and said it is based on data from the previous academic year. She said it is important to note that the tool relies on historical data drawn from each school's submitted annual accounts return. Mr Douglass and Mrs Moschopoulou have been working hard with monitoring cover and we are hoping to be under budget on agency costs.</p> <p>She also went through some of the financial insights from her report.</p> <p>Mr Roberts asked about the £80k deferred income and Miss Palios updated Governors on the Oxtou Hockey Club.</p>	
<p>Decision:</p>	<p>There were no actions to record.</p>	

AGENDA ITEM 10	DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED	
<p>Discussion:</p>	<p>Testing for entry into the school (11th December to date). For the purpose of the new Governors, Mrs Ashcroft gave an overview of testing.</p> <p>13 students tested</p> <p>4 x Year 7 (1 pass offered place) 6 x Year 8 (1 pass offered place) 3 x Year 9 (1 pass currently on waiting list)</p> <p>Decisions made via email</p> <p>Staffing Structures Appointment of Amanda Waterfall as Co-opted Governor Approval of Admissions Policy for entry in September 2026</p> <p>Email Correspondence</p> <p>None</p> <p>Correspondence</p> <p>FOI for numbers on roll.</p> <p>In 2024 Mr Underwood looked into a complaint and one of the outcomes was that the Curriculum Committee would look at the issue of setting subjects. The parents did not appeal but have asked whether the Committee has acted on this. Mrs Ashcroft asked Mrs Waterfall to look at this.</p>	
<p>Decision:</p>	<p>Mrs Waterfall to look at the issue of setting subjects.</p>	<p>AW</p>

AGENDA ITEM 11	UPDATES FROM COMMITTEES AND GOVERNORS
<p>Discussion:</p>	<p>Curriculum & Student Welfare</p> <p>Governors had received a copy of the draft minutes and Mrs Waterfall provided a brief update from the meeting.</p> <p>She said there had been lots of discussions around Ofsted feedback, results, languages, and internal self-reviews. They looked at the draft Exams policy, the Internal Quality Assurance policy and the Admissions policy. These will all go to FGB.</p> <p>Mrs Storey gave an update on safeguarding, bullying figures and behaviour. There were lots of questions around data and Mrs Waterfall will meet with Mrs Storey to discuss this further.</p> <p>They also discussed Yr 9 options and Mr O’Callaghan provided an overview of what they have been working on and what events are coming up.</p> <p>Personnel</p> <p>Canon Penn confirmed that FGB have had sight of the minutes and provided a brief update from the last meeting.</p> <p>Faculty realignment is ongoing as is the discussion around languages.</p> <p>Canon Penn gave a brief update on the Business Manager position. He said it is important to ensure that we have sufficient cover in terms of capacity and expertise in HR as Mrs White is taking on this larger and wider role. He said he may need to access external consultancy. Miss Palios confirmed we already have HR consultancy.</p> <p>Infrastructure & Governance</p> <p>Mr Underwood confirmed that FGB had had sight of the minutes and provided a brief update from the last meeting.</p> <p>The waste contract now switched to B&M as of January. There is a lot involved in this so there will be training for staff and students.</p> <p>First Aid policy - Mr Underwood encouraged Governors to check this, and the other policies, to see what their responsibilities are.</p> <p>Risk register - this is a standing item on the Infrastructure & Governance agenda and FGB. Mr Underwood encouraged Governors to let him or Miss Palios know if they identify any risks or opportunities.</p> <p>Estates Development - a lot of work has been done and there is still further works planned. There are still issues with the Twist block roof and soundproofing. Mr Underwood can provide more detailed information should Governors require it.</p> <p>A CIF bid has been applied for further electrical improvements and a loan for solar and EV points. We will generate income from EV points in the overflow car park as it will be available to staff and members of the public. Mr Procter confirmed that the parking restrictions sign currently in the car park will be amended. He said they are planning to have the EV points in after Easter.</p> <p>Mr Underwood went through the items for approval by FGB:</p> <p>MUGA</p> <p>Mr Underwood said the original budget has now increased from £165k to £189k and is requesting approval from FGB to make that expenditure. Miss Palios confirmed it is in the budget and that we are delaying some capital expenditure work to cover this extra cost.</p> <p>All were in favour</p> <p>Funding to resolve drainage issues</p> <p>Canon Penn asked for an explanation of this.</p> <p>Mr Procter said there is an issue with flooding in the garden of the bungalow in Grammar School Close and is hoping that our new drainage system for the MUGA will resolve this issue. Her garden is flooding because of the run-off of the slope of the field. Canon Penn asked for confirmation that we would not be putting drainage into this garden and Mr Procter confirmed we were not.</p> <p>Mr Underwood then gave an overview of the drainage situation at Glasspool with regard to the flooding of the neighbouring field and would like to recommend proceeding with the work.</p> <p>Mr Procter said the owner has had to do some work to try and protect his field from the flooding from the pond. Mr Procter is looking at options and Miss Palios is working on an insurance claim. E3Cube have suggested using drainage consultants as there is a possibility that the drinking water would be</p>

	<p>affected due the amount of sandstone in the area. Mr Procter said the cost of hiring a consultant and his subsequent report would be £2300.</p> <p>Three landscaping drainage companies looked at this and the solution to stopping the overflow of the pond is to put in a pipe and take a separate drainage panel into the pond. He said we need to ensure we aren't going to affect the drinking water.</p> <p>Mr Roberts asked if there was a well and Mr O'Callaghan gave an overview of the well and the supply of the drinking water.</p> <p>All were in favour of proceeding. Mr Underwood will obtain three quotes and will stay within the £2300. He will notify FGB when the results come back from the consultant.</p> <p>Home to School Transport</p> <p>Mr Underwood said approval is required to activate the first optional year. All were in favour.</p> <p>Cleaning</p> <p>The contract expires this academic year and Mr Underwood is recommending we activate an optional year but with caveats to improve their management process. All were in favour.</p>	
Decision:	<p>Governors to check the policies to see what their responsibilities are.</p> <p>Governors to inform Mr Underwood or Miss Palios of any risks or opportunities.</p> <p>Mr Underwood to obtain three quotes for a drainage consultant and will notify FGB with the results.</p>	<p>All</p> <p>All</p> <p>MU</p>

AGENDA ITEM 12	ANY OTHER BUSINESS	
Discussion:	<p>Appeals</p> <p>Mrs Ellis will send out an availability sheet for Governors to complete and return to her.</p> <p>Mr Procter, Miss Palios and Mrs Dailey were asked to leave the room for the following item.</p> <p>Governance</p> <p>Mrs Ashcroft informed Governors that Mrs Ellis is retiring in June and this is her last FGB. On behalf of the Governing Body, Mrs Ashcroft thanked Mrs Ellis for all her hard work as clerk to Governors and for all her assistance to her and the previous Chairs.</p> <p>Mrs Ashcroft also informed Governors that she will leave the Governing Body in August and will step down as chair at the next FGB meeting. She will stay until August in order to assist with the 6th Form appeals.</p> <p>Mrs Ashcroft has had a discussion with Mr Underwood (Vice Chair) and said it is an open process for anyone to apply and if any Governors wish to discuss taking over either of these roles they are asked to contact her or Mr Underwood. Mrs Ashcroft gave a brief overview of the role as Chair.</p> <p>In addition, Mrs Ashcroft asked Chairs of Committees to confirm they wish to continue their role as Chair. If any Governor wishes to switch Committees then they are to do so. As staff Governors, Mr O'Callaghan and Mr Meigh are not able to sit on the Personnel Committee.</p>	
Decision:	<p>Mrs Ellis to send out an availability sheet for appeals.</p> <p>Governors to confirm they wish to remain as Chairs of Committees.</p> <p>Governors to contact Mrs Ashcroft/Mr Underwood if they wish to apply for the role as Chair/Deputy Chair.</p>	<p>DE/All</p> <p>All</p> <p>All</p>

The meeting concluded at: 19.40

Date of next meeting: Thursday 19th June 2025 (Strategic Review Day)



Calday Grange Grammar School

MINUTES OF FULL GOVERNORS' MEETING	
Date of Meeting:	Thursday 17th July 2025
Time & Venue:	18:00 Learning Resource Centre
Attendees:	Mrs Caroline Ashcroft Mr Stephen Gray (Headteacher) Mr Paul Hennity (arrived 18:15) Miss Kathy McQuillan Canon Chris Penn Mr Gary Price Mr Alan Roberts Mr Martin Underwood (Chair)
In attendance	Mr Patrick Adamson Mrs Alison Dailey Mrs Alison Eyre (Minute clerk) Mr Andy Procter

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

AGENDA ITEM 1	ELECTION OF GOVERNORS
Discussion:	<p>Mrs Ashcroft informed Governors that her term as Chair was over so for this meeting she would be acting as Clerk to the Governors.</p> <p>Governors were required to formally elect the Chair, Vice-Chair and Chair of Committees. At this point, non-Governors were asked to leave the meeting.</p> <p>There had been one nomination for Chair - Mr Martin Underwood. All were in favour and Mr Underwood was duly elected as Chair.</p> <p>There had been one nomination for Vice-Chair - Mr Alan Roberts. All were in favour and Mr Roberts was duly elected as Vice-Chair.</p> <p>Nomination for Chairs of Committees were as follows:</p> <p>Curriculum & Student Welfare - Mrs Amanda Waterfall. All were in favour and Mrs Waterfall was duly elected.</p> <p>Personnel - Mr Paul Hennity. All were in favour and Mr Hennity was duly elected.</p> <p>Infrastructure and Governance - Mr Gary Price. All were in favour and Mr Price was duly elected.</p> <p>Finance - Mr Alan Roberts. All were in favour and Mr Roberts was duly elected.</p> <p>On each occasion the nominated Governor left the room. Once the nominations were completed the non-Governors were invited back into the room.</p> <p>Mr Underwood informed Governors that Miss Molly Johns had been interviewed and been accepted the role as Clerk to Governors. All were in favour of her appointment.</p> <p>Mr Underwood thanked everyone for his nomination and then thanked Mrs Ashcroft and the new Vice-Chair and the Chairs of Committees.</p>
Decision:	Formal election of Chair, Vice-Chair and Chairs of Committees was confirmed.

AGENDA ITEM 2	APOLOGIES FOR ABSENCE
Discussion:	Apologies had been received from Mr Meigh, Mrs Loughran, Mrs Bintley-Bagot and Mrs Waterfall.

AGENDA ITEM 3	REGISTER OF PECUNIARY INTERESTS
Discussion:	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 4	MATTERS ARISING/ACTION TRACKER
Discussion:	The action tracker was updated. Mrs Ashcroft said that she and Mr Gray had met to discuss remuneration since the retirement of Mrs Purdy.

AGENDA ITEM 5	APPROVAL OF THE MINUTES
Discussion:	To formally approve the minutes of the meeting held on 27th March 2025 The minutes were agreed as a true copy. Mrs Ashcroft said that since the last FGB there had been an extraordinary Governors meeting where we had agreed not to be involved with Wirral MAT, but to enter into close collaboration with West Kirby Grammar. There had also been a Strategy Day involving Governors, the SLT and Faculty Heads, which had been a success.
Decision:	There were no actions to record.

AGENDA ITEM 6	MATTERS ARISING/ACTION TRACKER
Discussion:	<p>Item 5 - Headteachers Report</p> <p>Mrs South to email a copy of Mr Gray's presentation to Governors.</p> <p>Mrs Ashcroft to email Mr Gray with her comments on the Future Governance report. Mrs Ashcroft to check.</p> <p>Mrs Dailey to update Curriculum on the DT role. Mrs Dailey gave a brief update. She said they are looking at re-branding DT to Technology and Engineering. She had a meeting with Mr Roscoe to discuss moving forward.</p> <p>Code of Conduct for Parents and Carers to be amended and brought back to FGB for approval. Mr Gray confirmed that this has been done. He said there are a few minor amendments and he will circulate this by email for approval. He said it has to be signed by September to accompany HomeSchool agreements for new students.</p> <p>Item 8 - Update from Chief Financial Officer</p> <p>Miss Palios to amend the SRMSAT. Mr Gray will check with Mr Leigh.</p> <p>Item 10 - Decisions made by email and correspondence received</p> <p>Mrs Waterfall to look at the issue of setting subjects. Mrs Ashcroft said this had been deferred as Ms D'Arcy's correspondence had not been put on the Governor Hub. This correspondence has now been shared with all Governors. Mrs Ashcroft informed Governors that Ms D'Arcy had reported the School and its governance to Ofsted and DfE. It was agreed that Mrs Waterfall's action was complete but that we will need to review this in the future.</p>
Decision:	<p>Mrs South to check a copy of Mr Gray's presentation was emailed to Governors.</p> <p>Mrs Ashcroft to email Mr Gray with her comments on the Future Governance report.</p> <p>Mr Gray to circulate the Code of Conduct by email for approval.</p> <p>Mr Gray to check with Mr Leigh whether the SRMSAT has been amended.</p>

SS
CA
SG
SG

AGENDA ITEM 7	REPORT TO GOVERNORS (TO INCLUDE SAFEGUARDING)	
<p>Discussion:</p>	<p>Governors had been provided with a copy of Mr Gray's full report prior to the meeting. He gave a brief overview on the key highlights and developments.</p> <p>He went through the main achievements and the things to work on going forward. He said he was very proud of the Ofsted inspection. He said attendance was up by over 1% which is back to near pre-Covid levels.</p> <p>Mrs Ashcroft asked what changes had occurred for this result. Mr Gray said it is a combination of the work carried out by the FLO Mrs Pryce and the more stringent system in place to monitor attendance. Mr Procter said monitoring is now more of a pastoral function. Mr Gray said Yr 10 will need close monitoring next year and explained this was due to a lot of students missing out on Yrs 4 and 5 due to Covid.</p> <p>Mr Underwood asked if any Headteachers at the WASH meetings had commented whether they had similar issues with Yr 10 students that may be traced back to Covid. Mr Gray said he will check.</p> <p>Mr Gray felt confident that we will balance the budget. He said the biggest cost is staff. Three staff members from pastoral support are leaving so he plans to re-structure this temporarily. He informed Governors that a settlement Agreement had been reached with the Marketing Manager today. Mr Procter gave an update on how marketing will now be run and this will be reviewed in a year's time.</p> <p>Mr Gray is looking to recruit a new Staff Governor. Mrs Ashcroft stated that in the first instance it should be open to support staff, but if no support staff put their names forward, it can be a member of the teaching staff.</p> <p>Mr Gray then went through Curriculum and Timetabling in relation to issues with numbers doing German and said that we will be working with West Kirby Grammar.</p> <p>Mr Underwood asked if this meant that there are now 29 students not doing any language. Mr Gray confirmed this was the case. Mr Underwood asked how this impacted EBacc. Mr Gray said we would still be above the national average. Mrs Dailey said we would have more information about the future EBacc requirements in Autumn when the Government has released their White Paper.</p> <p>Mr Gray gave an update following his recent meeting with West Kirby Grammar. He said we are looking into doing some joint working with them and provided details of these. Canon Chris Penn asked whether a shared internet would be something we could look at. Mr Adamson confirmed this was something they had discussed.</p> <p>Mrs Ashcroft thanked Mr Gray for all his work on this.</p> <p>Mr Price asked if there had been any issues with the Phone-Free School initiative. Mr Procter confirmed that there had been two students who had each had three confiscations. They are now required to hand their phones in. He said most are single offences and the year group struggling the most with this are Yr 10. Mr Gray said he has had positive conversations with lots of parents and felt that the National Movement has helped.</p> <p>Mr Underwood raised the following points from Mr Gray's report:</p> <p>One page 3 "Keeping Children Safe" Mr Gray has mentioned filtering and monitoring systems in connection with AI and he would like a more detailed explanation of what this means. Mr Underwood asked Mr Gray to follow this up and asked Mr Price to look into this further with SLT at Infrastructure & Governance.</p> <p>Mr Underwood asked what NEA stood for. Mrs Dailey confirmed this is course work.</p> <p>Mr Underwood informed Governors that he is currently the Link Governor for MFL. He said if any Governor wished to take over this role could they contact him.</p>	
<p>Decision:</p>	<p>Mr Gray to check with WASH if they have had any issues with Yr 10 students.</p> <p>Mr Gray and Mr Price to follow up on AI filtering and monitoring.</p>	<p>SG</p> <p>SG/GP</p>

AGENDA ITEM 8	FORMAL APPROVAL	
Discussion:	<p>Budget and 3 Year Plan</p> <p>Mr Roberts confirmed the plan could be formally approved. He said there are some options of trimming the costs which are mentioned in the report. He said that the changes in staffing need to bring the budget to break even. Mr Gray will meet with Mr Leigh on Monday to finalise this. It will then be sent out by email for approval.</p> <p>Finance Policies (x 7)</p> <p>The Scheme of Delegation, Anti-Fraud and Corruption Policy, Charging and Remissions Policy, Financial Reserves Policy, Procurement Policy, Risk Management Policy and Whistleblowing Policy were presented for approval. All were in agreement that the policies could be approved.</p> <p>Behaviour Policy</p> <p>Mr Underwood had two points to note:</p> <p>Page 3 - the 3rd bullet point under "Behaviour expected from students to reflect the Ethos" to be changed to students "MUST" (from "should") for the sake of consistency with the other statements.</p> <p>Page 6 – Under the section "To maintain a safe environment for all" the inclusion of Tobacco and related products etc in the first list means that "cigarette lighters" and "vaping paraphernalia" can be deleted from the second list of items that begins "In addition to the above list."</p> <p>Subject to these amendments the policy was approved.</p> <p>Teachers Pay Policy</p> <p>Mr Underwood asked why there were two dates for applications in paragraph 7.1. Mr Adamson said it is in advance of half-term and this changes each year. Mr Underwood said as this policy is solely for 25/26, we need to ensure the date is correct. It was suggested that this paragraph could be amended to say "Applications must be submitted by the Friday two full weeks in advance of the start of October half-term" which would negate the need to amend the date each year.</p> <p>Subject to this amendment the policy was approved.</p>	
Decision:	<p>Mr Gray to meet with Mr Leigh to finalise the 3 Year Plan and circulate to Governors by email for approval.</p> <p>Behaviour and Teachers Pay policies to be amended as agreed above.</p>	<p>SG</p> <p>SG</p>

AGENDA ITEM 9	GOVERNANCE MATTERS	
Discussion:	<p>To recommend that the school will continue to operate with the provision of the burgundy and green books. All were in agreement.</p> <p>To confirm that all Governors have read and accept the changes in the Academies Trust Handbook 2024. Mrs Ellis to email Governors who have not yet signed confirmation.</p>	
Decisions:	<p>Mrs Ellis to email Governors who have not yet signed the confirmation.</p>	<p>DE</p>

AGENDA ITEM 10	REPORTS FROM COMMITTEES	
Discussion:	<p>Personnel</p> <p>Canon Chris Penn gave a brief overview of the meeting held on 20th May. He noted that the minutes of the meeting were not included with the pack for the meeting today and asked if they can be put on Governor hub. He said he would not go into lots of detail as Governors had not had sight of the minutes.</p> <p>He said a number of the items had already been picked up by Mr Gray in his report.</p> <p>The Committee had noted that Miss Palios had been on a contract where she was only required to give four weeks' notice and felt this left us in a vulnerable position. They had discussed longer notice periods for members of the senior team.</p>	

	<p>They also discussed keeping adults safe on social media. Mrs Ashcroft felt it was important that students are made aware that when they apply for jobs they may have their social media accounts vetted.</p> <p>Afternote: Mr Underwood would like to record a note of thanks to Canon Chris Penn for his work during his tenure as Chair of the Personnel Committee. Although standing down as Chair, Canon Chris Penn will remain as a member of the committee.</p> <p>Infrastructure & Governance</p> <p>Mr Underwood went through the minutes and gave a brief overview of the highlights.</p> <p>He explained that Miss Palios had presented a Carbon Reduction Plan. Some of the actions in the plan have already been completed and the rest are ongoing. Mr Underwood asked if this could be on the agenda for either FGB in September or October.</p> <p>He went through the estates management and said work starts on Fire Safety phase 2 on 28th July.</p> <p>Mr Procter said this work has to be completed by October half-term.</p> <p>He then went through other estates projects and explained about the issues with the drainage at Glasspool.</p> <p>There are two contracts due for renewal. The Energy contract is due to be renewed in October and the Committee had discussed whether we should go onto the DfE framework for energy. Miss Palios had been due to put together a proposal. Mr Gray will check with Mr Leigh when he returns to the office on Monday. A decision by e-mail concerning action on the Energy contract may be required as a decision is needed before the next Full Governing Body meeting.</p> <p>Mr Underwood confirmed that the insurance claim following the flooding of the Sixth Form Common Room has been paid.</p> <p>Curriculum & Student Welfare</p> <p>Mrs Ashcroft had chaired the last committee meeting on behalf of Mrs Waterfall and said the minutes will go on Governor hub shortly. She gave a brief overview of the highlights of the meeting.</p> <p>She said there had been a lengthy discussion about languages, particularly German.</p> <p>There had also been a lengthy discussion on setting. Mr Gray and Mr Adamson provided an overview of this and Mrs Ashcroft said the decision of the Committee was that the school had justified the use of setting.</p> <p>Finance & Audit Committee</p> <p>Mr Roberts said the main discussion at the meeting had been the preparation work for the budget. He said financial performance is on track and there is not much in terms of outstanding work apart from the Government changing the funding model at the last minute.</p> <p>Mr Roberts said that Miss Palios' work had always been excellent and comprehensive.</p> <p>Mr Penn asked in future could the minutes be included in this pack so that Governors have sight of them before FGB even if they are in draft. Mr Underwood said that when Miss Johns joins, he and Mr Gray will discuss this with her and Mrs South.</p>								
<p>Decision:</p>	<table border="1"> <tr> <td data-bbox="403 1525 1374 1563">Minutes of Personnel Meeting to be added to Governor Hub.</td> <td data-bbox="1374 1525 1490 1563">SS</td> </tr> <tr> <td data-bbox="403 1563 1374 1601">Carbon Reduction plan to be on the agenda for FGB for either September or October.</td> <td data-bbox="1374 1563 1490 1601">SS</td> </tr> <tr> <td data-bbox="403 1601 1374 1675">Mr Gray to check with Mr Leigh if Miss Palios had prepared a proposal for DfE Framework for Energy.</td> <td data-bbox="1374 1601 1490 1675">SG</td> </tr> <tr> <td data-bbox="403 1675 1374 1756">Mr Gray and Mr Underwood will ask Miss Johns to distribute Committee minutes prior to FGB.</td> <td data-bbox="1374 1675 1490 1756">MU/SG</td> </tr> </table>	Minutes of Personnel Meeting to be added to Governor Hub.	SS	Carbon Reduction plan to be on the agenda for FGB for either September or October.	SS	Mr Gray to check with Mr Leigh if Miss Palios had prepared a proposal for DfE Framework for Energy.	SG	Mr Gray and Mr Underwood will ask Miss Johns to distribute Committee minutes prior to FGB.	MU/SG
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<p>AGENDA ITEM 11</p>	<p>DECISIONS MADE VIA EMAIL AND CORRESPONDENCE RECEIVED</p>	
<p>Discussion:</p>	<p>Mr Gray said that 15 were tested on 7th July. Three passed and places were offered.</p> <p>There is one appeal this week and two next week.</p>	
<p>Decision:</p>	<p>There were no actions to record.</p>	

AGENDA ITEM 12	ANY OTHER BUSINESS
<p>Discussion:</p>	<p>Mr Underwood went through the proposed Committee structures.</p> <p>He proposed that we restructure the 4 Committees so that the Chair of Governors and the HT sit on all 4 Committees. In principle, on each Committee, there would also be two Trust Governors, two Parent Governors, a Staff Governor and a Co-opted Governor. The exceptions would be that Staff Governors cannot sit on the Personnel Committee, so this would include up to two co-opted Governors and there would be two Staff Governors on the Infrastructure & Governance Committee.</p> <p>His proposal for September is as follows:</p> <p>Curriculum & Student Welfare</p> <p>Mrs Waterfall (Chair), Canon Chris Penn, Mr Meigh, Mrs Bintley-Bagot, Mrs Loughran and Mrs Ashcroft's replacement.</p> <p>Personnel</p> <p>Mr Hennity (Chair), Canon Chris Penn, Mr Price and Miss McQuillan (Parent Governors), Mrs Waterfall (co-opted Governor). He said there would also be a vacancy for a further co-opted Governor.</p> <p>Infrastructure & Governance</p> <p>Mr Price (Chair), Mrs Loughran (Parent Governors), Mr Roberts and Mrs Ashcroft's replacement (Trust), Mr Meigh and the second Staff Governor, once elected.</p> <p>Finance</p> <p>Mr Roberts (Chair), Mr Hennity (Trust), Miss McQuillan, Mrs Bintley-Bagot (Parent), a Support staff Governor and a Co-opted Governor.</p> <p>Mr Underwood said if all Governors were in agreement, then this would come into place at the beginning of September. All were in favour.</p> <p>Mr Underwood has a list of proposed dates for meetings from September 2025 and he will ask Mrs South to circulate these. Chairs of Committees were asked to confirm the dates.</p> <p>Mr Underwood informed Governors that once Mrs Johns is in place as Clerk to the Governors, he will ask her to do a skills audit for Governors. He said that there will be a vacancy for a Trust Governor and asked if anybody had any suggestions could they contact him or Mr Roberts.</p> <p>Canon Chris Penn wondered if we should check where our gaps are after the results of the skills audit before filling the vacant positions. Mr Underwood said that at the start of next term we will be short of two Governors.</p> <p>Canon Chris Penn asked if Members appoint the Trust Governor. Mr Underwood confirmed we will make recommendations of Mrs Ashcroft's replacement to Members and said after the skills audit has been carried out, we can look into whether we need to co-opt anyone further.</p> <p>Mr Underwood noted that with the voting age shortly to be reduced to 16 we may wish to look at putting something onto the Curriculum in relation to this.</p> <p>Mr Procter informed Governors that the Yr 10 student on the managed move to Mosslands successfully transferred yesterday. He said this had been very successful.</p> <p>Mr Underwood informed Governors that Mrs Eyre was leaving her role as minute clerk after 12 years. He presented her with a leaving gift and a card and thanked her for her hard work.</p> <p>Mr Underwood then informed Governors that as well as stepping down as Chair, Mrs Ashcroft would leave the Governing Body at the end of August. He thanked her for all her support to him personally and her support to the rest of the Governing Body in her role as Chair. He also thanked her for all the time and effort that she has given to the school.</p> <p>Mr Roberts also thanked Mrs Ashcroft for all her support. He said the school would not be where it is today if it was not for her and said it had been a privilege to work with her.</p> <p>Mr Gray then thanked Mrs Ashcroft for all her commitment and for supporting him when he first joined the school. He also thanked her on behalf of SLT.</p> <p>Mrs Ashcroft then said thank you to everyone for all the help and support she has received in her years as Chair.</p>

Decision:	Mr Underwood to ask Mrs South to circulate a list of proposed dates for next year.	MU/SS
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The meeting concluded at: **19:45**

Date of next meeting: **Thursday 23rd October 2025**