

AYLESBURY GRAMMAR SCHOOL



COMMUNITY & DEVELOPMENT COMMITTEE MEETING MINUTES: THURSDAY 22ND SEPTEMBER 2016 AT 8AM

PRESENT:	Mr K Hardern (Chairman) Mrs J Atkin Mr L Cobley	Mr G Howe Mr M Pilkington Mr M Sturgeon (Headmaster)
IN ATTENDANCE:	Mrs C Cobb Mr J Collins Mr G Dallas Mr D Kennedy Mr G Singh	Clerk Observer Assistant Headteacher Observer Assistant Headteacher
APOLOGIES:	Mr P Buckland	Apologies received and accepted

ACTION

1 NOTIFICATION OF ANY OTHER BUSINESS

The following items were added under any other business:

- Tour of the School
- Governor Photos

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 APPOINTMENT OF CHAIRMAN

In line with the terms of reference Mr Hardern was appointed Chairman for one year.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 21st April 2016 having been previously circulated were agreed and signed as a correct record of the meeting.

4.2 MATTERS ARISING

Governing Body SEF – The Chairman agreed to update the sections pertaining to Community and Development

Governor Visits – The Headmaster reported the SLT and himself had found the feedback from Governor visits very informative

AGS Governor Social – It was discussed and agreed an informal social evening for Governors should be arranged to allow Governors to get to know each other.

Staff Survey – Mr Dallas reported a staff survey has been carried out and results collated. Communication was raised and this has been addressed with a weekly bulletin from the Headmaster to all staff. Staff are also being encouraged to share successes with the whole school community. Overall the survey results were very

Chairman

Mr Collins

positive. **The Chairman asked if there were any areas of significant concern?** Mr Dallas responded not really most concerns were around streamlining processes. The Headmaster reported staff workload is an issue, particularly for Middle Leaders and this is going to be addressed, a number of external factors are causing concern for staff e.g. GCSE specifications not being ready for some subjects and there being new specifications in all subjects. **Mr Collins asked what support could be given to Middle Leaders?** Mr Pilkington responded Middle Leaders were given a day in the summer term to assist with preparing for the new specifications but overall PPA time has been cut to the bare minimum owing to financial reasons and this has put a strain on staff. **The Chairman asked the Headmaster to come back to Governors to see if any support could be put in place in these unprecedented times.** **Mr Howe asked if anything was being done about funding and the workload on teachers at Government level?** The Headmaster responded there are a number of different groups to include GSHA, Headteacher Associations and Unions who are all lobbying central government

Parent Survey – Mr Dallas reported following the parent survey more work has been carried out on the concerns raised by 9% of parents on low level bullying, often referred to as ‘banter’. It has been discussed at the Parent forum, procedures have been revamped and disseminated to form tutors and it was raised in detail at the recent Staff INSET day

Student Survey – Mr Dallas reported this is being carried out this term and the collated results will be brought back to the next meeting.

Agenda

5 FEEDBACK FROM THE LEADERSHIP PROGRAMME AND IMPACT

Mr Singh had previously circulated the Staff Development Plan 2016/17 and Analysis of CPD for 2015/16. Arising from the reports:

- In 2015/16 there were increased opportunities for staff to visit and observe other lessons to share good practice
- The three training programmes Senior Leaders, Middle Leaders and Developing and Teaching being run in collaboration with AHS and The Grange have been well received and given staff the opportunity to spend time in another school on a specific project.
- NPQSL is a recognised qualification but is expensive. The equivalent course being run internally is very good and has minimal cost implications
- CPD is also carried out with AHS and provides excellent opportunities for those giving training and those attending to build relationships
- The new appraisal system asks staff to log into their professional development and reflect their thoughts, which will give a total picture on training. **The Chairman asked if feedback on this could be given at the next meeting.**

Mr Dallas
Agenda

6 GOVERNOR ATTENDANCE AT PARENTS’ EVENINGS

The Headmaster felt Governor attendance at parents’ evening was extremely valuable but there needs to be some consistency and consistency in feedback. Governors discussed and agreed Governor attendance at Year 13 parents’ evening should be continued as it allowed Governors to get feedback from pupils and their parents on the complete experience of AGS. The Headmaster agreed to draw up guidelines for Governors and Mrs Atkins agreed to draw up a rota for all Parents’ evenings.

Headmaster
Mrs Atkin

7 REVIEW OF VISIT FROM CHINESE STUDENTS

The Headmaster reported overall the visit was good but there were a number of challenges. The students did not speak as good English as had been suggested, which led to limited access to the curriculum and presented a number of pastoral challenges in home stays and lessons. The students spent time in 4 primary schools, which was extremely positive. **Mrs Atkin asked if it was proposed to repeat the visit?** The Headmaster responded not at present, this academic year all classes are full and it would take the numbers up to 33 in some classes. Host families felt the length of the visit was too long and the safeguarding process and requirements for host families was very onerous and challenging.

8 ITEMS ARISING FROM COMMITTEE TERMS OF REFERENCE

8.1 HR UPDATE

This item was deferred to the next meeting.

Agenda

8.2 COMMUNITY UPDATE

Mr Dallas reported to Governors on the following areas:

- The Sixth form outreach programme is up and running and sixth form students will start visiting primary schools soon, primarily to assist with supporting Year 5. Some pupils go to mainstream schools and often the primary school they attended themselves and others go to special schools.
- The widening access project is going to continue for a further year and covers a wide geographical area and also gives some pupils work experience in teaching
- **Mrs Atkin asked if the data is demonstrating the pupils are making an impact on progress for Year 6?** Mr Dallas responded he did not know the impact on progress data but the social impact has a very positive affect and makes some who had not previously considered attending a grammar school do so
- Weekly newsletter emails are being sent to parents
- The text pilot to Year 7 parents informing them if their child had not arrived at school by 10am worked well and is now being rolled out to all year groups.

8.3 REVIEW OF POLICIES FRAMEWORK

Accessibility Plan – The plan had been previously circulated having been reviewed by the SLT. **Mr Kennedy suggested not including lifts in all new buildings, as they were extremely expensive to build and maintain and new buildings should be designed so that classes can move around to accommodate any students with a disability if necessary.**

9 GOVERNING BODY SEF UPDATE

This was taken under minute 4.2

10 SCHOOL DEVELOPMENT PLAN

There was nothing new to report as the plan had been agreed at the summer FGB and it was only a few weeks into the new term.

11 DATES OF FUTURE MEETINGS TO START AT 8AM

Thursday 19th January 2017
Thursday 20th April 2017

12 ANY OTHER BUSINESS

12.1 TOUR OF SCHOOL

Governors agreed a tour of the school should be arranged on 9th December before the FGB meeting.

Headmaster

12.2 GOVERNOR PHOTOS

The Chairman suggested Governor and Staff photos should be included on the board in the main corridor. Mr Dallas agreed to take this to the SLT for further consideration.

Mr Dallas

The meeting closed at 10.00am

Signed Date
CHAIRMAN