

# AYLESBURY GRAMMAR SCHOOL

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## COMMUNITY & DEVELOPMENT COMMITTEE MEETING MINUTES: THURSDAY 21<sup>ST</sup> JANUARY 2016 AT 8AM

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<b>PRESENT:</b>	Mr P Aston (Chairman) Mr K Hardern	Mr G Howe Mr M Sturgeon (Headmaster)
<b>IN ATTENDANCE:</b>	Mrs C Cobb Mr G Dallas	Clerk Assistant Headteacher
<b>APOLOGIES:</b>	Mr P Buckland	Apologies received and accepted

### ACTION

#### 1 NOTIFICATION OF ANY OTHER BUSINESS

The following items were tabled under Any Other Business:

- Staff Governor to join the Committee
- Staff Engagement
- The Grange School
- Report from Mr Howe

#### 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3 MINUTES AND MATTERS ARISING

##### 3.1 MINUTES

The Minutes of the meeting held on 24<sup>th</sup> September 2015 having been previously circulated were agreed and signed as a correct record of the meeting.

##### 3.2 MATTERS ARISING

- **Update on CPD take up and is the demand being met** – Mr Dallas reported he had met with Mr Singh to further discuss CPD as Mr Singh manages it. CPD is tracked through the school and is an integral part of performance management. Staff are very good at requesting courses and Mr Singh rarely has to turn requests down for either costs or other reasons. Staff have signed up to development courses run in collaboration with AHS and The Grange, which are specifically aimed at middle leaders and the SLT. The demand from staff is being met. The Headmaster reported in future with the financial challenges which lay ahead it may not be possible for staff to attend as many courses as they do currently and therefore it was extremely important to establish in house training, particularly as for the next few years training will largely be exam board led. **Mr Hardern asked if feedback from courses attended are fed back?** Mr Dallas responded staff feedback to departments where relevant.
- **Teaching School Update** – The Headmaster reported he has been speaking with Alan Rosen, Headteacher of AHS, about the provision of a teaching school in Aylesbury. AHS are in a position to go ahead now but

are slightly holding back. AGS are not in a position to do so as the Headmaster has not been in position for three years and at the last inspection teaching was judged as 2 and it needs to be 1. The areas being considered are how a teaching school or SCITT would be set up, AHS would like to set up a SCITT (School Centred Teacher Training) and may not wish to set up a teaching school as well. The Headmaster felt other areas should be prioritised for Governors to consider e.g. Multi Academy Trusts

#### 4 OPPORTUNITIES OR OTHERWISE TO GROW THE SCHOOL IN THE FUTURE

The Headmaster gave Governors an overview of the structure of a Multi Academy Trust. It is not dissimilar to the current structure, of a single Academy, and includes a Trust Board with a strong set of skills to support the school and beneath the Trust Board are Local Governing Bodies in each school. Decisions regarding finance and personnel are generally considered by the Trust Board and all powers of delegation are disseminated to the Local Governing Bodies via a Scheme of Delegation. The Headmaster agreed to further discuss with the Chairman of Governors how best this should be further investigated and seek Governing Body approval to further explore the options.

Headmaster

**The Chairman asked if there was room to expand the current site so more boys could be admitted?** The Headmaster did not think physically increasing the size of the school was a viable option as it would be very expensive and put pressures on other areas.

#### 5 PRESENTATION BY THE DEVELOPMENT DIRECTOR

*Mrs Cox came into the meeting.*

**Science Block** – The Development Director reported phase 7 of 7 phases has now started and £500,000 is needed to complete the fit out of the science block. To date £184,000 has been raised and Mrs Cox was hopeful the remaining money would be raised by the end of the summer term. A Campaign Board has been drawn up to include alumni, parents, staff and a Governor and Mr Lee Cobbley has been appointed as Chairman. Information evenings have been arranged for the parents of Years 7–9 and Years 10-13 and alumni events in both London and at the school have been arranged. A short film has been created by two Year 13 boys and is available on the website. (Governors viewed the film and thought it was excellent) **The Chairman requested dates of information evenings were shared with Governors.** The Development Director agreed to email dates to Governors and Governors agreed to let her know if they were able to attend.

Development  
Director  
All Governors

**Annual Fund** – The annual fund is to be re-launched at the end of the summer term/beginning of the autumn term (no earlier as the fund raising focus is on the science block) and will be known as the Aylesburian Annual Fund.

**Legacy Campaign** – This will target alumni of a certain age and will be on a softly, softly basis and will be managed through the Foundation.

**Alumni** – An events programme has been drawn up and it is always extremely well received when Governors are able to attend

All Governors

*Mrs Cox left the meeting.*

#### 6 ITEMS ARISING FROM COMMITTEE TERMS OF REFERENCE

##### 6.1 HR UPDATE

**Staffing** – The Headmaster reported Heidi Mason (Spanish) leaves at half term, Anna Burnett is returning to the school to teach Spanish. Rebecca Corbold is being appointed as the temporary Head of Spanish. Marie Grigg (Business Studies) leaves at half term and a cover supply with experience in both Business Studies and RE is to cover in the short term whilst recruitment is considered. Jacob Khoo (ICT Technician) has resigned and leaves at half term. Robert House (Chemistry Technician) and Harry Rodger (Physics) have also resigned. **The Chairman asked if there were any trends emerging as to why staff were leaving to go elsewhere?** The Headmaster was confident no trends were emerging as all were leaving for good reasons, in the main because they were moving away from the area and also because in a couple of cases very good career opportunities had presented themselves. **Mr Hardern asked if there had been a good response to the adverts placed?** The Headmaster responded of those adverts already placed there was a reasonable response but Physics will be very hard to recruit for as there was a shortage of Physics Teachers nationally.

## 6.2 COMMUNITY UPDATE

Mr Dallas reported to Governors on the following areas:

- **Parental Survey** – This was launched w/c 18<sup>th</sup> January 2016 and to date 329 responses have been received, a few reminders will be sent out and Mr Dallas hoped to exceed the previous survey response with having over 700 replies. **The Chairman requested the collated responses come back to the next meeting for Governors consideration**
- **Widening Access Project** – Maths students are visiting 10 local primary schools to assist their students and this work is being done in conjunction with both AHS and Sir Henry Floyd Schools. Mr Dallas also reported he had attended the Aylesbury Town liaison group which included 15/16 primary school Headteachers and they were extremely positive about the widening access project as it raises the aspirations of more able students
- **China Hosting Project** – The Chinese students will be at school from 24<sup>th</sup> April to 10<sup>th</sup> July, twelve families have agreed to host the children and AHS have a similar number. Eight members of staff still need to be accommodated. All events are being co-ordinated by AHS
- **Parent Forum** – A squad of 49 parents came forward and to date two meetings have taken place. The meetings can accommodate 20 people and are managed on the first 20 who respond to the email. To date they have given very good feedback on the AGS Learner and the homework working group and the meetings are always extremely positive.
- **Esafety Training** – 840 out of 980 students have completed the training, some Year 10 and 11's still need to complete it. The remaining Governors are Mr Bown, Mrs Dennis and Mrs Miscampbell and Mr Dallas agreed to contact them about it.
- **Twitter** – The feed is ticking over and so far there are over 100 followers
- **Communications Review** – A communications review is taking place, covering all forms of communication. Parents will in future receive a weekly bulletin; everything will go through the office to ensure it has been proof read. The newsletter will be more celebratory on sporting and other achievements and will be sent out quarterly.
- **Admissions** – On Saturday 6<sup>th</sup> February the late admission testing date will take place, two sessions have been organised and boys and girls will sit the test, Bucks Admissions manage the 12+ and 13+ on behalf of the school. There are 10 candidates who applied to take 14+ one of which is sitting the test in India, the boy and his mother has both visited the school.

Mr Dallas  
Agenda

Mr Dallas

## 6.3 REVIEW OF POLICIES FRAMEWORK

The eSafety policy and Staff acceptable use policy will be reviewed shortly.

The Drugs policy has been reviewed and will be presented at the FGB for approval.

FGB Agenda

## 7 ITEMS ARISING FROM THE GOVERNOR SEF

### 7.1 ENGAGING WITH STAKE HOLDERS TRAINING

The Chairman reported he is attending the BLT training session on engaging with stakeholders and would report back on this.

Chairman

### 7.2 GOVERNING BODY SEF UPDATE PROCESS

The Chairman reported Mr Brock has agreed to review and update the SEF

## 8 SCHOOL DEVELOPMENT PLAN/SCHOOL SELF EVALUATION

### 8.1 PARENT CONSULTATION EVENINGS ATTENDANCE UPDATE

The Chairman reported all parent consultation evenings have two Governors attending except 9<sup>th</sup> March and 14<sup>th</sup> April, the Chairman agreed to email a reminder to all Governors to see if anybody was available.

Chairman

**Mr Howe reported he had attended two parent consultation evenings and circulated a report but asked if there should be a mechanism to collate and discuss the outcomes?** The Headmaster agreed to do this and circulate it to all Governors.

Headmaster

### 8.2 OPPORTUNITIES OF OTHERWISE TO GROW THE SCHOOL IN THE FUTURE

This was taken under item 4.

### 8.3 GENERAL UPDATE

The Headmaster reported a full update was given on the progress being made on the SDP at the last FGB meeting and there had not been any significant changes since then.

## 9 DATE OF NEXT MEETING

Thursday 21<sup>st</sup> April 2016 at 8am

## 10 ANY OTHER BUSINESS

### 10.1 STAFF GOVERNOR TO JOIN THE COMMITTEE

Governors all agreed there would be great benefits of having a Staff Governor join the committee, the Chairman agreed to email Miss Treherne and Mr Rooney to ask one of them to consider this as they were both on the Learning and Teaching committee.

Chairman

### 10.2 STAFF ENGAGEMENT

**Mr Hardern asked if a staff survey should be carried out to gather their thoughts and opinions?** The Headmaster agreed to further discuss this with the SLT and bring back recommendations to the next meeting.

Headmaster  
Agenda

**10.3 THE GRANGE SCHOOL**

**Mr Hardern asked following the outcome of the Ofsted inspection at the Grange could AGS be offering some support? Governors all agreed they were keen for the Headmaster to reach out as a fellow school in the community.** The Headmaster agreed to do so but would be cautious in his approach as an offer might not be well received all be that the intentions are good.

Headmaster

**10.4 REPORT FROM MR HOWE**

Please see Confidential Minutes.

The meeting closed at 10.00am

Signed ..... Date .....  
CHAIRMAN