

AYLESBURY GRAMMAR SCHOOL

COMMUNITY & DEVELOPMENT COMMITTEE MEETING MINUTES: THURSDAY 21ST APRIL 2016 AT 8AM



PRESENT:	Mr K Hardern (Chairman) Mr P Buckland	Mr G Howe Mr M Sturgeon (Headmaster)
IN ATTENDANCE:	Mrs C Cobb Mr J Collins Mr G Dallas	Clerk Observer Assistant Headteacher

ACTION

1 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled under Any Other Business.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 APPOINTMENT OF CHAIRMAN

Following the resignation of Mr Aston, Mr Hardern was appointed Chairman.

4 PRESENTATION FROM MRS LIZ FRANCE AND MS LAURA FRANKLIN, ADVIZA

Governors received a presentation on the work Adviza carries out with the students for careers and work shadowing. **The Chairman asked what the take up from the students was for work shadowing?** Mrs France responded to date, this year 68 students have signed up. **Mr Collins asked what if any guidance was given for students when they are selecting courses for University?** Ms Franklin responded they try to point students in the right direction.

5 MINUTES AND MATTERS ARISING

5.1 MINUTES

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

5.2 MATTERS ARISING

- **Information Evenings** – The Headmaster reported all information evenings have taken place. **The Chairman asked if they had been well attended by parents?** The Headmaster responded generally they were but with stronger attendance from lower than upper school parents

- **Alumni Event** – The Headmaster responded the numbers, which attended the event in London, were slightly disappointing but those who did attend were extremely enthusiastic. The age profile was 10 years out from leaving school. The Headmaster thanked Mr Buckland for hosting the event at his offices
- **The Grange School** – The Headmaster reported he had made an offer of assistance to the Grange
- **Parent Survey** – Mr Dallas reported he had received 766 responses, 100 more than last year. Overall the results were very positive for student happiness, safety, behaviour and the relationship between the school and home was very strong. The SLT and Parent forum have discussed the areas where a more negative response was given to include communication, which Mr Dallas felt was largely from Year 7 parents and they have been informed there is less reporting than with a primary school. **The Chairman asked if it could be explained why parents have less contact time and reports**, Mr Dallas responded this can be raised at Year 7 parent information evenings. **Mr Buckland noted 9% of parents expressed some concerns about bullying and asked if there might be occasions when this is not being reported at school?** Mr Dallas responded verbal comments were raised on the survey and this is being addressed. At the lower end of the school bystanders to these verbal comments are being encouraged to inform a staff member so any issues can be dealt with. Mr Dallas also reported a student survey is going to be carried out and this may reveal more information, which can be followed through. **Mr Collins was concerned that 38% of parents did not know about the AGS Learner?** Mr Dallas responded work is currently underway to create a website for the AGS Learner, the AGS Learner is a fairly new initiative and the website will increase its profile. **Mr Collins asked if the 1% of parents who mostly disagree with the questions being asked can be further investigated so the concerns they have could be addressed?** Mr Dallas responded the survey was completed on an anonymous basis and so this is not possible.
- **Staff Survey** – The Headmaster responded Mrs Venning and a team of seven members of staff have designed a well being survey for staff, the survey was sent out on 19th April giving staff two weeks to complete, Governors requested the results are brought back to the next meeting.

Headmaster
Agenda

6 ITEMS ARISING FROM COMMITTEE TERMS OF REFERENCE

6.1 HR UPDATE

Staffing – Three cover supervisors and one PE assistant have been appointed, one cover supervisor will be permanent and the others will be appointed on a one year contract. An advert has been placed for the catering manager position and it is hoped the new person will start in July to give a three-week handover. An advert has been placed for the principle Biology technician and again it is hoped somebody will start in July again giving a three-week hand over period. Internal adverts will be placed in due course for the Head of House role, D of E co-ordinator (following Sarah Hill's resignation of this post) and Careers post (following the resignation of Dave Pickford)

6.2 COMMUNITY UPDATE

Mr Dallas reported to Governors on the following areas:

- **Hosting Chinese Students** – Twelve students are arriving on 23rd April; they will be joining Year 7 and many events have been organised for them. They will be joining all lessons except maths where they will be taught by their own staff and AGS staff will be observing these lessons. All students will be fully integrated and involved in all aspects of the school. **The Chairman asked if Governors could be invited to any appropriate events.**
- **Parent Forum** – Three meetings have taken place and they are all very helpful and parents are extremely proactive, the results of the parent survey have been discussed and they have received a presentation on homework
- **Late Admissions Testing** – This took place in February and 12 students were successful in gaining a place in Year 8 (from September 2016), which means the year will be full.
- **Sixth Form Community Service** – This is starting to wind down whilst students take exams, they will return to the primary schools after their exams.
- **Widening Access Project** – Sixth form students are continuing to run maths study groups in primary schools and a student day for the primary school students is going to be held at AGS in June, twilight fun maths sessions are also going to be run at AGS for pupils specifically selected by the primary schools. The feedback from the BLT, who gave funding for this project, has been very positive
- **Community Twitter Feed** – The number of followers has increased to 128!
- **Presentation at the FGB meeting** – Governors discussed and agreed the community involvement of the school was excellent and they would make a recommendation that Mr Dallas gave a community update presentation to the FGB meeting.

Mr Dallas

FGB Agenda

6.3 REVIEW OF POLICIES FRAMEWORK

There were no policies for review.

6.4 REVIEW TERMS OF REFERENCE

Governors reviewed and agreed there should be no amendments made to the terms of reference and they should be recommended to the FGB.

FGB Agenda

7 ITEMS ARISING FROM THE GOVERNOR SEF

7.1 GOVERNING BODY SEF UPDATE PROCESS

Mr Collins reported Mr Brock has reviewed the SEF. The Chairman agreed to update the sections pertaining to the committee.

Chairman

8 SCHOOL DEVELOPMENT PLAN/SCHOOL SELF EVALUATION

The Headmaster updated Governors on the sections of the School Development Plan pertaining to the Committee, as follows:

- **Safeguarding** – This is on-going, **The Chairman asked if there had been any issues arising out of PREVENT?** The Headmaster responded Mrs

Venning has undertaken the training and has trained all staff; there have been no incidents.

- **Communication** – A weekly eNews email is being sent out to all parents and has been very positively received. The email provides links to letters and important information relating to each year group. A texting system is being trialled for Year 7, which will inform parents if their child has not been registered by 10.30am. If it proves successful then it will be rolled out to all years as it is extremely beneficial for safeguarding as both the school and parents know where a student is.
- **Student Voice** – The student executive committee meets three times a term and has representation from each year group and includes the Head Boy and deputies. The meetings are minuted and there are three standing items, premises, dining and learning, the meetings are managed by the students and fed back to the SLT.
- **eSafety** – All students and staff have completed eSafety training
- **Lecture Series** – A list of speakers has been drawn up from the alumni and parents, the lectures are life focused rather than career focused

9 GOVERNOR VISITS AND ATTENDANCE AT PARENT'S EVENINGS

The Headmaster reported all Governor visits are logged and visit reports reviewed, the impact of the visits has been very informative.

Governors discussed and agreed Governors should continue to attend parents evenings as it presented an opportunity to make parents aware who the Governors were and for informal discussions to take place, the feedback from the evenings was very valuable and all Governors should be asked to attend at least one session.

Mr Collins

10 DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 10.00am

Signed Date
CHAIRMAN