

# AYLESBURY GRAMMAR SCHOOL

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## FULL GOVERNING BODY MEETING

MINUTES: 9<sup>TH</sup> DECEMBER 2016 2.00PM

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**PRESENT:**

Mr J Collins (Chairman)	Mr G Howe
Mrs J Atkin	Mr D Kennedy
Mr P Bown	Dr N Laljani
Mr M Brock	Mrs G Miscampbell
Mr L Cobby	Mr M Pilkington
Mrs J Dennis	Mr M Sturgeon (Headmaster)
Mr K Hardern	Miss E Treherne
	Mr R Williams

**IN ATTENDANCE:** Mrs C Cobb Clerk

**APOLOGIES:** Mr P Buckland Apologies received and accepted

### 1 APPOINTMENT OF CHAIRMAN

In accordance with the Articles of Association Mr Jim Collins was unanimously appointed Chairman for one year. Mr Collins thanked the Governing Body for supporting his appointment but felt he would only be able to carry out the role for one more year, therefore succession planning will need to be considered

### ACTION

### Agenda

### 2 APPOINTMENT OF VICE CHAIRMAN

Mr Hardern was unanimously appointed Vice Chairman for one year. Mr Hardern also felt succession planning should be carried out to secure a Vice Chairman in a years time.

### 3 GOVERNOR APPOINTMENTS

The Chairman reported the count of the ballot papers had been carried out for the Parent Governor elections and the two who received the highest number of votes is Mrs Andrea Ward and Mrs Katie Smith. Their term of office will take effect immediately and the Chairman agreed to email both and invite them to attend all the committee meetings next term before they made a decision, which

### Chairman

they would like to join. The Headmaster agreed to circulate the biographies of Mrs Smith and Mrs Ward to all Governors

Headmaster

Governors appointed Mr David Kennedy and Dr Laljani as Appointed Governors.

Governors appointed Mr Kevin Hardern as a Co-opted Governor for a further term of office

#### 4 NOTIFICATION OF ANY OTHER BUSINESS

- Consideration of volume of papers circulated for meetings

#### 5 DECLARATION OF INTERESTS

There were no declarations of interest. Governors completed new pecuniary and business interest forms to be held by the Finance Director

#### 6 MINUTES AND MATTERS ARISING

##### 6.1 MINUTES OF FGB MEETING OF 1<sup>ST</sup> JULY 2016

The minutes of the meeting held on the 1<sup>st</sup> July 2016 had been previously circulated. All Governors agreed that they were a true reflection of the matters discussed and the Chairman duly signed them.

##### 6.2 MATTERS ARISING

**Term Dates 2017/18 – Mr Hardern asked if the reason of having 187 days was for staff welfare?** The Headmaster responded the principle reason is the way the dates fall for next year

**Budget 2016/17 –** The Headmaster confirmed he had given further information on why the previously agreed cash flow assistance for the science block refurbishment of £60,000 had increased to £74,000 to the RiF Committee. The Headmaster further agreed to establish how much money has been returned to the School support fund

Headmaster

#### 7 LEARNING AND TEACHING COMMITTEE

This Committee met on 13<sup>th</sup> October 2016, and minutes had been previously circulated. Dr Laljani further reported the committee had reviewed the school development plan updates and noted there had been a drop in attainment in the previous Year 11 (now Year 12). The Headmaster reported progress was not made by some boys after the mock GCSE exams, when a series of interventions were put in place, the impact of this meant twenty pupils did not return to Year 12. The Head had spoken with other Headteachers to establish if any trends were emerging and fellow Heads reported they had a similar reduction in attainment, with not as many top grades being achieved. Individually there is an explanation why each pupil didn't make the expected progress but no trends are emerging with the cohort other than nine out of the twenty were in the same tutor group. The reduction in the value added Progress 8 score is entirely due to the results of these pupils.. **Mr Cobley asked if the current Year 11 will have intervention strategies put in place earlier?** The Headmaster confirmed they had been and mentors are also in place. Mr Pilkington explained how the mentor system is structured and how Year 12 pupils make themselves available at lunchtimes, however you cannot force the pupils to attend these mentoring sessions. **Mrs Atkin asked if other pupils were affected by the learning attitudes of these pupils?** The Headmaster responded the problem was

around social grouping and a significant part of the problem was taking place outside of the classroom. Parents have been engaged but there is a core group who do not wish to learn regardless of what strategy and encouragement has been given. **Mrs Atkin asked if there were similar issues in other years?** The Headmaster responded each year group has a similar structure, which are largely around friendship groups. Data reviews are being carried out on a regular basis with Years 8, 9 and 10 so any concerns can be identified at an early stage. Mr Kennedy reported following the overhaul of GCSE's, the results have been affected nationally, it has had a greater impact on boys than girls. The review of data on Years 8, 9 and 10 is therefore a very positive thing to be doing.

Governors noted the minutes – there were no further actions.

## 8 **COMMUNITY AND DEVELOPMENT COMMITTEE**

This Committee met on 22<sup>nd</sup> September 2016, and minutes had been previously circulated.

The Chairman reported he would organise a Governor social event at the end of the spring term.

**Chairman**

Governors noted the minutes – there were no further actions.

## 9 **RESOURCES INCLUDING FINANCE COMMITTEE**

This Committee met on 29<sup>th</sup> September and 24<sup>th</sup> November 2016, and minutes had been previously circulated.

Arising from the minutes Mr Williams further reported:

**Health and Safety Procedures Manual** – The Chairman reported he has almost completed reviewing the manual and is not recommending any material changes. Governors approved the manual upon the recommendation of the Chairman

**Approval of Accounts 2015/16** – The Governing Body approved the accounts upon the recommendation of the committee

**CiF Bid Applications** – The Headmaster reported applications have been made for the deteriorating windows (cost £320,000) of which the school will contribute £43,000 and the replacement of the fire doors, the revised specification, and fire alarm (cost £182,000) of which the school will contribute £21,000. The bid previously discussed by the committee for safeguarding is not going to be made as it will complicate the application.

**Fire policy** – Mr Williams reported the sub-committee which was formed to include the Headmaster, Chairman, Mr Brock and Mr Shiels, have made significant progress on the action points raised from the external review. Mr Bailey, external fire consultant has stated the progress being made and the hard work of Mr Shiels to complete the actions means the school is no longer at risk from receiving a fire order. Governors asked for thanks to be padded to Mr Shiels.

**Headmaster**

**Mutual Agreement with AHS and The Grange** – Governors agreed in the event of a disaster at either school site they would support both schools where they could.

**Funding** – Mr Williams also brought it to Governors attention the school was the 16<sup>th</sup> worst funded school nationally.

Governors noted the minutes – there were no further actions.

## **9.1 REVIEW OF PREMISES PROJECTS**

Please see confidential minutes

## **10 PAY REVIEW COMMITTEE**

The Chairman reported the committee met on 4<sup>th</sup> November 2016. The committee had received a full staffing update, reviewed anonymised appraisals and were satisfied the procedures in place were working effectively, had agreed salary increases recommended by the Headmaster and reviewed equality opportunities.

## **11 CHAIRMAN'S REPORT**

The Chairman had nothing further to report.

## **12 HEADMASTER'S REPORT**

The Headmaster had previously circulated his report. Arising from the report:

**Exceptional Schools Award** – Governors congratulated the Headmaster and all staff on the report from the exceptional schools award and noted the report said “the school was truly exceptional, highly ambitious and have students at the heart of all that is done”

**Outreach Programme** – Governors wholly commended the outreach programme and what it has achieved in giving opportunities to those who might not have previously considered a Grammar school. Governors delegated to the Community and Development Committee to investigate which primary schools students attended before they came to AGS.

**Sixth Form power facilities – Mr Williams asked if there were sufficient power points in the new sixth form centre?** The Headmaster responded additional power and USB points have been installed and now there are plenty

### **12.1 SCHOOL DEVELOPMENT PLAN 2016/17**

The updated plan was previously circulated and relevant sections taken to each committee. Governors further noted under LT6 27 (not 22) students had been invited to interview by Oxford and Cambridge Universities.

### **12.2 SCHOOL SELF EVALUATION**

The Headmaster had previously circulated the updated SEF to all Governors.

## **13 POLICIES**

Six policies were presented to the meeting and discussed by Governors:

Governors approved the **remissions and charging policy and the lettings policy** upon the recommendation of the RiF Committee. **The pay policy** upon the recommendation of the Pay Review Committee. **The child protection policy and the anti-bullying policy** upon the recommendation of the Learning and Teaching Committee.

**C & D  
Committee**

The Headmaster reported the **whistleblowing policy** had been reviewed and no amendments made. Governors approved the policy.

Governors also agreed all policies should be signed and dated by the Chairman and a scanned copy should be published on the website.

#### 14 **CHILD PROTECTION GOVERNOR**

*Mrs Venning came into the meeting*

The annual safeguarding report had been previously circulated. **Mr Brock asked if the number of students included in the report are similar to other schools?** Mrs Venning responded there is no pattern it depends on what presents itself.

Mrs Venning reported Jane Richardson has been appointed the deputy designated lead for safeguarding, formal meetings take place weekly to review the students and their current position. As a consequence of the meetings Jane has taken over some of the responsibilities which has helped enormously. A significant piece of work has been carried out on reviewing all the records and how they are maintained making them more accessible to those who need access to them, an electronic platform is being looked at but Mrs Venning had reservations around this; A thresholds document has been drawn up, which makes things clear what is available at each level. All year groups except Years 11, 12 and 13 have reported an easing on safeguarding concerns; There is no waiting list to see the Councilor which is excellent; All new staff have undertaken safeguarding training; On the register there are currently three students on historic child protection plans; three new child protection referrals since September, one new looked after child, seven students are being closely monitored; Mrs Richardson and Mrs Venning have both attended conferences on transgender; Staff training will need to be considered following the recent assault incidents; The speed of the CAMHS referrals is still of great concern, at the time a referral is made the situation is urgent and this is presenting a number of challenges; Educational psychologist visits are very delayed and again provides for a number of challenges for staff. **Mr Hardern asked if consideration could be given to paying for private visits instead of using the Local Authority?** Mrs Venning responded the cost of a visit to an educational psychologist is between £660-£700 and this would not be sustainable.

*Mrs Venning left the meeting*

#### 15 **DEVELOPMENT GOVERNOR REPORT**

The Development Governor had previously circulated her report. Arising from the report:

**Training Log** – The Development Governor asked Governors to let her know of any external training undertaken so it could be included on the Governor training log

**Sharing training** – The Development Governor reported she would circulate a form to all Governors for completion when they undertook any training in order for the training to be shared with the whole Governing Body

**All  
Governors**

**Skills Matrix** – The matrix was almost complete and is showing a broad level of skills across the Governing Body which means all areas of governing body matters are well covered.

**16 SEND GOVERNOR REPORT**

The SEND Governor had previously circulated his report. Governors delegated to the Learning and Teaching Committee two actions from the report to further consider:

- Should there be allowance in the Curriculum policy for deviating from the national curriculum insistence on MFL study when it is clearly not achieving any benefits for students with special needs
- To understand the rationale behind having multiple systems for recording homework and be briefed on the plan to consolidate this, assuming that is the plan

**L & T  
Committee**

**17 PTA REPORT**

The report from Mrs Gate representing the PTA was previously circulated. Governors noted the PTA was struggling to find parents to join the PTA.

**18 GOVERNING BODY SELF EVALUATION**

Mr Brock had previously circulated the actions agreed from the meeting of the committee chairmen who had reviewed the SEF. Governors agreed the committees should review the actions associated with their committee

**All  
committees**

**19 DATES OF FUTURE MEETINGS**

All meetings to start at 2pm as follows  
Friday 17<sup>th</sup> March 2017 (Governor Day)  
Friday 7<sup>th</sup> July 2017

**20 ANY OTHER BUSINESS**

**21 AGENDA AND SUPPORTING PAPERS**

Mrs Miscampbell requested in future consideration is given to the volume of documents needed to be circulated for a FGB meeting.

*Mr Kennedy left the meeting.*

The meeting closed at 4pm

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