

AYLESBURY GRAMMAR SCHOOL



FULL GOVERNING BODY MEETING

MINUTES: 17TH MARCH 2017 2.00PM

PRESENT:

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

IN ATTENDANCE: Mrs C Cobb Clerk

APOLOGIES: Mrs J Dennis Apologies received and accepted
Mrs A Ward Apologies received and accepted

1 NOTIFICATION OF ANY OTHER BUSINESS

2 DECLARATION OF INTERESTS

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

3 MINUTES AND MATTERS ARISING

3.1 MINUTES OF FGB MEETING OF 9TH DECEMBER 2016

The minutes of the meeting held on the 9th December 2016 had been previously circulated. All Governors agreed that they were a true reflection of the matters discussed and the Chairman duly signed them.

It was agreed the confidential minutes would be approved at the end of the meeting, and that Mr Kennedy would leave the meeting prior to any discussion of those minutes.

3.2 MATTERS ARISING

Governor Succession Planning – This item was deferred to the next meeting.

Agenda

School Support Fund – The Headmaster reported that £62,000 (previously £70,000) is left to pay back the school for the science block project from the amount lent in anticipation of pledged donations. The Headmaster had no concerns that this would not all be returned.

Full Governing Body Training – Governors noted that a training session is due to take place on Tuesday 2nd May 2017 at 6.30pm with the focus on what makes good governance.

All Governors

4 **LEARNING AND TEACHING COMMITTEE**

This Committee met on 9th February 2017, and minutes had been previously circulated. Dr Laljani further reported the committee had discussed staffing levels and the Headmaster's wish to increase staffing in certain areas, as it is clear that some subjects are very stretched. The Committee requested that the Headmaster present recommendations to the FGB. The Headmaster reported that when the budget for 2017/18 was reviewed it was clear there is no scope to increase staffing levels. He and Dr Smith are looking at staffing across the school and where the risk areas are.

The Chairman requested and the Headmaster agreed to create a report with a traffic light system so Governors could quickly identify high risk areas.

Headmaster

Mr Hardern said that he did not feel funding should be a constraint on ensuring the right levels of staffing are in place and that if a small amount of money was required, which may make a big difference, then Governors should be made aware so it could be debated what the most appropriate way forward should be.

Mr Williams suggested exploring external funding for minority subjects such as classics. The Headmaster agreed to pursue this suggestion further.

Headmaster

Governors noted the minutes – there were no further actions.

5 **COMMUNITY AND DEVELOPMENT COMMITTEE**

This Committee met on 19th January 2017, and minutes had been previously circulated. Mr Hardern further reported that he had reviewed the single central record and everything was up to date.

Governors noted a lot of collaborative work with other schools was being undertaken and the Headmaster further reported he had received a request from the John Colet School to have five subject leaders visit AGS to review how we support high achieving students in KS3.

Mrs Akin thanked the Headmaster for circulating the Exceptional School Award report and said it was a joy to read. Other governors agreed with Mrs Atkin's comments.

Mr Cobley asked about staff well being as they have increasing pressures put on them and what internal support is in place for them? The Headmaster responded that NQTs and junior members of staff have a mentor and a counseling service provided by an external provider is due to start in April 2017 and will be made available for all staff.

Governors noted the minutes – there were no further actions.

6 **RESOURCES INCLUDING FINANCE COMMITTEE**

This Committee met on 2nd March 2017, and minutes had been previously circulated.

Arising from the minutes Mr Williams further reported:

Victoria Park – The Finance Director and Mr Shiels are due to come back to the next RiF meeting with some proposals for improvement works at Victoria Park. The Headmaster reported that HS2 have released their criteria for the loss of any sports facilities, that funding will be made available to support replacements, and that Mrs Cox is further investigating whether such funding could be sought in relation to Victoria Park.

Swimming Pool – If the proposed works go ahead to the swimming pool they will take place over the summer holidays, but it is a very tight timescale. **Mrs Atkin asked if the proposed works were included in the premises plan?** The Headmaster responded that these works were not currently part of the premises plan as they had not yet been agreed. The Headmaster said the data on usage of the swimming pool is available for all Governors on Sharepoint

Governors noted the minutes – there were no further actions.

7 **PUPIL DISCIPLINE COMMITTEE**

This Committee met on 15th and 19th December 2016, on both occasions the Committee upheld the decision of the Headmaster.

8 **COMPLAINTS PANEL**

The Headmaster reported that a Complaints Panel had met on 18th January 2017. The Headmaster provided details of the outcome to Governors.

9 **CHAIRMAN'S REPORT**

The Chairman noted that there was nothing further to report as all relevant items would be covered in the Agenda.

10 **HEADMASTER'S REPORT**

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

Attendance – Mr Hardern asked if any trends were emerging, as attendance from Year 7 – 11 was lower? The Headmaster responded that three students have been off school for long term sickness, which has significantly impacted on the attendance data, but that otherwise there was no significant change in the attendance levels.

Behaviour – Mr Brock asked if any trends were emerging with the number of fixed term exclusions increasing? The Headmaster responded that 6 of the 8 fixed term exclusions related to the same incident. The Headmaster further reported that the incident which led to the fixed term and permanent exclusions had been reflected on by staff and that behaviour procedures are being reviewed. An online solution for students to be able to whistleblow anonymously is being considered. The Headmaster added that in his view overall behaviour is excellent. **Mr Kennedy suggested a case study is written up to demonstrate what action the school has taken in relation to the incident concerned and this could then be shared with staff. Mr Cobley asked if staff have received training should a similar incident happen again?** The Headmaster responded that there is clear direction from the DfE for staff and further training is being considered. **Mrs Smith asked how the**

students were communicated with following the incident? The Headmaster responded that assemblies had been held for each year group.

Staffing – The Headmaster commented on the staff turnover, noting that it is unusual to have the amount of movement of staff happening at this stage of the academic year and that most of the reasons for staff wanting to move on are not in the school’s control. **Mr Hardern asked who would be given the responsibility for those pupils who attract pupil premium funding?** The Headmaster responded that the role would be advertised internally. **Mrs Smith asked how consistency would be applied with such a high number of new staff starting?** The Headmaster responded that the induction programme is very thorough, that where new staff start mid year then the programme includes one and half days induction, and that all NQTs are given a mentor within their department. In Year 11, the current English staff will take on Year 11 English lessons and the current maths staff will take on Year 12 to minimise any disruptions for the students. **Mrs Miscampbell asked if the Headmaster was happy with the balance of NQTs and experienced staff?** The Headmaster responded that he was, and that while he recognised that there were a high number of NQTs starting the calibre of the joiners is excellent.

Leadership and Management – Dr Laljani asked if it was onerous to repeat the staff survey annually and whether this should be done? The Headmaster responded that it is not too onerous and the information gathered is extremely valuable, and that he would consider an annual survey.

Attainment and Achievement – Governors noted that 40 Year 11 students have a staff mentor. **Mr Williams asked if there is a correlation between the admission grades in Year 7 to the Year 11 progress being made?** The Headmaster responded that the correlation is never fully clear. He added that the current cohort are not as strong as other year groups and a considerable amount of intervention actions have been put in place. **Mr Brock asked if there are any reasons why the local primary schools are not recommending AGS?** The Headmaster responded that the number of boys qualifying in the Aylesbury area is low, and noticeably lower than in other parts of the county. He added that it is difficult to understand fully why some students are choosing other schools, other than possibly because a preference for co-educational education. **Mr Williams asked if the cost of school transport is part of the decision making process?** The Headmaster responded that it may be a factor although it was not clear. Governors discussed and agreed this the issue should be delegated to the SLT to establish why there is a downturn in the numbers making AGS a first preference and for this to be then considered by the Community and Development Committee, alongside the suggestion from Mr Pilkington of running a summer school.

Headmaster
C & D
Committee

10.2 SCHOOL DEVELOPMENT PLAN 2016/17

The updated plan was previously circulated and relevant sections had been taken to each committee to review the progress being made. Governors noted the progress on the plan, and there were no further comments or suggestions.

10.3 SCHOOL SELF EVALUATION

The Headmaster had previously circulated the updated SEF to all Governors. Governors discussed and agreed on page 32 under Governor engagement to

include “other Governors meet with their respective school leads”. Subject to this change, Governors were satisfied with the SEF and there were no further comments or suggestions.

11 POLICIES

Seven policies, i.e. the Equal Opportunities, Appraisal, Data Protection, eSafety, ICT Acceptable Use for staff, Recruitment and Succession Planning policies, were presented to the meeting. Governors approved these policies subject to some minor drafting points upon the recommendation of the respective committees. Governors also approved the Home School Agreement.

Governors agreed that all policies should be signed and dated by the Chairman and that scanned copies should be published on the website.

The Headmaster reported that no comments had been received during the consultation period of the Admissions Policy for 2018. The policy had been determined as agreed on 1st July 2016 and was available on the School’s website.

12 CHILD PROTECTION GOVERNOR REPORT

Mrs Venning joined the meeting and gave Governors a comprehensive update on the current position regarding safeguarding in school. Discussion on the safeguarding issues ensued, after which Governors thanked Mrs Venning for her report.

Mrs Venning left the meeting.

13 DEVELOPMENT GOVERNOR REPORT

The Development Governor had previously circulated her report. Arising from the report Governors were encouraged to share the outcomes and learning items of any training they had attended. The Development Governor asked Governors to let her know if they would like to attend the Bucks Learning Trust annual conference.

All Governors

14 SEND GOVERNOR REPORT

The SEND Governor reported he is due to meet with the SENCO on 27th March and will report back to the next meeting.

15 PTA REPORT

The report from Mrs Gate representing the PTA was previously circulated. Governors noted that the PTA was struggling to find parents to join the PTA. The Headmaster reported he had sent out a notification to all parents, spoken to the Parents’ Forum and would utilise social media.

16 GOVERNING BODY SELF EVALUATION

Mr Brock reported that he, the Chairman of Governors and the Committee Chairmen had met and reviewed all the actions on the Governor SEF. Mr Brock further reported he would review the SEF against the new Governor Competency Framework drawn up the Department for Education.

Mr Brock

17 FUTURE AGENDA ITEMS

Governors agreed the Equality Objective, possibly around mental health, would be considered at the next meeting

Agenda

18 DATES OF FUTURE MEETINGS

All meetings to start at 2pm as follows

Friday 7th July 2017 (Governor Day)

Mr Kennedy left the meeting

19 ANY OTHER BUSINESS

20.1 SECONDARY TRANSFER TEST – PUPIL PREMIUM PUPILS

Mr Howe asked if Governors should be considering, given that it is on the Government’s agenda, lowering the pass mark for the secondary transfer test for those pupils who attract pupil premium funding? The Headmaster responded that the thirteen Buckinghamshire Grammar schools work together, unlike the other 150 grammar school nationally, and that all Bucks schools make reference in their admissions policies to admitting pupil premium pupils. Two Bucks schools allow for two pupil premium pupils to gain entry on a lower pass mark and to date they have not filled these places. The demographic profile of the area local to AGS means that more pupils who attract the funding are already admitted compared to other areas of Buckinghamshire. Based on this, he did not feel that any further action was necessary.

20.2 GOVERNOR CODE OF CONDUCT

Following the Governor Code of Conduct being circulated, Mr Brock noted that he had further comments that he would like to make. It was agreed that the Code of Conduct would go back to the C & D Committee to review before coming back to the full Governing Body for approval

C & D
Committee
Agenda

20.3 SHAREPOINT

Governors discussed how Sharepoint is managed and the Headmaster agreed to ask Mrs Kennedy to take on the management of it.

20.4 CONFIDENTIAL MUNITES FROM 9TH DECEMBER 2016

The confidential minutes of the meeting held on the 9th December 2016 had been previously circulated. All Governors who had been present at that meeting agreed that they were a true reflection of the matters discussed and Mr Hardern, who chaired this part of the meeting, duly signed them.

The meeting closed at 5.20pm

Signed Date

CHAIRMAN