

AYLESBURY GRAMMAR SCHOOL



FULL GOVERNING BODY MEETING

MINUTES: 1ST JULY 2016 2.30PM

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|-----------------------|-------------------------|---------------------------------|
| PRESENT: | Mr J Collins (Chairman) | Mr G Howe |
| | Mrs J Atkin | Mrs G Miscampbell |
| | Mr P Bown | Mr M Pilkington |
| | Mr M Brock | Mr M Sturgeon (Headmaster) |
| | Mr P Buckland | Miss E Treherne |
| | Mrs J Dennis | Mr R Williams |
| | Mr K Hardern | |
| | | |
| IN ATTENDANCE: | Mrs C Cobb | Clerk |
| | Mr L Cobley | Observer |
| | | |
| APOLOGIES: | Dr N Laljani | Apologies received and accepted |
| | Mr R Rooney | Apologies received and accepted |

COMMUNITY UPDATES

Mr Dallas joined the meeting and gave Governors an update on the primary outreach programme, enrichment sessions, sixth form community involvement, widening access to Bucks Grammar schools and Aylesbury Sino School Partnership.

The Chairman on behalf of Governors thanked Mr Dallas for an excellent presentation and updating them on the tremendous amount the school is doing in the community, to encourage some students who might not have previously considered a Grammar school and enabling some sixth form students to return to their primary schools to support them.

SAFEGUARDING

Mrs Venning joined the meeting and updated Governors on safeguarding. Please see confidential minutes.

CHAIRMAN'S OPENING REMARKS

The Chairman reported two Governors have resigned from the Governing Body, Mr Aston and Mr Gate. The Chairman on behalf of the Governing Body thanked Mr Aston and Mr Gate for all the hard work they had undertaken and their outstanding contribution particularly to finance, premises and development. Mrs Miscampbell has stood down as a Foundation Governor and Governors unanimously appointed Mrs Miscampbell as a Co-opted Governor and Mr Cobley, who is in attendance as an observer for this meeting, will be appointed as Foundation Governor.

Parent Governor elections are going to take place in the autumn term, skills need to be identified and the Chairman agreed to form a sub-committee to further consider this and review the current skills matrix.

Mr David Kennedy has expressed an interest in becoming a Governor, Mr Kennedy is a serving Head and has been for 18 years, he is extremely well regarded in educational circles and has very good knowledge of setting up a multi academy trust having done so himself. The Chairman proposed Mr Kennedy attends each of the Committee meetings next term and is then appointed as an Appointed Governor at the FGB meeting in December.

Following the resignation of Mr Gate, Mr Hardern was appointed Vice Chairman until the next FGB meeting. Mr Williams agreed to continue as Chairman of RiF until the next RiF meeting.

1 NOTIFICATION OF ANY OTHER BUSINESS

ACTION

No other business was tabled.

2 DECLARATION OF INTERESTS

There were no declarations of interest.

3 MINUTES AND MATTERS ARISING

3.1 MINUTES OF FGB MEETING OF 18TH MARCH 2016

The minutes of the meeting held on the 18th March 2016 had been previously circulated. All Governors agreed that they were a true reflection of the matters discussed with one amendment and the Chairman duly signed them.

3.2 MATTERS ARISING

Aylesbury High School Event – Governors discussed and agreed they had found the social event with AHS very informative and further agreed it should be repeated annually.

Committee Structure – The Chairman reported that a review had taken place to separate the RiF Committee into finance and premises. The Chairman proposed and Governors agreed the current sub-committees running under RiF were working very effectively and this should continue for a further year. A second RiF meeting would be held in the autumn term, the first meeting concentrating on premises matters and the second on finance matters.

4 LEARNING AND TEACHING COMMITTEE

This Committee met on 19th May 2016, and minutes had been previously circulated. **Mr Brock asked if there were any updates on the leadership**

project? The Headmaster responded it is being reviewed and feedback will be presented at the next Learning and Teaching Committee.

Governors noted the minutes – there were no further actions.

Miss Treherne joined the meeting.

5 COMMUNITY AND DEVELOPMENT COMMITTEE

This Committee met on 21st April 2016, and minutes had been previously circulated. Arising from the minutes Mr Hardern reported:

- Following the resignation of Mr Aston there is a need to appoint a Development Governor to maintain the Governor training record, encourage Governors to attend training and carry out induction for new Governors. Mrs Atkin agreed to be appointed as Development Governor.

Governors noted the minutes – there were no further actions.

6 RESOURCES INCLUDING FINANCE COMMITTEE

This Committee met on 23rd June 2016, and minutes had been previously circulated.

Arising from the minutes Mr Williams further reported:

- Governors had received feedback on the fire audit and training from Mr Chris Bailey, external consultant, prior to the FGB meeting
- The Health and Safety sub-committee, which includes the Chairman, Mr Williams, Mr Brock, the Headmaster, Premises Manager and Mr Chris Stops are meeting fortnightly to review the progress being made against the actions from the audit and also receive regular reports, nearly all items have been completed.
- The Headmaster circulated the Health and Safety audit action plan.

Governors noted the minutes – there were no further actions.

7 CHAIRMAN'S REPORT

The Chairman noted the Fire Officer report had identified a number of actions, these actions require a plan to implement them. The Chairman and Mr Brock agreed to keep the fire action plan under review with the Headmaster.

8 GOVERNOR INFORMATION PACK

8.1 TERMS OF REFERENCE

The terms of reference had been previously reviewed by each committee and recommended for approval. Governors approved them as circulated.

8.2 STANDING ORDERS

Governors approved the revised standing orders.

8.3 MEMBERSHIP OF COMMITTEES

Governors reviewed the membership of their committees as per the committee grid.

9 HEADMASTER'S REPORT

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

- **Mr Brock asked if there were any trends emerging with the increased number of exclusions?** The Headmaster responded he did not think so as the exclusions were spread over a number of years for different reasons.
- **Mr Hardern asked what the admission numbers for Year 7 is?** The Headmaster responded 186 students are starting. The current Year 7 moving to Year 8 has increased to 187 following the 12+ test process.
- **Mrs Atkin asked how many external students will be starting in Year 12?** The Headmaster responded 35 offers have been made, it is always difficult to gauge as it is totally dependent on GCSE results.
- Governors were very pleased to note the number of students coming from in catchment had increased.
- **The Chairman asked what number of students are on the Duke of Edinburgh award scheme?** The Headmaster responded between 90-100 and it continues to be managed and verified internally
- **Mrs Miscampbell congratulated the Headmaster on having a full compliment of staff for 2016/17, as she appreciated there were a number of challenges with recruitment throughout Bucks and nationally. Mrs Miscampbell asked what the balance of new and experienced staff was?** The Headmaster responded the balance is good, the new staff starting have a broad range of experiences in their respective fields, some of whom have come from industry.
- **Mr Buckland asked if other grammar schools are paying higher salaries to attract staff?** The Headmaster responded he did not think so as all school's have the same funding issues
- Governors discussed and agreed the learning walks they had carried out in the morning were extremely informative, enjoyable and it was very helpful being accompanied by a member of senior staff.
- **Mr Buckland asked if there were any updates on the AGS Learner?** The Headmaster responded it is being fully reviewed and will come back to the next meeting.

Mrs Miscampbell left the meeting

**Headmaster
Agenda**

9.1 SCHOOL DEVELOPMENT PLAN 2015/2016

The progress made on the SDP had been previously circulated.

Mrs Atkin asked if the Headmaster was pleased with the progress made?

The Headmaster responded he was, there were a lot of actions to complete and going forward the SDP 2016/17 is more focused.

Mr Hardern requested D14 was updated.

9.2 SCHOOL DEVELOPMENT PLAN 2016/17

The SDP for 2016/17 had been previously circulated. Arising from the SDP:

CD9 – The Chairman and Mr Hardern agreed to draw up the success criteria

RF2 – **Mr Hardern asked if there were plans to test the ICT continuity plan?**

The Headmaster agreed to test the plan.

**Chairman &
Mr Hardern**

Governors approved the SDP 2016/17 as circulated.

Headmaster

9.3 SCHOOL SELF EVALUATION

The Headmaster reported the SEF, previously circulated, had been updated

9.4 TERM DATES 2017/18

Governors approved the term dates for 2017/18 and noted there would be 187 days. The Headmaster explained for maintained schools term usually ends on 19th December (Tuesday) and historically AGS finishes one day earlier for staff well being so the end of term will be 15th December 2017. The same situation occurs at the end of the summer term.

9.5 ADMISSIONS POLICY 2018

The Headmaster previously circulated the policy which Governors approved as circulated.

10 APPROVAL OF THE BUDGET 2016/17

Mr Williams reported the budget was fully reviewed at the RiF committee meeting.

The Headmaster further reported there has been an amendment to the science project with a preparation room now been included in the budget, which has been fully considered by the RiF sub-committee. The additional cost will be £27,000. Governors agreed the additional expenditure and that it should be paid for from the reserves, which had been previously agreed by the FGB at the last meeting. The Finance Director has confirmed it is within budget and the money is available. The additional expenditure will increase the total of the science project to £565,000.

Governors requested further information on why the previously agreed cash flow assistance for the science block refurbishment of £60,000 had increased to £74,000, the Headmaster agreed to email Governors.

Governors approved the budget 2016/17 subject to further clarification to the cash flow increase.

Mr Pilkington suggested as subject budgets have been reduced owing to funding reductions before any new major projects were considered perhaps more money should be given to learning and teaching.

Mr Bown and Mr Cobley left the meeting

11 GOVERNING BODY SELF EVALUATION

The updated Governing Body self evaluation was previously circulated The Chairman thanked Mr Brock for his hard work. Mr Brock further agreed to draw up an action plan allocated to each committee.

Mr Brock

12 CHILD PROTECTION GOVERNOR

Mrs Venning had given an update on safeguarding at the beginning of the meeting.

The Chairman, Mrs Atkin, Mrs Dennis, Mr Hardern and Mr Howe all confirmed they had completed safer recruitment training.

Mr Hardern asked if Governors should undergo more regular DBS checks?

Governors agreed they should be done every 4 years within 6 months of a Governor renewing their term of office.

13 MULTI ACADEMY TRUSTS

The Headmaster gave Governors a presentation on multi academy trusts. Governors discussed and agreed a watching brief should be maintained and the Governing Body should review on a regular basis whether becoming a MAT should be pursued.

14 THE 2016 WHITE PAPER “EDUCATIONAL EXCELLENCE EVERYWHERE”

The Headmaster gave Governors a presentation on the white paper.

15 PTA REPORT

The report from the PTA Chairman had been previously circulated and was noted by Governors. Governors expressed their appreciation of the continued contribution of the PTA to the school.

16 POLICIES

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

- **SEND Policy** – Mr Hardern reported he had reviewed the policy with the SENCO, the proposed changes are mainly cosmetic and include the SEND terminology. Governors approved the policy without amendment.
- **Pay Policy** – Governors discussed and agreed whilst the policy included everything that needed to be included there were a number of repetitions, Mr Williams agreed to re-write the policy without making any material changes and the policy would be re-circulated for Governors to approve electronically before the end of term.
- **Admissions Policy** – Please see 9.5

Mr Williams

Mr Pilkington left the meeting.

Mr Hardern proposed and Governors agreed that in future all policies should be reviewed by the committee they are allocated to and a recommendation should be made to the FGB.

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

Headmaster

17 DATES OF FUTURE MEETINGS

All meetings to start at 2pm as follows

Friday 9th December 2016 (including Governor Day and Christmas Lunch)

Friday 17th March 2017 (Governor Day)

Friday 7th July 2017

The meeting closed at 6.20pm

Signed Date

CHAIRMAN