

AYLESBURY GRAMMAR SCHOOL

COMMUNITY & DEVELOPMENT COMMITTEE MEETING MINUTES: THURSDAY 20TH APRIL 2017 AT 8AM



PRESENT:	Mr K Hardern (Chairman) Mrs J Atkin Mr L Cobley	Mr G Howe Mr M Sturgeon (Headmaster)
IN ATTENDANCE:	Mrs C Cobb Mr G Dallas Mr G Singh Mrs A Ward	Clerk Assistant Headteacher Assistant Headteacher Observer

ACTION

1 NOTIFICATION OF ANY OTHER BUSINESS

The following item was added under any other business:

- Cookery Club

2 DECLARATIONS OF INTEREST

None were declared

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The Minutes of the meeting held on 19th January 2017 having been previously circulated were agreed and signed as a correct record of the meeting.

3.2 MATTERS ARISING

Single Central Record – The Chairman reported he had reviewed the single central record and was satisfied it was up to date. The Chairman agreed to focus on the process of adding new members of staff, volunteers, governors when he next reviewed it in the autumn term

Chairman
Agenda

4 UPDATE ON WORK BEING UNDERTAKEN WITH OTHER SECONDARY SCHOOLS

The Headmaster reported on the different organisations the school was involved with. Internationally they are a member of the International Boys' School Coalition (IBSC). Previously the Headmaster had presented on three occasions at their annual global event on learning and development. There is a research programme and the SLT are currently considering what involvement AGS may have in future.

Nationally, the Headmaster is a member of The Grammar School Heads Association (GSHA) and is currently the Buckinghamshire representative. The Boys Academically Selective Schools (BASS) is another national organisation,

which is a group of 26 boys schools (AGS are ranked 21st by average KS2 intake score), they meet annually, share data and benchmark against each other, subject conferences are arranged each year and provides for excellent staff CPD.

Regionally the school is part of The Bucks Grammar Schools (TBGS), whose membership includes all 13 Bucks Grammar schools who meet regularly and they organise the secondary transfer test, they share information and work collaboratively with each other.

Locally the school is part of the Aylesbury liaison group, which includes primary schools and is very primary focused but is an important group to be part of for AGS to establish ways in which they can support them.

4.1 LEADERSHIP WITH AYLESBURY HIGH AND SIR HENRY FLOYD

The school also works closely with Aylesbury High School and Sir Henry Floyd School and share an INSET day with AHS and the outreach programme for primary schools. There is also collaborative work undertaken with AHS and The Grange, common issues are shared of which the leadership programme for staff CPD was created and how generally help and support can be given.

4.2 PEER REVIEW WITH CHESHAM, DR CHALLONER'S AND JOHN HAMPDEN GRAMMAR SCHOOLS

A peer review group has been set up with Chesham, Dr Challoner's and John Hampden Grammar Schools to develop and share ideas and be able to benchmark more closely against each other.

4.3 STAFF CPD

Mr Singh gave Governors an overview of staff CPD and how it has changed significantly over the last 10 years. ACE (The Character Education Subject Association) has been extremely beneficial and assisted when working with other schools. John Colet School is sending 5 members of staff to see how AGS challenge more able students. Tring School sent eight members of staff. ACE training has enabled staff to evaluate in a different and more effective way.

The Aspiring Leaders programme being run in conjunction with AHS and The Grange has highlighted the challenges middle leaders face. **Mrs Ward asked if the programmes are on going?** Mr Singh responded it is planned to hold the programmes each year, at the end of each programme they are very thoroughly reviewed to ensure they remain relevant and challenging. **The Chairman asked for the outcomes of the Aspiring Leaders Programme to be presented at the next meeting.**

Mr Singh
Agenda

5 STUDENTS

5.1 YEAR 7 APPLICATIONS

The Chairman asked if it was known why there had been a reduction in the number of applications for admission into Year 7 from local schools? Mr Dallas responded AGS visits each primary school and consideration is being given as to whether primary schools should be asked this question, this information is difficult to ascertain it is parents not primary schools who make the

decision on their child's secondary education. **The Chairman asked if any trends were emerging?** Mr Dallas responded that he did not think so and agreed to present a breakdown of all Year 7 admissions for 2017 from feeder schools at the next meeting.

Mr Dallas
Agenda

5.2 ACTIONS AS A RESULT OF STUDENT SURVEY

The anti-bullying survey results had been previously circulated. Governors noted advice had been taken from Childline and Anti-Bullying UK on the questions included on the survey. Overall the response was very good and it has allowed for Year groups to be identified so specific support can be put in place through assemblies etc. The Anti-Bullying Ambassadors assist with issues around "Banter" and issues are reported to staff. The biggest barrier to stamping out any bullying is it being reported in the first place and so an online whistleblowing form is being created, which will allow students to anonymously report something. **The Chairman asked what action would be taken from the survey results?** Mr Dallas responded they would be feedback to the Anti-Bullying Ambassadors and through assemblies and tutor groups. **The Chairman asked if there was any assistance Governors could give?** Mr Dallas asked to further consider this and bring back any recommendations to the next meeting. **Mrs Atkin asked what is known about 74 students who do not feel safe?** Mr Dallas responded this is currently being teased out to establish exactly what this means.

Mr Dallas
Agenda

6 PARENTS/CARERS

6.1 PARENT SURVEY 2017 ANALYSIS

The results of the parent/carer survey had been previously circulated. Mr Dallas was pleased to report 62% of parents responded. 94% of which would recommend AGS to others, 97% said their child is happy; 98% said their child feels safe and 93% said students are well behaved, which is all extremely positive and is an increase on previous surveys.

Homework was a big focus and parent information evenings for Year groups will focus on the expectations around homework. Homework is loaded onto Google Classroom and pops up onto each student's calendar and is on the student network, some students are still using paper copies. **Mrs Atkin asked if accessing homework electronically relied on students having smart phones?** Mr Dallas responded it did and all bar 2 students in Year 8 where it is being trialled have a smart phone and alternative access is given to these two students.

Mr Dallas further reported more work is being carried out to improve communication and an App has been created.

The Chairman thanked Mr Dallas for a very comprehensive report.

7 COMMUNITY/STAFF

7.1 STAFF WELLBEING UPDATE

All staff received a presentation from the external company who is providing the staff wellbeing service. **The Chairman requested an update from Mr Walker at the next meeting on how well the service is being utilised.**

Mr Dallas
Agenda

The Staff Wellbeing Policy was taken under item 10.4.

7.2 COMMUNITY EVENTS

8 SCHOOL DEVELOPMENT PLAN UPDATE

The Headmaster reported there were no updates to the SDP since the Governing Body meeting.

9 GOVERNING BODY SELF EVALUATION

The Chairman reported there were no outstanding actions for the committee.

10 POLICIES FOR REVIEW (all had been previously circulated)

The Headmaster reported all the HR policies to include: **Maternity; Adoption Leave; Discipline; Flexible Working; Grievance; Capability; Paternity; Retirement** had been reviewed by the lawyers. Governors therefore agreed these policies should be recommended to the FGB for approval, as they would be up to date with current legislation.

FGB Agenda

Governors further agreed upon the recommendation of the Headmaster that all policies should be consistent in their format. Mr Dallas agreed to review all policies to ensure they were.

Mr Dallas

10.1 GOVERNOR CODE OF CONDUCT

Governors noted Mr Brock had agreed to make some amendments to the code of conduct and it would be presented at the FGB meeting.

FGB Agenda

10.2 CLOSE PERSONAL RELATIONSHIPS AT WORK PROCEDURE

Governors reviewed the policy and Mr Dallas agreed to re-circulate with the proposed amendments for Governors to review again before recommending to the FGB

Mr Dallas
FGB Agenda

10.3 PARENTAL LEAVE POLICY

Governors reviewed the policy and Mr Dallas agreed to re-circulate with the proposed amendments for Governors to review again before recommending to the FGB

Mr Dallas
FGB Agenda

10.4 STAFF WELLBEING POLICY

Governors approved the policy and agreed it should be recommended to the FGB for approval.

FGB Agenda

10.5 TIME OFF FOR DEPENDANTS POLICY

Governors approved the policy and agreed it should be recommended to the FGB for approval.

FGB Agenda

10.6 WHISTLEBLOWING POLICY

Governors approved the policy and agreed it should be recommended to the FGB for approval.

11 DATE OF NEXT MEETING

To be confirmed

12 ANY OTHER BUSINESS

12.1 COOKERY CLUB

Mr Dallas reported the Cookery Club with the Head of Food Tech and the Head of Catering meet once a week at lunchtime and includes mainly Year 9 students. Both last term and this term they have devised two menus, which with the assistance of the Head of Catering have learnt how the menus have been up scaled and delivered to the whole school. Governors agreed this was an excellent initiative.

The meeting closed at 10.10am

Signed Date
CHAIRMAN