

AYLESBURY GRAMMAR SCHOOL



FULL GOVERNING BODY MEETING

MINUTES: 7TH JULY 2017 2.00PM

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

1 NOTIFICATION OF ANY OTHER BUSINESS

- Governor Competency Framework

2 DECLARATION OF INTERESTS

There were no declarations of interest.

3 MINUTES AND MATTERS ARISING

3.1 MINUTES OF FGB MEETING OF 17TH MARCH 2017

The minutes of the meeting held on the 17th March 2017 had been previously circulated. All Governors agreed that they were a true reflection of the matters discussed and the Chairman duly signed them.

3.2 MATTERS ARISING

Governor Succession Planning – This item was taken under minute 4.

Staffing Levels – The Headmaster reported that Art, Business Studies, Design Technology, English and Maths are all subjects where staffing levels are critical and action is being taken to mitigate this. The Headmaster agreed to circulate

Headmaster

the traffic light report identifying areas of concern and Governors agreed the Learning and Teaching Committee should further discuss this.

**L & T
Committee**

Funding Minority Subjects – The Headmaster reported that funding is only available for schools which do not offer minority subjects, so therefore the school does not qualify.

Admission Numbers – The Headmaster noted that Year 7 was not expected to be full in September for 2017/18, with admission into Year 7 being 178, against 186 at capacity. He reported that when primary school visits were undertaken nothing was identified as to why AGS is not being selected by parents. There is also the issue of the relatively small number of boys who qualify through the test in the Aylesbury Vale area. Equally, other schools are also popular and a number of parents are selecting co-education. **Mr Hardern said there was a perception in Bucks that selection is from those pupils who score the highest marks in the secondary transfer test and not from all who qualify.**

The Headmaster responded this is going to be further discussed at the next Bucks Grammar Schools meeting and a marketing strategy may be devised as a consequence. Governors agreed that the issue should be understood in more detail and delegated it to the Community and Development Committee to further discuss

**C & D
Committee**

Equality Objective – The Headmaster had previously circulated an equality objective, which all agreed. The Headmaster agreed to publish it on the website.

Headmaster

Governor Code of Conduct – Governors agreed that the code of conduct should be adopted subject to the amendment that it should become gender neutral.

4 CHAIRMAN'S REPORT

The Chairman circulated his report. Arising from the report the Headmaster confirmed the procedures note on managing large infrastructure projects had been reviewed by the RiF Committee and the procedures have been adopted and implemented by the school.

Following a rigorous interview process Governors approved the appointment of Mr David Wilson as Resources & Finance Director, replacing Mrs Wilson. David Wilson will be taking on additional tasks, with responsibility for premises as well as finance.

GOVERNOR APPOINTMENTS

Governors noted that Mr Buckland has resigned as a Governor owing to increased work commitments. The Chairman, on behalf of Governors, thanked Mr Buckland for all that he had done for the school, noting that Mr Buckland is to continue as a Trustee of the AGS Foundation but will stand down as Chairman. Mr Hardern has been appointed a Foundation Governor and he has been appointed Chairman of the AGS Foundation.

The Chairman announced that Mrs Miscampbell is to retire as a Governor, having given over forty years of outstanding service to the school. The Chairman noted, and other Governors agreed, that Mrs Miscampbell's contribution to the school has been exemplary and she would be sorely missed.

The Chairman also noted his personal thanks for the support that Mrs Miscampbell had given him in his time as a Governor.

Governors unanimously appointed Mr Williams as an Appointed Governor

The Chairman further reported that the vacancies give the Governing Body an opportunity to review the skills audit and identify any areas which may be in need of strengthening, and asked all Governors to consider suitable candidates, whom the Chairman would meet to discuss the role of a Governor before they were put forward to the Governing Body for approval.

The Chairman also reported he had taken Chairman's action in approving the Complaints policy, having been recommended by the Community and Development Committee. All agreed the policy should be adopted.

5 HEADMASTER'S REPORT

The report of the Headmaster had been previously circulated.

The Headmaster, on behalf of the last six Headmasters and thousands of pupils, thanked Mrs Miscampbell for everything she had done for the school over a very significant period of time.

Attendance – Mr Hardern asked if there is any persistent absenteeism?

The Headmaster responded that some absenteeism falls under the persistent category; some is due to ill health and two pupils are considered school refusers. Mrs Venning is carrying out a lot of work with both of these pupils on the pastoral side but their circumstances are complicated.

Exclusions – Mr Kennedy asked how many are repeat exclusions? The Headmaster responded that two fixed term exclusions were commuted to permanent exclusions. Governors noted that an additional pupil has been admitted under fair access; he is on a twelve week trial period and the school does not have to commit to him staying until after this time.

Staffing – Mr Hardern proposed that Governors carry out staff exit interviews. The Headmaster suggested that when the Resources & Finance Director starts that a conversation is had with him as part of his role is around HR. **The Chairman congratulated the Headmaster on the low turn over of staff and suggested that in part this must be due to his good management.** **Mr Brock asked if any teachers are leaving who will be a greater loss to the school?** The Headmaster responded that most of the losses are due to retirement and change of lifestyle. However, a number of experienced staff are leaving and they have in most cases been replaced by NQTs

Attainment and Achievement – Governors noted the Progress and Attainment 8 figures and congratulated the Headmaster and all staff on the good results.

Funding – The Headmaster noted that funding challenges continue and the political situation is not helping with moving things forward

5.1 SCHOOL DEVELOPMENT PLAN

The SDP 2016/17 with updates and SDP 2017/18 was previously circulated.

Governors questioned whether the SDP was too detailed? Dr Laljani responded he was working on the strategic plan, which he hoped to present in

the spring term, which would provide the middle ground between the vision and SDP.

Governors approved the SDP 2017/18.

5.2 TERM DATES 2018/19

The term dates for 2018/19 had been previously circulated. The total number of days is 187, the same as the current year. The Headmaster reported that the dates had also been agreed with AHS and SHFGS.

6 LEARNING AND TEACHING COMMITTEE

This Committee met on 18th May 2017, and minutes had been previously circulated.

Mrs Atkin further reported that the committee had received an excellent presentation on Google classroom and the minimum expectations that had been set for staff around teaching. One area of concern raised by parents around homework had been addressed, as every Friday every parent is sent their child's homework diary. Homework can also be accessed through Google Classroom.

Governors noted the minutes – there were no further actions.

7 COMMUNITY AND DEVELOPMENT COMMITTEE

This Committee met on 20th April 2017, and minutes had been previously circulated.

Mr Hardern further reported that the work AGS is undertaking with other schools is highly commendable. A concern form accessed on line has been launched, which allows students to raise things anonymously; to date 85 concerns have been received and are being reviewed by Mrs Venning, Ms Reynolds and Mr Dallas.

Mr Brock asked what action has been taken around the 74 pupils who said in the pupil survey that they didn't feel safe at school? Mr Hardern responded that the committee had asked Mr Dallas to investigate this further and report back to the next committee meeting. Mr Hardern also reported that there will be an update on staff wellbeing at the next meeting.

Governors noted the minutes – there were no further actions.

8 RESOURCES INCLUDING FINANCE COMMITTEE

This Committee met on 22nd June 2017, and minutes had been previously circulated.

Arising from the minutes Mr Williams further reported that Governors would have noted that a deficit budget of £50,000 was presented to the Committee; owing to some staff changes, it is expected that the deficit will reduce to £20,000. Mr Williams said that the RiF committee had discussed this at length, and that in order to address the deficit and present a balanced budget money will be taken from the reserves,

An application is going to be made to the Secretary of State to ask for permission for the school to issue a lease to Seriously Fun Swimming, who are proposing to make a significant investment in the pool changing rooms in return for a rent

free period of use. Outline planning permission has been granted for extending the changing rooms.

Governors noted the minutes – there were no further actions.

8.1 RESOURCES INCLUDING FINANCE SUB-COMMITTEE

This sub-committee met on 11th May 2017, for which minutes had been circulated, and on 7th July 2017, for which minutes will be circulated at the next FGB meeting.

Mr Williams reported that the CIF safeguarding bid had been discussed, the specification for the fire alarm has been drawn up and will go out to tender at the end of July; it is anticipated that preparatory work will start during the summer holidays but is likely to continue into the autumn term.

8.2 APPROVAL OF THE BUDGET 2017/18

Mr Hardern brought to Governors attention the pension deficit interest, which is paid each year and is currently coming from the reserves. The Chairman reported that he was going to further investigate the actuarial report and speak with Landau Baker (the Auditors) and hoped to report his findings to the next RiF meeting.

Chairman

9 COMPLAINTS PANEL

Mr Kennedy reported that a Complaints Panel had met to consider a stage 3 complaint on 21st April 2017. The panel had concluded that none of the complaints raised, including those against the Governing Body, were upheld.

10 GOVERNOR REPORTS

10.1 CHILD PROTECTION REPORT

Mrs Dennis circulated a safeguarding report. Mrs Dennis further reported Mrs Venning had carried out the annual safeguarding training for Governors. All Governors agreed that it was very useful and informative. Governors noted that the safeguarding focus for 2017/18 is an all-school policy on mental health.

10.2 DEVELOPMENT GOVERNOR REPORT

The Development Governor had previously circulated her report. Arising from the report Governors noted that the school is going to subscribe for Governor training to the National Governors Association Learning Link, where 50 online training modules were available. The school has also subscribed to The Key, which is an excellent information resource for Governors. Future whole governing body training sessions will be undertaken on focused areas. The Headmaster agreed to circulate the link to the NGA Learning Link and re-circulate the link to The Key.

Headmaster

10.3 SEND GOVERNOR REPORT

Mr Hardern, the SEND Governor, had previously circulated his reports to include the training feedback forms for the SEND Governor and Most Able Pupils training sessions attended, the SEND Forum attended, and the meeting held with the SENDCO.

The SENDCO has introduced two new initiatives, one of which is looking at ways in which SEND pupils achievements can be celebrated. One SEND pupil had

stood up in front of their year group on leaving the school and sung a song; the response from his peers was a standing ovation.

The SEND Governor also attended a Parent forum organised by the SENDCO, where parents of children with SEND can share information and support each other. The SEND Governor said the school was very fortunate to have such a good SENDCO and suggested a presentation was given to Governors on the work she is carrying out.

11 PTA REPORT

A report from the PTA had been previously circulated.

The Headmaster further reported that at the PTA AGM on 6th July it was reported £31,904 had been raised over the year, which is was an excellent outcome. As a result, and including the £15,000 carried over from the previous year, the PTA has given the school £40,000 to be spent on re-surfacing the tennis courts and provide equipment for Computer Science. The Headmaster thanked the PTA for the very generous and significant donation.

Chairman

The Chairman agreed to write on behalf of the Governing Body to thank the PTA.

Mr Williams reported the Headmaster made an excellent presentation to Mrs Gate, Chairman of the PTA at the AGM.

12 POLICIES

A number of policies were presented to the meeting. These were:

- Admissions 2019;
- Adoption Leave;
- Staff Wellbeing;
- Time off for Dependents; Parental Leave; Whistleblowing;
- Appeals against Internal Assessment of Work for External Qualifications;
- Examinations;
- Grievance;
- Flexible Working;
- Maternity;
- Paternity;
- Retirement;
- Shared Parental Leave.

Governors approved these policies subject to some minor drafting points upon the recommendation of the respective committees who had reviewed them.

Governors also approved the Close Personal Relationships at Work Procedure; the Capability Procedure and Disciplinary Procedure.

Agenda

Governors noted the Admissions Policy would go out for consultation in October and come back to the next FGB meeting to be finalised.

The Headmaster further reported that the school (along with each other Buckinghamshire Grammar School) had received a complaint about admissions; the Office of the School's Adjudicator (OSA) had agreed the complaint could be managed by the The Bucks Grammar Schools. The outcome has not yet been

determined. The OSA also made some recommendations on the admissions policy, and the policy has been amended to reflect the changes.

**Chairman &
Headmaster**

Governors further agreed a procedure on how policies should be managed should also be drawn up.

13 GOVERNOR INFORMATION PACK

The Governor Information Pack, to include the standing orders, membership of committees and terms of reference for all Committees, had been previously circulated. Governors approved the pack as circulated.

14 DATES OF FUTURE MEETINGS

All meetings to start at 2pm as follows:

Friday 8th December 2017

Friday 23rd March 2018

Friday 6th July 2018

15 ANY OTHER BUSINESS

15.1 GOVERNOR COMPETENCY FRAMEWORK

Governors agreed that the session held before the FGB meeting on the competency framework had been very useful and insightful. Governors further agreed that it would be a good idea to hold an away day in October to discuss and consider the strategy of the Governing Body; priorities on Governor recruitment; succession planning and deployment of Governors as individuals and in committees, in order to create a more effective and cohesive body going forward. Mr Kennedy, Dr Laljani and Mrs Ward agreed to consider the framework for the day and Mrs Penton who delivered the initial session would be invited to facilitate it.

**Mr Kennedy,
Dr Laljani,
Mrs Ward**

The meeting closed at 5.20pm

Signed Date

CHAIRMAN