

AYLESBURY GRAMMAR SCHOOL

COMMUNITY & DEVELOPMENT COMMITTEE MEETING MINUTES: THURSDAY 21ST SEPTEMBER 2017 AT 8AM



PRESENT:	Mr K Hardern (Chairman) Mrs J Atkin	Mr G Howe Mr M Sturgeon (Headmaster)
IN ATTENDANCE:	Mrs C Cobb Mr G Dallas Mr D Wilson	Clerk Assistant Headteacher Finance & Resources Director
APOLOGIES:	Mr L Cobley	

ACTION

1 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled under any other business.

2 DECLARATIONS OF INTEREST

None were declared

3 APPOINTMENT OF CHAIRMAN

Mr Hardern was unanimously re-appointed Chairman for one year.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 20th April 2017 having been previously circulated were agreed and signed as a correct record of the meeting.

4.2 MATTERS ARISING

Single Central Record – The Chairman agreed to review the SCR focusing on the process of adding new members of staff, volunteers and governors.

Peer Review – The Headmaster reported the peer review with Chesham, Dr Challoner's and John Hampden Grammar Schools has not yet taken place but would be doing so. The Headmaster agreed to report back to Governors when it has.

Policy Format – Mr Dallas reported all policies have been updated to the new format

Staff CPD – *Mrs Wilson came into the meeting.* An analysis of CPD 2016-17 and 2017-18 staff development plan had been previously circulated. Mrs Wilson came into the meeting to give governors an overview of her experience having started at AGS as an NQT and how she had progressed to her current appointment utilising CPD (please see attached notes). **The Chairman asked what changes in CPD Mrs Wilson had seen since 2008?** Mrs Wilson responded it is more staff central, there are far more opportunities and staff are given information on a regular basis. **The Chairman also asked if there is a balance of internal and external courses?** Mrs Wilson responded the best courses are those, which are

Chairman

Headmaster

informal and local schools collaborate as they focus very specifically on grammar school teaching. Mr Dallas reported the School Development Plan is weaved through the Staff Development Plan to give whole school focus. **Mr Howe asked if there had been any substantial changes between 2016-17 and 2017-18?** Mr Dallas responded there were significant changes made in 2016-17 and 2017-18 has built upon these changes. The programme is kept under review and NQT feedback is regularly sought. The Headmaster also reported it is important there are many layers as this provides for different levels of experience. **Mrs Atkin asked how training is identified?** The Headmaster responded objectives are set as part of the appraisal process and staff need to be proactive in identifying and taking up training opportunities. It is also important staff have opportunities to develop their own careers and CPD will allow them to demonstrate what they have done, which will put them into a good position when applying for promotion. **The Chairman also stated previously there was focus on internal CPD.** The Headmaster responded internal CPD is cost effective and very effective for staff and impact can be demonstrated. **Mrs Atkin asked if more NQT's are retained as a consequence of CPD?** The Headmaster responded the ethos of the school is very good and teachers also like teaching at AGS because behaviour is good. **The Chairman noted there was no inclusion in the Staff Development Plan 2017-18 of the training previously organised with The Grange?** The Headmaster responded the leadership programme was Mr Singh's initiative, now AHS has become a Teaching School they have taken this on. The Headmaster further reported this has not affected the good relationship, which exists between AGS and The Grange. **The Chairman asked if it would be beneficial for Governors to talk to new staff about the role of the Governing Body?** Mr Dallas felt this would be a good idea. **The Chairman also asked if it would be beneficial for a Governor to attend INSET days?** The Headmaster agreed to further consider this and bring back his recommendations to the FGB meeting.

Headmaster
FGB Agenda

Mrs Wilson left the meeting

5 UPDATE ON STAFF WELLBEING

Mr Walker came into the meeting

Mr Walker reminded Governors on the work which has been undertaken on staff wellbeing in 2016-17; staff workload had been reviewed and a telephone support service brought in, there is limited information at present to know what the take up has been and more will be known at the end of the year. The recent student survey conducted is more positive than the previous year with fewer issues around mental health, which is very positive. In 2017-18 the Wellbeing team to include Mrs Brooks, Ms Richards, Mrs Venning, Mrs Wilson, Mr Roberts, Mr Jones and himself are looking at what more can be done to support staff e.g. health MOT's, nurses available in school etc. A more structured buddy system is in place for staff that have been teaching for 0-7 years, the new structure is more informal; the staff wellbeing handbook has been completely reviewed. The Wellbeing team are also discussing extra curricular events for staff, at the last such event 30 members of staff attended. Work is being undertaken to assist people with how to manage their workload, Mr Singh has organised some CDP around this and how to work smarter, this was raised on the staff survey. Google classroom is also helping staff. The Headmaster reported there is a culture around not asking staff to do anything more than they need to and encouraging good habits to be formed and managing standards, which have been set. **The Chairman asked if a teacher is struggling with a particular class what assistance are they given?** Mr Walker explained what process's are in place and staff are given the opportunity to observe other teachers teaching the same class. Mr Walker further reported SLT know staff well and who needs development. Staff are very sad

when they leave AGS for career progression and when they retire as AGS is considered a great place to work.

6 SECONDARY TRANSFER TEST – ENTRY TO YEAR 7

Mr Dallas circulated the Year 7 intake analysis. Mr Dallas was disappointed to report the numbers gaining admission from in County has reduced and the out of county admissions have increased. The biggest cultural shift is that co-educational education is currently more popular. There are 177 on role in Year 7 and this will increase to 186 when late testing is carried out in February. The Headmaster felt there were three areas to consider; the number of qualifying students in Aylesbury Vale is very low, which is frustrating and the school has no control over this demonstrates how important the outreach work is; school reputation is influenced by the press; nationally parents are choosing co-educational education above single sex.

The Headmaster also reported at a meeting of the Bucks Grammar School Heads, which has representation from all 13 grammar schools, a decision was taken to invite all primary school Headteachers and their Chairmen of Governors to attend a meeting on 30th November, which primarily will answer any questions Headteachers have about the STT and an explanation of the entry criteria will also be given.

7 SCHOOL DEVELOPMENT PLAN

The Headmaster had previously circulated the parts of the SDP pertaining to the committee. Arising from the SDP Governors reported the working group formed after the session Governors received on the competency framework was due to meet and would be presenting a report to the FGB.

8 COMMUNITY OUTREACH PROGRAMME

Mr Dallas circulated his report and further reported a lot of outreach work is being carried out, both at AGS and in primary schools and includes work being undertaken by sixth formers in both primary and special schools. **The Chairman asked for more detail on how money received for pupils who attract pupil premium funding is being spent?** Mr Dallas agreed to ask Mrs Harris, Pupil Premium Champion to come to the next meeting to give a presentation to Governors on this and other matters relating to pupil premium. **The Chairman also asked how staff are managing with Google Classroom?** Mr Dallas responded there is 100% take up from staff as homework has to be published on Google Classroom. Governors requested a presentation from Mr Jones in the summer term and a review on how it is being used by staff and students.

Mr Dallas
Agenda

Agenda -
Summer term

9 ANTI-BULLYING AMBASSADORS

Mr Dallas reported Mr Walker and he had spoken to the Anti-Bullying Ambassadors about issues raised in the student survey around bullying. Mr Dallas reported more work will be carried out around anti-bullying this term through assemblies but he did not think there was any underlying concerns and the new online anonymous reporting is working very well.

10 DATES OF FUTURE MEETINGS (to start at 8am)

Thursday 18th January 2018
Thursday 19th April 2018

The meeting closed at 10.05am

Signed Date
CHAIRMAN

Laura Wilson CPD 2008-2017

2008-2011

NQT, Biology A level courses, science club, trips,

2011-2014

Babies!

CPD mostly departmental - development of SoW, progress tracking

Year 7 tutor - further contact with parents; transition

Primary school visits - support students in their transition

2014-2015

Returned - 3 days a week, concentrated on teaching and tutor role - further development of SoW (changes to IGCSE)

2015-2016

ICT for learning working party - meeting with AH, ICT support and 2 HoDs from their working party at Amersham School re: use of technology, BYOD, office/google

Reporting working party - discussions with other schools about the advantages and disadvantages of their systems

Wellbeing - questionnaire, analysis, possible solutions

SCITT mentor (training at RLS) support, observations etc..

Ashridge - leadership, encouraged personal reflection (strengths/weaknesses/how you are perceived) collaboration

HoH - feedback: student panel relationships ... result - MedSoc

2016-2017

VMM induction as subject mentor (support eg joint learning walks across departments, observations of VMM, and her of me)

ICT for learning working party - collaboration with other staff, training other staff (sessions on google classroom)

Reporting working party - greater understanding of assessment and feedback, why, who benefits, timing for maximum impact

Wellbeing - working with a different group of colleagues, insight into a numbers of different roles at school and challenges of these

HealthTec - development of programmes to support health related careers, working with other schools and NHS

Aylesbury Vale Training Partnership - Pastoral Leader Training: logistics of being a head of year, scenarios