

AYLESBURY GRAMMAR SCHOOL

COMMUNITY & DEVELOPMENT COMMITTEE MEETING MINUTES: THURSDAY 18TH JANUARY 2018 AT 8AM



PRESENT:	Mr K Hardern (Chairman) Mrs J Atkin	Mr M Sturgeon (Headmaster)
IN ATTENDANCE:	Mrs C Cobb Mr G Dallas Mr C King Mr S Winman	Clerk Assistant Headteacher Observer Observer
APOLOGIES:	Mr L Cobby	Apologies received and accepted

1 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled under any other business.

2 DECLARATIONS OF INTEREST

None were declared

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 21st September 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 reported he had reviewed the SCR with Mrs Kennedy, going through the process of adding staff to the record and also carried out some spot checks on new staff and confirmed it was all up to date. A report has been written and is being kept on file with the SCR. **The Chairman asked if there was another member staff trained on the SCR in the absence of Mrs Kennedy?** The Headmaster confirmed there was but not to the same standard. The Chairman agreed to carry out an annual review of the SCR.

Peer Review – The Headmaster reported owing to the school involved being very busy peer reviews had not taken place. There are however external companies who can facilitate peer reviews and the Headmaster was further investigating Challenge Partners who have a number of hubs of which the nearest to AGS is Luton. The cost of the review is £7,000 but approx. 50% will be returned depending on how many reviews the AGS SLT carry out at other schools in the hub. Governors agreed it was an extremely interesting approach and whilst there had been no allocation made in the budget this year it should be considered for next year and asked the Headmaster to update them at the next meeting with any further information he had.

INSET Days – The Headmaster invited Governors to attend INSET days and felt the dates they would find most interesting was the day in the Spring term and the first day of the autumn term.

Pupil Survey – Mr Dallas reported in the 2017 survey 892 pupils responded to the anti-bullying survey of which 74 pupils said at some point they felt unsafe on

ACTION

Chairman

Headmaster

All Governors

the school site, this was further investigated and it was found to be when boys were in unstructured time e.g. moving between classrooms and breaks, as a consequence the online reporting facility was set up. This is an anonymised reporting process based on Google Classroom, Mr Dallas circulated the online concern form collated data (attached), as of 18th January. The website is monitored on a very regular basis to ensure no trends are emerging. Heads of Year also maintain a log. **Mr Winman asked when is the next stage to get better data?** Mr Dallas responded Google data is received in fairly basic form and it is difficult to improve upon the data given. The biggest area of concern is still around “banter” and therefore bullying. The Anti-bullying ambassadors have been spoken to about this to gain their idea on how this can be addressed and where support for year groups can be extended. The Headmaster reported anonymity is the key element with the online form as it has allowed pupils to speak up and on occasions staff have been able to intervene before an incident takes place

4.3 MATTERS ARISING FROM THE FGB MEETING HELD ON 8TH DECEMBER 2017

Pupil premium - *Mrs Kat Harris came into the meeting and gave Governors a presentation on pupil premium. Mrs Harris circulated three reports as attached.* Governors noted there were 55 pupils who attract pupil premium funding, the second report circulated showed the actions undertaken and interventions which have been put in place and how they are measured, because the number of pupils who attract the funding is relatively low bespoke packages are put in place for each pupil. The progress is kept under regular review to ensure the pupils needs are being met. An anonymised strategy was the third report circulated and Governors noted a meeting with the pupil and their mother had taken place and initially science and history were identified as areas needing support but through monitoring of the pupil it was then identified that English and maths needed to be supported and interventions were put in place with 1:1 support and progress is now being shown. The intervention will continue to ensure the pupil achieves his full potential. **The Chairman asked if there are any subjects where pupils who attract the funding are not making the same progress as their peers?** Mrs Harris responded English has achieved slightly lower results and it is a department target to address this. It has been identified that early intervention is proving to be more successful. **Mr Winman asked how often were individual forms reviewed?** Mrs Harris responded the data is reviewed termly but the forms are amended if something is said by any member of staff and all staff are kept updated on all aspects of the pupil

The Chairman thanked Mrs Harris for an excellent and informative presentation and asked for the progress report to be run in the summer term to come back to the committee so they could see the progress being made.

Mr Dallas
Agenda

Secondary Transfer Test – The Headmaster reported on the feedback received following the meeting on 30th November 2017 with the Primary Headteachers and GL Assessment (the new test provider). The meeting was very well attended and the main questions asked were around coaching. There is evidence that some preparation is helpful but it is limited to around 4 hours. The Bucks Grammar Schools discussed coaching and they are working with GL Assessment on how they respond in order that nobody is disadvantaged.

5 SECONDARY TRANSFER TEST COMMUNITY UNDERSTANDING

The Headmaster reported there are challenges around the understanding as the national perception is different to the local. It is almost impossible to establish reasons why AGS may not be selected as the data is not available. The Bucks Grammar Schools are undertaking more work to open up channels of

ACTION

communications by attending Liaison Group meetings and sending out newsletters to primary school Heads.

6 SCHOOL DEVELOPMENT PLAN PERTAINING TO THE COMMITTEE

The progress being made on the SDP had been previously circulated. Arising from the SDP **the Chairman asked about the mobile phone policy in CD1?** The Headmaster responded that he would amend the wording as it is an agreement and not a policy. CD3 - **The Chairman asked how many staff had contacted the Wellbeing telephone support?** The Headmaster responded a report would be brought back to the next meeting. CD5 – **The Chairman asked what was going to happen as a consequence of the 360-leadership evaluation?** The Headmaster responded that two members of the SLT had completed the evaluation and received feedback, the remaining two members will complete in due course. **The Chairman suggested in future a Governor was included in completing the initial questionnaires for SLT members.** The Chairman agreed to update the success criteria and progress in CD6 and circulate to the committee.

Headmaster

Headmaster

Headmaster

Chairman

Mr Winman asked if in future a summary document could be presented to Governors on the progress being made as this would enable Governors to challenge where progress is not being made. Mr Winman agreed to assist the Headmaster with the presentation of the SDP.

Mr Winman

7 POLICIES FOR REVIEW

7.1 ADMISSIONS POLICY

The Headmaster confirmed the policy is compliant with the Admissions Code. **The Chairman asked if there had been any responses to the consultation?** The Headmaster responded there were none. Governors determined the Admissions policy.

7.2 SEX AND RELATIONSHIPS EDUCATION POLICY

Governors approved the policy as circulated.

FGB Agenda

7.3 PSCHCEE POLICY

Governors approved the policy, subject to some minor amendments, as circulated.

FGB Agenda

Mr Winman left the meeting

7.4 E SAFETY POLICY

Mrs Atkin asked how are the pupils made aware of the policy? Mr Dallas responded when pupils log in for the first time each term they have to confirm they have read the policy.

Governors approved the policy as circulated.

FGB Agenda

7.5 STAFF LEAVE OF ABSENCE POLICY

The Chairman said the Headmaster should have some discretion over leave of absence and asked for this to be included.

FGB Agenda

Governors approved the policy subject to this amendment.

7.6 ICT ACCEPTABLE USE POLICY

Governors approved the policy as circulated subject to some minor amendments.

FGB Agenda

Mrs Atkin asked if any learning is carried out around cyber fraud? Mr Dallas responded it is covered under PSHCEE.

8 COMMUNITY UPDATE

Mr Dallas reported The Aylesburian has been circulated to the whole school community and the feedback has been very positive. The 2018 Pupil survey, which went out 3 days ago, has to date had 307 responses, the target is to reach over 1000. The Parent survey has had 348 responses to date Mr Dallas was hoping to improve on last year's response to reach over 700.

There has been 100% uptake from staff in setting homework on Google Classroom, 85% are sharing resources and there is electronic history which is excellent.

The parent email has been launch and most parents choose to receive an email each Friday on outstanding homework and new homework set. Those parents who don't wish to receive the email can opt out.

9 RISK REGISTER

The Headmaster noted it had been agreed at the FGB meeting, which he had been unable to attend, of apportioning the risk register to each committee, however it is not set up to be easily shared and suggested it went back to the FGB for further discussion. The Chairman suggested the Risk Register had a traffic light system so Governors could identify very quickly the high-risk areas.

**FGB Agenda
Headmaster**

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

Thursday 19th April 2018

The meeting closed at 10.25am

Signed Date
CHAIRMAN

The pie chart below shows the distribution of concerns received since the form went live in April 2017:

- Academic Year 2016/17 (April 2017 – July 2017) – **84** actionable concerns
- Academic Year 2017/18 (September 2017 – April 2018) – **80** actionable concerns
- All concern form entries received by GD, PAV & JCR, then referred to relevant pastoral staff or in a few cases straight to safeguarding
- Around 80% of actionable concerns will eventually result in sanctions or further communications with parents etc.
- ‘Other’ includes items such as academic concerns, premises issues, catering etc. Usually comments of a non-urgent nature unlike the other behaviour orientated categories but very useful to hear them from students

Are you or someone you know currently experiencing or have witnessed....

231 responses

