

AYLESBURY GRAMMAR SCHOOL



FULL GOVERNING BODY MEETING

MINUTES: 8TH DECEMBER 2017 2.00PM

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

The Chairman welcomed Mr King and Mr Winman to their first Governing Body meeting.

1 NOTIFICATION OF ANY OTHER BUSINESS

Departing Governors

2 DECLARATION OF INTERESTS

Mr Kennedy declared he was married to the Headmaster's PA.

Mr Hardern declared he worked as an exam invigilator at the School.

3 APPOINTMENT OF CHAIRMAN

In accordance with the Governing Body procedures Mr Collins was re-elected as Chairman for one year.

4 APPOINTMENT OF VICE CHAIRMAN

In accordance with the Governing Body procedures Mr Hardern was re-elected as Vice Chairman for one year.

5 GOVERNOR APPOINTMENTS AND RESIGNATIONS

The Chairman reported that Mrs Katie Smith has resigned as a Governor and it will be the last meeting for Mr Howe and Miss Treherne as their terms of office have come to an end.

Governors unanimously appointed Mr Winman as a Co-opted Governor and noted that Mr King had been elected a Staff Governor.

6 MINUTES AND MATTERS ARISING

6.1 MINUTES OF FGB MEETING OF 7TH JULY 2017

The minutes of the meeting held on the 7th July 2017 had been previously circulated. All Governors agreed that they were a true reflection of the matters discussed and the Chairman duly signed them.

6.2 MATTERS ARISING

Governor Competency Framework – Governors agreed an Away Day to complete the Competency Framework should be held mid/end of February and Ms Penton should be asked to facilitate the day. The Chairman agreed to write a brief for Ms Penton to inform the session. Mrs Ward felt the discrepancies on how Governors view themselves and how they view the whole Governing Body, which arose out of the questionnaire Governors had completed, should be addressed at the session.

Clerk

Chairman

Strategy and Vision – Dr Laljani circulated the AGS Strategy Initiative drawn up by Mrs Ward, Mr Kennedy and himself following a meeting with the Headmaster and SLT. The strategy initiative included the objectives, examples of key questions and the anticipated process. Governors agreed an Away Day should also be planned to move the strategy on and include the SLT. Dr Laljani agreed to bring back more detail on the initiative to the next meeting.

Staffing Levels – This item was delegated to the Headmaster to draw up a traffic light report identifying subject and other staffing areas of concern to be further discussed at the L & T Committee.

Pupil Survey – Mr Dallas to report to the C & D Committee on what action has been taken around the 74 pupils who said in the survey they did not feel safe at school.

Dr Laljani

FGB Agenda

Headmaster

L&T Committee

C&D Committee

7 SAFEGUARDING REPORT AND ANNUAL SAFGUARDING REPORT 2016/17

Mrs Venning came into the meeting and gave Governors a report on the work which has been undertaken around safeguarding and training delivered and received since July 2017.

Mr Hardern asked how many of the 185 anonymous concern forms are further investigated? Mrs Venning responded where they can be followed up they are.

Mrs Venning noted that the focus for 2018/19 is likely to be child sexual exploitation, and awareness of it will be raised with both parents and pupils. Attendance issues are taking up a significant amount of time, particularly in finding admin. support for the safeguarding team, and the Headmaster was supportive of a recruiting somebody to assist.

Mrs Atkin asked if there were more pupils on the SEN register or is the safeguarding team doing a better job, which is stretching staff? Mrs Venning responded there are more concerns in Year 7 and it feels that more issues are coming to the front line.

The Chairman suggested Mrs Venning put forward a proposal and job description for an admin. person which would be further discussed by the RiF Committee.

Mrs Venning

RiF Committee

8 LEARNING AND TEACHING COMMITTEE

This Committee met on 19th October 2017, and minutes had been previously circulated. Arising from the minutes Dr Laljani congratulated the School on the excellent results in the Summer and Progress 8 scores.

Mr Kennedy suggested the student voice could be heard by inviting pupils to give feedback to Governors via a podcast or video? Governors agreed this should be further considered by the Headmaster and for him to make a recommendation to the L & T Committee on how the student voice could be heard.

Governors noted the minutes – there were no further actions.

Headmaster

L&T Committee

9 COMMUNITY AND DEVELOPMENT COMMITTEE

This Committee met on 21st September 2017, and minutes had been previously circulated. Arising from the minutes **Mr Hardern requested consideration is given to Governors attending INSET days to increase the profile of Governors and would be good for Staff/Governor relations and agreed to raise this with the Headmaster.**

Governors also requested feedback at the next C & D meeting on the meeting the Headmaster attended on 30th November 2017 with Primary School Heads on the STT.

Governors noted the minutes – there were no further actions.

**Headmaster
C&D Committee**

10 RESOURCES INCLUDING FINANCE COMMITTEE

This Committee met on 28th September and 23rd November 2017, and minutes had been previously circulated.

Arising from the minutes of 28th September Mr Williams further reported that the Committee has increased its vigilance around health and safety and had requested that the Health & Safety Committee report back to RiF in more detail.

Arising from the minutes of 23rd November Mr Williams further reported the Resources Director had proffered his resignation and a meeting was arranged very quickly with the Chairman, Headmaster and himself to discuss interim arrangements. The Resources Director has offered to stay on a two days per week basis and it is anticipated this will be until July 2017 or until the post has been filled on a full-time basis. Mr Williams reported that he expected to meet with the Resources Director to discuss the reasons why he was leaving in more detail.

Mr Williams

Mr Williams further reported that the recruitment agent used to assist with the Resources Director's appointment have agreed to waive their fees for the next appointment.

At the RiF meeting, prior to the resignation of the Resources Director, the finance department resources were discussed in some detail and it was agreed to appoint a separate Business/Finance Manager. The position has been advertised and it is hoped to have somebody in place by the summer term. Mrs Jean Alexander has kindly returned to the school for a short period of time to assist with the back log of work and this has already been greatly reduced. More work is to be undertaken on training staff around the work Mrs Alexander undertook.

The Headmaster is going to draw up a medium-term plan to address the time period between January to April. Mr Williams was satisfied the Headmaster and recruitment agents were managing the short-term concerns, particularly around payroll.

Governors approved the Trustees report and Financial Statements for 2016/17 upon the recommendation of the RiF Committee. Mr Williams agreed to check all the suggested amendments made at the RiF Committee meeting had been incorporated.

Mr Williams

Governors adopted the Health & Safety Manual as previously circulated and agreed a thorough review of the manual should be undertaken at the next point of review to make it as user friendly as possible.

Headmaster

Governors also adopted the Statement of Policy on the Employers Discretion under the LGPS.

Governors noted the minutes – there were no further actions.

11 PAY REVIEW COMMITTEE

This Committee met on 3rd November 2017. The Chairman reported the committee had reviewed some anonymous samples of appraisals and were satisfied the appraisal system is working effectively. The other areas considered were performance related pay; staff salary increases; a review of the SLT salaries; agreed those passing through threshold; agreed special recognition payments; equal opportunities; the pay policy and pensions.

12 CHAIRMAN'S REPORT

The Chairman noted that all current issues were being covered in the Agenda and that he had nothing further to report.

13 RISK REGISTER

Governors requested the Headmaster to apportion the items on the risk register to each of the committees, which would then be reviewed by each committee next term.

Headmaster

All Committees

14 GENERAL DATA PROTECTION REGULATIONS (GDPR)

Mr King gave Governors an update on the new GDPR regulations which the school will need to comply with from May 2018. All staff have been trained on the current GDPR, and work has started with IT security to encrypt all computers. An action plan has been drawn up in readiness of the school being suitably compliant by May 2018. In addition, new policies will be brought forward for the Governing Body to approve, Governors will need to receive training around data protection, and the School will need to appoint a Data Protection Officer.

The Chairman requested that Governors be given an update on the progress being made at the next meeting and Mr Brock suggested a Responsible Officer visit could be undertaken in the summer term around the new GDPR.

Mr King

Agenda

15 STRATEGY REPORT UPDATE

This item had been taken under item 5.2.

16 HEADMASTER'S REPORT

The Headmaster's report had been previously circulated. In the absence of the Headmaster, owing to him being unwell, Governors noted the report and had no further questions.

16.1 SCHOOL DEVELOPMENT PLAN (SDP)

Governors approved the SDP as circulated.

16.2 SELF-EVALUATION

Mrs Atkin asked when would the SEF be updated? The Chairman agreed to pursue this with the Headmaster.

Chairman

17 POLICIES

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

Admissions 2019 – Mr Kennedy asked if the policy was compliant with the Admissions code? Governors agreed this should be confirmed by the Headmaster before approving and delegated approval of the policy to the C & D Committee. **Mr Hardern requested the Admissions Policy in 2019 referred to students in Years 12 and 13.**

Headmaster

C&D Committee

Child Protection Policy – This policy was adopted upon the recommendation of the C & D Committee.

Remissions and Charging Policy - This policy was adopted upon the recommendation of the RiF Committee.

Lettings Policy – This policy is going to be reviewed by VWV and Governors requested confirmation from the Headmaster that all conditions being applied in the policy are being applied with lessees and that the administration is also being done. The policy to come back to the next meeting for approval

Gifts and Hospitality Policy - This policy was adopted upon the recommendation of the RiF Committee.

Headmaster

Agenda

18 GOVERNOR REPORTS

18.1 APPOINTMENT OF DEVELOPMENT GOVERNOR

Governors discussed the induction of new Governors and the Chairman agreed to consider how best this should be carried out. Mr Hardern and Mrs Dennis agreed to be mentors for Mr King and Mr Winman.

Chairman

Mr Kennedy suggested Governors reviewed The Key, a resource the school has brought into for Governors to keep themselves updated with changes in governance.

All Governors

18.2 CHILD PROTECTION/SAFEGUARDING GOVERNOR

This item was taken under item 6.

18.3 SEND GOVERNOR

A Governor Visit report undertaken by Mr Hardern was previously circulated. Governors noted the report and had no further questions.

19 PTA REPORT

A report from the PTA had been previously circulated. Governors noted the continuing efforts of the PTA on behalf of the School community, which were greatly appreciated.

20 GOVERNOR FEEDBACK FROM LEARNING WALKS

Mrs Ward said she was very impressed with how technology is embraced throughout the school and how it enriches the learning for pupils.

The Chairman, Mrs Atkin and Mr Williams attended a Learning Walk carried out by Mr Singh and all agreed it was very interesting and informative.

Mr Williams requested Governors could be given more detail around the lessons they were observing to learn how learning and teaching is delivered. Mr Kennedy suggested asking the Headmaster for recommendations on lessons to be observed.

Headmaster

Mrs Dennis requested the re-introduction of coffee with staff on the day of the FGB meetings. Governors agreed this would be a good idea.

21 MULTI ACADEMY TRUSTS

Mr Hardern and Mr Williams reported on the conference they attended on Multi Academy Trusts and did not feel the School should be considering this at present but was something that should be kept under review.

22 GOVERNING BODY SELF-EVALUATION

Mr Brock agreed to further consider how best to co-ordinate the Governing Body Self Evaluation and would make recommendations to the Committee Chairmen.

Mr Brock

23 DATES OF FUTURE MEETINGS

All meetings to start at 2pm as follows:

Friday 23rd March 2018

Friday 6th July 2018

24 ANY OTHER BUSINESS

24.1 DEPARTING GOVERNORS

The Chairman thanked Miss Treherne for all the work she had carried out in the last four years as a Governor.

The Chairman also thanked Mr Howe for his twelve years of service and the significant contribution he had made to the School. Governors presented Mr Howe with a small gift to express their appreciation.

The meeting closed at 5.10pm

Signed Date
CHAIRMAN