

# AYLESBURY GRAMMAR SCHOOL



## FULL GOVERNING BODY MEETING MINUTES: 23<sup>RD</sup> MARCH 2018 2.00PM

<b>PRESENT:</b>	Mr J Collins (Chairman)	Dr N Laljani
	Mr P Bown	Mr M Pilkington
	Mr M Brock	Mr M Sturgeon
	Mr L Cobley	Mr R Williams
	Mr D Kennedy	Mrs A Ward
	Mr C King	Mr S Winman
<b>IN ATTENDANCE:</b>	Mrs C Cobb	Clerk
<b>APOLOGIES:</b>	Mrs J Dennis	Apologies received and accepted
	Mr K Hardern	Apologies received and accepted

### **1 INTRODUCTION**

#### **1.1 NOTIFICATION OF ANY OTHER BUSINESS**

No items were tabled under Any Other Business

#### **1.2 DECLARATION OF INTERESTS**

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

#### **1.3 GOVERNOR APPOINTMENTS AND RESIGNATIONS**

The Chairman reported that Mrs Jane Atkin has resigned as a Governor, slightly ahead of her term of office ending on 27.3.18, owing to family commitments. Governors expressed their appreciation of Mrs Atkin's work during her time on the Governing Body.

Governors agreed unanimously to co-opt Mr Brock as a Co-opted Governor for a further term of office. Mrs Dennis was re-appointed as an Appointed Governor for a further term of office.

Governors noted that there are now three Parent Governor vacancies and one Co-opted Governor vacancy, and agreed that the Chairman and Headmaster should write to parents, having identified any gaps in skills on the Governing Body, to specifically canvas interest from any parents with specific skills before going out for an election.

**Headmaster &  
Chairman**

### **2 MINUTES AND MATTERS ARISING**

## 2.1 MINUTES OF FGB MEETING OF 8<sup>TH</sup> DECEMBER 2017

The minutes of the meeting held on the 8<sup>th</sup> December 2017 had been previously circulated. All Governors agreed that they were a true reflection of the matters discussed and the Chairman duly signed them.

## 2.2 MATTERS ARISING

### 2.3 AWAY DAY

Governors agreed that the Away Day which took place on 24<sup>th</sup> February to discuss the competency framework and purpose, vision and values had been very useful, and noted that a further Away Day taking place on 21<sup>st</sup> April will continue the process.

All Governors

### 2.4 GDPR

This item was taken under minute 12.

### 2.5 STRATEGY AND VISION

Dr Laljani reported that he, Mrs Ward, Mr Kennedy, Mr Brock, and the Headmaster would be meeting shortly and would report back to the Away Day on 21<sup>st</sup> April.

### 2.6 FINANCE TEAM

Mr Williams, on behalf of the Governing Body, asked for thanks to be passed onto Mrs Alexander for returning to AGS to support the Finance Team. The Finance Team is now up to date with all invoices, and the position has been satisfactorily stabilised.

### 2.7 RISK REGISTER

The Headmaster agreed to divide the Risk Register, as pertinent, into specific topics for consideration of each of the committees, for them to review when they next meet.

Headmaster  
All Committees

### 2.8 LETTINGS POLICY

The Headmaster reported that the Lettings Policy is still with the legal advisors, and that he would ensure it was brought back to the next meeting for approval.

Headmaster  
Agenda

### 2.9 GOVERNING BODY SEF

Mr Brock agreed to update the SEF following the Away Day and completion of the strategy and vision review.

Mr Brock

## 3 LEARNING AND TEACHING COMMITTEE

This Committee met on 8<sup>th</sup> February 2018, and minutes had been previously circulated.

Arising from the minutes **Mr Williams reported that a parent had commented to him that they felt the number of Oxbridge applications was low.** The Headmaster responded that whilst he felt the numbers could be higher, the application/offer rate was equivalent

L & T  
Committee

to other equivalent schools. The rise in competition in the HE sector also means that some students who might apply to Oxford and Cambridge choose to do a course to which they are better suited at an alternative university. Governors delegated this issue to the Learning and Teaching Committee to further investigate and discuss.

Governors noted the minutes – there were no further actions.

#### 4 **COMMUNITY AND DEVELOPMENT COMMITTEE**

This Committee met on 18<sup>th</sup> January 2018, and minutes had been previously circulated.

Arising from the minutes **Mr Brock asked about the bullying reported in the minutes.** The Headmaster responded that the year group had reviewed the bullying and that any issues have been identified and addressed.

Governors noted the minutes – there were no further actions.

#### 5 **RESOURCES INCLUDING FINANCE COMMITTEE**

This Committee met on 25<sup>th</sup> January and 1<sup>st</sup> March 2018, and minutes had been previously circulated.

Arising from the minutes of 25<sup>th</sup> January, Mr Williams further reported that the Committee had noted that there whilst there is to be an increase in the base funding owing to the consequence of the National Funding Formula, this does not mean that there will be any significant easing of the financial pressures that the School faces. Any monetary gain will be largely offset by increased staffing costs and real term pressures from inflation.

Mrs Skeggs, the new Finance Manager, has been in School one day a week and will start full time on 16 April 2018. **Mrs Ward was uncomfortable that Mrs Skeggs was receiving no remuneration for her time prior to joining in April, and the Headmaster agreed to address this.**

Headmaster

The first round of interviews for the Resources Director have been held. Mr Williams report that there were some strong candidates, and that second interviews will be held shortly, and that he was confident the post would be filled in readiness for the autumn term.

Arising from the minutes of 1<sup>st</sup> March, Mr Williams noted that health and safety reporting has improved significantly and thanked Mr Brock for his continuing involvement in this area.

**Dr Laljani asked what the new container changing rooms for the swimming pool will look like?** Mr Williams responded that from the outside they are not very attractive but will not be visible from the School. **Mr Bown re-iterated that he was disappointed a second round of quotes had not been received from smaller building firms for a more conventional solution, and felt that in all future**

**tenders smaller builders should be considered for any such works as they were likely to be willing to provide reasonable prices.**

Governors noted the minutes – there were no further actions.

## **6 HEADMASTER'S REPORT**

The Headmaster had previously circulated his report. Arising from the report:

Attendance - **Mrs Ward asked if there were any specific reasons why attendance appeared to have dropped?** The Headmaster responded that there are a small number persistent non-attenders. One student in particular has not attended school for eighteen months, and social care and other external agencies are involved to support this student. There are a few other students who are also not attending, and different strategies are being used to try and encourage them to attend school.

Late transfer testing – 79 boys qualified for a grammar school place and the school is waiting to hear how many have put AGS as their first preference. The Headmaster was hopeful the School would be full come September 2018.

Governors reviewed the Analyse School Performance Data report and noted that the Progress 8 score was very strong. Maths and science subjects are very strong; however, English is less so and has been included on the School Development Plan as an area to improve. **Mr Kennedy requested that the Learning and Teaching Committee receive updates on the progress being made.**

**Headmaster  
L & T  
Committee**

Governors noted that the GCSE mock examination results were encouraging and that students were on track to reach their individual targets. Specific interventions have been put in place to support under-achieving students; these have been offered a mentor, and some will drop a subject so they can concentrate on a smaller number of GCSEs. All of Year 11 have had an interview with Mrs Venning, and if they are at risk of not meeting the criteria to return to the sixth form an alternative plan has been discussed. **Mr Brock asked how many were at risk?** The Headmaster responded that there were eight students in this category, which was fewer than the year before; however, there is an increase in the number of students who might not return to the sixth form at AGS, for reasons including transport costs and the time commitment of travelling from distance.

### **6.1 SCHOOL DEVELOPMENT PLAN**

The Headmaster had previously circulated the progress being made on the SDP, which had been reviewed by each committee. Governors noted the report **The Chairman requested when an item has been completed could it say so on the plan.**

**Headmaster**

## 6.2 SCHOOL SELF-EVALUATION

The SEF had been previously circulated and there was nothing further to report. Governors noted the report.

## 7 CHAIRMAN'S REPORT

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

## 8 SAFEGUARDING REPORT

*Mrs Venning came into the meeting*

Mrs Venning circulated a report to all Governors.

Governors noted that consideration is being given to re-structuring the Student Development Office, so that some pressure can be taken off the designated safeguarding leads, particularly in relation to the administrative requirements. The Headmaster reported that of the two current Student Development Administrator posts he would like one to become a Student Development Officer; this would lead to additional costs of £1,300 per annum, and would give an additional three hours of support per week to the safeguarding leads. **Mrs Ward asked if this was enough time?** Mrs Venning responded it will meet the current needs. **Mrs Ward suggested it was kept under review. Mr Williams requested a progress report on this at the next meeting.**

Headmaster  
Agenda

## 9 SEND REPORT

The SEND Governor had previously circulated his report Governors noted the report.

## 10 GOVERNOR TRAINING REPORTS

Mr Kennedy and Mr Hardern had previously circulated their report on the training undertaken on "Building strategy and the challenges facing Governing Bodies".

## 11 PTA REPORT

The report from the PTA had been previously circulated, and was noted by Governors.

Mr Brock observed that the membership of the PTA and those who support it is not culturally diverse and therefore not representative of the school as a whole. The Headmaster responded that this has been recognised and that the PTA is looking at ways in which they can hold different types of events in order to be more inclusive.

## 12 GENERAL DATA PROTECTION REGULATIONS (GDPR)

Mr King gave Governors an outline update on how the school is working towards being compliant on the new GDPR regulations which

come into force in May 2018. He noted specifically that a Data Protection Officer will need to be employed, and set out how this can be achieved, noting that the need for this post to be independent of the school is being considered. One approach might be to have an arrangement with possible Aylesbury High School, where a current member of staff of each school can act as DPO for the other. The Data Protection Policy is going to be reviewed at the C & D Committee meeting.

### 13 RISK REGISTER

This was taken under item 2.7.

### 17 POLICIES

A number of policies had been reviewed in each of the committees and were being recommended for the approval of the Governing Body as follows:

#### **Community and Development Committee:**

- Sex and Relationships;
- PSHCE;
- eSafety;
- Staff Leave of Absence;
- ICT Acceptable Use;

#### **Personnel and Pay Review Committee**

- Pay policy

#### **Learning and Teaching Committee**

- Learning and Teaching;
- Appeals against internal assessment of external qualifications

Governors approved all the policies as circulated.

### 18 FREE AGENDA

#### 18.1 DEFIBRILLATOR

**Mr Bown asked if there was a defibrillator on the school site.** The Headmaster confirmed that there is, and that matron and a number of other staff are trained on how to use it. The School also has a training device. Mr King also responded as part of first aid training staff receive training on the use of the defibrillator, and that he is currently teaching this to Year 7 in PSHCE lessons.

#### 18.2 HEALTH AND SAFETY TRAINING

Governors agreed that the training they had received on health and safety earlier in the day had been very useful and informative. **Mr Williams noted that he was satisfied with what is being done, but**

felt that there should be greater focus around inspections, noting in particular legionella (to ensure that the system was flushed though at the end of August before the start of the academic year) and the swimming pool.

### 18.3 STAFF WELL-BEING

The Headmaster reported that there are strategies in place around staff well-being and this is being filtered down through each area of the School. The Staff Well-Being team have an action plan and strategy. **Mr Williams requested that this was reported on in more detail at the next C & D meeting.**

Headmaster  
C & D  
Committee

### 18.4 LOCK-DOWN PROCEDURES

The Headmaster reported that lock-down procedures are being drawn up and systems are in place. He noted, however, that it will be challenging as to how lock-down will be practiced, as it could have a negative effect on some vulnerable students. There are also a number of practical issues still to be agreed, such as how to use the lock-down signals more effectively. **Dr Laljani proposed having a practice on an INSET day as it was important for staff to understand how they should manage an incident, and to consider asking the Police for their assistance. Mr Williams requested that the lock-down procedure be brought back to the next meeting.**

Headmaster  
Agenda

### 19 DATES OF FUTURE MEETINGS

To start at 2pm as follows:

Friday 6<sup>th</sup> July 2018

The meeting closed at 5.00pm

Signed ..... Date .....

CHAIRMAN