

AYLESBURY GRAMMAR SCHOOL

COMMUNITY & DEVELOPMENT COMMITTEE MEETING MINUTES: THURSDAY 19TH APRIL 2018 AT 8AM



PRESENT:	Mr K Hardern (Chairman) Mr L Cobley Mr C King	Mr M Sturgeon (Headmaster) Mr S Winman
IN ATTENDANCE:	Mrs C Cobb Mr G Dallas Mr R Williams	Clerk Assistant Headteacher Observer

1 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled under any other business.

2 DECLARATIONS OF INTEREST

Mr King declared an interest in item 5.1 having drafted the Data Protection policy

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The Minutes of the meeting held on 18th January 2018 having been previously circulated were agreed and signed as a correct record of the meeting.

3.2 MATTERS ARISING

Single Central Record – The Chairman reported he is going to review the SCR annually

Peer Review – The Headmaster reported the school has joined Investigating Challenge Partners and the costs is £9,000, which is higher than previously reported. The Headmaster agreed to bring back an update report to the next meeting

INSET Days – The Headmaster proposed, and Governors agreed that a presentation on the Governing Body should be given on the first INSET day of the autumn term (3rd September), Governors further agreed it would be beneficial for a few governors to present their individual areas of interest. It was agreed it would be further discussed at the FGB meeting

360 Leadership Evaluation – The Headmaster reported the SLT have completed their evaluation and areas of development have been identified and will form part of each individual's performance management.

Pupil Premium Progress – Mr Dallas gave Governors an update on the pupils who attract pupil premium funding, most pupils are achieving above their academic targets, which Governors agreed was excellent. **The Chairman asked what is being done to support those who aren't achieving their academic targets?** Mr Dallas responded support is in place but the principle reason for them not achieving the same as their peers is due to them not putting in enough effort. Parents and pupils have been spoken to so specific areas for funding can be targeted e.g. funding an extra text book for the pupil to keep at home or additional teaching support, which takes place after school and therefore have cost implications, which the pupil premium funding can be spent on. **The**

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Chairman asked if pupils who were borderline are able to access the eight-week catch-up programmes? Mr Dallas responded they are for example the English twilight group have three pupils who attract pupil premium funding and five others who are also benefitting. **Mr Williams asked how many pupils are there who attract the pupil premium funding in each year?** Mr Dallas responded approximately 5%, against a national average of 20%, but more pupils who don't quite meet the threshold are supported. Mr Dallas further reported that there are some families who are too proud to apply for the pupil premium funding and this also applies to the sixth form bursaries, as they do not wish their sons to be labelled in any way and the school works hard to try and encourage those parents to make an application. Mr Dallas was pleased to report following the Young Carers talk given by Bucks County Council three pupils were identified immediately and so they too will benefit from additional funding. Governors discussed and agreed it was extremely important to support all the border line pupils as well as those who attract the pupil premium funding and requested further information was brought back to the next meeting on how many there are and what is being done to support them.

Mr Dallas
Agenda

4 POLICIES FOR REVIEW

4.1 DATA PROTECTION POLICY

Governors reviewed the draft policy, previously circulated, in some detail and approved it as per the delegation from the full Governing Body subject to the amendments being incorporated. The Headmaster further reported the policy is also being reviewed by the School's legal advisors and any recommendations would be taken to the FGB meeting.

The Headmaster updated Governors that a reciprocal arrangement with Aylesbury High School is being considered to support each other with the Data Protection Officer (DPO) post. Mr King would remain as the Data Protection Lead. **Mr Williams asked if the reporting mechanism has been considered to create some visibility and there being no conflict of interest?** The Headmaster responded not at present as the Independent Commissioner's Office has not yet issued guidance. **Mr Winman proposed, and Governors agreed GDPR should be added to the risk register as a high risk area.** The Headmaster also said he would further investigate at the next TBGS meeting if one person could be employed to carry out a DPO audit for all thirteen grammar schools. **The Chairman asked if staff have been briefed on their data protection responsibilities?** Mr King responded staff have received training and it will be ongoing. **The Chairman noted Governors are responsible for monitoring the policy and asked how this will be achieved?** Mr King responded through making sure the policy is working, how many breaches have occurred, which would be included on a GDPR monitoring report and Mr King would report to Governors on what he is monitoring

Headmaster

Mr King
Agenda

4.2 FREEDOM OF INFORMATION POLICY

Governors reviewed and agreed the policy previously circulated should be recommended to the FGB for approval.

FGB Agenda

The Chairman asked how many FOI requests have been received? Mr King responded since September 2017 there have been thirteen requests. **Mr Winman asked if any trends are emerging?** The Headmaster responded three requests were made as a consequence of the Year 12 exclusions made at St Olaf's School and ten requests were around admissions.

5 COMMUNITY UPDATE

Mr Dallas reported to Governors on all the different aspects of the community as follows:

Students – Following the results of the student Anti-bullying survey, the Anti-Bullying Ambassadors are working on “the war against banter” and raising awareness throughout the school via assemblies and other mechanisms. Engagement in school life is being reviewed by the SLT, with tracking of Years 7 – 11 being carried out, taking into account some sports are seasonal, to make sure all students, including those who attract pupil premium funding, are engaged and a presentation will be made at the next meeting. When the pastoral team review the prefect applications the level of engagement is an important aspect when selecting potential prefects. An Eco committee has been formed and is looking at recycling and waste in general on the school site, it will be fed into next year’s research project and a wide body of students will be involved. Sexual consent is covered under PSHE and the sixth form is given a specific talk on domestic violence which AHS are also invited to attend.

Agenda

Staff – The idea for the Eco Committee came out of staff wellbeing. Staff are also looking at rewards and sanctions for students to see if they are effective. **The Chairman proposed, and Governors agreed having Governors involved with staff exit interviews was very beneficial and would allow Governors to monitor any trends emerging.** The Chairman and Mr Cobley agreed to be available when exit interviews were carried out.

Chairman & Mr Cobley

Parents – The take up on accessing Google Classroom has been very good, it is optional, and parents can choose to what extent they wish to be included on information, the feedback overall has been very positive. **The Chairman asked if any assistance has been given to parents on how they access Google Classroom?** Mr Dallas responded a presentation evening was held and the slides from the presentation and help is available if requested. Information evenings have been arranged on the areas raised on the parent survey to include the consistency of communication around learning and teaching, behaviour and sanctions and the AGS Learner.

Wider Community – 50 Year 12 students are involved in supporting special and main stream primary schools as part of the Outreach Programme, two students have gained a place at Stocklake School (a Special School) to work there for their gap years. The relationship with Halton tennis club continues and allows the very good and less able to play tennis. SSCO events run throughout the year and the work undertaken in primary schools assists the sports leaders to complete the ten hours required as part of the programme. In September 2018, sixty-six pupils have gained admission to Year 7 from the local primary schools which is a significant increase and is very pleasing.

Governing Body – Governors noted this would be further discussed at the second Away Day planned for 21st April

Appointment of Development Governor – The Chairman asked, and Governors agreed to consider taking on the role of the role of the Development Governor

All Governors

6 RISK REGISTER

The risk register was previously circulated. **Mr Winman asked who the key persons loss was pertaining to succession risk?** The Headmaster responded some back-office staff, primarily IT and the SLT. An IT Technician is leaving and a decision to bolster the knowledge in this area has included replacing the IT Technician with an IT deputy, so knowledge could be shared. **The Chairman suggested when the Resources Director is appointed to carry out a review**

ACTION
Headmaster

of the back-office staff to establish any further risk areas. The Headmaster said he would ensure it was included in the Resources Director's objectives.

7 SCHOOL DEVELOPMENT PLAN

The SDP pertaining to the committee was previously circulated. Governors agreed the success criteria for CD6 "GB develops strategic oversight further" would be determined following the Away Day when the purpose, vision and values would be agreed.

8 TERMS OF REFERENCE

Governors reviewed the terms of reference for the committee and agreed they should be recommended to the FGB for approval.

FGB Agenda

9 CAREERS

Governors noted a new careers strategy had been issued and agreed the Committee and not an individual would be responsible for monitoring the strategy and the work being undertaken by the school on careers.

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

20th September 2018
17th January 2019
2nd May 2019

The meeting closed at 10.20am

Signed Date
CHAIRMAN