

AYLESBURY GRAMMAR SCHOOL



FULL GOVERNING BODY MEETING

MINUTES: 6TH JULY 2018 2.00PM

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

2 MINUTES AND MATTERS ARISING

2.1 MINUTES OF FGB MEETING OF 23RD MARCH 2018

The minutes of the meeting held on the 23rd March 2018 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

The progress on the actions from the last meeting had been previously circulated. Arising from the actions:

- The Governor skills matrix had identified the area lacking on the Governing Body was around local community. **One person has been**

identified as a potential new Governor and the Chairman and Headmaster agreed to pursue this.

**Chairman &
Headmaster**

3 STRATEGY AND VISION

This item was deferred to the next meeting.

Agenda

4 LEARNING AND TEACHING COMMITTEE

This Committee met on 10th May 2018, and minutes had been previously circulated.

Governors noted the minutes – there were no further actions.

5 COMMUNITY AND DEVELOPMENT COMMITTEE

This Committee met on 19th April 2018, and minutes had been previously circulated.

Arising from the minutes Mr Cobley and Mr Winman agreed to attend the first INSET day of the autumn term to make a short presentation on the work of the Governing Body to staff.

**Mr Cobley & Mr
Winman**

The Headmaster agreed to ask leaving staff if they would like an exit interview with a Governor, if requested, Mr Cobley and Mr Hardern would carry out the interview.

Headmaster

Mr Pilkington asked if staff wellbeing had been discussed at the meeting? Mr Hardern responded the Committee is having an update on staff wellbeing from Mr Walker at the next meeting.

C&D Committee

Governors noted the minutes – there were no further actions.

6 RESOURCES INCLUDING FINANCE COMMITTEE

This Committee met on 21st June and 6th July 2018, and minutes had been previously circulated from the meeting on 21st June.

Arising from the minutes of 21st June, Mr Williams reported the budget 2018/19 and three-year forecast had been discussed in detail, a deficit budget of £135,000 is being presented and the forecast is showing a deficit of £20,000 in 2019/20 and a surplus of £128,000 in 2020/21. This means consideration will need to be given to the reserves as they will dip below £250,000, which Governors previously agreed should be held. The main pressure on the budget is coming from an increase to staff costs, with the Government lifting the pay cap and an increase to pensions, so whilst income is increasing, expenditure is increasing at a faster rate.

Governors discussed and agreed they would like the Resources Director to report in more detail that value for money is being achieved at the RiF meeting to held in November.

**Resources
Director**

**RiF Committee
(December)**

Governors approved the budget on the recommendation of the RiF Committee.

Mr Williams also reported the AGS Foundation have given consent for a sub-lease in favour of Seriously Fun Swimming and the lease has been returned to the ESFA for approval.

Mr Williams further reported at the RiF meeting held earlier in the day, the committee had sought confirmation on the 2017/18 outturn and the Resources Director had confirmed he was confident a deficit of £55,000 as per the budget. The Committee appreciated both the Resources Director and Finance Manager had only been in post for a short time. Science block funding had also been discussed and the Resources Director confirmed the total cost of the project was £2.421 million, there is an accrual in place of £38,000 of which £25,124 are pledges received, the remaining is yet to come in and gift aid will be claimed where possible. Insurance has been placed with Zurich on a five-year contract, they provided the most competitive quote and gave an additional 5% reduction. Following the recent audit carried out by the auditors, Payroll has been flagged as red, the Resources Director was confident this would be addressed shortly, as it was a procedures issue.

Governors noted the minutes – there were no further actions.

7 HEADMASTER'S REPORT

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

Attendance – Governors noted there are two to four boys in each Year group with significant attendance issues, the safeguarding team are managing these on an individual basis.

Exclusions – This will be further discussed at the next meeting

Numbers on Role – A slight amendment to what was circulated there will be 185 on role for Year 8 in September. **Mr Williams asked about numbers going into Year 12?** The Headmaster responded 190 students attended the recent induction day, twenty AGS boys were unable to attend, which would have made the numbers 210, and therefore assuming the GCSE results come in as predicted the school is on target to admit 203.

Staffing – The Headmaster reported no additional funding is received around the Student Development Office, but it an extremely important area. Following a restructure of the department, one member of staff is transferring to support safeguarding, which will significantly increase capacity in this area

GDPR – A reciprocal arrangement of the DPO role has been made with Aylesbury High School

Admissions – In Chalfont St Peter twelve boys qualified for a grammar school place for September, who were not then given a place as the grammar school in their catchment area was full. This issue has been addressed but has led to the Local Authority to review the catchment areas for all Grammar Schools. AGS, AHS and SHFGS have formed a group to further consider their

catchment area and each school will be represented by three Governors. The Chairman, Mr Hardern and Mr Williams agreed to join the committee.

**Chairman, Mr
Hardern & Mr
Williams**

The Headmaster further reported the Admissions Policy will need to go out for consultation, following agreement from The Bucks Grammar School Heads meeting on catchment areas. The Headmaster agreed to bring back the policy to the next FGB meeting and Governors agreed it would then be delegated to the Learning and Teaching Committee to determine at their meeting in the Spring term.

Community and Development – Governors noted over 600 primary school pupils had come into school for taster sessions as part of the Outreach programme. **Mr Bown asked about primary schools who send the lowest number of pupils for admission into Year 7, who influences their decisions?** The Headmaster responded those schools are largely in the most deprived areas of Aylesbury and have other challenges, however what is important is that through the outreach programme it breaks down barriers of the perceptions on Grammar schools.

**Agenda
L&T Committee**

Year 7 (from September) have been in for an induction day. A sports week has been organised for them in the first week of the summer holidays, so they have an opportunity to get to know each other before they start in September. They will also start the day before the rest of the school, so they can get to know the school a little before starting. **The Chairman asked what is being done to attract more pupils into Year 12?** The Headmaster responded Open evenings have been well advertised and a large number of applications have been received, however it does rely on them meeting the entry criteria.

8 CHAIRMAN'S REPORT

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

9 SAFEGUARDING REPORT

Governors had attended training on safeguarding with the focus on child sexual exploitation. The Child Protection Governor reported the support from the Local Authority is still very poor and this is putting pressure on the safeguarding team. **The Chairman suggested a formal request for additional staffing support, if needed, was made to the RiF Committee so further consideration could be given as all Governors agreed it was extremely important both the boys and the safeguarding department was well supported.**

10 SEND REPORT

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

11 PTA REPORT

The report from the PTA had been previously circulated and was noted by Governors. Governors further noted the Chairman of the PTA had stood down and to date nobody was coming forward to replace her. The AGM is

being held on 9th July and the Headmaster would report back to the next meeting on how the PTA is going to be managed going forward.

Headmaster

12 REPORT FROM THE AGS FOUNDATION

Mr Hardern reported two years ago the Foundation identified the value of prizes was different and so made a decision to standardise them all to £10 each. A further discussion took place at the last Foundation meeting and it has been agreed to standardise them to £20. The Headmaster reported annually each department bids for additional resources they would like and this year the total came to £40,000. The Foundation Trust have very generously agreed to give £21,000 for text books, which means all other requests can be met, which is extremely positive for staff.

13 APPOINTMENT OF DEVELOPMENT GOVERNOR

Mr Hardern agreed to take on the induction of new Governors appointed in the autumn term and Mr Cobley agreed to take on the role of Development Governor from the spring term.

14 GOVERNING BODY SELF EVALUATION

This item was deferred to the next meeting.

15 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:

Learning and Teaching Committee

- Data Protection for Examinations Policy

RiF Committee

- Lettings Policy – Clarification had been received that a letting could be refused, and this was included on the lettings form

Full Governing Body

- Data Protection Policy – **Mr Hardern was concerned that the email address for the Data Protection Lead was the same as the Data Protection Officer?** Mr King responded this was, so it could be monitored, and any subject access requests could then be forwarded to the DPO.
- Behaviour Policy – The Headmaster agreed to circulate the policy and Governors would approve it via email.

Governors approved all the policies as circulated.

Headmaster

16 RISK REGISTER

The risk register had been previously circulated, Governors noted no significant risks have been identified and the pertinent sections would be reviewed by each committee in the spring term.

The Headmaster further reported he would discuss with the Resources Director the best way to test lock down procedures.

All Committees

Headmaster

17 MULTI-ACADEMY TRUST

Governors agreed the presentation made by Mr Jonathan Wilden, Executive Headteacher of the Folio Education Trust, was very informative. The Headmaster further reported there were symmetries with the Folio Education Trust with the types of local schools and that a Free School is to be built in the next four years on the Kingsbrook development site. **Mr Williams suggested further research on MAT's was undertaken by the Governing Body so that an informed decision could be taken going forward. Mr Kennedy said there must be engagement with the District Commissioner and proposed the Headmaster was tasked with carrying out the research and putting a feasibility study together.** Governors discussed and agreed an extra-ordinary FGB meeting should be held in the autumn term to review the feasibility study and the strategy and vision.

Headmaster, Dr
Laljani, Mr
Kennedy & Mrs
Ward

18 DATES OF FUTURE MEETINGS

To start at 2pm, unless specified otherwise, as follows:

Saturday 15th September 2018 at 9am

Friday 7th December 2018

Friday 22nd March 2019

Friday 5th July 2019

19 THANKS

The Chairman asked for thanks to be passed onto the SLT and all staff for the work they had carried out throughout the year and thanked the Governing Body for the significant contribution they give to the school.

The meeting closed at 4.15pm

Signed Date

CHAIRMAN