

AYLESBURY GRAMMAR SCHOOL

COMMUNITY & DEVELOPMENT COMMITTEE MEETING MINUTES: THURSDAY 20TH SEPTEMBER 2018 AT 8AM



PRESENT:	Mr K Hardern (Chairman) Mr L Cobley Mr J Collins	Mr D Kennedy Mr C King Mr S Winman
IN ATTENDANCE:	Mrs C Cobb Mr G Dallas	Clerk Assistant Headteacher
APOLOGIES:	Mr M Sturgeon	Apologies received and accepted

ACTION

1 NOTIFICATION OF ANY OTHER BUSINESS

The following items were tabled under any other business:

- SharePoint and School Website
- Governor Development

2 DECLARATIONS OF INTEREST

Mr Kennedy declared he was married to the Headmaster's PA and Mr King declared an interest in item 5.3 GDPR monitoring report.

3 APPOINTMENT OF CHAIRMAN

Mr Hardern was appointed Chairman until the next meeting. Mr Hardern suggested, and Governors agreed the appointment of Chairman should go to the FGB meeting to give all Governors the opportunity to take up the appointment.

FGB Agenda

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 19th April 2018 having been previously circulated were agreed and signed as a correct record of the meeting.

4.2 MATTERS ARISING

Updates on matters arising from the previous meeting had been previously circulated.

- **Challenge Partners** – Mr Dallas reported the school will receive a visit from senior leaders from a group of other schools in November. They will undertake lesson observations and report back immediately to the member of staff and to the SLT. AGS senior staff will carry out reciprocal visits to other schools also in the autumn term. **Mr Winman asked what will be looked at?** Mr Dallas responded only teaching and learning is being considered.
- **Governors attendance at INSET dates** – Mr Dallas responded he had received feedback from staff that they found the Governors presentation from Mr Collins, Mr Cobley and Mr Winman very interesting and

informative. Governors discussed and agreed there should be Governor attendance at one INSET date annually

- Update report on support for pupils who are borderline in receiving pupil premium funding** – Mr Dallas reported all students who receive additional funding from the pupil premium have a student passport similar to those who have SEND. A meeting takes place with the parents and pupils around the barriers to learning and support is then put in place. At this time a review also takes place of those students who are in danger of not reaching their targets. In 2017/18 there were 9 pupils in Year 11 who attracted pupil premium funding, and all confidently reached their targets. Two decided not to return to Year 12 as the course they wished to study is not available at AGS. Twilight support sessions are held in English, Maths and Sciences to support pupil premium students, but this also gives other pupils the opportunity to attend, irrespective of whether they receive any additional funding. The sessions entirely rely on the good will of teachers to deliver the sessions. **Mr Cobley asked if there is any stigma in being in a support group?** Mr Dallas responded conversely it is the opposite as students realise they are being taught in much smaller groups. **Mr Kennedy asked if there is support given to the highest academic attainers who attract pupil premium funding?** Mr Dallas responded they are encouraged to enter things like the maths challenge, where the pupil premium funding may be used on transport for them. **Mr Kennedy asked if the pupil premium students are given priority bookings on school trips?** Mr Dallas confirmed they were. **Mr Kennedy also asked if pupil premium students receive specialist advice on careers as their personal circumstances may prevent them from pursuing the career of choice?** Mr Dallas responded all students receive individual advice and agreed to speak with Laura Franklin from Connexions to ensure they were also given financial advice too.
- GDPR monitoring report** – Mr King gave Governors an update on GDPR and Governors noted all new staff receive GDPR training as part of their induction. The ICO has requested minor breaches are not reported but a record is maintained of any minor breaches and they are reviewed by the DPO. A meeting is going to take place in October with Aylesbury High School to talk about setting up procedures for perceived high risk and these will be issued to staff. In 2017/18 17 FOI requests were received and these were around the secondary transfer appeals, sixth form admissions policy, bullying data, how many students attend AGS who live in Essex, commercial FOI's, progress of Year 13 and one about staff numbers. To date this current academic year 2 FOI requests have been received.
- Staff Exit interviews** – The Chairman reported he attended 4 staff exit interviews and agreed to continue doing any future interviews if requested. The information gathered will be shared with the Personnel and Pay Review Committee.

Mr Dallas

5 MATTERS ARISING FROM THE FGB MEETING 6TH JULY 2018

6 POLICIES FOR REVIEW

There were no policies for review.

7 REVIEW OF RISK REGISTER

The Chairman requested an update on the one red item pertaining to the Committee, on key person loss, specifically support staff. Mr Dallas understood that this is being reviewed by the Resources Director to identify key

Mr Dallas
Agenda

staff and put an action plan in place. **The Chairman requested an update report on this for the next meeting**

8 COMMUNITY UPDATE

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

- Twelve sessions took place as part of the outreach/enrichment programme, involving 11 primary schools coming into AGS for a variety of different subjects, a total of 512 primary students took part
- In 2017/18 63 sixth formers took part in volunteering at local primary and special schools, they are actively involved in assisting maths clubs, PE and other areas. This year 64 applications have been received of which 35 have requested to go primary schools, 23 to special schools and 6 to support music at the Harding House Music Club run at Aylesbury High School. **The Chairman asked if any students drop out?** Mr Dallas responded only one has but that is due to a timetable clash.
- The Aylesburian magazine will be sent out by half term
- Anti-bullying Ambassadors will attend a whole days training at the Aylesbury Vale Academy. There are a lot of messages going out around bullying during assemblies and posters are being designed to be put up around the School. **The Chairman asked if the online student concern form is still being used?** Mr Dallas responded the numbers of concerns posted has reduced but any received are looked at almost instantly and are forwarded to the relevant member of staff. Things have been found out about, which would not have been if the online system was not available, the anonymity aspect of the form makes it very valuable.
- The ECO Committee held its first meeting in the summer term, to consider how the school site could be made more ECO friendly. Single use cups have now gone and have been replaced with mugs and the PTA purchased and gave water bottles to staff and students can also purchase them. The PTA has pledged £15,000 towards making the school site more ECO friendly, areas which are being considered are creating vegetable beds, more recycling bins around the school, biology would like their own garden. A clothes bank is also being considered and this would create an income stream for students to consider how they would like to further improve the site
- The school continues to work with Halton tennis club, they provide coaching for the indoor tennis club and there is an evening session during the week. Elite players are also given time off timetable to go over to Halton to attend coaching
- Ten to twelve parents attend Parent Forum meetings and come in termly to discuss any feedback the school would like in certain areas
- **Mr Cobley agreed to organise the Governor rota for attendance at Parents evenings**
- **Mr Kennedy suggested the work being carried out by all the different communities of the school was published on the school website and requested a presentation from the students who go out to special schools, so Governors could understand the work they are undertaking and perhaps some case studies were also published on the website, so the external community had greater visibility of all the areas the students get involved in.**
- Governors also agreed they would like an update on fund raising from the Development Director at a future meeting
- **The Chairman thanked Mr Winman and Dr Laljani for all the work carried out on the vision and strategy document.** Mr Winman reported the document has now been shared with staff, once the final copy has

Mr Cobley

Mr Dallas

Agenda

ACTION

been drawn up the FGB will need to give further consideration on how it is shared with all stakeholders.

Mr Kennedy left the meeting.

9 SCHOOL DEVELOPMENT PLAN

The SDP pertaining to the committee was previously circulated. The Chairman felt the success criteria needs to be reviewed and needs to be more specific. Governors agreed CD4,5 and 7 are key areas and requested a plan going forward for each of these. Mr Cobley agreed to complete CD8, with the vision and strategy as the key document

Headmaster
Agenda
Mr Cobley

10 FUTURE AGENDA ITEMS

- Staff Wellbeing Presentation to be given at the next meeting
- Engagement of pupils in school life Presentation to be given at the next meeting

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

17th January 2019
2nd May 2019

12 ANY OTHER BUSINESS

12.1 SHAREPOINT AND SCHOOL WEBSITE

The Chairman proposed, and Governors agreed the SLT should set out a proposal for what they would like around Governor communications and a new website and bring back these proposals to the next meeting for further discussion.

Headmaster
Agenda

12.2 GOVERNOR DEVELOPMENT

Governors noted the NGA, including Learning Link and the Key were available to them as a resource for governance and governor development. The Development Governor agreed to further consider more directed whole Governing Body training, possibly to be shared with another/other schools and to ask Governors to carry out training on specific topics in Learning Link and would take recommendations to the FGB meeting.

Development
Governor
FGB Agenda

The meeting closed at 10.20am

Signed Date
CHAIRMAN