

# AYLESBURY GRAMMAR SCHOOL

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## COMMUNITY & DEVELOPMENT COMMITTEE MEETING MINUTES: THURSDAY 19<sup>TH</sup> JANUARY 2017 AT 8AM

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<b>PRESENT:</b>	Mr K Hardern (Chairman) Mrs J Atkin Mr P Buckland	Mr L Cobley Mr G Howe Mr M Sturgeon (Headmaster)
<b>IN ATTENDANCE:</b>	Mrs C Cobb Mrs A Cox Mr G Dallas Mr G Singh Mrs K Smith Mrs A Ward Mr T Walker	Clerk Development Director Assistant Headteacher Assistant Headteacher Observer Observer Teacher of History, Staff Well-being rep.

### ACTION

#### 1 NOTIFICATION OF ANY OTHER BUSINESS

The following item was added under any other business:

- Single Central Record

#### 2 DECLARATIONS OF INTEREST

Mrs Smith declared an interest as a Governor of Quainton School.

#### 3 STAFF TRAINING / DEVELOPMENT UPDATE

Mr Singh reported in October 2015 the new appraisal procedure was brought in to create a more effective system, staff have received training and appraisers take ownership, objectives are agreed with appraisers and appraises can add to their forms throughout the year updating it electronically, it allows staff to consider their personal development, CPD and contributions made to the school. The procedure was reviewed in the summer term 2016 and overall staff were positive about it and line managers were more involved with the process. Two main changes were implemented following the review to ensure individual objectives were in line with the school objectives and not just about data. The data can provide evidence but must not be the objective. The second area was the generosity of the appraisers in their judgements; training is being given for both and will be delivered internally. Similar changes were made for support staff and will be reviewed at the end of the current cycle. **Mrs Atkin asked if Teachers have to be given a grade?** The Headmaster responded they are currently as teachers are judged against teaching standards and these include grades. **Mr Buckland asked what triggers a pay increase?** The Headmaster responded a recommendation from a line manager, which are then moderated by the SLT who may agree with the recommendation or will ask for additional information from the line manager. **Mr Cobley asked how do you prevent an appraisee who is good at completing an appraisal form from getting progression?** Mr Singh

responded it is the role of the line manager to review objectives against performance.

The Headmaster reported there is currently no staff buffer, the staffing structure is bared right down to the bone. In order to be able to deliver the curriculum effectively there needs to be some flexibility and in some subjects this is proving to be very challenging. The areas, which are starting to suffer are PE and extra curricular activities but there are funding implications of employing additional staffing levels. Biologists also need to be recruited for KS3. **The Chairman proposed and Governors agreed this was further discussed with the SLT and a recommendation taken to the Learning and Teaching Committee.**

*Mr Singh left the meeting.*

#### 4 UPDATE FROM THE DEVELOPMENT DIRECTOR

*Mrs Cox came into the meeting.*

The Development Director gave Governors an update on the community engagement with alumni events, the Sportsman Dinner in June, the OA cricket match and basketball and squash, sportsmen are always keen to return to the school. Societies are being set up around professions, and OA's come back and share their experiences with the current students, inspirational speakers come in and these have been highly motivating in inspiring new ideas. The aspiration is to have a database, which will hold all the intelligence on OA's from A levels taken to what they are doing now and what OA events they have attended. There are no planned fund raising events during this year; it is a year being spent on OA engagement.

*Mrs Cox left the meeting*

#### 5 STAFF SURVEY – WELLBEING UPDATE

*Mr Walker came into the meeting.*

Mr Walker reported a committee of seven members has been set up to consider staff wellbeing. There was a good response to the staff survey with 112 out of 140 members of staff completing the survey, the results have been collated and an action plan has been drawn up, the feedback is really helpful. A wellbeing policy has been drawn up and includes expectations on how long to respond to matters like email, as for some staff it has been quite stressful thinking an immediate response is necessary. Staff briefings are held every Tuesday and have become more specific and the Headmaster's weekly bulletin has been very well received. Information has been centralised when boys are absent and staff have found this extremely helpful. **The Chairman asked if staff raise anything through the staff suggestion box?** Mr Walker responded this is currently being reviewed. **The Chairman asked if there is any additional support the committee needs?** Mr Walker responded the committee is well supported but new ideas are always welcomed. **Mr Buckland asked how well being and stress are supported?** The Headmaster responded the SLT have looked at buying more counselling time for staff but the additional hours did not match when time was available for staff so an external company is being considered to provide counselling and other support for staff.

*Mr Walker left the meeting.*

## 6 MINUTES AND MATTERS ARISING

### 6.1 MINUTES

The Minutes of the meeting held on 22<sup>nd</sup> September 2016 having been previously circulated were agreed and signed as a correct record of the meeting.

### 6.2 MATTERS ARISING

**HR Update** – The Headmaster reported Mr Barth retired at Christmas and a Teacher has been employed for two terms to replace him. Emily Millar (part time member of staff on 2 days per week) is on maternity leave and an English teacher has been recruited to cover for two days a week. Emily Hearn goes on maternity leave at Easter and it will be very challenging to recruit a further English teacher for her cover. Sarah Giddings is also going on maternity leave and if finding cover for English teachers is hard finding cover for DT is almost impossible! so the school will organise for an agency member of staff to come in for one year. The evening and weekend Caretaker has retired on health grounds and discussions are going to take place with AHS to see if it is a role both schools can share. As part of the staffing strategy there needs to be an increase in staff trainees who can be appointed to permanent positions if they work out well. The Headmaster reported he was working closely with the Astra Alliance on this. **Mr Buckland asked if there were any opportunities to share staff with AHS?** The Headmaster responded certain curriculum subjects like Classics, Drama and Music are shared but it is not possible to share core subjects.

## 7 STUDENT AND PARENT SURVEYS

Mr Dallas reported the student survey, which is only around anti-bullying, and the parent survey are running concurrently. To date 805 responses have been received on the student survey and it is hoped to reach 1000 responses, the general view so far is there are extremely low numbers suggesting any problem with bullying, which is very positive. **Mrs Smith asked if the survey was anonymous?** Mr Dallas responded it is but year groups can be identified. Currently there are 509 responses for the parent survey; overall the results are showing to be positive. A full analysis of both surveys will be analysed by the SLT and brought back to the next meeting.

Mr Dallas  
Agenda

## 8 STUDENTS

### 8.1 UPDATE FROM STUDENT VOICE

Mr Dallas reported the Student Council is meeting regularly and the best ideas are being taken to the Executive Board, which meets each side of half term. The Executive Board is structured in a similar way to the Governing Body and has three committees Learning and Teaching, Premises and Catering. The Student Council members are extremely proactive and students are given an insight why things can and cannot be done.

### 8.2 YEAR 7 INTAKE ANALYSIS

Mr Dallas previously circulated a report on which primary schools Year 7 have come from and a comparison on previous years. **Mr Howe asked if feeder schools could be asked why there has been a decrease in students choosing AGS?** Mr Dallas responded it is not the schools making the decision

but students on a particular year. **The Chairman reported the increase in pupils coming from local schools was extremely positive and appears to be as a response to the outreach programme.**

## 9 COMMUNITY

### 9.1 ENGAGEMENT WITH SECONDARY SCHOOLS

The Headmaster reported a leadership programme is being run in house in conjunction with AHS and The Grange Schools. AHS as a Teaching School has taken the programme over, it is extremely good and allows staff to share and improve on good practice. AGS is working with three other Grammar schools, John Hamden Grammar, Dr Challoner's Grammar and Chesham Grammar on a peer review system, which may be rolled out to include all Bucks grammar schools.

Headmaster

**Mrs Atkin requested a copy of the Exceptional Schools Award report was circulated to all Governors.** The Headmaster agreed to do this.

### 9.2 FEEDBACK ON COMMUNITY EVENTS

Mr Dallas reported 71 sixth form students are actively involved with visiting and supporting a primary school, which includes Harding House. The widening access project is also continuing in conjunction with AHS and SHFGS and being enhanced by running a Maths study event primarily aimed at primary school pupils who attract pupil premium funding. The AGS journalist club has been formed and they are involved with the quarterly newsletter and they are also doing a BBC news report, which has to be submitted by 16<sup>th</sup> March.

Another collaboration is between food tech and the canteen, creating recipes and then up scaling them for serving in the canteen. There are 15/20 students involved and it is an incredibly positive experience with learning on a number of different levels. Governors requested an update on this club at the next meeting.

Mr Dallas

## 10 SCHOOL DEVELOPMENT PLAN UPDATE

The updated SDP pertaining to the committee had been previously circulated. Governors agreed section CD9 should be amended as previously circulated by the Chairman.

## 11 GOVERNING BODY SELF EVALUATION

The Chairman reported the SEF had been reviewed and the actions agreed at the last Governing Body meeting pertaining to this committee were already underway.

## 12 POLICIES FOR REVIEW (all had been previously circulated)

### 12.1 APPRAISAL POLICY

It was agreed this policy should be recommended to the FGB for approval.

FGB Agenda

### 12.2 GOVERNOR CODE OF CONDUCT

		<b>ACTION</b>
	Governors agreed the code of conduct should be circulated to all Governors for comment in advance of the FGB meeting where approval would be sought.	FGB Agenda
<b>12.3</b>	<b>DATA PROTECTION POLICY</b>	
	This policy was approved with no changes.	
<b>12.4</b>	<b>E-SAFETY POLICY</b>	
	This policy was approved with minor changes; Governors agreed sexting should be specifically included. Mr Dallas agreed to amend the policy before it was taken to the FGB for approval.	Mr Dallas FGB Agenda
<b>12.5</b>	<b>ACCEPTABLE USE POLICY FOR STAFF</b>	
	This policy was approved with no changes. <b>Mrs Atkin asked how widely is this policy circulated?</b> Mr Dallas responded it is raised annually and staff are asked to sign that they have read and understood it.	FGB Agenda
<b>12.6</b>	<b>RECRUITMENT POLICY</b>	
	Governors discussed and agreed Governors should be involved with the recruitment of SLT members and other senior appointments but not all positions.	FGB Agenda
	Governors approved the policy and agreed it should be recommended to the FGB for approval.	
<b>12.7</b>	<b>SUCCESSION PLANNING POLICY</b>	
	Governors approved the policy and agreed it should be recommended to the FGB for approval.	FGB Agenda
<b>13</b>	<b>DATE OF NEXT MEETING TO START AT 8AM</b>	
	Thursday 20 <sup>th</sup> April 2017	
<b>14</b>	<b>ANY OTHER BUSINESS</b>	
<b>14.1</b>	<b>SINGLE CENTRAL RECORD</b>	
	The Chairman agreed to review the single central record.	Chairman

The meeting closed at 10.20am

Signed ..... Date .....  
CHAIRMAN

