

AYLESBURY GRAMMAR SCHOOL



FULL GOVERNING BODY MEETING MINUTES: 18 SEPTEMBER 2020 8.00AM

PRESENT:	Mr R Williams (Chairman)	Mr K Hardern
	Mr K Amor	Mr C King
	Mr P Bown	Ms J Moore
	Mr M Brock	Mr M Sturgeon (Headmaster)
	Mr J Collins	Mrs A Ward
	Mr N Gibbs	Mr S Winman
IN ATTENDANCE:	Mrs C Cobb	Clerk
APOLOGIES:	Mr L Cobley (received and accepted)	Mr Y Odukoya
	Mrs J Dennis	

1 NOTIFICATION OF ANY OTHER BUSINESS

The following items were tabled under Any Other Business:

- Parent Governor elections
- Admissions policy 2022
- PTA

2 DECLARATION OF INTERESTS

Mr Winman declared an interest in his capacity as leading the leadership training for Challenge Partners.

Mr King declared an interest in his capacity as Data Protection Officer

3 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

Mr Williams was unanimously appointed Chairman and Mrs Ward unanimously appointed Vice Chairman for one year.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES OF FGB MEETING ON 15 MAY, 25 MAY, 8 JUNE AND 15 JULY 2020

The minutes of the meeting held on the 15 May, 25 May, 8 June and 15 July 2020 had been previously circulated. All Governors agreed that they were a true reflection of the matters discussed and the Chairman agreed that they should be signed by use of his electronic signature (in view of the current situation).

4.2 MATTERS ARISING AND ACTIONS TAKEN SINCE THE MEETING

The actions taken since the last meeting had been previously circulated. Arising from the actions:

Covid-19 testing – The Headmaster reported that the testing process has been causing some anxiety for staff, mainly due to the length of time it takes to get a test result back. There are implications on a variety of different levels and concerns about needing to self-isolate for 3-5 days whilst test results come back, at any one time. The School has received ten test kits from the Government and more have been ordered but when these will arrive is unknown. The Headmaster said that he would like to reduce anxiety by purchasing enough test kits for staff members through BUPA at a cost of £86 each. BUPA return tests results in around 48 hours. The total costs would likely be up to 10,000 for the required number but not all test kits would be purchased at the same time. Governors agreed the expenditure up to this limit.

IBSC appointment – The Headmaster reported he has been asked by the IBSC to take on the role of UK and European Chairman, taking over from Simon Henderson, Headmaster of Eton College. **Governors congratulated the Headmaster on this appointment and asked what the time commitment would be?** The Headmaster responded there would be one additional meeting per annum and a report, which needs to be prepared twice a year for the Board but that the other time commitments were ones he already had anyway as a board member. There may be other demands, which he is unaware of at present, but the position would be kept under review.

Internal Scrutiny report – The report prepared by Mr Amor on internal payments made during lockdown, had been previously circulated, having been scrutinised by the RiF Committee. There were no further comments.

Governing Body Self-Evaluation – Ms Moore agreed to complete this for the next meeting.

Ms Moore

Equality statement and objectives – The Headmaster reminded Governors the Equality statement and objectives had been reviewed and presented to Governors at the last meeting, however he had wanted to allow some time to reflect on what had been presented and ensure that the correct processes are in place, which he felt are. Staff have received training, which was extremely enlightening, from Josh Calendar, an Aylesburian. Ms Moore reported the school action committee is considering four initiatives at this time: (a) a full review of the curriculum, including the library and reading lists; (b) the physical environment of the school and the extent to which students from BAME backgrounds can see themselves, their lived experiences, their histories and their aspirations reflected; (c) opportunities afforded through PSHE, personal development and assemblies to prepare AGS students to deal with Britain's history of imperialism, how racism has developed through history and where it is seen today, to enable students to challenge discrimination; and (d) swift delivery of diversity

training for all teaching and support staff to enable all staff to teach and engage in discussions with students surrounding diversity with confidence and accuracy, and to be consistent in their sanctioning of racial discrimination. **The Chairman requested a detailed update from the action group was presented to the C&D Committee.**

C&D
Committee

Report on actions taken by the Covid Committee – The Chairman reported the Committee has not taken any actions. Mr Collins has visited the school to validate what the school is doing on re-opening, which the Headmaster said was extremely valuable and thanked all the members of the Covid Committee for the additional meetings they have attended in supporting the school over the last 20 weeks.

Mr Brock asked if there could be an update on how the re-opening process has gone – The Chairman requested this was further discussed at the RiF meeting but reported that the Covid sub-committee was up to speed and happy with the process to date.

RiF
Committee

5 HEADMASTER'S REPORT

The Headmaster had previously circulated a report covering the numbers on roll; examination outcomes August 2020; and a premises update. The Headmaster further reported since the report was circulated there have been two fixed term exclusions. **Mr Hardern asked how he could carry out a visit on SEND?** The Headmaster suggested a remote meeting would be best. **Mr Bown asked what the general attitude is of students now that they have returned?** The Headmaster responded it is fantastic, they have embraced all the measures put in place and the School is functioning very well, some measures have improved things and may stay in place after restrictions are lifted. There are one or two anxious individuals both in the student and staff bodies and they are being supported. The Risk Assessment is being kept under regular review to ensure the school site remains safe for everybody. Mr Gibbs and Mr King echoed the Headmaster's thoughts and further reported that staff are not mixing as much and containing themselves in their own areas. **Mr Hardern asked how parents have reacted?** The Headmaster responded overall they are very supportive and grateful for everything staff are doing. The biggest challenge is around school transport as it relies on students and the bus companies to ensure social distancing measures and the wearing of face masks are maintained.

6 STRATEGIC PRIORITIES

The Headmaster had previously circulated the Strategic priorities. Governors agreed the current priority would be the Covid-19 implications – Strategic goals amended to the priorities operational actions and impact of School Closure.

Mrs Cox came into the meeting.

Marketing and branding – The Headmaster made a presentation on the actions taken by Ms Moore, Mrs Cox and himself and future plans on marketing and branding. All agreed the new branding was excellent. The key would be in its implementation across the School.

The Chairman suggested all staff should have included in their performance management a target around branding to ensure it is consistent throughout the school. The Headmaster agreed with the principle but felt the implications of Covid-19 should remain a priority at the moment. Ms Moore and the Headmaster agreed to further consider when and how the marketing and branding strategy will be introduced to all staff and agreed to share any progress with the C&D Committee.

C&D
Committee

7 ANNUAL SAFEGUARDING REPORT

The annual safeguarding report had been previously circulated. Governors observed whilst the document stated it was the Headmaster who reviewed the SCR, in practice it is the Safeguarding Governor.

The Chairman of Governors who currently holds this role confirmed he had inspected it towards the end of last term. A request would be made to the DSL that the document be amended to reflect this and a couple other minor procedural issues.

8 APPROVAL OF GOVERNING BODY FRAMEWORK AND MEMBERSHIP OF COMMITTEES

Governors approved the Governing Body framework and membership of committees as circulated.

9 APPROVAL OF SCHEME OF DELEGATION

Governors approved the scheme of delegation as circulated.

10 COMMITTEE REPORTS

10.1 LEARNING AND TEACHING COMMITTEE

This Committee met on 12 June 2020, and the minutes had been previously circulated.

Strategic direction – To continue to ensure the impact of closure of the school is minimised and to review the range of outcomes and huge amount of work involved to get all students up to speed.

10.2 COMMUNITY AND DEVELOPMENT

This Committee met on 2 July 2020, and the minutes had been previously circulated.

Strategic direction – The key priority is to deliver a whole school welfare strategy. **The Chairman requested an update was given at the next C&D meeting on the progress being made by the appointment of the new Counsellor and the additional support in the pastoral team office.**

C&D
Committee

10.3 RIF COMMITTEE

This Committee met on 25 June 2020, and the minutes had been previously circulated.

Strategic direction – To continue to manage the current situation and react as appropriate.

11 GOVERNOR TRAINING (decision to be taken on which provider and WGB training)

Governors discussed and agreed they would continue with both the Key and NGA, as both supported good governance well.

Governors further considered Governing Body training and agreed they would like to receive training from Josh Calendar on Equality and Diversity.

Clerk

12 HEAD BOY AND DEPUTY HEAD BOYS

The Headmaster reported three Deputy Head boys have been appointed but given that they will have a shortened period of time in the role due to the school closure, he would like to recommend that all three are appointed Head Boy. All agreed this was an excellent idea.

13 POLICIES AND OTHER DOCUMENTS FOR APPROVAL

Governors approved the following policies upon the recommendation of the Committee:

Community and Development Committee

ICT Acceptable use policy – Staff

ICT Acceptable use policy – Students

Online Safety Policy

Attendance Policy

Complaints Policy addendum

Behaviour Policy amendment

Admissions Policy amendment – Governors approved the amendments to change the time of the testing from September to the Autumn and that all references to Buckinghamshire County Council should be changed to Buckinghamshire Council.

14 ANY OTHER BUSINESS

14.1 PARENT GOVERNOR ELECTIONS

It was agreed to carry out the Parent Governors elections in the Spring term.

Chairman

14.2 ADMISSIONS POLICY 2022

The Headmaster asked Governors for their thoughts in reserving some places in Year 7 for disadvantaged students. Governors discussed and agreed they would like to see places reserved from within the

planned admission number. The Headmaster agreed to draft the policy and to further discuss this with AHS and take it to the C&D Committee before going to the next FGB meeting to approve before it goes out for consultation.

Headmaster
C&D
Committee
FGB

14.3 PTA

The Headmaster reported the planned Quiz night had to be cancelled due to Covid-19 and 95% of the ticket sales have not requested a refund. Overall the PTA have continued to raise a fantastic amount and they are being very innovative in the current climate on how they achieve this. Some money raised has been identified for welfare projects.

15 DATES OF FUTURE MEETINGS (8 – 11AM)

Friday 4th December 2020 (telephone meeting to approve the accounts) followed by Academy Trust AGM

Friday 22nd January 2021

Saturday 27th March 2021 (Strategy Meeting)

Friday 14th May 2021

The meeting closed at 10.30am



Signed

CHAIRMAN

Date ...22 January 2021...