

# FULL GOVERNING BODY MEETING

## MINUTES: 22 JANUARY 2021 8.00AM

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

### 1 GOVERNOR APPOINTMENTS

- Mr Walter was proposed as an Appointed Governor upon the recommendation of the Chairman, the Chairman of the Foundation and Headmaster and unanimously appointed. Mr Walter's skills are in education and he is a current serving Assistant Headteacher. Mr Cobley would be asked to carry out Mr Walter's induction Mr Cobley
- Governors noted the re-appointment of Mr Collins as a Foundation Governor
- Parent Governor elections – The Chairman reported there are currently two vacancies. Mrs Ward is drafting a letter to be sent to parents inviting them to put themselves forward for the role. The election will be carried out electronically if more than two candidates apply.

### 2 NOTIFICATION OF ANY OTHER BUSINESS

The following items were tabled under Any Other Business:

- Mr Hardern's note on conscious and unconscious bias and Free Enterprise
- Ofqual consultation
- TBGS Management Agreement

### 3 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.

#### **4 MINUTES AND MATTERS ARISING**

##### **4.1 MINUTES OF FGB MEETING ON 18 SEPTEMBER AND 4 DECEMBER 2020**

The minutes of the meetings held on the 18 September and 4 December 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 progress on the actions taken since the last meeting had been previously circulated. Arising from the actions:

**Governor Bio's** – Ms Moore reported these are almost complete and will be circulated to everybody before they are published.

Ms Moore

**Electronic signatures for minutes** – Governors discussed and agreed as Governors are unable to go into school due to the pandemic, to sign minutes, electronic signatures should be used instead and continue to be used until such time as Governors are able to go into school, and the Chairmen of the Committees would forward them to the Head's PA.

Committee  
Chairmen

#### **5 HEADMASTER'S REPORT**

The Headmaster had previously circulated a report covering Attendance; Exclusions; Numbers on roll; Staffing; Future staffing strategic decisions; Leadership and Management to include an update on Covid-19 and the remote learning information to be published on the website; Research being undertaken; Learning and Teaching; Attainment and Achievement; Community and Development; Resources; School Development Plan and Self-Evaluation.

Arising from the report Governors noted that attendance is positive; and exclusions are understandably down as students have not been in school, but staff are clamping down on inappropriate use of social media, as there has been a lot of education around this.

Governors discussed the strategic staffing decisions and agreed the four proposals in the report:-

the IT Leader's pay range to increase to Range 7, owing to the importance of this role and the loyalty and hard work that he has given to the School, particularly with remote learning;

the Finance Manager role to move to Business Manager to move to Range 10 as her knowledge and dedication is faultless;

the Premises Assistant to move to Range 2 owing to his exceptional hard work in helping to make the school site safe for staff and pupils,

his willingness to help with anything and his knowledge of the site, and it being very important to try and retain him;

to create an additional Assistant Headteacher position. Governors noted the AGS SLT was smaller compared to other similar schools and the remit for some senior members of staff has increased significantly, particularly around safeguarding. The additional position would assist with the strategic plan, moving the school to being the best boys' school in the world. **Mrs Ward asked if the Associate Assistant Headteacher role was part of any ongoing structure?** The Headmaster responded that he would like it to be as it provides for good succession planning. **Mr Brock asked if the new Assistant Headteacher position would be advertised?** The Headmaster responded it would be advertised internally- there is no obligation to advertise externally. **Mr Odukoya asked if a review of what the staffing structure should look like in 5 years time, should be carried out?** The Headmaster responded this increase has always been on the long-term plan, but the School had not previously considered it financially worthwhile to increase the size of the SLT. The increasing demands meant that in his view the situation had changed.

Governors noted that the total financial implications for the four roles are circa £12,047 per annum and approved the changes in the absence of a meeting of the Personnel and Pay Committee. Governors also noted that in the future the proposed January meeting of that Committee could address such matters particularly regarding support staff.

**Mr Hardern requested the criteria for moving staff from one pay range to another should accompany any such proposals and the Headmaster agreed to present this to the Personnel and Pay Review Committee when recommendations were made.**

Headmaster  
Personnel &  
Pay Review  
Committee

Governors also noted that positive feedback has been gathered from parents on remote learning: and the welfare concerns for teachers working from home managing their own personal situations remain a challenge: the lateral flow testing is all set up Staff in attendance are being tested twice a week, and the few students currently coming in once a week. All students and staff will be tested when the whole school returns, whenever that may be.

Governors noted that mock exams have not taken place and how they will be done is yet to be agreed.

Governors noted the progress being made on the School development plan and that self-evaluation is paused at present whilst remote learning takes place.

## 6

### ARTICLES OF ASSOCIATION AND FUNDING AGREEMENT

**The Chairman reported the Members of the Academy Trust agreed at the AGM to consider taking legal advice on adopting the new model Articles of Association and Funding Agreement. Since the school converted to an Academy there have been a number of**

changes made to both of these documents by the DfE. The Chairman reported that before any decision was taken he had stated that the matter should be reported to Governors for consideration.

**The Chairman reported that the principal changes to the Articles would include:**

- Having greater separation between the Members and Governing Body (the Headmaster is in any event to stand down by 31st March 2021 in accordance with Academies Financial Handbook);
- All Governors who are Members, having to stand down if and when the new Articles are adopted;
- A need to have a minimum of 3 (external) Members before this can be achieved (currently there are 2);
- No longer having a Staff Governor category (but staff can be co-opted providing they do not make up more than 1/3 of the total (which is the same as currently) and there would be no limit on the number of co-opted governors);
- The HM being formally appointed by the Members and not being an ex-officio appointment.

VWV have also advised that if as a consequence the School adopted (as it would need to do) the latest model Funding Agreement, there may be a need to change the title register at the Land Registry in order to include an option notice (meaning that the Secretary of State has the right to acquire the land at nil consideration if the Funding Agreement is terminated). The Chairman reported that this will need to be considered by the Foundation, once legal advice has been received.

Mr Hardern

**The Chairman said that Governors should note that at this stage VWV were just being asked to give more detailed advice at this stage and the matter would be considered further in due course.** Governors noted that the cost of this was £3,900.

## **7 REVIEW OF RISK REGISTER** (to identify items for internal scrutiny)

**Mr Amor reported he had drawn up the report to be submitted to the ESFA for 2019/20.**

Governors discussed and agreed the Headmaster and Resources Director should put forward some recommendations on areas to be reviewed this year and it should likely include one around finance, and one on IT and they would also make recommendations on who could carry this out.

Headmaster

## **8 GOVERNANCE**

### **8.1 COMMITTEE RESTRUCTURE**

The Chairman had previously circulated a proposal to broaden the role of the Pay Review Committee to include Personnel, including draft terms of reference which were now aligned to the revised Pay Policy.

Governors discussed and agreed the proposal and agreed item 9 in the draft terms of reference should be amended to reflect that the Committee would review a report from the Headmaster on appraisals and to include some sample appraisals. The Committee would meet three times a year and have 4 members. The membership would initially consist of Mrs Ward, who would chair the Committee, Ms Moore, Mr Winman and Mr Hardern.

Mrs Ward,  
Ms Moore,  
Mr Hardern  
& Mr  
Winman

## **8.2 GOVERNOR SELF-EVALUATION**

**Ms Moore reported that the document has been updated and asked all Governors to review and forward any comments to her.**

All

## **8.3 STAFF WELFARE/WEELLBEING**

**The Chairman said that as Governors are unable to go into school and connect with staff, he was suggesting that Governors might meet virtually with Heads of Departments and the SLT in connection with their well-being. Mr Gibbs felt the human contact would be very much appreciated and it i would be a good opportunity for staff to share how they are feeling.** The Headmaster suggested and Governors agreed that a Governor would join the upcoming Heads of Year, Heads of House and Heads of Department forums. Governors agreed to contact the Headmaster about this. **Mr Hardern asked about Governors doing lesson observations?** The Headmaster felt this would be challenging as some staff find remote teaching challenging and Mr Gibbs suggested Governors view lesson recordings, once staff approval has been given, as all lessons are being recorded.

All  
Governors

## **9 GOVERNOR REPORTS**

### **9.1 CHAIRMAN**

The Chairman reported the RIF sub-committee met recently and action was taken to agree the CiF bid applications. This was normally something done by the RiF Committee but in view of timings this had not been possible in December. In view of the need to submit those by the end of January he had at the meeting authorised the sub-committee to act.

The COVID Committee has met three times since the last FGB meeting. No decisions have needed to have been taken by the Committee. The Committee is supportive of and very satisfied with everything the School is doing.

### **9.2 SAFEGUARDING GOVERNOR**

*The DSL came into the meeting*

A report had been previously circulated by the DSL. Arising from the report Governors noted there has been a huge increase in the number

of referrals to the Local Authority on child protection issues and to CAMBHS, and to students going to hospital with mental health issues.

Vulnerable students have been identified and have been invited into school so they can be supported. Not all have taken the offer up: older students have but younger students not as much.

Regular contact is being made with students, where there are concerns, and texting younger students is a good way of communicating as they respond well to this. The Pastoral Support Assistant is working out really well and circa 124 calls are made each day if Students are not attending Google Meets and another Office Assistant is supporting with this.

The Safeguarding Governor reported that towards the end of the Autumn term he had met virtually with the DSL and had reviewed the SCR. Reports had been filed as visits.

*The DSL left the meeting*

### **9.3 SEND GOVERNOR**

Governors noted 249 students are on the SEND register, which includes those with designated needs and others who are being monitored, which represent approx. 50%.

## **10 COMMITTEE REPORTS**

### **10.1 LEARNING AND TEACHING COMMITTEE**

This Committee met on 16 October 2020, and the minutes had been previously circulated. No comments were raised.

### **10.2 COMMUNITY AND DEVELOPMENT**

This Committee met on 12 November 2020, and the minutes had been previously circulated. No comments were raised.

### **10.3 RIF COMMITTEE**

This Committee met on 10 October and 26 November 2020, and the minutes had been previously circulated.

**Mr Brock reported the financial position is being carefully monitored in view of the consequences of COVID-19. The projected in year deficit now stands at £80k against an original in year deficit of £67K.**

Governors noted the words from Landau Baker on depreciation and requested that the long-term consequences were further reviewed by the RIF Committee.

RIF  
Committee

### **10.4 PAY REVIEW COMMITTEE**

Governors noted this Committee had met on 5 November 2020, and had received an update on staffing, reviewed staff salary increases and staff crossing threshold, noted an update on the appraisal policy and

appointed governors to conduct the Headmaster's appraisal, which has now been completed, with objectives having been set.

## **11 GOVERNOR TRAINING**

Governors noted whole Governing Body training on Equality, Diversity and Inclusivity from Josh Calendar is going to take place on 11 February 2021, 6-8pm. **The Chairman requested that all attend if possible.**

All

## **12 POLICIES AND OTHER DOCUMENTS FOR APPROVAL**

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

### **Learning and Teaching Committee**

Behaviour Policy

Examinations Policy

### **RIF Committee**

Financial Procedures Manual

**Admissions Policy 2022– Governors noted there has been no response to the consultation and determined the policy as circulated**

**SEND Policy – Governors approved the policy as circulated**

## **13 ITEMS DELEGATED TO COMMITTEES**

**Catch up funding plan (L&T)** – The Headmaster reported that the SLT had reviewed how the money should be spent and the plan will be presented to the L&T Committee. Once approved it will be published on the website. This will include the 16-19 Tuition Fund monies (£309).

L&T  
Committee

## **14 ANY OTHER BUSINESS**

### **14.1 MR HARDERN'S NOTE ON CONSCIOUS AND UNCONSCIOUS BIAS**

Mr Hardern had previously circulated a note on conscious and unconscious bias for Governors' information.

Mr Hardern further reported the school has submitted four out of the nine Enterprise teams. Three of the teams received funding of £170 each from the Dragons Den to develop their product, which is excellent. Governors asked for thanks to be passed onto those who organised it.

### **14.2 OFQUAL CONSULTATION**

The Headmaster reported the consultation is due to end on 29 January and agreed to share the response document being drawn up. The Chairman, Mrs Ward and Mr Collins agreed to consider a suitable response on behalf of Governors.

Chairman,  
Mr Collins &  
Mrs Ward

### **14.3 TBGS MANAGEMENT AGREEMENT**



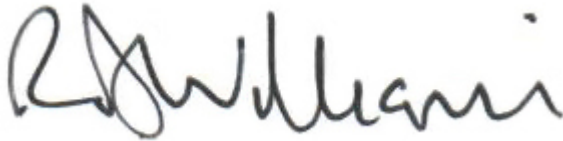
The Headmaster reported The Bucks Grammar School is reviewing their Management Agreement, and once this has been completed it will come to the FGB for approval.

**15 DATES OF FUTURE MEETINGS (8 – 11AM)**

Saturday 27<sup>th</sup> March 2021 (Strategy Meeting)

Friday 7 May 2021 – **Please note change of date**

The meeting closed at 10.30am



Signed ..... Date .....7 May 2021.....  
CHAIRMAN