



AYLESBURY  
GRAMMAR SCHOOL

*Founded 1598*

## FULL GOVERNING BODY MEETING MINUTES

Friday 25 September 2021 at 8am held in Art 2

**PRESENT:**

Mr R Williams (Chair)	Mr K Hardern
Mr P Bown	Mr P Jennings
Mr M Brock	Ms J Moore
Mr L Cobley	Mr M Sturgeon (Headmaster)
Mr J Collins	Mrs A Ward
Mr A Fails	Mr E Walter
Mr N Gibbs	Mr S Winman
Mr T Hall	

**IN ATTENDANCE:**

Mrs C Cobb	Clerk
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**APOLOGIES:**

Mrs J Dennis
Mr Y Odukoya

**1 Notification of any other business**

No items were tabled under any other business.

**2 Declarations of interest**

Mr Winman declared an interest in delivering the leadership programme for Challenge Partners

**3 Minutes and matters arising**

**3.1 Minutes**

The Minutes of the meeting held on 7 May 2021, having been previously circulated were agreed and signed as a correct record, by those who were in attendance, of the meeting.

**3.2 Actions taken since the last meeting**

**ACTION**

## ACTION

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

**Parent Governor bio's on the website** – Ms Moore agreed to update the website with this information.

Ms Moore

**Risk Register** – Each Committee had reviewed their section of the risk register when they met and agreed it was up to date.

### 4 Headmaster's report

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

**Numbers on role** – This has reduced to 1338, having lost two students from Year 12. The Headmaster expressed his concern again about the appeal process and potential consequential overcrowding. **Governors asked if there are any health and safety concerns having additional students on the school site and has this been shared with the Local Authority?** The Headmaster responded there are health and safety concerns and this has been included in appeal responses on a number of occasions.

**Staffing** – An additional member of staff has been employed to support a student on an EHCP. Joc Chappell, Head of Computing, has resigned and to date two internal applications and no external applications have been received in response to an opportunity to replace him. **Governors asked if the resignation was expected?** The Headmaster responded not at this stage. **Governors asked if there could be a negative impact on class delivery?** The Headmaster responded that all resources and the course are online - what students won't receive is as much 1:1 support. **Governors asked if an internal application is successful in securing the role, is the School prepared to back fill their role?** The Headmaster so confirmed.

**GCSE and A levels** – Governors noted the results were extremely positive and asked for thanks to be passed on to all staff for their hard work. **Governors asked if any appeals have been received?** The Headmaster said only ten which is testament to how robust the process was. **Governors asked if any Year 11 student had not met the criteria to return for Year 12? The Headmaster said** two did not return but the School Wahad been in conversation with them both at an early stage regarding other opportunities as they would have both found A levels at AGS challenging.

**Admissions Policy 2022** – Governors noted the suggested changes were included in the report from VWV and agreed the amendments as circulated.

**Appeals process for admission** – **Governors asked if the appeals process is robust?** The Headmaster responded that he did not like the paper process currently in place, brought in during lockdown, and will ask for it to return to be in person. **Governors asked whether there was any opportunity to organise an appeal process which is independent of the Local Authority?** The

## ACTION

**Headmaster said that** there is but it is challenging as a legally trained Clerk would need to be employed, as well as an additional administrator. In addition, organising a Panel to hear the appeals would be extremely challenging, and there would very little if any financial benefit from doing so. The Headmaster agreed to ascertain before the next meeting if the appeal process is set to continue on paper and then further discussions would take place at the next meeting about possibly joining with other local schools to manage appeals independently.

Headmaster  
Agenda

**Premises update** – The Resources Director came into the meeting, at Governors request, so they could thank him in person for the excellent work he has done over the summer holidays, Governors also asked for thanks to be passed onto Steve Druitt and Khurram Shahzad. All Governors agreed the front entrance looks fantastic.

### 5 Introduction to Head Boys

The Headmaster introduced the recently appointed Head Boys Aayan Sheikh, Matthew O'Sullivan and Ed Campbell, each of whom in turn did a short presentation. A variety of different topics, to include what their aspirations were for the year, were discussed. Governors noted they had limited awareness of the Governing Body and the AGS Foundation and this needs to be addressed with our students.

Governors also discussed and agreed how Governors engage with the school needs consideration, post lockdown.

Governors further requested the Head Boys came back to the summer term meeting to report on what they have achieved during their year as head boys.

Summer  
term  
Agenda

### 6 School Development Plan 2021/22

The Headmaster had previously circulated the strategic priorities for the forthcoming year, which Governors approved. The Chair reported he had attended the SLT away day when the 2020/21 SDP was reviewed and the priorities for this academic year were proposed.

The Chair also reported the performance review of the Headmaster had been carried out by Ms Moore, Mrs Ward and himself and the strategic priorities are reflected in the Headmaster's objectives.

The Chair further suggested and Governors agreed that a strategy day should be organised for this term

Clerk

### 7 School Self-Evaluation

Governors noted the SEF previously circulated by the Headmaster.

### 8 Term Dates 2022/23

Governors approved the dates as circulated.

## ACTION

### 9 Safeguarding Report

*Mrs Venning, DSL, came into the meeting.*

Mrs Venning updated Governors on the current safeguarding situation. Governors noted the Annual Safeguarding Report, previously circulated, had been submitted to the Local Authority. Governors further discussed and agreed a training session on Managing allegations against staff should be carried out again as there had been a number of changes in Governors.

Governors noted there has been a significant increase in time staff spend on safeguarding and this is unlikely to decrease in the short term. **Governors asked if there is capacity to support this?** Mrs Venning confirmed there is a strong team in place but there is always room for more. **Governors asked if the Local Authority has improved their support for the school?** Mrs Venning responded that there are some very good Social Workers but they are extremely busy and so response to concerns can be very slow - as an example the CAMBHS waiting list for gender support has increased from months to 3 years.

Mrs Venning went on to report that the buddy system is in place for Year 8 to support Year 7 students settle in, they receive training and it is extremely positive. There are a higher number than normal of Year 7 students who are on close monitoring and in some cases safeguarding information from primary schools has not yet been received.

**The Chair asked if all Governors have received training on PREVENT?** Mrs Venning agreed to organise training for those who have not completed it.

Mrs Venning further highlighted that all Governors must read Parts 1 and 2 of the 2021 update on Keeping Children Safe in Education, as previously circulated and asked them to confirm directly with her when they have done so. **The Chair asked Governors to be vigilant when they carry out any visits to the school and to report any concerns they have to Mrs Venning.**

**The Chair confirmed that he had as Safeguarding Governor held a termly meeting with Mrs Venning in July. The Chair further confirmed he had reviewed the Single Central Record and the processes in place. There were reports of both meetings filed.**

*Mrs Venning left the meeting.*

Mrs Venning

All Governors

All Governors

### 10 Ofsted preparation

The Headmaster reported inspections have restarted and we can therefore assume we will be inspected relatively soon. The Headmaster reminded Governors of the key focus areas. Governors requested information on Catch-up funding (how it has been spent and the impact it is having) is reviewed at the next L&T Committee meeting.

L&T Committee

### 11 Governance Matters

## ACTION

**Articles of Association update** – The Chair reported the Articles have been returned to the lawyers with comments, and once returned they will be reviewed before sharing with the FGB.

**Governor Framework** – Governors approved the document as circulated, noting that changes are likely to be made to the Standing Orders once the new Articles have been approved by the Members of the Academy Trust.

**Membership of Committees** – Governors approved the membership of the Committees

**Scheme of delegation** – Governors approved the scheme of delegation as circulated

**Skills Audit** – The Development Governor reported the skills audit has been reviewed and updated. **The Chair agreed to review the audit to identify any gaps there may be.**

**Governor SEF** – Ms Moore and Mr Hardern agreed to review and update the Governor SEF

**Appointment of Whistleblowing Governor** – Mr Cobley was appointed Whistleblowing Governor

Chair

Mr Hardern  
& Ms Moore

## 12 Reports from Committees

### 12.1 Minutes of the Learning & Teaching Committee

This Committee met on 28 May 2021; the minutes had been previously circulated.

### 12.3 Minutes of the Community & Development Committee

This Committee met on 8 July 2021; minutes had been previously circulated.

### 12.3 Minutes of the Personnel and Pay Review Committee

This Committee met on 12 July 2021. Mrs Ward reported the committee had reviewed the terms of reference; received the Headmaster's report which included staffing and recruitment needs; Performance related pay; recruitment and retention payments; staff salary increases; equal opportunities; reviewed the pay policy; reviewed the appraisal process update and special recognition scheme. The award to all staff from the Foundation was also noted, in recognition of all the very hard work staff had done during an extremely challenging year.

### 12.4 Minutes of the Resources inc. Finance Committee

This Committee met on 24 June 2021; minutes had been previously circulated. Arising from the minutes Governors appointed Mr Fails as the Governor with responsibility for oversight of the Risk Register.

## ACTION

**Management Accounts** – Governors confirmed they were able to review the management accounts each month and that they were scrutinised by the RiF Committee when they met.

### 12.5 Complaints Panel

Governors noted the Complaints Panel had met on 16 September 2021. The Panel had not upheld any of the complaints raised.

### 13 Governor reports

#### 13.1 Chair

The Chair had taken no actions under delegated authority.

#### 13.2 SEND Governor

The SEND Governor reported he would be meeting with the SENDCO after half term.

#### 13.3 Development Governor

The Development Governor reported the induction of the three new Governors was complete and asked all Governors to record on Google Drive any training they had undertaken and feedback on any training undertaken. He also mentioned BESST, which is a resource available for all Governors.

The Chair and Development Governor agreed to further consider any suitable topics for whole Governing Body training which would be carried out at the January FGB meeting as well as Governor Learning Walks.

Chair &  
Developme  
nt Governor  
All  
Governors

### 14 Report of the PTA

**The PTA had previously circulated a report.** The Chair agreed to write to the PTA on behalf of the FGB to thank them for their generous donation to fund a new mini-bus.

Chair

### 15 Staff exit interviews feedback

Mr Hardern had previously circulated a report. Governors agreed the report was very informative. **Governors asked what action will be taken from the report?** The Headmaster responded that it will be reviewed and further discussed by the SLT.

### 16 Policies for review

Governors approved the following policies upon the recommendation of the Committees who had reviewed them, as follows:

## ACTION

### Learning and Teaching Committee

Learning and Teaching policy

Complaints procedure

### 17 Items previously approved via email

The FGB had approved the following via email:

- Budget 2021/22

### 18 Any other business

#### 18.1 Engagement with parents and all stakeholders

Governors discussed and agreed that they would attend parent information evenings and that a short presentation of the Governing body would be made. Mr Cobley agreed to organise a rota.

Ms Moore agreed to set up a working group to include Mr Hall and Mrs Hart (who is about to become a new Staff Governor) will be asked to join. Engagement with all stakeholders would be further discussed by the C&D Committee.

Mr Cobley

Ms Moore,  
Mr Hall  
C&D  
Committee

### 19 Dates of future meetings

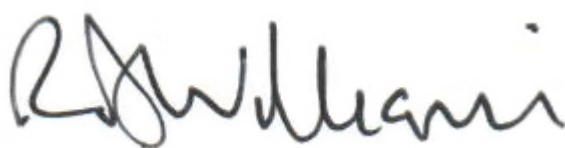
Friday 3 December 2021 (electronic meeting to approve the accounts)

Friday 21 January 2022 (to include training and learning walks)

Saturday 26 March 2022 (Strategy Meeting)

Friday 13 May 2022

The meeting ended at 10.55am



Signed.....Date.....21 January 2022