



AYLESBURY
GRAMMAR SCHOOL

Founded 1598

FULL GOVERNING BODY MEETING MINUTES

Friday 6 May 2022 at 8am held in Music 2

PRESENT:	Mr R Williams (Chair)	Mr K Hardern
	Mr P Bown	Mrs C Hart
	Mr M Brock	Mr P Jennings
	Mr L Cobley	Ms J Moore
	Mr J Collins	Mr M Sturgeon (Headmaster)
	Mr A Fails	Mrs A Ward
	Mr N Gibbs	Mr E Walter
		Mr S Winman
IN ATTENDANCE:	Mrs C Cobb	Clerk
APOLOGIES:	Mr T Hall	Apologies received and accepted
	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 and Mr Fails declared a teacher is currently giving support to one of his children.

3 Minutes and matters arising

3.1 Minutes

The Minutes of the meeting held on 21 January 2022, having been previously circulated were agreed as a correct record, by those who were in attendance, of the meeting and signed.

3.2 Actions taken since the last meeting

ACTION

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<p>The actions taken since the last meeting had been previously circulated. Arising from the actions:</p> <p>Training on Equality and Diversity – The Clerk agreed to further consider a suitable person to carry out FGB training on this topic.</p>	
<p>Event to celebrate the contribution of Mrs Dennis – The Chair said that at he had been in communication with Mrs Dennis who was agreeable to a retirement dinner and he would email a proposal to all Governors.</p>	Chair
<p>4 Headmaster's report</p>	
<p>The Headmaster had previously circulated a report, including Numbers on roll; Attendance data; Suspensions; Staffing changes; Leadership and Management; Research Group questions; Learning and Teaching; Attainment and achievement; Resources. Arising from the report:</p>	
<p>Numbers on role – The Headmaster was pleased to report the numbers of applications for Years 7 and 12 continues to be very high. A lot of work has been carried out on marketing the school, outreach and in reach education, which are all having a very positive effect.</p>	
<p>Governors noted following the recent Learning Walks they had undertaken, that some classes had 32 students and they were cramped and asked what is being done around this to limit numbers? The Headmaster responded on all appeals he attends this is explained but the Appeal Panels continue to place students despite the school being full and the cramped situation in some classrooms. Over the last two years our appeal case has been strengthened to make this point very clear.</p>	
<p>Suspensions – Governors requested going forward that low level behaviour issue patterns be reported to the C&D Committee.</p>	Headmaster C&D Committee
<p>Staffing and Exit Interviews – Governors noted recruitment has been extremely active. A Chemistry ECT has been appointed to cover a maternity leave, if they are successful then consideration will be given to offering them a full time post, and over staffing the department given the challenges around recruiting science teachers and the very high number of students who study A level Chemistry. Governors noted Alex Grant, Economics and Business Teacher is leaving after giving 36 years of service to the school. The Chair agreed to write and thank Mr Grant on behalf of the Governing Body. Governors congratulated the Headmaster and Mrs Miles for all their hard work for the successful recruitment programme, which has been undertaken. Ms Moore suggested amending job adverts to invite prospective people to come into school before they apply. Mrs Ward asked if it is known if any further staff will be leaving before the 31 May deadline? The Headmaster said that he currently knew of one more. Governors discussed and agreed that given the challenges around recruitment the budget for 2022/23 should have an increased allowance for recruitment. Mr Hardern reported he has completed 4 exit interviews and there is no sense that are</p>	<p>Chair</p> <p>Headmaster</p> <p>RiF Committee</p>

ACTION

any any concerns as to why people are leaving. Feedback regarding the School from staff leavers is generally very positive.

Learning and Teaching – Governors noted the curriculum review is taking place. Food and Nutrition GCSE has been introduced following feedback from students. The timetable for KS3 has been reviewed to add an additional lesson for Drama, RS and Computing by removing one lesson a fortnight from science.

Leadership and Management – Governors were delighted to note that 81% of the Year 7 intake in September were coming from within catchment, noting it is a record level from the data available.

Term Dates 2023/24 – Governors agreed the dates as circulated, noting there will be 185 school days.

5 **School Development Plan 2021/22**

The Headmaster had previously circulated the progress being made against the strategic priorities for the forthcoming year. Governors noted the live document is available for them to review on Google Drive so they can monitor the progress being made.

6 **School Self-Evaluation**

The Headmaster reported that the SEF will be updated on the SLT planning day on Tuesday 14 June. Ms Moore and Mr Winman agreed to attend the planning day.

Ms Moore
and Mr
Winman

7 **Governance Matters**

Articles of Association – Governors approved the Articles as circulated at the last meeting and noted they will be sent to the DfE for approval before coming back to the Members to be adopted. Governors also noted the new constitution of the Governing Body. Three new external Members have been invited and have agreed to join the Academy Trust, Sir Francis Habgood, Dr Narendra Laljani and Mr Tom Batty.

Parent evenings – Mr Cobley and Mr Hardern had attended the Yr 6 parents' evening. Governors further agreed they would like to attend virtual parent evenings to give parents the opportunity to talk with a Governor.

Headmaster

Code of Conduct – The revised code of conduct was previously circulated. Governors agreed that the section dealing with breach of the code should be further reviewed and clarified. The Chair agreed to produce a draft for approval in September.

Chair

Government White Paper – The ASCL summary paper had been previously circulated. Governors noted that all schools must have joined or be in the process of joining a MAT by 2030. Governors further noted the matter was being

Headmaster

ACTION

discussed by TBGS and the Headmaster agreed to keep Governors updated on any developments.

Governor SEF – Ms Moore reported the Governor SEF has been updated and Governors approved the document and agreed it should be reviewed in a year. Governors further agreed a 360 review of the Chair should be further discussed by the PPR Committee.

PPR
Committee

8 Safeguarding Report

Mrs Venning, DSL, came into the meeting.

Mrs Venning had previously circulated a report covering the training undertaken since the last report; training planned; safeguarding developments and work undertaken this term; work with the Local Authority; impact of Covid 19; drug detection; dogs having been into school and no concerns raised; and the very positive impact of the new front entrance on safeguarding.

There are two areas of heightened concern around mental health and domestic violence, both of which have been echoed locally and nationally. There is increased concern around support from Social Services as they are extremely stretched and the waiting list for CAMHS is 18 months. **Mr Hardern raised concerns that there may be a correlation between SEND students and safeguarding and asked what support is being given by the Local Authority on this?** The Headmaster responded the Local Authority leadership is good but they are struggling to recruit staff of the right calibre.

Mrs Venning left the meeting.

9 Reports from Committees

9.1 Minutes of the Learning & Teaching Committee

This Committee met on 10 February 2022; the minutes had been previously circulated.

9.2 Minutes of the Community & Development Committee

This Committee met on 17 March 2022; the minutes had been previously circulated.

9.3 Minutes of the Personnel and Pay Review Committee

This Committee met on 31 March 2022; the minutes had been previously circulated. Mrs Ward further reported the terms of reference had been reviewed with the C&D Chair to manage any overlap. It had been confirmed that C&D will deal with the overall approach around staff and PPR will deal with any HR specifics. Both Committees will review their terms of reference at their next meetings.

Mr Jennings agreed to join the PPR Committee.

9.4 Minutes of the Resources inc. Finance Committee

This Committee met on 10 March 2022; minutes had been previously circulated. **Mr Brock further reported that a sub-committee has agreed funding for the canopy project and the Food Tech transfer into DT4 and another sub-committee has met to review the budget for 2022/23. The outturn surplus for the year 2021/22 is projected to be £20K.**

Budget 2022/23 – Governors noted the budget 2022/23 is being reviewed by the RiF sub-Committee and will then be scrutinised by the RiF Committee before being circulated to the FGB for approval, which all agreed should be done via email.

Management Accounts – Governors confirmed they were able to review the management accounts each month and it was noted that the most recent ones were scrutinised by the RiF Committee when they met.

9.5 Admissions Committee

This Committee met on 27 January and 4 March 2022; Mr Fails reported the Committee had agreed the criteria for accepting applications under exceptional circumstances at the first meeting and considered one application under exceptional circumstances at the second meeting. The Committee was unanimous that the student had met the criteria and that their application should be allowed to progress alongside all other applications.

10 Governor reports

10.1 Chair

Governors noted the Chair had taken no action under delegated authority.

The Chair reported that Mr Hardern and himself had met with a parent to discuss student behaviour. Some actions came out of the meeting around peer-to-peer behaviour showing kindness and respect.

Governors requested in future Headmaster reports included any incidents of bullying.

Headmaster

10.2 Development Governor

The Development Governor reported the new Governors have all completed their induction; and that there is collaboration ongoing with AHS on governance and FGB training; The Development Governor agreed to circulate training opportunities and encouraged all Governors to undertake a Learning Walk as they help to inform the governance role.

Mr Cobley further reported the Whistleblowing policy has been reviewed and a poster is going to be put up in the staff room so all staff are made aware who they can contact if an occasion arises.

10.3 Governor Visits

The visits undertaken by Governors had been previously shared.

11 Report of the PTA

There was no report on this occasion. Governors remarked that they were looking forward to the Curry & Quiz night the following evening.

12 Policies for review (being recommended by the respective Committee)

Community and Development Committee

Behaviour Policy

Staff Welfare Policy

13 Items previously approved via email

1. The conversion and fit-out of DT4 to facilitate the transfer of the Food and Nutrition class/kitchen from the bungalow at an accepted tender amount of £103.3k. This project should be well known to everyone and a sum of £90k in total had originally been provided within this year's budget.
2. The provision of bag canopies and racking to support the implementation of the Chromebook rollout for students. This is part of the broader L&T strategy and as such supported by Ed Walter and the L&T committee. This project was not provided for in the budget and a tender had been accepted at £101.5k. RIF supports funding this project from the reserves which currently value £453k.

14 Dates of future meetings

Governors reviewed the pattern of their meetings and agreed to continue holding the FGB meetings at the beginning of each term to set the strategy for each of the Committees.

Friday 23 September 2022

Friday 9 December 2022 (electronic meeting to approve the accounts)

Friday 20 January 2023

Saturday 25 March 2023 (Strategy Meeting)

Friday 5 May 2023

The meeting ended at 10.35am

Signed.....Date.....