

MINUTES of the meeting of the Directors of The Buckinghamshire Grammar Schools held at Aylesbury High School on 23rd November 2016 at 12 noon.

PRESENT:	David Hudson (Chairman) David Atkinson Stephen Box Andrew Gillespie Tracey Hartley	Peter Holding Annmarie McNaney Alan Rosen Rachel Smith Mark Sturgeon Phil Wayne
IN ATTENDANCE:	Caroline Cobb (Clerk) Debbie Munday (BucksCC)	Sue Walton
ABSENT:	Sharon Cromie Alan Roe	

	ACTION
<p>1 NOTIFICATION OF ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business.</p>	
<p>2 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest in the forthcoming agenda.</p>	
<p>3 REPORT FROM THE PROCUREMENT COMMITTEE</p> <p>Sue Walton reported the committee had met to review the documentation, which has now been returned to VWV. Everything is on track to go live on 28th November 2016. Costs have increased and data clauses have been revised and compliance with new legislation (2017) has been included. TBGS has now been registered as a data controller with the ICO. The next meeting of the committee will be held on 18th January, to follow the next TBGS meeting and interviews will be held on 24th January 2017 at RGS.</p> <p><i>Debbie Munday came into the meeting.</i></p>	
<p>4 MINUTES AND MATTERS ARISING</p> <p>4.1 MINUTES</p> <p>The Minutes of the meeting held on 21st September 2016, having been</p>	

circulated, were confirmed and signed by the Chairman as a correct record.

4.2 MATTERS ARISING

Website – Sue Walton reported good progress is being made and the site will go live shortly.

Heads of Sixth Form – Mr Rosen reported the meeting was a success and all who attended found it very useful and they have agreed to meet termly.

Google Drive – All agreed to share documents via Google Drive
Social Mobility Working Group – Andrew Gillespie agreed to convene a meeting of the group with an agenda of looking at ways in which TBGS can develop still further its work on social mobility.

Late Testing – A report was previously circulated with 3 options for Directors to consider. Debbie Munday reported she has attended a meeting of the Primary Executive Board (PEB) where primary school engagement with selection testing was discussed. Directors agreed further consideration on how to support primary schools should take place at the next meeting. All agreed there should be no change to the current late testing process for out of County children but that Bucks children could be tested at a grammar school if they are absent on the test day if their primary school found it too difficult to organize a later session. If in-county children missing the main test date were to be centrally tested, tracking sheets would be needed from all the primary schools within a very short timescale or a different method used to obtain the necessary information in order for these children to be tested and results received before the October school application deadline. Also, the first available session may not be close to where the children live, which could inconvenience families. All agreed that they would take it in turns to host the late testing sessions. It was agreed that the number of testing session would be reduced to 5 (October, December, February, April, July) plus a final session in September for Year 7 immediate admission. Prior publication of agreed testing dates in advance would help manage parents' expectations if there were reduced options.

5 HIGHLIGHT REPORT FROM SUE WALTON

The report had been previously circulated. There was nothing further to report.

6 COMPANY INSURANCE

All agreed insurance cover to be taken out as per the proposal from Rebecca Wilson at a cost of £1,133. The cover would be as follows:

Public liability - £2,000,000

Professional Indemnity and Directors and Officers liability - £1,000,000

Corporate Legal Liability - £100,000

Legal Expenses - £100,000 per incident and £1,000,000 in aggregate

7 INDEPENDENT REVIEW PANELS

Debbie Munday confirmed the Local Authority could manage independent review panels (re permanent exclusions) for those who have a contract for the Local Authority to manage their appeals.

ACTION

Agenda

Agenda

**Debbie Munday
to circulate rota**

8 FUNDING UPDATE

Mr Rosen reported there would hopefully be a presentation on funding at BASH. At School's Forum a discussion took place and it was felt funding could drop by 1.5% for 2017/18. The LA has significantly over spent on High Needs, Bucks pays more for SEND pupils compared to other LA's. Mr Rosen had also done the calculations for where Bucks Grammar schools sit on funding nationally and the Royal Latin School continues to be the worst funded secondary school nationally.

9 FREEDOM OF INFORMATION REQUESTS

The Chairman reported requests continue to be received and responded to as soon as practical and within the required timelines.

10 CEM REPORT ON THE 2017 ENTRY SECONDARY TRANSFER TEST

Gideon Copestake and Cathy Rooney from CEM came into the meeting. Reports had been previously circulated. Arising from the reports:

- Directors noted the test had overall worked extremely well
- The reliability of the test was also very good
- Peter Holding stated social mobility needs to be considered and how this can be incorporated
- Gideon Copestake asked if there was any feedback on the current Year 7 who had taken the test? The Chairman responded their performance has been very good
- Cathy Rooney reported DRS managed the distribution of the test papers much better than in 2015. DRS were closely monitored and they demonstrated how much they had improved their systems
- The test admin guidance will be further reviewed to make it more user friendly and to make return instructions clearer

11 DATES AND TIMES OF FUTURE MEETINGS

The dates and times of the future meetings were agreed as follows with a starting time of 8am at Aylesbury High School

- Wednesday 18th January 2017
- Wednesday 8th March 2017
- Wednesday 26th April 2017
- Wednesday 21st June 2017

All to note

The meeting closed at 2.45pm

Signed Date
CHAIRMAN