

**MINUTES of the meeting of the Directors of The Buckinghamshire Grammar Schools
held at Aylesbury High School on 22 January 2020 at 8am.**

PRESENT:	Mr M Sturgeon (Chairman) Mr D Atkinson Mrs S Cromie Ms J Cochrane Dr A Gillespie	Mr D Hudson Miss A McNaney Ms K Mountfield Mr A Roe Mrs R Smith
IN ATTENDANCE:	Mrs C Cobb (Clerk) Ms D Munday (BucksCC)	Ms S Walton
APOLOGIES:	Miss T Hartley Mr P Wayne	Mr G Scoble

		ACTION
1	NOTIFICATION OF ANY OTHER BUSINESS No items were tabled under any other business.	
2	DECLARATIONS OF INTEREST There were no declarations of interest	
3	MINUTES AND MATTERS ARISING	
3.1	MINUTES The minutes of the meeting held on 20 November 2019 had been previously circulated and were agreed to be a correct record of the meeting and were signed by the Chairman.	
3.2	MATTERS ARISING There were no matters arising.	
4	HIGHLIGHT REPORT FROM SUE WALTON The Highlight report had been previously circulated. There were no matters arising from the report.	
5	GL COMPENSATION/LIAISON GROUPS	

		ACTION
	Ms Mountfield and Mr Hudson reported back from their respective Liaison Group meetings. Primary colleagues in Liaison Groups would welcome financial support for collaborative projects they are undertaking. Heads discussed and agreed GL Assessment should be asked for compensation to be used by Liaison Groups and that this would be shared equally. This money was in addition to reimbursement of TBGS by GL Assessment of additional costs incurred by TBGS as a result of the testing errors. Ms Walton agreed to contact GL Assessment about this.	Ms Walton
6	SUPPORT FOR PRIMARY HEADTEACHERS FOR SRP PROCESS	
	Heads discussed the support which could be given to primary Headteachers and agreed greater clarity on the guidance would be useful. Heads also agreed to discuss strengthening training, guidance on how to deal with the process and sharing positive/good practice with HAWG. Setting up a small working group to facilitate this might be useful.	
	Heads also discussed the potential need for a TBGS complaints procedure. Legal advice should be sought about this and it should be clear that this is not part of the selection review/appeals process.	Ms Walton
	Ms Munday agreed to ask HAWG if they knew of any Primary Heads, not already involved with SRPs, who would like to become involved.	Ms Munday
7	SCHOOL FUNDING	
	Ms Cochrane, Ms Cromie and Dr Gillespie reported from Schools Forum. Heads noted the Local Authority need to balance high needs funding and further information will go to the next Schools Forum meeting in March.	
	Heads noted the forthcoming 19.5% increase in appeals costs rising from £212 to £260, which will take effect from April 2020. There is to be more detailed analysis around whether some schools will be more adversely affected by this than others and further information has been requested around the timing of the introduction of the increase to appeals costs. Heads agreed they would like to understand the rationale for the increase in costs as this may encourage some schools to manage their appeals independently. Mr Atkinson and Mr Roe agreed to report back to the next meeting how they manage their appeals, and include costs, logistics, the number of appeals and staff time spent.	Mr Atkinson & Mr Roe Agenda
8	FREEDOM OF INFORMATION	
	Ms Walton reported freedom of information requests are being managed in accordance with policy.	
9	SHARING GOOD PRACTICE	
	Mrs Smith reported Beaconsfield High School are running a training session for Middle Leaders, to which all Schools are invited.	
10	ANY OTHER BUSINESS	
10.1	GSHA GL ASSESSMENT GROUP	
	Mr Atkinson reported he has been invited to sit on the GSHA GL Assessment Group and he would report back to the next meeting any areas of interest.	
10.2	STT TESTING	

	ACTION
Ms Munday reported Bucks New University will not be available as a testing centre. Heads suggested St Michael's (Aylesbury), the UTC, Aylesbury College and the Crowne Plaza, Marlow be contacted.	Ms Munday
10.3 AD HOC TESTING	
Ms Munday asked Heads to ask their Exam Officers to let her have alternative dates for ad hoc testing throughout the year.	All Heads
10.4 CLERKING	
Ms Munday agreed to give all Heads an electronic advert for recruiting Selection Review Clerks. Heads agreed to place the advert on their websites	Ms Munday All Heads
10.5 SUBS	
The Chairman reminded all Heads who were marked down as substitutes, in the event of an emergency, to block the time out in their diaries, as it was extremely important SRPs take place as scheduled.	All Heads
10.6 APPEAL PAPERS	
Heads requested the circulation of papers was done in a sustainable manner. Ms Munday agreed to review this and try to get papers to Heads earlier.	Ms Munday
10.7 ADAPTIONS TO THE STT	
Ms Munday advised that a SENDCO needed to be co-opted to assist with appeals for pupils who have SEND. Heads agreed to consider whether their SENDCO might be suitable and respond directly to Ms Munday on this.	All Heads
10.8 REPRESENTATIVES FOR APPEALS	
Ms Munday asked all Heads to consider anybody they would recommend as Representatives for appeals.	All Heads.
11 DATES OF FUTURE MEETINGS	
It was agreed meetings will take place at 8am at Aylesbury High School on: 11 March 2020 6 May 2020 17 June 2020	

The meeting closed at 10.00am

Signed Date
CHAIRMAN