



## CHARTERS SCHOOL

### MINUTES OF MEETING OF MAIN GOVERNING BODY

#### PART A (NON-CONFIDENTIAL)

	<b>Minutes of meeting held on Tuesday 2<sup>nd</sup> November 2010 at 6.00pm in the Durning Room, Charters School</b>	<b>Action</b>
<b>Present:</b>	Mark Cooper (Chairman), Richard Pilgrim & Martyn Parker (Co-Headteachers), Cllr. C. Bateson, Dr. G. Bradley, Dr. M. Dakers, Gareth Davies, Simon Davies, David Evans, Sue Evans, Dr. Remy Husein, Kate Maxfield, George Midgley, Herta Morris, Keith Pell, Karin Shrewsbury, Vanessa Stroud, Ellie Wallace	
<b>Apologies</b>	The following apologies were received and accepted: Andy Weston and Simon Jones	
<b>In Attendance</b>	Karin Murray (Clerk), Tom Buckley & Annaliese Abrahams (KS3 Head Boy and Head Girl), Mrs. K. Hill – Curriculum Leader, Maths Faculty	
	MC welcomed Tom Buckley & Annaliese Abrahams, KS3 Head Girl and Head Boy. MC also welcomed new Governors to their first Full Governors' meeting – Dr. Mark Dakers and Dr. Gaynor Bradley as Staff Governors, Karin Shrewsbury and Simon Davies as Parent Governors.	
	The meeting started with a presentation by Mrs. K. Hill, Curriculum Leader Maths Faculty, detailing strategies used in all key stages, successes and also concerns. <i>(NB: K. Hill left the meeting at this point – approximately 6.45pm)</i>	
<b>062/11</b>	<b>DECLARATION OF PECUNIARY INTEREST</b> Cllr. Bateson declared that she is a Governor at St. Michaels School and Heathermount School.	
<b>063/11</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b> None.	
<b>064/11</b>	<b>ELECTION OF CHAIR AND VICE-CHAIR OF FULL GOVERNING BODY</b> Clerk informed the meeting that MC and HM have expressed interest in continuing as Chair and Vice-Chair of the Full Governing Body. No other nominations have been received.  HM proposed MC as Chair of Governors. DE seconded the proposal. <b>Governors unanimously endorsed MC as Chair of Governors for this academic year.</b> DE proposed HM as Vice-Chair of Governors. GD seconded the proposal. <b>Governors unanimously endorsed HM as Vice-Chair of Governors for this academic year.</b>  HM and MC thanked the Governors for their endorsement. MC continued to Chair the meeting.	
<b>065/11</b>	<b>MINUTES OF PREVIOUS MEETING – MONDAY 21ST JUNE 2010</b> <u>Minutes approved by the Governors and signed by the Chairman.</u>	
<b>066/11</b>	<b>MATTERS ARISING</b> * Behaviour Points. On-going. SD taken responsibility for this. * Link Governors. To be discussed as part of the Agenda. * Carbon Trust Report. CB, VS and GB are meeting regularly to discuss this. * Food. To be discussed as part of the Agenda. * Performance Management. MP reported this has changed a little and MP will report to the F&S committee.  <u>3G ASTROTURF</u> This was referred by the S&B committee as it was not formally approved by the FGB prior to work commencing. DE stated that the situation arose from a misunderstanding that the astroturf had been approved in principle but it had not been formally minuted.	<b>MP</b>

	<p>The meeting agreed that in future, the person who signs an Agreement, must be responsible for obtaining agreement from the Full Governing Body. RP added his investigation had revealed that the Facilities Agreement was not up to date and asked for permission to put together a group to formally look at the documents, bring them up-to-date and have it minuted. The Governors agreed to this so that we can have one agreement between the school and Charters Recreation Trust. The Governor representative of the Charters Recreation Trust was Rob Evison whose term has now finished. KM volunteered to take on this role and be involved in the process/production of the Facilities Agreement.</p> <p>The Governors unanimously agreed to approve the 3G building work retrospectively, subject to the school having no costs, including energy and maintenance costs, and a new Facilities Agreement being signed. They also agreed to reserve the right to take full ownership of the astroturf within six months if there is no signed Facilities Agreement. <b>The Governors agreed unanimously to this.</b></p> <p>It was also agreed that RP should forward suggestions for the renegotiation of the Facilities Agreement to the Strategic Planning committee.</p>	<p><b>RP</b></p> <p><b>KM</b></p> <p><b>RP</b></p>
<b>067/11</b>	<p><b>ADOPTION OF COMMUNITY GOVERNOR – SIMON JONES</b> MC explained that Simon Jones was a teacher at Charters until recently and had also served as a Staff Governor. Simon has asked to be considered for the vacant Community Governor position. <u>Proposal</u> MC proposed to adopt Simon Jones as Community Governor. HM seconded the proposal. <u>Vote</u> <b>Governors voted unanimously to adopt Simon Jones as Community Governor.</b></p>	
<b>068/11</b>	<p><b>ISSUES FROM STUDENTS</b> The KS3 Head Girl and Head Boy reported on the findings of a questionnaire distributed regarding Sixth Form dress code to students and staff. The meeting discussed the findings at length.</p> <p>The Governors agreed the dress code should follow HM's "decency code" suggestion and that she should draft a dress code to be given to the Sixth Form on a trial basis, to be reviewed at the end of this academic year.</p> <p>MC thanked Annaliese and Tom for attending the meeting and their contributions. <i>(NB: Annaliese Abrahams and Tom Buckley left the meeting at this point – 7.40pm.)</i></p>	<p><b>HM Clerk</b></p>
<b>069/11</b>	<p><b>HEADTEACHER REPORT – PART A</b> A report was distributed prior to the meeting. MP reported that staff figures and costs had been reduced without impact on the Curriculum at the moment, but MP was not sure whether this would be the case in the future.</p>	
<b>070/11</b>	<p><b>HARDSHIP FUND</b> This was referred from the F&amp;S committee who wanted to support families who cannot afford to send their children on extra-curricular activities.</p> <p><b>The Governors unanimously endorsed the establishment of this fund with a maximum of £5K per academic year. Headteachers to approve funds given to students and then provide an annual report to the F&amp;S committee.</b></p>	<p><b>RP Clerk</b></p>
<b>071/11</b>	<p><b>ADMISSION NUMBERS</b> RP/MP informed the meeting that current admission numbers are 240 for years 7-11. Typically we have 240-250 after appeals each year. The Borough has now informed us that they intend to hold the intake numbers at 240 which could affect school funding.</p> <p><b>The Governors approved MP/RP to carryout an investigation into processes and risks of increasing the school's pupil registration number and asked them to report back at the next FGB meeting.</b></p>	<p><b>MP/RP Clerk</b></p>
<b>072/11</b>	<p><b>GOVERNOR DEPARTMENTAL ATTACHMENTS</b> The Governors discussed current departmental attachments and vacancies and agreement was reached for all departments. Clerk to update and distribute the Governor</p>	<p><b>Clerk</b></p>

	<p>Department/Faculty attachments document. HM informed the Governors of a proposal from the Strategic Planning committee to have a Governor/Faculty Day in the Spring whereby all Governors will attend the school on the same day and visit/observe their faculties. The proposal includes having lunch in the school canteen and discuss observations etc. RP to forward a suggested date for this to Clerk for distribution to the Governors.</p>	<b>RP/Clerk</b>
<b>073/11</b>	<p><b>UPDATE ON TRUST STATUS</b>  RP reported that the prospective Trustee has left Dell and the legal documents have not been signed on their behalf. RP also reported that the RBWM decision regarding Associate Staff pensions was expected but had not been received as yet, following a meeting of the Employment Panel on October 25th. MP and RP feel that there is no distinct advantage to going through with Trust Status because we now have the links with the partners and it has been disappointing that the process of achieving Trust Status has not gone as hoped. There is also an issue outstanding regarding some of the land and the school have made their opinions known to the Borough.</p> <p><b>The Governors agreed unanimously to</b></p> <ul style="list-style-type: none"> <li>• <b>not proceed with achieving Trust Status</b></li> <li>• <b>MP/RP contacting all the Trust Partners to discuss the current situation to ensure that effective links are maintained and</b></li> <li>• <b>MP/RP reporting back at the next FGB meeting</b></li> <li>• <b>MP/RP to contact RBWM regarding the current situation.</b></li> </ul>	<b>RP/MP</b>
<b>074/11</b>	<p><b>COMMITTEE HIGHLIGHTS</b>  A report was distributed prior to the meeting. DE asked the Governors for approval for the following:  * Infill/Cage building will exceed the original budget by £20K F&amp;S and S&amp;B committees have agreed a revised spending limit of £200K. <b>Governors unanimously approved this revised spending limit.</b>  * Extended Horizons Building. This building will change use. The pastoral services will be housed here under the management of Mark Jenkins. The original pastoral hub (infill/cage area) will now be used for additional English classrooms. The Bungalow/Extended Horizons building will be used for all extended services such as school counsellors, school nurse and Connexions etc. It is felt this would make best use of the buildings. A donation was received from an ex-student but the school need to fund an extra £13K. <b>Governors unanimously approved this.</b>  * Small project for a PE office which involves knocking down one of the connecting walls. <b>Governors unanimously approved this.</b>  <i>(NB: VS left the meeting at this point – 8.40pm)</i>  * RP informed the meeting that he had received a letter from RBS stating that they would pay an amount of £100K, agreed some time ago with Charters Development which RBS now own. RP stated that we now have to talk to legal services at the borough in order to fulfill our legal obligations relating to this money, i.e. transferring right of access through the gate to the fields. The school will receive approximately £73K of this money after costs.  * GB asked about the area at the top of the field which was discussed as part of the original agreement. It is owned by Charters Development. CB to ask the borough if they wish to use the land.  * RP reported that we have a three year planning permission for the applied learning facility (Sports Diploma Facility).  <b>Governors agreed to RP/MP investigating fund-raising for this facility.</b></p>	<b>RP</b>  <b>CB</b>  <b>RP/MP</b>
<b>075/11</b>	<p><b>TIRABAD</b>  RP reported that an inquest will be held soon into the death of a student at Tirabad and RP will report on the outcome at the next FGB meeting.</p>	<b>RP</b>
<b>076/11</b>	<p><b>LINK GOVERNOR UPDATE</b>  MC thanked RH for distributing his report on this matter. Discussed earlier in the meeting.</p>	
<b>076/11</b>	<p><b>CHARTERS FOOD</b>  Deferred from previous meeting. MP reported that there is a 70% usage of the school canteen. There is an issue with Sixth Form food but this is being investigated. Quality of the food and quantity have improved.</p>	

077/11	<p><b>CELEBRATION OF ALL ACHIEVEMENTS</b>  Deferred from previous meeting. The Governors agreed that ALL achievements should be celebrated, including Music, Drama and Art. KP suggested HOYs, Tutors and Heads of Departments report student achievements to the MP/RP. MP reported that SD is managing an achievement log. KM stated that in some cases, students don't feel it's "cool" to be good and achieve at school. MP/RP to discuss this further with the SLT.</p>	<b>MP/RP</b>
078/11	<p><b>POLICIES FOR RATIFICATION</b>  <b>The following policies were ratified by the FGB: (majority vote – two abstentions)</b>  <b>Curriculum Committee:</b> SEN Policy; Child Protection Policy; Complaints Policy; Disability Equality Scheme; Marking Policy; Terms of Reference.  <b>Finance &amp; Staffing Committee:</b> Charging Policy; Recruitment Policy; Lettings Policy; Mobile Phone Policy; Terms of Reference.  <b>Sites &amp; Buildings Committee:</b> Use of CCTV Cameras; Terms of Reference.</p> <p>* The Lettings Policy is ratified but MP to bring it back to the F&amp;S committee meeting with amendments based on DE's comments.  * Full Governing Body Terms of Reference. Clerk to change membership to previous version in view of Trust Status discussion.  * Clerk to update the School Policy document and distribute.</p>	<b>MP Clerk  Clerk</b>
079/11	<p><b>ANY OTHER BUSINESS</b>  None.</p>	
	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will take place on <b>Monday 7<sup>th</sup> March 2011, commencing 6.30pm (following F&amp;S meeting). Venue – Durning Room.</b></p> <p>Part A finished at 9.10pm.  <b>K. Murray</b>  <b>Clerk to Governors</b></p> <p>Signed..... Date .....</p> <p><b>Chairman</b></p>	

