



CHARTERS SCHOOL

MINUTES OF MEETING OF MAIN GOVERNING BODY

PART A (NON-CONFIDENTIAL)

	Minutes of meeting held on Monday 21st June 2010 at 09.00a.m. in H11, New Sixth Form Block	Action
Present:	Mark Cooper (Chairman), Richard Pilgrim & Martyn Parker (Co-Headteachers), Joanna Booth, Dr. Remy Husein, Kate Maxfield, George Midgley, Keith Pell, Vanessa Stroud, Simon Jones, Christine Bateson, Andy Weston, David Evans, Ellie Wallace, Herta Morris	
Apologies	The following apologies were received and accepted: Gareth Davies, Sue Evans, Rob Evison and Steve Heathcote	
In Attendance	Karin Murray (Clerk), Steve Harvey, Rhianne Blockley & Michael Stokes (HG/HB KS5)	
Did Not Attend:		
	Chair welcomed Rhianne Blockley and Michael Stokes, KS5 Head Girl and Head Boy.	
296/10	DECLARATION OF PECUNIARY INTEREST Cllr. Bateson declared that she is a Governor at St. Michaels School and Heathermount School and also a Trustee of the Leisure Centre.	
297/10	DECLARATION OF ANY OTHER BUSINESS None.	
298/10	MINUTES OF PREVIOUS MEETING – Monday 8th March '10; EFG Monday 4th May '10 and Budget Mtg Monday 10th May '10. One amendment agreed for the minutes of meeting March 8 th – CB sent her apologies. <u>Minutes approved by the Governors with this amendment and signed by the Chairman.</u> <u>EFG and Budget minutes approved by the Governors and signed by the Chairman.</u>	
299/10	MATTERS ARISING * Sixth Form PE – Steve Harvey to discuss this during the meeting. * Behaviour Point System. The Headteachers have reminded staff that there are not enough good comments going onto the system. They are looking at electronically reminding staff about this. It has been suggested that the teachers will write down good behaviour points and the office staff will input it. SD taking responsibility for this. (NB: EW arrived at this point – 9.11a.m.) * SEN – Yr10 with/without SEN. RP handed out a report explaining why the figures at the previous meeting did not tally. * Link Governors. RP/MP have reminded staff to be more proactive. RP suggested the Governor and the Link person have a walk-around the faculty. Another suggestion from the Strategic Planning committee is for the faculty to present to the Governing Body. MP suggested inviting the Head of Maths to the next FG meeting. Clerk to propose dates/meetings for faculty heads to give a brief presentation prior to committee meetings. The meetings will start at 6.00pm to allow time for this. * Carbon Trust. RP/GB/VS to update the Carbon Trust report. Strategic Plan to include this. The report will go before the Sites & Buildings committee first. CB stressed that	SD Clerk RP/GB/VS/

	<p>she is the link governor for this and she had written to the school to ask when the meetings will take place. VS gave CB information about the time etc. for her to attend. * Energy Monitoring System. RP informed the meeting that we are very close to having this installed. MC asked if we have a smart meter for the new Sixth Form building. This could not be confirmed. VS reported that her understanding is that it should be able to break down information between buildings. This will be discussed further at the next S&B meeting and then reported back to the next FG meeting.</p>	Clerk
300/10	<p>RE-ADOPTION OF KEITH PELL, COMMUNITY GOVERNOR KP's term as Community Governor is coming to an end and he is keen to carry on. <u>Proposal</u> JB proposed to vote KP as Community Governor. CB seconded the proposal. <u>Vote</u> Governors voted unanimously to re-adopt Keith Pell as Community Governor.</p>	
301/10	<p>STAFF GOVERNOR – DR. M. DAKERS <u>Proposal</u> Clerk asked for a show of hands to accept Dr. M. Dakers as Staff Governor with immediate effect. DE seconded this proposal. <u>Vote</u> 10 voted to accept the proposal. 2 abstained. Dr. M. Dakers voted as new Staff Governor following a majority vote. Clerk to inform Dr. Dakers and the staff at Charters of this decision.</p>	Clerk
302/10	<p>ISSUES FROM STUDENTS Rhianne Blockley and Michael Stokes, KS5 Head Girl and Head Boy informed the meeting that they had two main issues – Food and Uniform. <u>Uniform</u> Michael informed the meeting that a surprising number of students are in favour of wearing suits (boys) and smart clothes (girls) with a dress-down day on Fridays when they could be allowed to wear jeans etc. A survey will be done shortly but a dress-down day was felt to be a good compromise for those students who were not in favour of it. HM asked how students doing sport would be accommodated. RP asked if proper research could be done including how much the clothes would cost compared to the cost of clothes within the current dress-code. RP/MP stated that they will focus on this with the staff from September. EW to liaise with MP/RP about talking to the students re. Dress code. <u>Food</u> It was reported that the main issue with the food is quantity rather than quality. A deli-bar has been suggested for the corner of the Sixth Form common room. VS has raised this with Caterlink and it will start again in September. Regarding quantity, KP suggested that there was a huge difference between the needs of Year 7 students and Sixth Form student for example. Pasta was given as an example where portions are felt to be small. RP/MP to discuss this further. KM asked about water availability as she had been at school before and after hours with the sports department when there had not been any available. It was suggested that the number of water fountains be increased around the school. It was also suggested that students should be encouraged to bring in a water bottle to school. RP/MP to look into this. RP/MP to mention water bottles at the new Year 7 meeting later today. <u>Work Experience</u> Michael and Rhianne reported that a large number of Sixth Form students are interested in doing work experience. HM suggested collating a list of people/companies who would be willing to give the work experience and advertise this to the students. HM suggested asking our trust partners if they will do this. RP to ask the school's careers coordinator to investigate this further. Michael and Rhianne stated that there will be a Sixth Form Drop-In Centre which will replace the Sixth Form Council so that help is available at all times. <i>(NB: S. Harvey arrived at the meeting at this point – 9.55a.m.)</i> RP thanked Michael and Rhianne for their time and congratulated them on their</p>	<p>HB/HG</p> <p>EW/MP/RP</p> <p>MP/RP</p> <p>MP/RP</p> <p>RP</p>

	<p>appointments as Head Boy and Head Girl. It was agreed that all future student issues will be for across the key stages. Clerk to ensure HB/HGs are aware of this.</p> <p><i>(NB: Michael Stokes & Rhianne Blockley left the meeting at this point – 10.00a.m.)</i></p>	Clerk
303/10	<p><u>TRAINING: PERFORMANCE MANAGEMENT</u> MP gave a presentation to the Governors regarding the Performance Management of Teaching Staff.</p> <p><u>TRAINING: CURRICULUM ENRICHMENT DAYS (CED)</u> Highlights as follows: * MP informed the meeting that the CEDs were put together in response to the new key stage curriculum in 2008. This put an onus on key curriculum elements. * The days have been set up to deliver these cross curriculum elements combined with trips so that all students have access to this information. There are seven cross curriculum dimensions which include Cultural Diversity and Healthy Lifestyles. MP showed an example of what is planned during the next CED on 1st July. * MP reported that staff and students are divided about the present structure of the CEDs. Not all trips can be done during these days so some students are still taken out of curriculum time. *A working party was set up and they have made two proposals. The first is to have a four-day model with pupils working in house groups covering sustainability, healthy living and community and enterprise. This will be lead and organised by a team. Trips will not be included in this. The other proposal is to stay with some of the current programme but reduce it from seven to five days. MC asked if they are swapping the days of the week the CEDs are held on – MP responded that they were. * MP to circulate the the presentation. <i>(NB: DE left the meeting at this point 10.55a.m, returning at 10.57a.m..)</i> <i>(NB: RP left the meeting at this point 10.57a.m.)</i></p>	
304/10	<p><u>USA YOUTH SPORTS TRUST</u> SH gave a presentation to the Governors on the Sports Trust School Leaders visit to Georgia, USA. Highlights as follows: * The American model is very different to ours * Curriculum controlled by the local authority. * They have non-teaching personnel solely responsible for behaviour management. * There are very good sports facilities but they have a very big obesity problem. * The attendees did not believe that that we have approximately 2 obese children in our school whereas they have a 50% obesity rate in Georgia. <i>(RP rejoined the meeting at this point – 11.02a.m.)</i> * A representative from Holy Trinity School and South Ascot School went on this visit. * SH suggested Charters should be involved with the International Learning Community. * Comberton Educational Trust were at the conference and Charters are linking with this college and meeting with them soon. * Some school classes have 30+ students. * Yearly progress tests are the only measure of targets and they are not done on a national level. * SH hopes to take his A Level students to the local American school as he feels that they will learn a lot and hopefully will appreciate what we have at Charters.</p> <p><u>International Inspiration</u> SH discussed the school's involvement in a project funded and monitored by the British Council and the Youth Sports Trust. This involves linking with a school in South Africa – Holy Family Combined School. Highlights as follows: * Physical Education had not been taught in some schools in South Africa because it had been seen as “elitist” * PE for one hour per week is now being introduced although the students will be delivering this themselves. * The Holy Family Combined School have been given a full-size astroturf pitch. * Rob Deacon is successfully working with the school. * This comes under our Community Cohesion umbrella.</p>	

	<p>* SH feels that our students will learn from this by learning what life is really about for students in South Africa.</p> <p>* This will add to the prestige of our school when it is written up as projects and shared with the Sports College Conference.</p> <p><u>Sixth Form P.E.</u></p> <p>* SH reported that for the majority of the Sixth Form, if they did not do PE, they would have no leisure time.</p> <p>* At the moment, one week PE is for Year 12, the next week Year 13. SH feels that we have not offered the right activities but we are limited to what we have here. Next year there will be Sixth Form PE every week for both Years 12 and 13.</p> <p>* We have also entered formal competitions with other colleges. There have been changes in personnel this year which has not made it easier to monitor the students.</p> <p>MC thanked SH for his time and contribution at this meeting. (NB: EW and SH left the meeting at this point – 11.38a.m.)</p>	
305/10	<p>UPDATE ON TRUST STATUS AND ACADEMIES STATUS (NB: KM left the meeting briefly at 11.41a.m., returning at 11.43a.m.)</p> <p>* RP informed the Governors that a new Memorandum Of Articles document is still with Dell. He also reported that the Charters contact at Dell had recently left and we are waiting for an alternative contact to be named.</p> <p>* There is a meeting this week with the Trustees.</p> <p>* RP updated the meeting on the status of Academies as promoted by the new Government.</p> <p>* The meeting discussed the differences between a Trust School and an Academy School; one being as an Academy, you can opt out of the school teachers pay and conditions which you cannot do as a Trust. Academy status also has implications on the responsibilities of the Trustees and also the Governors and has a minimum sign-up of 7 years.</p> <p>MC stated that he thinks at the moment we should stay with the Trust Status as Academy Status has more risks for the school. MC suggested not going down this route at this point but continue with the Trust Status.</p> <p>*MP/RP stated that they do not want to rush into Academy Status.</p> <p>*CB asked RP and MP to let her know if RBWM legal are not being helpful.</p> <p>* General agreement to go ahead with Trust School Trust and hold the Trustees meeting this week.</p> <p>* MP to forward the letter from the National Governor Services to Clerk for distribution to Governors. (NB: CB left the meeting at this point 12.00)</p>	<p>RP/MP</p> <p>MP</p>
306/10	<p>COMMUNITY COHESION This was discussed at a recent Strategic Planning meeting.</p>	
307/10	<p>COMMITTEE HIGHLIGHTS Curriculum highlights distributed prior to the meeting. Nothing to report from F&S committee.</p> <p><u>Sites & Buildings Committee</u></p> <p>* Car Park completed without the footpath because of issues with the tree officer.</p> <p>* Diploma Building has planning permission. There are finance concerns, it has been suggested that the overall capital spend review may impact on whether there is any money for the Diploma Building. It may impact on how much of that money gets allocated to other sports and leisure activities. RP and DE, with agreement from the S&B committee, have put together a joint venture plan for improving the existing sports facilities, provided funding is given to us for the Sports and Leisure Building. This joint venture will be sent to Cliff Turner.</p>	<p>RP</p>
308/10	<p>LINK GOVERNOR UPDATE Deferred to next meeting.</p>	<p>Clerk</p>
309/10	<p>TIRABAD Nothing new to report.</p>	

310/10	<p>RATIFICATION OF POLICIES The following policies were approved at committee level and were distributed prior to the meeting. No comments or amendments received. The following policies were ratified by the Full Governing Body: Curriculum Committee: Collective Worship, Curriculum; Looked After Children; Sex Education. Finance & Staffing Committee: Performance Management. Sites & Buildings Committee: No Smoking Clerk to update the Charters Policy Table and distribute to relevant Governors and staff.</p>	Clerk
311/10	<p>RATIFICATION OF FULL GOVERNING BODY TERMS OF REFERENCE This was distributed prior to the meeting and no comments or amendments received. The Governors approved the FGB Terms of Reference as relevant for Charters when Trust Status is completed. Clerk to update the Charters Policy Table and distribute to relevant Governors and staff.</p>	Clerk
312/10	<p>CHARTERS FOOD Deferred to next meeting.</p>	Clerk
313/10	<p>CELEBRATING ALL ACHIEVEMENTS Deferred to next meeting.</p>	Clerk
314/10	<p>GOVERNOR MEETINGS – 2010/2011 The Governors agreed to move all Sites & Buildings, Curriculum and Strategic Planning committee meetings to a Tuesday. Finance & Staffing meetings to be held on a Monday as planned. Clerk to update meeting list and redistribute.</p>	Clerk
315/10	<p>HEADTEACHER REPORT – PART A * MP stated that the Sixth Form numbers have increased over the past few years. * We are looking at improving transition, smaller tutor groups, monitoring attendance and timely work being handed in. Sixth Form results have not been as good as we had hoped in previous years. (NB: KP left the meeting briefly at 12.14; returning at 12.15pm) * Following the Sixth Form introductory evening, each student has a meeting with a senior member of staff and there is also an induction with taster lessons. (NB: VS left the meeting briefly at 12.15, returning at 12.16pm). * A lengthy discussion followed regarding ways of improving the Sixth Form cohort. KM suggested informing Year 7 about what is required in the Sixth Form to set expectations.</p>	
316/10	<p>ANY OTHER BUSINESS * Joanna Booth has decided to resign from her role as Community Governor with immediate affect. MC thanked JB for all her efforts and contributions over the past 18 years. * RP suggested having a social evening for the Governors. RP/MP and Clerk to organise.</p>	RP/MP/ Clerk
	<p>DATE OF NEXT MEETING The next meeting will take place on Tuesday 2nd November 2010 commencing 6.30pm. Venue to be confirmed. Part A finished at 12.20pm. K. Murray Clerk to Governors Signed..... Date Chairman</p>	