



**CHARTERS SCHOOL**

**MINUTES OF MEETING OF MAIN GOVERNING BODY**

**PART A (NON-CONFIDENTIAL)**

	<b>Minutes of meeting held on Monday 7<sup>th</sup> March 2011 at 6.30pm 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, Gareth Davies, Simon Davies, David Evans, Sue Evans, Dr. Remy Husein, Simon Jones, Kate Maxfield, George Midgley, Herta Morris, Karin Shrewsbury, Vanessa Stroud, Ellie Wallace, Andy Weston	
<b>Apologies</b>	The following apologies were received and accepted: Keith Pell and Dr. Mark Dakers	
<b>In Attendance</b>	Karin Murray (Clerk), Ben Stafford & Anna Tuddenham (KS4 Head Boy and Head Girl)	
	MC welcomed Ben Stafford and Anna Tuddenham, KS4 Head Girl and Head Boy. MC also welcomed Simon Jones to his first FGB as Community Governor.	
<b>165/11</b>	<b>DECLARATION OF PECUNIARY INTEREST</b> Cllr. Bateson declared that she is a Governor at St. Michaels School and Heathermount School.	
<b>166/11</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b> * Full Governors Terms of Reference * Canteen (to be discussed as part of Issues from Students)	
<b>167/11</b>	<b>MINUTES OF PREVIOUS MEETING (PART A) – TUESDAY 2ND NOVEMBER 2010</b> <u>Minutes approved by the Governors and signed by the Chairman.</u>	
<b>168/11</b>	<b>MATTERS ARISING</b> <ul style="list-style-type: none"> <li>• Performance Management. MP has reported back to the F&amp;S Committee.</li> <li>• Recreation Trust. KM reported that she had received an email from Steve Harvey confirming her appointment as the Governing Body representative. RP reported that he has written to the trust confirming KM's position also. KM, RP and DE to meet to discuss this further.</li> <li>• Hardship Fund. Has been discussed at the F&amp;S Committee.</li> <li>• Admission Numbers. To be discussed as part of the Agenda.</li> <li>• RBS £100K. VS chasing this.</li> <li>• Tirabad. To be discussed as part of the Agenda.</li> </ul>	<b>KM/RP/DE</b>  <b>VS</b>
<b>169/11</b>	<b>ISSUES FROM STUDENTS</b> Ben Stafford and Anna Tuddenham introduced themselves as the KS4 Head Girl and Head Boy. Issues raised by students as follows: <u>Canteen (KS3 and KS4)</u> <ul style="list-style-type: none"> <li>• Two main problems – overcrowding on certain breaks and quality of the food. Ben distributed some research which they had carried out.</li> <li>• Suggested proposal to have an extension to the canteen towards the outdoor area. An alternative would be to redesign the canteen, putting more seating in or to have heaters outside although this would not be environmentally friendly.</li> <li>• The research assumes that everyone on a break uses the canteen and does not include the Sixth Form.</li> <li>• Historically students with packed lunches were allowed to eat in the small hall.</li> <li>• There are fewer classes with a B break as some lessons cannot be split to accommodate it.</li> <li>• Some classes need an A break in order to clear up before the next class begins.</li> <li>• VS reported that she is in discussions with a company about alternative furniture in the canteen.</li> </ul>	

	<ul style="list-style-type: none"> <li>• MP/RP to explore where students can eat packed lunches, e.g. Youth Centre.</li> <li>• VS to contact Caterlink regarding actual student numbers using the Canteen.</li> <li>• VS to take information regarding alternative canteen furniture to the S&amp;B committee.</li> <li>• SE expressed concern regarding the fire and safety issue of the numbers expressed in the research, using the canteen area. RP to investigate the fire safety number for the canteen.</li> <li>• MC asked if a count could be done, showing how many students are entering the canteen during each break. MC asked if this information could be brought to the next FGB. Ben and Anna to organise this.</li> </ul> <p>The Governors thanked Ben and Anna for their research.</p> <p><u>Food Quality</u></p> <ul style="list-style-type: none"> <li>• Ben and Anna suggested creating a Food Review Committee made up of tutor reps. Governors agreed that this was a good idea.</li> <li>• Provision of food within breaks. Concerns raised that certain foods are not available in C break (Pasta). Ben also stated that the food at this time is not always hot.</li> <li>• The Governors suggested that during the extended research mentioned above, students could be asked as they come out of the canteen about the quality and quantity of the food.</li> </ul> <p><u>Recognition of Achievements (KS3&amp;4)</u></p> <ul style="list-style-type: none"> <li>• Ben reported that KS3&amp;4 students did not feel their achievements were being recognised enough.</li> <li>• A reward system had been suggested as this was used at another School in the area.</li> <li>• HM stated that if we want the students to be citizens of the future, they should not expect anything unless it is “above and beyond”.</li> <li>• Postcards home have been a popular method of recognition.</li> <li>• RP to investigate reward points, particularly for Years 10 and 11.</li> <li>• GB expressed concern as it is hard for teachers to keep up with postcards for example and also teachers have their own methods of rewarding their students.</li> <li>• Anna to find out what Newlands School's reward system works.</li> <li>• HM stated that we have to be careful about how points and rewards are issued and the possible demoralisation of those that get overlooked for recognition.</li> <li>• EW suggested rewarding effort.</li> <li>• MP to take this to SLT.</li> </ul> <p><u>Uniform</u></p> <ul style="list-style-type: none"> <li>• Female students have requested to be allowed to wear grey socks and tights instead of black. <b>The Governors voted unanimously to approve this addition to the dress code.</b></li> </ul> <p><b>The Governors thanked Ben and Anna for their attendance and their input.</b> (NB: Ben and Anna left the meeting at this point – 7.15pm approx.)</p>	<p><b>MP/RP VS VS</b></p> <p><b>RP</b></p> <p><b>HB/HG</b></p> <p><b>HB/HG</b></p> <p><b>RP</b></p> <p><b>HG(AT)</b></p> <p><b>MP/SLT</b></p>
<p><b>170/11</b></p>	<p><b>HEADTEACHER REPORT – PART A</b> A report was distributed prior to the meeting.</p> <p><u>School Performance and English Baccalaureate</u></p> <ul style="list-style-type: none"> <li>• MP reported that the first column of the league table should state %5A*-C GCSEs inc. English &amp; Maths.</li> <li>• MP reported that the student numbers within the Humanities and MFL areas have been maintained.</li> <li>• MP/RP reported that most schools are taking the same approach towards EBAC as Charters. MP also stated that it is hoped the EBAC results for this year will be the same as last year.</li> </ul> <p><u>Development Plan 2011-14</u></p> <ul style="list-style-type: none"> <li>• RP reported that the Governing Body had given permission to look at potential building work in the Science department. RP distributed some drawings to the Governors.</li> <li>• There is a £400K budget and designers have suggested taking away the bottom floor including the Lecture Theatre. GB stated that she thought it was a good solution for the budget and it would give them two new Science labs. This would be a STEM building which includes Maths.</li> <li>• The main issue is the budget. To spend the £400K from the borough in this way</li> </ul>	

	<p>rather than sharing it around all the school would result in a greater impact. (NB: AW left the meeting at this point – 7.45pm)</p> <p><b>Governors agreed to Headteachers pursuing this Science extension under the management of the Sites &amp; Buildings committee.</b></p> <p><u>Pupil Admission Number (PAN)</u></p> <ul style="list-style-type: none"> <li>• Current PAN is 240.</li> <li>• Previously, if pupils left the school, there was a mutual agreement between the school and the borough regarding the filling of these places. The borough cannot do this now.</li> <li>• Under the new remit, we would not be able to replace students unless we went below our PAN. For example if we had 243 in one year and one person left, we cannot accept any more students until we went down to 239. This would potentially reduce our income.</li> <li>• Current numbers in Year groups – Year 7–241; Year 8–244; Year 9–253; Year 10–249; Year 11–245.</li> <li>• The proposal from the Headteachers to increase the PAN to 245 would safeguard the numbers on the budget. The proposal will firm up the net capacity which would give the school more leverage to say no to the Appeals Panel.</li> <li>• CB reported that the numbers of students in Primary Schools has risen and two are extending.</li> <li>• Governors concerned about what will happen to the overall numbers after Appeals if the PAN was increased to 245.</li> <li>• GB stated that it is currently difficult to teach Science in the lower school due to numbers in the classes.</li> <li>• MP to ask a representative from the borough Admissions Team to come to the next FGB to discuss this further.</li> </ul> <p><u>School Day</u></p> <ul style="list-style-type: none"> <li>• MP/RP have started consultations with the staff regarding the proposal to change the internal structure of the school day.</li> <li>• Based on this internal consultation MP does not feel the change will happen. If there is a suggestion to change, MP to bring it back to the FGB.</li> </ul> <p><u>Fundraising for Indoor Sports Centre</u></p> <ul style="list-style-type: none"> <li>• This will take place in May. Businesses being invited to see if we can make other links within the community.</li> <li>• KM commended the school on the recent Drama production and commented that it was a shame that we could not stage it in a larger venue and invite members of the community.</li> <li>• SE informed the meeting that there is a local Parish Council newsletter which Charters could advertise in. MP to pass this onto the member of staff who deals with the Press.</li> </ul>	<p><b>MP/RP</b></p> <p><b>MP</b></p> <p><b>MP</b></p> <p><b>MP</b></p>
<b>171/11</b>	<p><b>SIXTH FORM ADMISSIONS POLICY</b></p> <p>Clerk confirmed that as a result of the virtual consultation and ratification period, the above Policy was ratified on a majority vote with one non-attendance. Full details are attached to the minutes.</p> <ul style="list-style-type: none"> <li>• In future, all issues raised during the consultation/ratification period will be distributed to all Governors prior to the end of the timeframe.</li> <li>• MP/RP confirmed that external interviews for the Sixth Form had taken place and there were some very good candidates.</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>172/11</b>	<p><b>GOVERNOR DEPARTMENTAL ATTACHMENTS</b></p> <ul style="list-style-type: none"> <li>• The Governor Faculty Day has been confirmed for Tuesday 7th June (9 - 11 am followed by a sandwich lunch from 11.00 - 11.30 am). All Governors to feedback their availability to RP. RP to distribute a timetable for the day.</li> <li>• June FGB to be moved to an evening meeting.</li> <li>• Updated Governor Departmental Attachments document has been put on the website.</li> </ul>	<p><b>ALL/RP</b></p> <p><b>Clerk</b></p>
<b>173/11</b>	<p><b>UPDATE ON TRUST STATUS</b></p> <p>MC reported that at the previous FGB, a decision was made to close off the issue of Trust Status and we had no intentions at the moment to pursue Academy Status.</p> <ul style="list-style-type: none"> <li>• MP to approach the DfE Advisor.</li> <li>• VS stated that there are a group of local schools who are looking at becoming a federation of Academy Schools.</li> <li>• DE reiterated that there are a number of issues which were unclear including payroll and pensions etc.</li> </ul>	<p><b>MP</b></p>

	<ul style="list-style-type: none"> <li>• A number of the schools who are becoming Academies at the moment are being run by separate companies.</li> <li>• The Governors agreed that we need some independent advice to understand the liabilities and agreed it might require an Extraordinary meeting to discuss it properly.</li> <li>• GB suggested asking the Headteacher and the Chair of Governors at Maiden Erleigh School to come to a meeting. RP/MP to investigate further.</li> </ul>	<b>MP/RP</b>
<b>174/11</b>	<p><b>COMMITTEE HIGHLIGHTS</b></p> <p>A report was distributed prior to the meeting.</p> <p><u>Charters School Fund</u></p> <p>This is a private fund which holds a number of different funds and is held in one bank account. It is reported to the F&amp;S committee after the accounts have been shown to an external company.</p> <ul style="list-style-type: none"> <li>• MP stated that this process is not required but done as a courtesy. The F&amp;S committee have asked if the accounts should be audited. MP had sought advice from an auditing company and had received a response stating that a full audit could not be carried out as the income cannot be verified.</li> <li>• SD stated that the Finance Policy states that an audit takes place of these accounts.</li> </ul> <p>The Finance Policy was UN-approved and a change of wording to be added, stating that the fund will have an independent examination.</p> <p>The Governors are happy that there was not an audit of the school fund last year and also happy that an independent examination is all that's required. Governors agreed that this is done in the future years. The Finance Policy needs to be changed to reflect this. <b>The Governors agreed unanimously to the above.</b></p>	<b>MP</b>  <b>MP</b>
<b>175/11</b>	<p><b>TIRABAD</b></p> <p>RP informed the Governors that formal feedback on the death of a student from Maiden Erleigh had been received. The Coroners Inquest narrative states that the death was a result of an undiagnosed medical condition.</p> <ul style="list-style-type: none"> <li>• Action required to investigate making use of information on the medical forms. Processes have already been put in to look at medical forms.</li> <li>• SD asked if someone with medical insurance knowledge could look at the forms to ensure that all relevant information is received. RP to investigate this further.</li> <li>• RP informed the meeting that Charters School becomes responsible for Tirabad for three years on the 1<sup>st</sup> April '11.</li> </ul>	<b>RP</b>
<b>176/11</b>	<p><b>POLICIES FOR RATIFICATION</b></p> <p><b>The following policies have been approved at committee level prior to this meeting. The following policies were ratified by the FGB:</b></p> <p><b>Curriculum Committee:</b> Behaviour; Offsite Visits; Assessment; Citizenship; Teaching and Learning.</p> <p><b>Sites &amp; Buildings Committee:</b>Health &amp; Safety at Work.</p> <p><b>Strategic Planning Committee:</b> Terms of Reference.</p> <p>Clerk to amend the Governor Policy Table and distribute to all Governors.</p> <p>RP suggested that the Governors meet at the beginning of the academic year to formalise Terms of Reference.</p> <p>The Governors discussed how many committees each Governor should sit on. Clerk to inform the borough that we are one LEA governor short.</p> <p>Full Governors Terms of Reference. Clerk to amend the End of Term of Office date for KP and DE and redistribute to all Governors. <b>It was agreed this document could be ratified virtually.</b></p> <p><b>Future Governor Committee Terms of Reference:</b> SE, GD, SD and Clerk to work with RP, MP and VS.</p>	<b>Clerk</b>  <b>Clerk</b>  <b>Clerk</b>  <b>SE/GD/SD/ Clerk/MP/ RP/VS</b>
<b>177/11</b>	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Governors agreed the next FGB meeting will be moved from a daytime meeting to an evening meeting, commencing 6.30pm in the Durning Room.</li> </ul>	
	<b>DATE OF NEXT MEETING</b>	

The next meeting will take place on **Tuesday 17<sup>th</sup> May 2011 (Budget Mtg), commencing 6.30pm in the Conference Room.**

Part A finished at 9.05pm.

**K. Murray**  
**Clerk to Governors**

Signed..... Date .....  
**Chairman**

**CHARTERS SCHOOL MAIN GOVERNING BODY**  
**VIRTUAL RATIFICATION OF THE**  
**SIXTH FORM ADMISSIONS POLICY, JANUARY 2011**

A virtual consultation and ratification period for the Sixth Form Admissions Policy was held from Friday 28<sup>th</sup> January '11 to Monday 31<sup>st</sup> January '11. **At the end of this period, the Policy was ratified on a majority vote with one non-attendance. The non-attending Governor approved the policy retrospectively.**

Issues raised and responses given to the issues during this process are as follows:

**Q: The published admission number for external applicants is 50 for entry in September 2011. There is no mention of pupils who have previously been at the school but have been permanently excluded. The current policy would include them as external applicants, it would be easy to add them as a separate and last choice category. Most staff would feel unhappy that such a pupil could gain a place at the expense of what might be considered a more worthy candidate.**

A: We cannot be made to readmit a student who has been permanently excluded. Permanent means permanent.

**Q: Other than the final deadline of 23rd September there is no deadline for external pupils applying for full courses to reply, meaning that they could "block" places until then and ultimately refuse. This could lead to other potential applicants finding places elsewhere and leaving us a shortfall. An offer could be held for 7 days and then the pupil rejected to allow a replacement time to respond before term starts.**

A: In Accepting or Rejecting an Offer we put in a 2 week window to accept an offer. In reality they can accept as many as they like and not turn up or tell us why, so we have to double guess what they will do. The interviewers will be asked to look for this and try to guess how many of the offers will appear. And we will offer more than 50 places. After 2 weeks we will ring, email and write and if there is no response we will write to say sorry, no reply so no place.

**Q: The minimum entry requirements seem to only be the grades required for a specific course; so we could have candidates taking 4 AS levels with 3 Cs at GCSE, is this really the intention?**

A: Prospectus says 5 A\* -C GCSEs in 4 subjects including 1 out of English and Maths as the general criteria and then subject specific criteria applying to Ph CH, Bi, Ma.

**Q: To whom do unsuccessful pupils appeal? By when? What is the deadline for the appeal to be heard? What is the deadline for the decision to be communicated?**

A: Not our problem. RBWM Democratic Services handle it all.

**Q: The fraud statement is garbled, if a fraudulent applicant obtains a place on courses that are NOT oversubscribed we would not be able to act. If the fraud does not alter priority we could not act.**

A: Version 9 changes "course" to "place" and makes sure that this is consistent throughout the policy.

**Q: Are late applications added to the end of the waiting list or do they slot in order of the over subscription criteria?**

A: Right at the end of the waiting list. But we cannot refuse to take someone in Year 11 even if they don't apply until September. The policy doesn't say that, because we want them to apply so we know their choices.