



**CHARTERS SCHOOL**

**MINUTES OF MEETING OF MAIN GOVERNING BODY**

**PART A (NON-CONFIDENTIAL)**

	<b>Minutes of meeting held on Tuesday 17<sup>th</sup> May 2011 at 6.30pm in the Conference Room, Charters School</b>	<b>Action</b>
<b>Present:</b>	Mark Cooper (Chairman), Richard Pilgrim & Martyn Parker (Co-Headteachers), Dr. G. Bradley, Dr. Mark Dakers, Gareth Davies, Simon Davies, David Evans, Sue Evans, Dr. Remy Husein, Simon Jones, Kate Maxfield, George Midgley, Herta Morris, Keith Pell, Karin Shrewsbury, Vanessa Stroud	
<b>Apologies</b>	The following apologies were received and accepted: Cllr. C. Bateson, Andy Weston and Ellie Wallace	
<b>In Attendance</b>	Karin Murray (Clerk), Steve Harvey	
<b>238/11</b>	<b>DECLARATION OF PECUNIARY INTEREST</b> None.	
<b>239/11</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b> <ul style="list-style-type: none"> <li>• Tom Martin (MP)</li> <li>• Staff Appointment (MP)</li> <li>• Franchise Agreement (SH)</li> <li>• Head of Sixth Form role (MP) – Part B</li> <li>• Capital Plan (RP)</li> </ul>	
<b>240/11</b>	<b>CONFIRMATION OF BUDGET 2011-2012</b> The draft budget was distributed prior to the meeting. <ul style="list-style-type: none"> <li>• KP reported that the F&amp;S committee had gone through this and stated that the revenue was similar to last year, allowing for higher costs.</li> <li>• Contingency has gone down slightly.</li> <li>• KP reported that as far as the F&amp;S committee are concerned, they are happy that the budget is affordable and allows the school to develop in the right areas.</li> <li>• The funds from the phone mast have not been added as it is unknown when this will be paid to the school.</li> </ul> <i>(NB: KS arrived at this point – 6.35pm)</i> <ul style="list-style-type: none"> <li>• DE and MC expressed concern that there were no funds allocated to planned maintenance and minor works. KP responded that we have tried to ensure that we are maintaining the education of the students. Several of the minor works are accounted for within the capital plan.</li> <li>• DE and MC concerned about setting a precedent for no budgeted funds for minor works such as painting and decorating. VS stated that some of the minor works can be picked up within the general staffing duties.</li> <li>• MC concerned that we have spent the past few years bringing the school up to a decent standard.</li> <li>• KP suggested that as income is received, funds can be allocated to this area. DE and MC reiterated their concern about this setting a precedent for future budgets when funds will not be allocated to planned maintenance/minor works, particularly when revenue and income will remain low.</li> <li>• The Governors discussed the budget for fuel and electricity.</li> <li>• KP suggested reallocating building maintenance so that £57K is allocated to responsive building maintenance and £20K to planned building maintenance. In addition part of the income expected to be received from the recharge of electricity to the leisure centre could be allocated to the planned building maintenance budget as and when received. This was accepted by DE/MC and the committee in general. This amendment was agreed.</li> <li>• GD suggested looking at like schools and how they allocated funds. MP</li> </ul>	

	<p>responded that we have bench-marked against other schools before and the F&amp;S Committee will continue to monitor our budget in this way.</p> <ul style="list-style-type: none"> <li>SD asked about the finances in relation to the Leisure Centre. VS responded that these had been accounted for. SD asked about the sink fund, contribution towards the astroturf. VS responded that we do not have to pay towards this as the Leisure Centre have taken responsibility for it.</li> </ul>	
241/11	<p><b>PROPOSAL</b></p> <p>HM proposed to accept the budget with the amendment to allocate £57K to responsive building maintenance and £20K to planned building maintenance. GD seconded the proposal.</p> <p>Votes cast as follows: 15 Governors' voted for the proposal. 1 Governors' abstained.</p> <p><b>Motion carried on a majority vote.</b></p>	
242/11	<p><b>RATIFICATION OF POLICIES</b> <b>FINANCE POLICY</b></p> <ul style="list-style-type: none"> <li>KP informed the meeting that this policy had been sent back to the F&amp;S committee from the FGB and a change has been made to reflect the Governors not being responsible for the Charters School Fund. The following has been added. <i>"The Charters School Fund is controlled by the trustees of the fund which include the Co-Headteachers and the Business Manager. It is examined by an independent qualified accountant. Neither the Governing Body or the Finance and Staffing Committee oversee or audit the fund in anyway"</i></li> <li>DE asked if a parent was not happy with what the fund had been spent on, would there be recourse. RP stated that when the letters go out at the beginning of the year, the school can add a paragraph about what the fund has been used for.</li> <li>DE stated that the responsibilities at the back of the policy did not correspond with the terms of reference for the S&amp;B committee.</li> <li>Under the heading Purchasing on page 6, change to "Co-Headteachers' and S&amp;B committee if expenditure included in whole school budget."</li> </ul> <p><b>The Governors unanimously ratified the Finance Policy.</b></p>	<p><b>RP</b></p> <p><b>MP</b></p>
243/11	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>MC has received a document for signature, authorising various signatory levels for Co-Headteachers, members of the Finance office and the Deputy Headteachers. MC signed the document.</li> </ul> <p><b>FRANCHISE AGREEMENT</b></p> <p>MP reported that SH had been asked to investigate partnership opportunities.</p> <ul style="list-style-type: none"> <li>SH distributed a proposal for a partnership with FAB to run a BTEC Extended Diploma with Sport, equivalent to three A-Levels, at Bisham Abbey, delivered by their staff but over-seen by Charters. As an accredited deliverer of BTECs, the students would be registered with Charters, but taught at Bisham Abbey.</li> <li>The funding for the students will not be received until April 2012 therefore we will deliver this with no income from September 2011.</li> <li>HM asked what happens to the funding when a student drops out. SH felt that the only reason a student would drop out would be if a professional football club took them on. SH stated that the club had, in the past, paid a fee in recompense to cover our costs.</li> <li>We would therefore be funded for the students but agree to pay some of this funding to FAB who deliver the course and bear the majority of the cost</li> <li>The Governors discussed the finances involved and the benefit to Charters School.</li> <li>KM expressed concern about the PE department being overstretched if we go ahead with this. SH reassured the Governors that this would be covered within curriculum time.</li> <li>SH reported that Windsor Boys School is re-branding itself as a Sports Specialism School so they will be a competitor.</li> <li>SH stated that Charters will be effectively running a course and sub-letting delivery of it.</li> <li>DE expressed concern about the responsibility the school will have for this.</li> <li>KP expressed concern about the manpower in respect of the pastoral care.</li> <li>KP stated that the F&amp;S committee will look at the contract etc.</li> </ul>	<p><b>KP</b></p>

- MP stated that we will refer to it and mention it on the website.
- MP confirmed that we will not be responsible for admissions for this course but we are involved in the process .
- SH informed the meeting that this year's Year 12 group want to stay on to complete Year 13.
- SH also informed the meeting that Bisham Abbey have approached a couple of schools but have a working history with Charters so we are the preferred partner.
- SH stated that the majority of the students will not make it as professional footballers. However, the majority will make a living as coaches or teachers, plumbers etc and supplement their income as semi-professional footballers.
- KM stated that Bisham Abbey is known as a centre of excellence for sport in the UK. Therefore, this would be a prestigious thing for Charters to be involved in.
- MP stated that he, KP, VS, RP and SH will look into this further and report back to the Governors and SH will work on drawing up a satisfactory contract and report back to Governors.

The Governors discussed the benefits of the proposal thoroughly and agreed in principle to working with Bisham Abbey, subject to a satisfactory contract being agreed, and that MP, RP, SH, KP and VS investigate this further.

*(NB: SH left the meeting at this point – 7.40p.m.)*

**MP/KP/VS/  
RP/SH**

#### TOM MARTIN

The school were represented at Tom Martin's funeral by Fran Hall and MP. MP informed the meeting that a coach was put on for the students who wanted to attend and we have offered counseling to the students.

- Various events have taken place. MP stated that the students have been fantastic and the parents have allowed the students to grieve and now they are focusing on their exams.
- MP stated that when the students come back after their exams, the Sixth Form team will look into what should be done as a memorial. The parents would like to have a trophy in his name and the school are looking into this.
- GD stated that he has received positive feedback from parents about how the school has handled this very difficult situation.
- MP commended FH's efforts during this time.
- MC to write a letter of thanks from the Governors to FH.

**MC**

#### CAPITAL PLAN

RP reported feedback from the recent S&B regarding the capital plan.

- S&B Governors felt that we need to investigate the potential look of the school in the future.
- Whatever we do with this fund, it must contribute to the education of the students.
- RP informed the meeting that he has received a proposal from the architect to use us as a reference site. They would contribute time and effort towards this which will cost the school approx. £5K instead of £20K. RP feels that this is a good idea.
- DE agreed with RP and stated that we will have a document which would form the basis of our strategic plan.
- The Governors agreed that we need to look at the long term plan.
- KP asked if the plan would look into the best use of the teaching space, including a review of the current spaces and whether they should be changed.
- GD recommended that we ensure this is carried out on our brief, stating what we want.
- KM and GD asked if the plan could accommodate the comfort of both staff and students.
- GD asked if the architects are qualified to decide the best use of teaching facilities. RP responded that they are and educational buildings is one of their strengths.
- The Governors agreed that the school will brief the architect about what we think we need including how to arrange classrooms from scratch. Governors agreed that the Strategic Planning committee will pick this up and advise the scope of work.

*(NB: VS/GB/MD left the meeting at this point – 8.00pm)*

**DATE OF NEXT MEETING**

The next meeting will take place on **Monday 20<sup>th</sup> June 2011** , commencing **6.30pm** in **the Durning Room (Library)**.

Part A finished at 8.00pm.

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

Signed..... Date .....

**Chairman**

