



## CHARTERS SCHOOL

### MINUTES OF MEETING OF MAIN GOVERNING BODY

#### PART A (NON-CONFIDENTIAL)

	<b>Minutes of meeting held on Monday 12<sup>th</sup> September 2011 at 6.00pm in the Durning Room, Charters School</b>	<b>Action</b>
<b>Present:</b>	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	
<b>Apologies</b>	The following apologies were received and accepted: Mark Cooper, Dr. Mark Dakers, Andy Weston and Ellie Wallace. Cllr. Bateson sent apologies for arriving late.	
<b>In Attendance</b>	Karin Murray (Clerk)	
	HM chaired the beginning of the meeting in MC's absence.	
<b>001/12</b>	<b>DECLARATION OF PECUNIARY INTEREST</b> None	
<b>002/12</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b> None	
<b>003/12</b>	<b>MINUTES OF PREVIOUS MEETING (PART A) – MONDAY 18<sup>th</sup> JUNE 2011.</b> The minutes were signed by HM on MC's behalf during the summer holidays following email approval of the minutes from the Governors. Minor typos and updated minutes presented to the meeting. <u>Minutes approved with these amendments by the Governors and signed by the Chairman.</u>	
<b>004/12</b>	<b>MATTERS ARISING</b> <ul style="list-style-type: none"> <li>• Charters Developers. RP reported current status to the Governors. A number of letters have been sent but very little response received. RP to forward copies of the letters/emails to DE.</li> <li>• Tirabad. RP/IW visiting Tirabad later this week. RP to report back at the next meeting.</li> <li>• Academy Status. MP reported that the application forms have been sent off but we have not received anything from the DfE except for a claim form for the £25K to be used for admin and legal fees. MP reported that if we do become an Academy, we will go ahead on the 1<sup>st</sup> February 2012.</li> </ul>	<b>RP</b> <b>RP</b>
<b>005/12</b>	<b>EXAMINATION RESULTS BRIEFING</b> MP distributed a document comparing results from this year to last year. Highlights as follows: <ul style="list-style-type: none"> <li>• The GCSE results were the best in the school's history for the second year running.</li> <li>• English Baccalaureate, our figure has gone down but we are reviewing this as it does not appear consistent with the other results. MP to report back at the next meeting.</li> <li>• A2 results similar to last year. Value-Added measure was very good.</li> <li>• AS Levels have dipped a little but MP stated that we are working on improving this in the future. The Value-Added figure for AS is not available yet.</li> <li>• All English AS papers had been sent to the exam board for a re-mark.</li> </ul>	

	<ul style="list-style-type: none"> <li>It was agreed that the Chair of Governors or the Chair of the Curriculum Committee will write a letter of thanks to the Charters Staff once the national data is released.</li> </ul>	
<b>006/12</b>	<p><b>ELECTION OF CHAIR OF GOVERNORS</b></p> <p>Clerk informed the Governors that Mrs. Herta Morris had nominated herself as Chair of Governors. No other nominations were received. HM was asked to leave the meeting briefly while the Governors discussed her nomination. Concern was raised about the length of notice given for nominations for the position of Chair and Vice Chair. Clerk responded that the positions are only held for one academic year and historically, at the start of every year, Governors are asked if they would like to nominate themselves.</p> <p><b>Governors voted unanimously by a show of hands to accept HM's nomination as Chair of Governors.</b> HM invited to rejoin the meeting and was thanked and congratulated as Chair of Governors for the 2011-2012 academic year.</p>	
<b>007/12</b>	<p><b>ELECTION OF VICE-CHAIR OF GOVERNORS</b></p> <p>Clerk informed the Governors that two nominations had been received for this position – Mark Cooper and Dr. Remy Husein. RH informed the meeting about his experience on committees outside of Charters. RH was then asked to briefly leave the room. A secret ballot was held and the results were as follows: MC – 7 votes; RH – 5 votes. RH was asked to rejoin the meeting and was thanked for his nomination.</p> <p><b>MC endorsed as Vice-Chair of Governors for the 2011-2012 academic year, by a majority vote.</b></p>	
<b>008/12</b>	<p><b>COMMUNITY GOVERNOR – ADOPTION OF ELLIE WALLACE</b></p> <p>EW's current term as Community Governor ends on 24/09/11. EW has expressed a wish to serve another term as Community Governor. SE proposed to adopt EW as Community Governor. DE seconded the proposal.</p> <p><b>Governors voted unanimously to adopt EW as Community Governor for Charters School.</b></p>	
<b>009/12</b>	<p><b>GOVERNING BODY COMMITTEE STRUCTURE/TERMS OF REFERENCE</b></p> <p>MP/RP distributed, prior to the meeting, a draft document containing the Terms of Reference for all Governor committees. Highlights as follows:</p> <p><u>Chair of Committees</u></p> <ul style="list-style-type: none"> <li>Add proviso regarding Chairs who are staff members not attending Strategic Planning.</li> <li>Add specific delegated responsibilities given to the Chair on behalf of the members of the committee.</li> </ul> <p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> <li>Delete Function 2.</li> </ul> <p><u>Hearing Committee</u></p> <ul style="list-style-type: none"> <li>Membership to be a selection of three Governors from the Governing Body on availability excluding Staff Members.</li> </ul> <p><u>Appeals Committee</u></p> <ul style="list-style-type: none"> <li>Exclude Staff Members.</li> </ul> <ul style="list-style-type: none"> <li>Accessibility Plan/Policy move to S&amp;B committee. Delete from Curriculum Committee. Clerk to change Policy Table and recirculate.</li> <li>Add GB to F&amp;S committee; delete MD.</li> </ul> <p><u>Remuneration Committee</u></p> <ul style="list-style-type: none"> <li>Governors who have Performance Management training who are eligible to sit on this committee: HM/DE/KP/GD/MC.</li> <li>SD to be booked onto PF training in order to be included.</li> </ul> <p><i>(NB: CB joined the meeting at this point – 7.00pm)</i></p> <p><u>Link Governor</u></p> <ul style="list-style-type: none"> <li>RP to amalgamate the two documents.</li> </ul> <p><u>Committee Membership &amp; Faculty Attachment</u></p> <p>Clerk asked the Governors if they wished to change their committee or faculty</p>	<p><b>RP</b></p> <p><b>Clerk</b></p> <p><b>Clerk/SD</b></p> <p><b>RP</b></p>

	<p>attachments.</p> <ul style="list-style-type: none"> <li>• SE to come off S&amp;B committee and join Curriculum committee.</li> <li>• SJ to come off F&amp;S committee.</li> <li>• GM and SD to add Science Faculty.</li> <li>• Governors who have STEM faculties to work together.</li> <li>• Clerk to update and redistribute the Committee Membership and Faculty Attachment listing. Clerk also to update website information.</li> </ul>	<b>Clerk</b>
<b>010/12</b>	<p><b>RATIFICATION OF SIXTH FORM ADMISSIONS POLICY</b>  Policy was distributed prior to the meeting. Minor changes resulting from this year's admissions. Changes as follows:</p> <ul style="list-style-type: none"> <li>• Admissions to the football and tennis programs are moved to an over-subscription criterion.</li> <li>• Statement about Bisham Abbey included.</li> <li>• Siblings to include younger siblings.</li> <li>• Revision to be named Revision A.</li> </ul> <p><b>Governors unanimously ratified the Sixth Form Admissions Policy.</b></p>	
<b>011/11</b>	<p><b>ANY OTHER BUSINESS</b>  None.</p>	
	<p><b>DATE OF NEXT MEETING</b>  The next meeting will take place on <b>Monday 7<sup>th</sup> November 2011, commencing 6.30pm in the Durning Room.</b></p> <p>Part A finished at 7.15pm.  <b>K. Murray</b>  <b>Clerk to Governors</b></p> <p><b>Signed..... Date .....</b>  <b>Chairman</b></p>	