The
CHATHAM & CLARENDON GRAMMAR SCHOOL
Federation

MINUTES OF A MEETING OF MEMBERS
held at Chatham House at 4.30 pm on 7 March 2011

PRESENT: Richard Bath, David Harris, Chris Panteli, Sally Slade

IN ATTENDANCE: David Smart – *CEO*
Jacqui Williams - *Clerk*

No	Agenda Item	Detail	Action
1.	**Apologies**	None	
2.	**Minutes of the meetings**	The minutes of the meetings held on 5 and 10 January 2011 were agreed and signed as a true record of proceedings.	
3.	**Academy issues**	Richard Galbraith Correspondence: Members discussed the most recent correspondence and fail to understand why Mr. Galbraith believes his correspondence is not being taken seriously. **Members unanimously agreed the following way forward:** **a. A letter is sent immediately to the Lawyers and Consultants who advised us throughout the process.** **b. The matter is passed to the DfE for guidance and arbitration.** c. **The clerk writes to Mr. Galbraith explaining what is happening pointing out that as this matter is now being passed to the DfE for arbitration any further correspondence will not be answered as it will be in effect be 'sub judice' pending a ruling from the DfE**	 **Clerk** **Clerk** **Clerk**
4.	**CEO**	Uniform and Merger Survey questionnaire results discussed (*see document attached to these minutes)*. David Smart confirmed he has received 5 quotes for the school uniform and we can provide the Federation uniforms within the budget approved by Directors at their meeting. Full details will be given at the Board Meeting.	
5.	**IB**	David Smart reported that the financial review has now been completed so he will be giving a report to the next Board meeting. (*See attached Document Establishing a cost-effective Sixth Form curriculum)*	**D Smart**
6.	**Committee agendas**	Discussed and agreed	
7.	**Correspondence**	Agreed that all correspondence to Directors will be acknowledged by the clerk advising the individual that their letter/email will be bought to the attention of Directors at the next Full Board meeting.	
8.	**Any other urgent business**	None	
9.	**Confidentiality**	No matters were deemed confidential.	
10.	**Future meetings**	All meetings commence at 4.30 pm and will be held at Chatham House School unless advised otherwise. 27 April (Wednesday) – *Note change of date* 6 June 2011	

Meeting closed at 6.35 pm

APPROVED as a correct record of proceedings

(Signed)…….....…….……..MEMBER

DATE……