The
CHATHAM & CLARENDON GRAMMAR SCHOOL
Federation

MINUTES OF THE FIRST MEETING OF DIRECTORS
held at Chatham House School at 4.30 pm on 31 January 2011

PRESENT: Chris Panteli (*Chair*), Gordon Bryant, Diana da Costa, Jennifer Davies, Wallace Ferguson, David Harris, Steph Harris, Andrew Panteli, Sally Slade, David Smart (*CEO*)

IN ATTENDANCE: Paul Birchley – *HOS – Chatham*
Debra Liddicoat – *HOS – Clarendon*
Mick Moody – *Head of Sixth Form*
Jacqui Williams - *Clerk*

No	Agenda Item	Detail	Action
1.	**Apologies**	Richard Bath, Wendy Farrier. Apologies accepted.	
2.	**Declarations of Business Interests**	There were no new declarations.	
3.	**CRB checks**	Clerk reminded governors of the need to get their CRB checks done. Clerk to check with Bursar about the information she needs to hold in respect of the CRB checks.	**Clerk**
4.	**Election of Vice Chair**	No nominations have been received. Agreed to defer this item to the next meeting	**Agenda**
5.	**Company Secretary**	Jacqui Williams and the three members of staff in attendance left the meeting for this item. After discussion the directors voted unanimously to appoint Mrs. Jacqueline Williams as Company Secretary subject to satisfactory terms being agreed.	
6.	**Minutes of the meeting held 1 December 2010**	The minutes of the meeting held on 1 December 2010 were agreed as a true record of proceedings and signed by the Chair.	
7.	**CEO**	<u>YPLA</u>: David Smart referred Directors to his report on Gerrard Marsden's. Mr. Marsden led us to believe that the number of Specialisms' per school will reduce, meaning a reduction in funding for the schools. Having looked at the YPLA figures and the schools own projected budgets it would appear that the two schools together have an unallocated amount of £504,477 for the next 8 months. There is also a small amount of Capital of approx. £11K to carry forward from Clarendon House and a new Capital grant is expected in April. Once the January to April figures have been finalized governors will be asked to agree the new budget for Sept 2011 to August 2012. <u>Academy Capital Projects Plan:</u> David Smart explained the cost of a Hut including putting in the services would be in the region of £130K to buy and the hire charges are similar. In light of this cost, current space was reviewed and space has been found in the Redman Wing. There is sufficient money available to complete the pre September refurbishment.	

		Academy Development Plan: The committees have discussed the draft plan and agreed this is the way forward. **Proposed by Chris Panteli, seconded by Sally Slade and unanimously agreed that the Academy Development Plan as drafted be adopted.** **Proposed by Chris Panteli, seconded by David Harris and unanimously agreed that the Academy Capital Projects Plan as drafted be adopted.** Downsizing: Although we still have to reduce our staffing levels it has been very interesting to see a significant increase in interest from girls and if this translates into three forms of entry for 2011 this would be a major achievement. If we could sustain the four forms of entry for boys it would be possible to settle at seven forms of entry with a possibility of increasing to eight in the future. Even if there are only six forms of entry in September we are still on target to reduce staff by the required number without redundancies. This is due to staff willingness to tell the schools when they intend to leave/retire so that the schools can plan accordingly. One senior member of staff has agreed to step down in July with no enhancement and to come back in September as a part-time/term time member of staff. Withdrawal of travel costs for Grammar School pupils: Directors expressed concern. CEO advised that the two local MPs are completely in support. **AGREED David Smart will follow up at the Headteachers meeting as well as sending a strong letter about the reasons why this should not be allowed.** Year 9 Options Book: David Smart explained that as a result of teaching mixed groups we are able to offer a much wider range of subjects for pupils. Most of our pupils move up to our sixth form which is mixed classes and this does not cause any problems. It was re-confirmed that we would retain single sex teaching for the core subjects in the lower school. School Uniform: Samples of the proposed new uniform were shown to governors. After discussion governors agreed the new uniform and that it should be implemented across the schools from September 2011. **Proposed by Chris Panteli, seconded by Gordon Bryant and unanimously agreed that the new uniform be implemented from September 2011 and that the Federation fund the purchase of jackets/blazers, sweaters plus ties for boys and skirts for girls for pupils in years 8-11 in September 2011. This spend to be capped at £40K** with full report to the Board of actual expenditure	**CEO**
8.	**Committee Reports**	Curriculum Committee reports from 15 November 2010 and January 2011 received – no actions required. Resources Committee report from 24 January 2011 received and the following recommendations discussed and voted on: • **Proposed by Chris Panteli, seconded by Sally Slade and unanimously agreed that David Harris be appointed the Responsible Officer.** • **Proposed by Chris Panteli, seconded by David Harris and unanimously agreed that we employ a third party to carry out the quarterly checks and that the Resources Committee be delegated authority to obtain further quotes and agree the costings**. • Proposed by Sally Slade, seconded by Steph Harris and **agreed in principal (with one abstention)** that a. between £11 and £12K be made available for enhancements for voluntary severance and such payments form part of an agreement with no re course in the future in respect of pensions. b. that the company pay the tax on any enhanced payments. c. that Resources Committee be given delegated authority to agree the final figures for these enhancements.	**Resources** **Resources**

9.	**Review Policies and ToRs**	Clerk explained that she had met with the two Heads of School and the policies were now being sorted. The intention is to have all the statutory and recommended policies reviewed and Federated by December 2011 and then to have a rolling programme for reviewing them. Debra Liddicoat to review the Freedom of Information Policy and note changes required now we are an Academy <u>Terms of Reference:</u> Proposed by David Smart, seconded by David Harris and unanimously agreed that the ToRs as presented be approved. Further agreed that the Curriculum and Resources committees should keep these under review for the rest of this academic year so that if any changes are required they can be made for September 2011	**Clerk/HOS** **D Liddicoat** **Committees**
10.	**Governor visits**	Reports on visits to PE and Languages received. Chair said that the Heads of Faculty valued the governor visits and requested governors try to make arrangements to visit their Faculties this academic year.	**All**
11.	**Chairs Actions/ Correspondence**	<u>Action Points from the Governor - Spring Term</u>: • Admission Arrangements: These are in hand and the policy is being reviewed. • Review Equal Opportunities policy – Currently under review • Review School Development Plan – agreed at this meeting • Staffing Structure has recently been reviewed • School prospectus completely re-designed for 2010 • Review SEN Policy – Due for review September 2011 <u>Training</u>: Clerk to check when the current training agreement ends. <u>New Governor Appointments</u>: Currently Clerk sends a welcome letter with an offer of support. A selection of documents (minutes, Academy composition, statutory forms etc.) are included together with details on how to obtain further information. Unanimously agreed that the Members set a salary scale for the CEO role. Report on CEO Performance Review is the subject of a confidential minute.	**CEO** **D Liddicoat** **W Farrier** **Clerk** **Members**
12.	**Any other urgent business**	Chair to send a letter to KD as discussed.	
13.	**Confidentiality**	CEO Performance Review.	
14.	**Future meetings**	All meetings commence at 4.30 pm and will be held in the Library at Chatham House School unless advised otherwise. 4 April 2011 23 May 2011 27 June 2011	

Meeting closed at 6.10 pm

APPROVED as a correct record of proceedings

(Signed)…….....…….……..CHAIR

DATE……