

Colyton Grammar School

Minutes of the Chairs Committee – Part One

Date of Meeting: Wednesday 4 February 2015

Venue: Headteacher's Office

Present:

Governors	Dr C Bastin, Rev H Dawson Mr P Evans, Mrs L Linnell, Mr B Merrett (Item 8 onwards), Mr B Salter, Mr R Scott and Mrs F H Wilkinson
Staff	None
Visitors	None
Clerk	Mr S R Cook

1. Disclosure of Interest

There were no disclosures of interest.

2. Apologies

Apologies were received from Mrs V Wells.

3. Approval of Minutes of Meeting held on 12 November 2014

These were approved and signed.

4. Matters Arising

(a) Item 4(a): Sports Centre Arrangements

Mr Cook reported that a draft revised agreement will be available shortly.

(b) Item 4(d): Three Year Sixth Form

In response to Dr Bastin, Mr Evans confirmed that there continue to be no problems relating to the Three Year Sixth Form and medical school applications.

(c) Item 4(c): Governors' Code of Practice

Mr Cook reported that he has written recently to the Education Funding Agency to explore the possibility of amending the Articles of Association, as discussed at the last meeting, but no response has been received to date.

(d) Item 12(a): Examination Appeals

In response to Dr Bastin, Mr Evans reported that no changes have been made following the Stage Two Appeal over the 2014 Extended Project results.

There were no other matters arising.

5. Headteacher Recruitment Update

Mrs Wilkinson reported that ten applications were received and five candidates have been invited to interview on Thursday 5 and Friday 6 February. She outlined the arrangements for the two selection days, which mirror those in the first round in December.

6. Review of Year 11 and Year 13 Celebration/Award Events 2014

Dr Bastin and Mr Evans indicated that the Year 13 event had been successful. Seaton has been booked for the same time next year. It was agreed that not having a speaker had gone well. It was noted that a new head may well wish to change these arrangements in future years.

7. Governor Succession Planning

Mr Cook referred the Committee to the Minutes of the Board meeting held on Thursday 11 December 2014, when the following "Other Governors" had been re-appointed:

- Dr C Bastin
- Mr G Hayne
- Mrs L Linnell
- Mr M Marsh
- Mr B Salter
- Mr R Scott
- Mrs F Wilkinson

Mr Cook also confirmed that the following Staff Governors had also been elected in the recent election, when only two nominations were received:

- Mrs S Burns-Price (Staff Governor)
- Mr G Davis (Staff Governor)

Dr Bastin reminded the Committee of the current vacancy for an "Other Governor" following the resignation of Prof Jackson. Mr Evans reported that he has tried unsuccessfully to contact Tim Tyrell, a retired HMI, but will continue to do so.

8. Fundraising Issues and Alumni Development

Mr Evans reported that the Parents' Association have committed £20k towards the Staff House project. They have also agreed that the income from the Colyton Art Show and other activities this year could be used to support e.g. improvements to Lab S2. They will also undertake an appeal using ParentPay. Mr Evans also reported that a revised "Friends of Colyton Grammar School" scheme will be launched in the summer.

Mr Evans then reported that there has been limited progress with the alumni database, due to pressures on staff time. The possibility of employing someone to undertake this work, including e.g. identifying a gap year student was discussed. Mrs Linnell suggested that parent volunteers may be able to fulfil this role. It was noted that the school should publicly recognise those who give of their time free of charge as volunteers in a range of areas.

In response to Dr Bastin, Mr Merrett indicated that he thought parents would respond positively to requests for additional donations. Mr Salter indicated that he thought parents would also respond positively to an opportunity to find out more about the challenges facing the school; it was suggested that the informal Year 7 Parents' Evening would be a good opportunity to do this. The importance of maintaining the right balance between highlighting the financial challenges facing the school and the risk of raising anxiety among prospective parents was recognised.

In response to Dr Bastin, Mr Evans indicated that the Parents' Association are able to fund specific projects, but raising funds to meet the gap in revenue funding is more challenging. Mr Merrett suggested that are further creative ways of meeting this challenge.

It was agreed that Mr Evans would try to identify a small team of parent volunteers to assist with developing the alumni database.

Finally, Mr Evans reported on the recent contact with Lord Winston.

9. Budget Update

Mr Cook referred the Committee to the recent Governor Training Evening which had focused on "The Three Year Budget: Challenges and Opportunities".

Despite the deadline of 31 January, the EFA have not yet provided post-16 funding information.

Mr Evans reported that since the Governors' Training Evening the Conservative party have confirmed that they will maintain education funding on a cash-flat basis, should they be elected in May.

Mr Merrett suggested that it may be useful to explore three scenarios for cuts of £100k, £200k and £300k, and it was agreed that this could be the subject of a training evening in the summer. Mr Evans indicated that the political pressure will build as the funding challenges become more serious over the next few years.

10. Capital Projects Update

Mr Salter reported on progress with the Cottrill Hall and Changing Room projects, referring to the regular Site Meeting held that morning. The contractors are confident of completing all internal works by the end of half term, with school access the following week while the contractors continue with snagging and cleaning.

The final works on the Sports Centre (relating to the new equipment store) will be completed shortly. The new facilities are in full operation and proving very effective.

It has been agreed that the significant snagging/improvement works to be completed on Take Five and the Site Workshop will be carried out over half term.

Mr Cook confirmed that a bid under the Condition Improvement Fund (CIF) programme was submitted in December for the Staff House project. TFQ, the school's architects, are quietly confident of the success of this bid and have continued to work on the plans so that works can commence as soon as possible when, and if, a positive funding decision is made in March.

11. Any Other Business

(a) Oliver Letwin

Mr Salter reported on a conversation with Oliver Letwin at a recent awards ceremony.

(b) Catering at Governor Meetings

Mr Salter reported on a conversation with Mr Woods and asked for suggestions from governors for catering at governors' meetings. Mr Salter agreed to discuss this further with Mr Woods.

(c) Examination Results

In response to Mr Merrett, Mr Evans referred to some statistics showing AS and A2 results over the last five year. He focused on the following issues:

- Students concentrating on 3 A2 subjects for their university offer
- Variations across years, rather than a straightforward trend
- The dangers of concentrating on *quality* rather than *breadth*, in view of the funding mechanisms for full time courses requiring at least 540 programme hours
- The cost effectiveness of the three year sixth form programme

Mr Evans also agreed to provide data on the proportion of students gaining their first and insurance places in Higher Education.

(d) Governor Succession Planning

Dr Bastin indicated that the future development of the governing body will be a key priority for discussion with the new headteacher.

(e) Admissions Policy


Mr Evans reported that the consultation period has now closed, and only two comments were received. Bearing in mind the need to have an approved policy in

place for 1 March, it was agreed that the final version of the policy would be circulated for approval by Written Resolution.

There was no other business.

12. Next Meeting

Wednesday 14 May 2015 at 6.30pm.

Signed:		(Chairman of Committee)
Date:	14. 5. 15	