

Colyton Grammar School

Minutes of the Chairs Committee – Part One

Date of Meeting: Thursday 14 May 2015

Venue: Headteacher's Office

Present:

Governors	Dr C Bastin, Mr P Evans, Mrs L Linnell, Mr B Merrett, Mr B Salter, Mr R Scott, Mrs V Wells and Mrs F H Wilkinson
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Staff	Mrs J Wainwright
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Visitors	None
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Clerk	Mr S R Cook
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1. Disclosure of Interest

There were no disclosures of interest.

2. Apologies

Apologies were received from Rev H Dawson.

3. Approval of Minutes of Meeting held on 4 February 2015

These were approved and signed.

4. Matters Arising

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

Mr Cook drew the attention of the Committee to the Part Two minutes of the meeting of the Finance and Resources Committee on 30 April, when a first draft of a revised Management Agreement was discussed. Mr Cook presented a draft methodology for amending the current 40/60 proportion of costs to reflect the changed areas resulting from the recent extension.

It was agreed that the draft agreement should now be sent to the school's solicitors for checking. Foot Anstey will be asked to conduct the negotiations with Leisure East Devon and East Devon District Council. The final agreement will require governors' approval before signing.

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

Mr Cook reported that he had received a reply from the Education Funding Agency (EFA) requesting a "tracked changes" version of the proposed changes to the Articles of Association.

It was agreed that Mr Cook should liaise with Foot Anstey to submit the proposed amended Articles as requested by the EFA.

There were no other matters arising.

5. Headteacher Recruitment Update

Dr Bastin and Mrs Wilkinson referred the Committee to the minutes of the Board Meeting held on 25 March 2015. It was agreed that Dr Bastin should contact Mr Sindall regarding continuing to identify potential candidates.

In response to Mr Merrett, Mr Evans confirmed that current Assistant Heads are now beginning to work to their revised Job Descriptions.

There are no further developments to report.

6. Governor Vacancy and Expression of Interest

Dr Bastin reminded the Committee of the current vacancy for an "Other Governor", and drew attention to the expression of interest recently received by a prospective governor.

It was agreed that Dr Bastin should meet with the individual concerned.

7. Fundraising Issues and Alumni Development

Mr Scott drew the attention of the Committee to the paper which had been circulated beforehand. He focused on the following issues:

- Discussions to date on developing alumni relations
- The need to invest in raising funds, including possibility of a part-time appointment of a Development Officer or other role to support the process
- The potential for the use of volunteers
- The need to develop the database of alumni contacts
- Benefits of membership of the Council for the Advancement and Support of Education (CASE)

In response to Mrs Wells and Mrs Wilkinson, it was noted that the easiest group to contact are recent leavers over the last 5 or 6 years. Mrs Wilkinson suggested that contact when students finish university provides an opportunity to show an interest and re-establish a relationship.

Mr Merrett emphasised the importance of developing alumni relationships and fundraising in the light of likely increased challenges to funding.

The difference between employing a full fundraiser and an administrative type role to develop a database of contacts was noted.

Following discussion, it was agreed to further explore employing a part-time administrator and to join CASE. Mr Scott and Mrs Linnell agreed to liaise with Mr Cook regarding the development of this post.

Mr Salter briefed the committee on an offer from a contact who works with Google+. It was agreed that Mr Salter should seek further details.

Mr Scott then outlined the idea of a DVD collecting together, for instance the regular termly videos and other information about the school which could be tailored to different audiences.

He also outlined a proposal for e.g. celebrity lectures in the Cottrill Hall in order to raise money. There was some discussion about the level of speakers' fees.

8. Budget Update

Mr Cook reported that there have been no funding developments since the last update. The newly elected Conservative government campaigned on the basis of cash level protection for schools, but their proposals did not include reflecting changes in numbers or inflation.

A full draft budget plan will be considered in detail at the next meeting of the Finance and Resources Committee on 17 June 2015, before going to the full Board meeting on 9 July 2015.

9. Best Value Review

Dr Bastin drew attention to the Best Value Review which had been circulated prior to the meeting, reminding governors that the Finance and Resources Committee had deferred consideration of the review until it had been discussed by the Chairs Committee. The following issues were discussed:

- Take Five – the need to maintain governors' current policy of providing an affordable, good quality meal, rather than seeking to maximise profit from the catering service
- Lettings – the limitations of the school site and location were noted
- Friends and Alumni – see Item 7 above
- The potential for the development of the provision of services such as ICT, site maintenance, finance and payroll services to other schools.

Following discussion of the data on self-generated income across the schools identified from the Education Funding Agency benchmarking data, Mr Cook was asked to contact Reading and Cranbrook schools to identify what action they are taking to achieve such a high level of income.

10. Colyton Parish Council – Play Area Request

Mr Evans briefed the Committee on a request received from Colyton Parish Council to site a 10 square metres play area in the school grounds. The Council has secured funding for the project providing they can provide proof of a site being available, and despite thorough investigations it has not been possible to identify a suitable site elsewhere in the village.

Mr Evans outlined his and Mr Cook's responses to date, which have indicated a number of problems with the proposal to position the play area at the top of the main school car park:

- The distance that potential users would have to travel from the main part of the village
- Safety issues relating to the position in a busy car park
- Safeguarding issues for the school relating to further opening the site to the public during school hours
- The requirement to gain the Secretary of State's permission before letting part of the school site to a third party

The Council have nevertheless asked for governors to give consideration to the request.

Following discussion, it was agreed that it was not appropriate to provide this facility on the school site.

11. Approve School Prospectus for 2015/16

Mr Evans briefed the Committee on the updated school prospectus insert which had been circulated prior to the meeting.

Proposed by Mr Merrett, seconded by Mrs Wells and unanimously agreed that the prospectus insert for 2015/16 should be approved.

In response to Mrs Linnell, Mr Evans outlined the structure of the permanent prospectus folder and the annual insert required by statute.

12. Capital Projects Update

(a) ACMF Project

Mr Cook reported that Devon Contractors have completed a majority of the snagging works on the Cottrill Hall, but significant work remains outstanding including the replacement of the canopy over the north east door, the finishing of the tinting to the brickwork, completion and tidying of the plant room, some external works (including some timber cladding items and cills). He has been assured that the remaining works will be completed over half term. Some additional Mechanical and Electrical items are also being addressed next week.

(b) Staff House and Science Lab

Following the discussion at the last meeting of the Finance and Resources Committee, Mr Cook reported that he had prepared an outline five-phased programme for the Staff

House project and has asked TFQ to provide an illustrative figure for the cost of Phase One. It was agreed that he should continue to explore this possibility, with the key factor being the cost of Phase One.

He also briefed governors on the preparation of an appeal on the full Condition Improvement Fund bid which will be submitted next week.

(c) West Court

Mr Cook drew the attention of the Committee to the minutes of the last meeting of the Finance and Resources Committee when an outline proposal for the development of the West Court was discussed. Work is in hand to provide a more detailed proposal for the next meeting of the committee in June.

13. Policies for Review

Proposed by Mrs Linnell, seconded by Mr Scott and unanimously agreed that the following revised policies which had been circulated prior to the meeting should be approved:

- (a) Freedom of Information Act Policy and Publication Scheme
- (b) Vexatious Complaints and Harassment Policy

14. Any Other Business

(a) Business Manager Succession Planning


Mrs Linnell briefed governors on the discussion at the last meeting of the School Futures Group on planning for the eventual replacement of the Business Manager, and drew attention to the papers which had been circulated prior to the meeting.

In response to Mrs Linnell, Mr Cook confirmed that a small number of staff have current performance management targets relating to developing their skills and experience in preparation for a change in Business Manager, and that this will continue over the next few years.

There was no other business.

15. Next Meeting

To be confirmed.

Signed:		(Chairman of Committee)
Date:	26.10.15	