



Kingham Hill Association

Patron: Lord Adonis of Camden

Minutes of Meeting

Meeting Date:	Saturday 28th September 2013	Meeting Location:	Kingham Hill School
Attendees	Simon Howlett (Chair), Ken Wingfield (Sec.), John Hughes Simon Briggs, Brian Dean, Mike Kent, Leo Smith Nick Seward, [Head] Harriet Atkinson. [Development Office]		
Apologies	Eddie White, Jon Montgomery		

Item	Discussion	Action No.	Actionee
1	Apologies. Eddie White, Jon Montgomery [Monty]		
2	Approval of Minutes. March 16 th 2013 Agreed		
3	<p>Matters Arising from the Minutes in March.</p> <p>Action sheet 1.</p> <p>Simon Howlett, stated that Action 1 was still on going and that contact with Tim Lofts had not been made.</p> <p>Action sheet 2.</p> <p>Mike Kent said he has spoken to the Vicar at Kingham Church about a Brass Plate placed in the church in memory of the Kingham Boys and Teddie Cooper Head-master who are buried there.</p> <p>Their headstones were in poor condition and Mike said it would be costly to do every individual stone, but thought a Brass Plaque would honour their names.</p> <p>Mike said that the Vicar the Reverend David Salter will be contacting the Diocese.</p> <p>The headmaster Nick stated he was due to meet the bishop and would discuss the matter; and check to see if Kingham School could have permission to have the same plaque put in the Chapel as well as Kingham Village Church. Mike Kent said he would give Harriet the names or Kingham Boys in Kingham Church grave yard</p> <p>Action Sheet 3</p> <p>Harriet Atkinson said the first new sheet had been collated since April and was going to be sent by Email and the Web site, plus hard copies were being sent to those on the KHSD list who had no Email address.</p> <p>This newsletter was a response to the 'Over the Hill' magazine being reviewed due to time and costs.</p> <p>Ken Wingfield remarked that the News Flash reminders on the Email system was a very good idea; they made you aware of forth-coming events and to read the KHSD Site for details.</p>	<p>1</p> <p>2</p>	<p>SH</p> <p>Ongoing MK/NS</p>

4 Headmaster's Report.

Nick Seward stated that the school population now stood at 301 which was good news in this present climate, and that the school was on course for the future strategy of the school.

The head was pleased to report the highest A level results the school had ever achieved, however the GCSE results had been mixed some factor of this had been due to the change in criteria of the English subject this area was being reviewed by the teaching staff. Overall the head was very pleased with the academic standard.

It was good to hear the tenders for the new build had been sent out and that the new Science and Maths Centre plans had been passed and building hopefully was starting in October this year.

The committee stated how pleased they were with the efforts of all those involved that had been made this possible. It is a new exciting and positive phase in the school's history.

The headmaster told us that the various sporting areas of the school had been named after previous headmasters who had been in post at the school more than ten years.

First Team Rugby Pitch	--- Mr Edward "Teddie" Cooper. 1956-1978 22 Years
Severn 2 nd Pitch	--- Mr T. W. Scarf. 1907-1929 22 Years
Bradford Pitch	--- Rev R. D. Horsefield. 1935-1945 10 Years
Tennis/ Netball Courts	--- Mr D. Shepherd. 1980-1990 10 Years
First X1 Cricket Pitch	--- Mr T.B. Benfield. 1888-1907 19 Years
Hockey/Astroturf Pitches	--- Mr M. Payne. 1990-2000

[Oversaw the admission of girls in 1992]

Nick said, the schools' history is important, and in naming the various sporting venues the school was acknowledging and not forgetting the dedication of former headmasters and their contribution to Kingham-Hill School.

The school are introducing going back to the tradition in having houses sitting together for meal times, and formal lunches for both Senior and Junior houses were being discussed once the catering manager is selected.

Simon Howlett said it would be good to have something from the past put on the Web site.

Nick went on to say both he and the development officer Harriet will be visiting Havelock Farm in Canada.

They will be starting an Alumni and are arranging a small service to remember past staff and friends of Havelock Farm; so forging a closer link with the centre that the founder created in his time at Kingham School.

Mike Kent stated that in the book 50 years at Kingham there are names of people at Havelock Farm.

The head said that the Buttle-Trust are still supporting assisted boarding and helping those with the support from Local Education Authorities [LEAs].

He was pleased with the progress of these pupils who are getting a place of stability and love in a secure environment. He also said Oxfordshire Education have approached with further cases.

Several of the KHA committee asked if they needed further support and what happened in holiday periods? Do the house parents stay back.

The head said at present the LEA authority help during holiday time, however the school trust are looking how to help with this area of a house in the holiday periods as the need arises.

The referrals from LEAs has be mostly very successful and the school are one of the front runners of 12 schools with the Buttle Trust in getting Primary School Heads contacting the Kingham Hill board with cases for help. It is a new scheme which is working well at Kingham.

The government are being approach by LEAs for funding as they can see the benefits of those already being supported in this way.

Simon Howlett said the KHA will help wherever possible

The head was asked do we filter carefully those in need? and how many are the school supporting?

Nick replied a careful review is ongoing on the filtering of pupils requiring special needs in relation to the school main stream population.

He said the Buttle Trust help almost 50% at varying levels of the school,they do a great job in support in so many ways.

Recently the Governors had a strategy meeting looking at the future plan for the school and looked at the 2020 vision for Kingham school and looked at four models for the future.

1. To take on more boarders to cover Bursary needs. 2. Boarding Academy. 3. Sponsorship. 4. Mergers.

It was a general view not to get involved with state Academy idea but to continue with the 2020 vision to attract fee paying pupils with a target to house 322 in the next five years with a further figure of 428 pupils when facilities are viable in the future.

The 2017 target being 322 pupils at the school.

At present about 15% of pupils are from a variety of counties in the world and they play an important make up of the school. The head remarked that parents were impressed with the diversity of the school and its principles.

In questions put to the Head the committee asked had the discount for bursaries for trustees been looked into from our last meeting.

The head replied there was only one trustee who had been given help and that the fact the person was a minister from Oak Hill College there was consideration for his children, however last year full fees were paid by the trustee in question for his last child at the school.

Now all staff, who attract discount for their children have a new level of discount, this being 50%, and this is taken from Salary earned from national guidelines of teachers salaries. There are only a few senior staff with accommodation for thief families on the hill

Simon Briggs KHA stated he was glad monitoring was now taking place

However, it is a school matter, which had been seen from the trustees accounts published by the school

The head master did state originally the clergy from Oak Hill served the school on low wages, and the discount was intended to help their families, but the school had reviewed the situation. The headmaster was thanked for his report and left the meeting at 11-40 am

<p>4a</p> <p>5.</p> <p>5.</p> <p>5.</p> <p>6</p>	<p>Development Department</p> <p>Simon Howlett Chairman suggested on future Agenda lists we should have Harriet Atkinson from development to report on any matter from her department. In future Harriet will be reporting before communications.</p> <p>Harriet thanked the chair for this opportunity to let the KHA know of her news and involvement over the last few months since the last committee meeting.</p> <p>Harriet was able to report that shortly in the post will be the details of the Annual Fund for the year 2013/14. This fund is to help on a yearly basis both Major and smaller projects/groups at the school.</p> <p>These for 2013/14 will be the New Building ; the Performing Arts; Sports and Bursaries.</p> <p>It will give all groups Parents; Friends of the Hill; and Ex pupils and present pupils an opportunity to support by setting up gifts/ donations etc.</p> <p>It was great news when Harriet informed us that of the £5 million target for the new building, the present figure stands at 3.5 million, of which a major gift was given to the school of £1 million.</p> <p>This was very good news and Harriet said, it is challenging times, but people do believe in the school and what it gives to pupils in their development and futures.</p> <p>Simon Howlett said he was hoping to attend the school once a week to create a better liaison with all areas of the school and strengthen the knowledge of both the KHSD and KHA.</p> <p>Ken Wingfield KHA Sec stated we need to liaise better in the future especially when Emails are sent for decisions / views on minutes sent to committee members.</p> <p>Also if actions are required say signing cheques these matters need to dealt with immediately, and not left for months and then being mislaid. We need to be more professional in communications.</p> <p>Brian Dean has supplied Harriet with life member's names and Harriet stated she has about 90 names who have not got Email addresses.</p> <p>Brian also made a point on life members that monies would only become relevant if Subs for membership was charged.</p> <p>The suggestion was put forward could we send out KHA minutes with the regular issue of the Newly designed News sheet [Cairn] to those who are sent hard copies.</p> <p>Harriet did not see any issues, but would report back if there was any problem. This will keep in touch by post about 75 ex pupils who do not have computer facilities.</p> <p>Mike Kent asked how many Archive enquires are dealt with by Harriet's office?.</p> <p>Harriet said a couple each month, so people are interested in past history and enquire about relatives who had attended the school.</p> <p>Mike Kent gave out Report 21 to the committee [see appendix 1] attached</p> <p>Leo Smith had sent Mike a letter showing on Page one the figure for General donations was £2,025 and not £2,028, this was amended by the treasurer and is shown on [appendix 1] This was only a projected figure</p> <p>Mike said we are flexible with the percentage for bursaries.</p> <p>Leo Smith said when we get an appeal from the Head we do not reply.</p> <p>Mike replied any appeal comes to the committee for their decision at meeting or through the chairman to contact the committee before replying.</p> <p>The school have a Sur-plus so this should not happen too often.</p>	<p>3</p> <p>28/09/2013</p>	<p>HA</p>
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	<p>Mike Kent pointed out our commitment at present with several pupils leaving who were supported by KHA bursaries fund; is £3,000 appx.</p> <p>In any questions for the treasurer, Leo Smith pointed out, that the AGM Forum should have been given a copy of the Annual Accounts of the KHA.</p> <p>Mike Kent said the meeting [AGM] was told the accounts were there on the day for people to view, however it was agreed with Leo and the chairman that a copy of accounts and Centenary Fund will be available for any individual to see; the costs of which will discussed before the Next AGM, when the date is fixed with the school.</p> <p>Mike said this would not pose any problem and Leo was thanked for his observations.</p> <p>After a complicated period of paperwork over the last six months, and having the legal help of the KHA Solicitor David Ware; Mike Kent can finally confirm the ' Ruffers' Account stock is now available for transfer and we can support bursaries for 2014 once the committee, chairman, and the school know of pupils who need bursary support.</p> <p>The chairman and committee thanked Mike for the long hours of commitment to ensure the accounts are up too date.</p> <p>The committee also thanked David Ware for his expertise in dealing with the investment account [Ruffers of London]</p> <p>Mike finished his report by saying we had set a target of £5,000 per term for 2014, however we are in credit £2,000 from the school due to one bursary supported by the KHA leaving.</p> <p>Kim Quarterman [School bursar] had informed Mike of the pupil leaving and the balance of the KHA bursary account</p> <p>Mike made it clear he was asked to support a day boarder, however the KHA only support full boarding pupils with bursaries decided by the headmaster and the committee.</p> <p>One area Mike was quite right to emphasise to us all; was when he sends mandates/cheques, please can we deal with them and his instructions as soon as they arrive by post.</p> <p>We all agreed this area needs improving. It was agreed to re-issue a cheque to Harriet for the Curry night. Ken Wingfield to sign.</p> <p style="text-align: right;">Action 4. KW/MK 28/09/2013</p> <p>7A KHA Memorabilia.</p> <p>Simon Briggs stated we are not getting any orders should we look at this has post costs are increasing.</p> <p>Simon who has done the sale of school scarves and ties for many years and holds all the stock. He was wondering which direction we should go with advertising etc. Should he continue.</p> <p>The chairman thanked Simon for his dedication and asked Harriet was there a possibility of a notice or sales at the school shop. Harriet will check and come back us on the next meeting.</p> <p>Ken Wingfield said it was good we had a visual notice when the KHA have an event perhaps we should have details on the Top school notice board.</p> <p>The chairman asked Simon B to check stock and issue a new price list</p> <p style="text-align: right;">Action 5. SB/KW/HA 28/09/2013</p>		KW/MK 28/09/2013
7B	7B. School-Days. <p>Simon Howlett said that the KHSD Site was very busy with 170 hits recently in one day and people are leaving articles to put on the site on various subjects.</p> <p>New items of news that come are kept high on the list and there are over 100 updates with people asking questions; hence Simons' decision to spend a day once a week at the school.</p>		

	<p>The Web site is going through a re-design, the committee will be asked for their views and ideas. This will give the KHS and KHA more exposure.</p> <p>Ken Wingfield asked about self editing, Simon explained the procedure how to change details once on the site, Ken asked if he could approach John Timmins to be our liaison when alterations are needed</p>	6	28/09/2013 KW/JT
8	<p>8. Archives.</p> <p>Harriet stated together with Tony Middleton and Frank Foster they were concentrating on putting pictures and data on disc electronically.</p> <p>The chairman asked should we keep Archives on the Agenda? Committee agreed to keep this area on the Agenda.</p> <p>Harriet said the houses were again to start doing house and team photos, and several house are displaying their photos on the walls. The school photo's are to be done every two years.</p> <p>9. Events. 2014</p> <p>SAT -- Jan 25th KHA Meeting. 10-30am.</p> <p>SAT -- March 23rd Founders Graveside 09-30. Daylesford Church. KHA Meeting. 10-30am.</p> <p>Evening-- 6th form Quiz Night - Meet Dining Area 7-00pm. Start 7-30 Meal and drink £5 Families welcome Monies for Bursaries</p> <p>Contact Ken Wingfield Events Sec 01530-812361. Email winger@uwclub.net</p> <p>AGM Date and Details to be published in March September -- Rohiila reunion details to be confirmed later in 2014.</p> <p>Special Thanks, The committee wish to thank the KHS staff / Headmaster/ Harriet for the manner in which everyone was welcomed and catered for during the "Rohiila " reunion weekend. I shall be liaising with Harriet on future events, please watch-out for the News Flashes on the Kingham-Hill School Days Site. Ken Wingfield Events Sec</p>		
10	<p>AOB/ Chairmans' Remarks</p> <p>Simon Howlett the newly appointed chairman asked for his remarks to go under AOB.</p> <p>He said we need to have more flexibility with decisions and action between the four meetings we have each year.</p> <p>If ideas come along then we need to communicate with each other and not have to wait for the next few months to act.</p> <p>Simon Briggs said if there is something more dynamic and important such as the moratorium then this should be dealt with on the arranged date of a full committee meeting.</p> <p>The chairman replied he needs to be able to use initiative and have the authority to act between the meetings. We have to be more proactive.</p> <p>Brian Dean said Hillians membership and Subs to join had not been mentioned in the AGM, it was the first he had heard it.</p>		

Simon Howlett replied that Hillians as an organisation as to be in partnership with the school

Brian Dean said we have had members asking about subs etc

Mike Kent stated in Re- Branding [Hillians] monies/subs for funding do you think the school would pass them onto the CTFund?

Brain Dean every one seems to assume we have agreed on Hillans, Simon, you seem to have set this up.

The chairman replied in summary subscription of KHA is not working; the idea of Hillians/ subs would be given to the school. The KHSD and KHS have agreed to act together.

Brian Dean why have we the KHA committee not heard from Harriet and Simon about Hillians ?

The chairman said the school have already started to raise funds.

Simon Briggs commented are the KHS collecting membership subs? Harriet just seems to be doing donations. Do we the KHA ask for subs?

Simon Howlett said we need to re Brand so that we the KHA can gain benefit for bursaries and be a part of the Annual Fund idea.

We the KHA could donate on a regular basis to the Annual bursary section, and so be apart of the future development with the KHS

In general the committee after a long discussion agreed we need to support the school with subs whatever format.

Simon Briggs proposed the chairman should put his idea on the web and that there should only one organisation collecting subs.

Brian Dean said we the KHA/KHSD Should stop donations so just one organiaation is collecting subs.

The Chairman asked should we the KHA join the Annual Fund by giving a regular donation, and in doing so being apart of what the development office is trying to achieve.

The committee all agreed with the following criteria if we donate to the annual fund

1. Support the fund with a financial sum for bursaries section
2. Vehicle/ membership/subs
3. Monies on bursaries go to Greens [New young boarders]
Selected by KHS / Headmaster

At present the Moratorium is still in place however the committee agreed; could the KHA chairman Simon write and invite Mr J Richardson to the Jan 25th meeting.

We the committee can see a way forward to lifting the Moratorium and returning to supporting the KHS Bursary fund back to £9K a term instead of the £3k at present.

Mike Kent proposed we lift the Moratorium on the basis of our
 Chairman Simon Howlett meeting with the Headmaster /Governors.
 The Meeting was closed at 16-10hrs 28/09/2013
 Ken Wingfield MBE KHA Sec

ACTION REVIEW No.	Description	Actionee
1 12-09-03	Mind the gap with Tom Lofts New Zealand Ongoing	SH JM
2 12-09-03	Update of Grave stones via Mark Amis / Liaise with church personal	MK HA NS
3 28-09-13	Send out KHA Minutes with News Sheets to those without Email Addresses	HA
4 28-09-2013	Ken to sign cheque for Curry night; Mike Kent to re-issue	KW/MK
5 28-09-2013	Ken to communicate with Simon Briggs and Harriet as to putting small advert of KHA Memorabilia on top school pupils board	SB/KW/HA
6 28-09-2013	Ken to liaise with John Timmins and Simon Howlett on any alterations/Editing on KHSD Site	KW/JT
