



Kingham Hill Association

Patron: Lord Adonis of Camden

Minutes of Meeting

Meeting Date	Saturday 22 nd March 2014	Meeting Location	Archive room KHS
Present Harriet Dearden - (Temp Chair) - HD. Ken Wingfield – KW (Sec), Simon Briggs – SB Brian Dean – BD, John Hughes – JH, Mike Kent – MK, Leo Smith – LS, Eddie White – ED. Nick Seaward – (Headmaster) NS Bill Collett (KHS 1931-41)		Apologies, Jon Montgomerie - JM	

Item	Discussion	Action No.	Actionee
1.	<p>Welcome HD Welcomed everyone to the meeting and thanked all those who attended the short service at the Founder’s grave side prior to the meeting. A very warm welcome was extended to our guest Bill Collett, a KHA member.</p>		
2.	<p>Headmaster’s report</p> <p>NS stated that the present pupil level is 305. He stated that the building of the new maths and science building is on schedule for completion in December of this year, despite the weather conditions.</p> <p>The next phase of the 2020 Vision building programme will be the development of the new Library facility, which begins in February 2015. This will involve extending the Top School building and will run the width of the building in what is currently the day house, Havelock. This will help meet the school’s needs as a larger library is required to accommodate the increasing pupil numbers.</p> <p>Havelock pupils will move into the old science building on a temporary basis until the reorganisation of the buildings is completed. NS said a plan of the site is available for anyone wishing to view plans for phase two and beyond.</p> <p>EW asked about the average population of each house. NS replied the average house contains 35 pupils at the moment. The governors are keen to keep house numbers low as possible to retain the family-style boarding that the school was founded on.</p> <p>As part of this commitment to smaller house sizes, the day house Havelock will be divided into junior and senior boys and the junior section will be named Clyde.</p> <p>The Headmaster spoke about some of the traditions that are being reintroduced, such as formal dining. Standards of dress are also being addressed; NS stated that he would like to reintroduce some of the old school</p>		

	<p>traditions into the daily routines for example shoe cleaning.</p> <p>The school would like to hear from any old pupils about traditions they remember from their time at the school. Former pupils were asked to contact the Development Office with their reminiscences.</p> <p>MK stated that the photograph archive needed to be maintained as they form an important record of school life. HD remarked that house photographs were now taken annually again.</p> <p>Bill Collett asked NS if he had heard of a former pupil. Rt Rev Bishop John Carter, who became the Bishop of Johannesburg in South Africa. NS replied he had not. If anyone can give Bill any information, please post it on the KHSD or contact the Development Office.</p> <p>The committee thanked the Headmaster for his report.</p>		
3.	<p>Minutes of the last meeting 25th January 2014</p> <p>These were approved as an accurate record of the meeting</p>		
4.	<p>Matters Arising from the minutes</p> <p>Action 1. <u>Mind the Gap.</u> HD has been in contact with Tim Lofts in New Zealand and the head of the Sixth form, Mrs Chapman, who supports pupils looking for projects to undertake on their gap years. Tim Loft's offer to coordinate offers of accommodation from overseas to former pupils remains.</p> <p>Action 2. <u>Plaque for Kingham Church</u> The Headmaster mentioned that he had been in touch with the local vicar and with the Bishop and permission has been given principle for a Plaque to be placed in Kingham Church with the names of former pupils who are buried in Kingham Churchyard. HD and MK are liaising with the Revd David Slater on design and materials of the Plaque.</p> <p>Action 3. <u>Circulations of Minutes</u> Minutes from Sept 2013 and Jan 2014 to be sent to those members not on Email with the March edition of the newsletter.</p> <p>Action 4. <u>HD to obtain report from Kingham Hill School Days and Archives</u> (see items 8 and 9)</p> <p>Action 5. <u>HD to liaise with SB on memorabilia and lists</u> A small supply of KHA memorabilia to be sold in the school uniform shop New have been ordered. MK had issued cheque to SB.</p> <p>Action 6. <u>HD to set a date for AGM.</u> Set for April 26th</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p>	<p>HD</p> <p>HD /MK</p> <p>HD/KW</p> <p>HD</p> <p>HD/SB</p> <p>HD</p>

<p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p>	<p>Communications</p> <p>HD expressed that she has been working with Simon Howlett to produce a newsletter; the first issue was sent out at earlier in March. This contained news from the school, Kingham Hill School Days, KHA and governors. It is intended to send out a newsletter each term, and will be predominantly circulated by Email</p> <p>There are currently 60 members who are receiving hard copies by post. They were sent minutes from the last meetings Sept 2013 and Jan 2014. If they wish to continue receiving items by post, they need to opt in otherwise items will no longer be sent in this way.</p> <p>SB mentioned that some schools publish their events in national newspapers. It was agreed that this is a costly way to advertise and not an avenue the committee wish to explore further.</p> <p>Temporary Chairperson</p> <p>1. Constitution</p> <p>HD reported that she had been working with a Working Group comprising of MK, JM, BD, and KW to consider the current constitution and suggest amendments to recognise changes to the structure of the organisation.</p> <p>Following a detailed discussion with all the committee members, it was agreed to adopt the changes: 2, 3, 4, 8 and 9 (see appendix 1) as suggested by the working group, subject to ratification at the AGM on 26th April 2014. Action: <i>draft amendments to the constitution to be published on KHSD Web site</i></p> <p>2. AGM.</p> <p>As stated above, this has been set for April 26th. The format of the day will be slightly different, with the business part of the meeting taking place in the morning followed by a formal lunch with guest speaker (this year Mark Foley KHS 1963-69). This will be followed by afternoon tea.</p> <p>There was discussion about the start time of the AGM, which was ultimately fixed for 10:45am, with coffee served from 10:15am.</p> <p>Treasurer</p> <p>MK spoke about his report - (see appendix 2). He also started that the return to the Charity Commission for 2013 had been completed.</p> <p>Kingham Hill School Days</p> <p>HD tabled Simon Howlett's report - (see appendix 3) BD commented that the figure showing hits to the KHSD site did not mean the visitor had read the items and could be misleading to who had read what. Visitors' numbers, as recorded elsewhere in the report, were more useful to consider.</p> <p>Archives</p> <p>HD tabled a report from Tony Middleton (see appendix 4)</p>		<p>HD</p>
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<p>10.</p>	<p>HD informed the committee that the old “Gymnast of the Year” board in the gym is to be replaced with new Sportsman and Sportswomen of the year boards/awards. Further details will be reported later in the year.</p> <p>HD questioned what should be done with the old board. It was agreed to keep it in the Archive room for the time being.</p> <p>Events.</p> <p>Quiz night—KW, Reported that he had acquired a sound system which he would be presenting to the school’s Performing Arts Department at the quiz night that evening.</p> <p>It was agreed that KW would be reimbursed £50 from KHA funds to cover the cost of the sound system, which would be a donation from the KHA.</p> <p>The committee agreed to fund prizes for the quiz, up to £40.KW would give MK receipts.</p> <p>HD was thanked for her input in events at the school.</p>		<p>KW. MK</p>
<p>11.</p>	<p>A.O.B.</p> <p>HD and KW will update contact list</p> <p>BD asked if it would be possible to see a current staff list HD advised BD that a list of all teaching staff can be obtained under the subheading “Life” on the school website.</p> <p>HD had notification on the deaths of Ken Jones and Henry Parker and will liaise with the KHSD on the details for publication</p> <p>With no further business the meeting closed 1.00pm</p>		<p>HD. KW</p>
<p>ACTION REVIEW</p>			
<p>1</p>	<p>Mind the gap. 12-09-2003.</p> <p>Harriet and Mrs Chapman 6th form will be looking into travel opportunities for student gap year travel. Harriet has been in contact with Tom Lofts in New Zealand.</p>	<p>Ongoing</p>	<p>HD</p>
<p>2</p>	<p>Plaque in Kingham Church 12-09-2009</p> <p>The Headmaster has been given permission for a Plaque to be placed in Kingham church with all the names of former Kingham Pupils. MK and HD will liaise with the Revd David Salter to discuss the material and design of the plaque.</p>	<p>Ongoing</p>	<p>MK HD</p>
<p>Complete Secretary</p>		<p>Approved Chairperson</p>	