



Kingham Hill Association

Patron: Lord Adonis of Camden

Minutes of Meeting

Meeting Date:	Saturday 25 January 2014	Meeting Location:	Archive Room, Kingham Hill School
Present Caretaker Chair : Ken Wingfield (Sec.) (KW), Temporary Chair: Harriet Dearden (Development Officer) (HD), Simon Briggs (SB), Brian Dean (BD), John Hughes (JH), Mike Kent (MK), Leo Smith (LS) In attendance Nick Seward (Headmaster) (NS) John Richardson (Chairman of Governors) (JR)	Apologies Eddie White (EW), Jon Montgomerie (Monty) (JM)		

Before the KHA Committee invited representatives from the school into the scheduled meeting, BD reported the details of the meeting that three of the committee had with NS and HD on Thursday 16 January 2014. The purpose of this meeting was to discuss the transition of the KHA Committee to join the Development Office in a closer organisation and to go forward in support of the school.

The committee voted on a proposal to work closer with the school, as outlined in the proposed new structure which includes election of the Development Officer as Temporary Chair of the KHA until the next KHA AGM. The motion was passed with six votes for and two abstentions.

It was agreed that HD would draft a statement which would be ratified by the committee to outline what has been proposed. This, together with an organisation chart, will be published on the KHSD website.

I shall be liaising with the KHA members on the KHSD site in due course and will send a letter to all those who attended last year's AGM to give them an update of recent events.

May I say at this stage, we as a Committee will bring a full report for this proposal as the way forward at the AGM which has been set for Saturday 26 April 2014. If you have any questions, please do feel that you can contact me by telephone 01530-812361 or email winger@uwclub.net

Ken Wingfield MBE KHA Secretary/ Caretaker Chair

Item	Discussion	Action No.	Actionee
1.	<p>Welcome</p> <p>The Committee welcomed John Richardson, Chairman of Governors, and HD was invited to chair the meeting. The agenda was changed to give the Headmaster and JR the opportunity to speak at the start of the meeting before the remainder of business.</p>		
2.	<p>A. Headmaster's Report</p> <p>NS reported we now have 304 pupils at Kingham. He was really very pleased that the construction of the new building had started and it is scheduled to be completed by the end of 2014.</p> <p>Work on the new library will start once the mathematics and science building is complete.</p> <p>NS talked about the importance of traditions at KHS and reported that one tradition being introduced this term is formal supper for the junior pupils (years 7-9) each week, where they sit in houses and are served family-style meal. The Prefects are displaying their leadership skills with the junior houses by tutoring table manners and have requested that the dress code for the formal supper each week should be school uniform rather than own clothes.</p> <p>NS also mentioned that pupils were being encouraged to learn and play an instrument as part of their musical education in their lessons.</p> <p>NS talked about his on-going commitment to the Founder's vision and providing places for pupils who really need to be at boarding and talked about the school's work with other external organisations in support of this. In particular he mentioned that over the next three years, the government are funding a pilot scheme through the Buttle Trust, supporting local councils to enable primary schools to assess and select young people from difficult family situations for entry into year seven. NS said that KHS is one of the pilot schools in this new scheme. We currently have one pupil at KHS on this scheme and although at the beginning of his time at school, he is doing very well and is a credit to the school. NS hopes to get more referrals from Buttle in the next few years as this new scheme progresses.</p> <p>SB asked whether referrals from local authorities for full boarding for the younger age group took into account under-privileged backgrounds. NS stated that very careful consideration was given by all parties to cases referred and that the scheme is solely for children from disadvantaged backgrounds.</p> <p>MK stated that he had met the new Bursar, Catriona Thompson, and he had made it clear that the Centenary Trust Fund (CTF) is to be used</p>		

solely for bursaries and had discussed the preferred criteria for potential bursary recipients.

NS said he is still in touch with Lord Adonis, who is a supporter of the collaborative scheme with LEA and the Buttle Trust in which KHS is involved.

BD showed a published table of A Level results at secondary schools in Oxfordshire and remarked that Kingham Hill School had achieved top results for 2012/13. NS replied that he was very proud of the staff and pupils for gaining this level, but was also aware each year can be so different with the fluctuation of the pupil populations.

NS was asked about the international percentage of the school, he said this area remained under close review and within limits set by governors, although a vital part of the school's income streams. He finished his report by thanking the committee for their support of the school over the past few weeks.

B. Chairman of Governors

HD then invited JR to take part in meeting. JR said he was pleased to be invited as he wanted to meet the committee and would be happy to answer any questions from the members:

KW asked about the board of governors and their strategy plans for the school. JR said that the board of governors' main aim is good governance, ensuring that they are in touch with all aspects of the school.

JR said they have a very good and close relationship with both the Trustees and Headmaster. The Chairman of Trustees is a School governor, and the Chairman of Governors is also a trustee of Kingham Hill Trust. Training was being done to attain a level of professional thinking and experience on the business aspects of the school, and how that permeates down throughout management at lower levels.

JR stated it was important to have a healthy style and close link with senior management. It was not the governors' role to run the school on a day-to-day basis, but to monitor through reports and advise where necessary.

As well as meeting as a full board of governors, he said there were additional sub-committees which met to look in detail at key areas of governance. These include a subcommittee which looks at the key issues for the longer term and future strategy and a sub-committee, which looks at what happens in practise. It looks at how we get reports from the school, creating a closer link with executive management (Headmaster and SMT), looking at the main and important issues.

<p>JR described some of the governors' key areas of responsibility:</p> <ol style="list-style-type: none"> 1. Looking at the school's mission statement to ensure it is in keeping with Founder's vision for the school. 2. Update the information working with the governors' sub committees. 3. Setting clear strategy for the next fifteen years. 4. Assessing the image of the school and the attraction for parents enquiring to send their children to the school. 5. Improving and increasing facilities for an increasing pupil population. <p>BD asked whether the governors would be producing a strategy document, and if so would the KHA Committee be shown a copy.</p> <p>JR replied that the governors have no hidden agenda, that it was a collaborative exercise involving all stakeholders of the school working together. Certainly part of the governors' plan and objective is to ensure that the strategy is available to all sections of the school, including the KHA committee.</p> <p>He also added that as plans for the future are being developed, the governors will consult all the various groups for their views and input.</p> <p>BD further enquired whether the governors look at alumni, who have a broad range of professional expertise for potential governors.</p> <p>JR replied it is important to have the right people with a good balance of experience. Part of one of the sub committees is liaising with the executive management to identify potential governors. He mentioned that the Development Office and the excellent work being done for both to build the alumni community as well as fundraising will in time be a useful resource to identify potential governors.</p> <p>SB asked about the relationship between governors and trustees.</p> <p>JR said a proportion of the trustees of Kingham Hill Trust are also governors and that they have a good close working relationship which is very important for the school.</p> <p>MK asked that if the governors consisted of people with business backgrounds. JR replied that the board follows the Founder's principles and that a balanced board with a range of experience, including business experience is ideal and is the model for the future.</p> <p>The question of trustees' children at the school was discussed. JR mentioned that before any meeting of governors or trustees, members are asked to declare any interests in items on the agenda. If there is a declaration of interest then that member cannot participate in that part of meeting. This is in addition to a register of members' interests which is held by the Trust secretary.</p> <p>JR gave a brief account of how he came to be a governor of KHS. When he retired as Headmaster of Cheltenham College, he was approached</p>		
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	<p>by NS and Mark Stanley-Smith, who was at that time Chairman of Governors. . JR knew of the Founder’s background and mission for the school and having accepted the invitation to become a governor, JR was later appointed Chairman of Governors.</p> <p>With no further questions, JR thanked the committee for their invitation and said he is pleased to see the alumni relations and the Association working together as one family.</p> <p>The committee thanked JR for making the time to attend and for such a worthwhile discussion.</p>		
<p>3.</p>	<p>Approval of the minutes from 28 September 2013 The minutes (version published 6 January) were approved.</p> <p>Matters Arising from the Minutes Action 1 <u>Mind the Gap</u> HD asked for clarification about Mind the Gap and the thinking behind it. It was explained that a few years ago an Old Boy Tim Lofts who moved to New Zealand offered accommodation/work experience for those pupils leaving the Hill who thought they would take a gap year and travel the world. Now with the good work of the KHSD site and a more positive response in the Development Office we should send out enquires to collate other people’s addresses/emails who are willing to help former pupils on their travels. HD said she would look at this and thought the idea had potential for the future.</p> <p>Action 2 <u>Plaque in Kingham Church</u> Progress on plaque in Kingham Church with names of KHS boys buried in the graveyard. HD reported that the Headmaster had been in touch with the Bishop and progress was on-going.</p> <p>Action 3 <u>Posting of minutes with alumni newsletter</u> HD expressed her intention to send an alumni enews in March and that this would be posted to the 60 members of KHA who were not on email. The September and January KHA minutes will be included in this mailing. It is planned the alumni newsletter will be sent out at least twice a year.</p> <p>Action points 4. 5. and 6. from the September minutes have been completed with no further action required.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HD</p> <p>NS/HD/MK</p> <p>KW/HD</p>

<p>4</p>	<p>Development Office / Communications</p> <p>HD reported that 26 people had attended Rohilla Day last September and that everyone enjoyed the lunch and visiting the Hill, some for the first time since leaving over 40 years ago.</p> <p>NS and HD visited Woodstock in Canada – the location of Havelock Farm. There was a lot of interest and 30 descendants met for a reunion at the Church where the Havelock boys worshipped. One of the great-grandsons of a Havelock boy displayed archive pictures and memorabilia from the Farm. HD is going to do a report on the visit and display photographs of those early years and history of Havelock Farm.</p> <p>In the last few weeks HD had organised an informal dinner with eight old girls from the school to encourage their input and feedback into alumni relations at KHS.</p> <p>HD stated that the school has been awarded a major grant from a prestigious grant-making organisation in support of fixtures and fittings in the new chemistry laboratories in the mathematics and science building.</p> <p>The next edition of Cairn, the development office newsletter is scheduled for September 2014.</p> <p>The committee thanked HD for her hard work in getting people interested in helping the school and working together for the pupils and improving their facilities.</p> <p>HD finished by saying she is developing an 1886 Legacy Society to recognise and thank those who have expressed that they are intending to leave a legacy to the school and CTF Fund and to encourage others to consider making a bequest in their Will. Further details and information will be issued by the Development Office in due course.</p>		
<p>5.</p>	<p>Treasurer’s Report (Appendix 1)</p> <p>MK reported that finally we have got three signatures on the Ruffers account and we have drawn out £15,000 for 2014 bursaries. It was agreed that 20% will be given to bursaries but this figure will fluctuate as to number of pupils being supported on bursaries, and money being available.</p> <p>MK has paid £6,000 in the support of four pupils of which some are leaving this year.</p> <p>MK is liaising with both the Headmaster and the Bursar to find suitable new pupils who could be supported by the KHA funds.</p> <p>MK explained our financial year runs from 1 January to 31 December.</p>		

6.	<p>Kingham Hill School Days. HD will be liaising with Simon Howlett, and will invite KHSD to continue submitting reports for KHA meetings and ask them to submit one for the next meeting.</p>	HD	
7.	<p>Archives A report was requested for the March meeting.</p>	HD	
8.	<p>Events 2014</p> <p>Saturday 22 March 2014 09:30am Founder’s Day Service Short service to pay respects at the Founder’s resting place Daylesford Church 10:30am KHA Committee meeting (coffee from 10:00am) KHA Centre 7:30-10:30pm Quiz night with the Sixth Form Meal 7:30pm, quiz 8:00pm (for The “Woyzak Gambaski” Trophy) Special guest singer : Louise Shuttleworth. Mexican meal with a glass of wine. £5 pp pay KW on the night. Please ring 01530-812361 to book.</p> <p>Saturday 26 April 2014 10:00am Coffee and Registration in the Library 10:30am AGM in the Lecture Theatre 1:00 pm Lunch with guest speaker Mark Foley, KHS 1963-69. We are delighted to welcome Mark Foley as special guest speaker for this year’s AGM lunch. Mark is an architect and Principal of internationally renowned firm Burrell Foley Fischer. He is Architect to the school and will talk about his role designing the new mathematics and science building and library. This will be followed by a tour of the construction site. 3:30pm Tea and cake Price £25. Price includes coffee on arrival, formal three course lunch with wine in Top School Hall, afternoon tea. Alternatively, to attend the meeting without lunch, but morning coffee and afternoon tea, cost is £10.</p> <p>Saturday 27 September 2014 10:30am KHA Meeting KHA Centre</p> <p>Sunday 28 September Rohilla Day Details to be published by Development Office at AGM in April.</p>		

<p>9.</p>	<p>A.O.B.</p> <p>1. Web site KHSD LS asked HD to explain the relationship between the school and KHSD. HD stated that KHSD is an independent website managed by a team of former pupils. The school pays for the hosting, security updates and support services. All other work undertaken on the site is done on a voluntary basis. HD works with Simon Howlett to keep the school news and information updated. Simon and his team are responsible for the rest of the content.</p> <p>2. Subscriptions At the AGM in May 2013, a motion was voted on to give authority to the KHA Committee to discuss the possibility of the reintroduction of subscriptions. There had been some discussion of this at previous meetings. HD expressed that the school felt that all former pupils should be members of an alumni society and that charging a subscription could lead a perception of exclusivity. It is important that all former pupils of KHS feel able to participate in all alumni events and receive updates on school news. Those wishing to contribute financially in support of the school may choose to do so via the CTF, through the school's Annual Fund or by leaving a legacy to the school.</p> <p>The committee expressed that subscriptions would be too complicated to manage and it was agreed that, for the time being, subscriptions would not be introduced at this time.</p> <p>3. 200 Club & Memorabilia It was agreed to keep the 200 Club. SB was thanked for his dedication in running the scheme and managing memorabilia for many years.</p> <p>The committee authorised SB to purchase some additional memorabilia stock, up to the value of £200. Receipts to be given to MK at the March meeting; SB to liaise with MK regarding reimbursement.</p> <p>In order to try and increase sales of memorabilia, new displaying and advertising opportunities will be explored.</p> <p>4. Date of the AGM HD stated that she would speak to the Deputy Head to fix a suitable date in the school calendar (this was subsequently set for Saturday 26 April 2014).</p> <p>5. Date of next meeting Saturday 22 March 2014 at 10:30 am (coffee from 10:00am)</p> <p>There being no other business, the meeting closed at 1:00pm</p>		<p>HD & SB</p> <p>SB</p> <p>HD</p>
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ACTION REVIEW

Action No.	Description	Actionee
1 12-09-2003	Mind the Gap: Liaise with Tim Lofts in New Zealand and look at setting up locations worldwide to assist recent leavers at KHS for work experience and gap year opportunities and advice on accommodation.	HD ONGOING
2 12-09-2003	Plaque for Kingham Church Liaise with Church personnel for plaque recording names of KHS pupils buried in the graveyard.	MK NS HD ONGOING
3 28-09-2013	Send Sept 2013 and Jan 2014 KHA minutes out with the alumni newsletter letter in March 2014	KW HD
4 25-01-2014	HD to liaise with Simon Howlett and Tony Middleton for reports for next meeting	HD
5 25-01-2014	HD to work with SB on display and advertising of memorabilia	HD
6 25-01-2014	HD to set date for AGM	HD