



Governing Body Meeting

To all Members of the Governing Body

14th July 2015

Dear Governor,

A meeting of the Governing Body of Tomlinscote School and Sixth Form College will be held at the School **on Thursday 16th July 2015 at 6.00pm** and I hope you will be able to attend. Please ensure that you have read the papers thoroughly before the meeting so that the meeting can progress effectively.

If you are unable to attend, please advise me, as your Clerk, with your reason for non-attendance.

Yours sincerely

Liz Allen
Clerk to the Governing Body

A G E N D A

	Subject	Information	Decision	Approval
1.	Apologies for Absence (2 mins)			✓
2.	Declaration of Interest (2 mins)			✓
3.	Acceptance of the Scheme of Delegation (RC, 10 mins) Discuss/agree the revised MAT/LGB structure as discussed in the GB meeting of 6 th July		✓	
4.	Discussion of possible Members of Surrey Heath Education Trust (AJ, 20 mins) Agree a shortlist from governors' suggestions of local people to approach to join the Trust Board		✓	
5.	Review of Revised Articles and Resignation of Directors (AJ, 20 mins)		✓	
6.	<u>Date of Next Meeting</u> Monday 19th October 2015, 6.00pm, Tomlinscote Conference Room	✓		

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.



Minutes of Governing Body Meeting

Date: Thursday 16th July 2015
Time: 6.00pm
Location: Tomlinscote School, Frimley

Present:

Paul Bagshaw, (Community Governor)
Ray Coyne, (SHET Member, Community Governor, Vice-Chair)
Ian Hylan (Executive Principal)
Andy Johnson, (SHET Member, Community Governor, Chair)
Helen Manning (SHET Member, Parent Governor, Vice-Chair)

Philip Mann (Parent Governor)
Annette Sterr (Community Governor)

Clerk: Liz Allen

Item No.							
1.	Apologies for Absence:	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	Received from L. Foley, K. Foster, C. Funnell and R. Sutton. CF wished to lodge her vote in advance but was advised this is not possible for Directors. ELA suggested CF could join the meeting by telephone or videoconferencing but CF was unable to do so.						
2.	Declaration of Interest:	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
	No declarations of interest were received.						
3.	Acceptance of the Scheme of Delegation	Information	<input type="checkbox"/>	Decision	<input type="checkbox"/>	Approval	x
	The amended Scheme, based on a template from Browne Jacobson was discussed, the only changes being personalisation to Tomlinscote/the Trust and the addition in Annex 2, point 1.3: "Any Director of the Trust has the right to attend meetings of the Local Governing Body, including the sub committees, and will be supplied with notice of the meeting and upon request a copy of the agenda and papers at least seven clear days in advance of the meeting." By a majority show of hands the motion to accept the Scheme of Delegation was carried.						
4.	Discussion of possible Members of Surrey Heath Education Trust	Information	<input type="checkbox"/>	Decision	x	Approval	<input type="checkbox"/>
	It was agreed that AJ would initially approach John Collingridge and Eila Rochfort, followed by Bob Paton and Peter Wharrad. If they were interested to discuss further, RC will meet with them over the Summer with a view to them being in position for the new term in September.						

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5.	Review of Revised Articles and Resignation of Directors	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
<p>1. It was noted that at the last meeting of the Directors held on 6th July 2015, further amendments to the Company's Articles of Association ("Articles") had been discussed, specifically relating to the structure of the board of Directors. A draft of the Articles amended to reflect such changes was circulated to the meeting.</p> <p>2. The Directors considered the amendments to the Articles. A vote was held to accept the amended Articles, and this was carried by a majority show of hands.</p> <p>3. It was RESOLVED that:</p> <ul style="list-style-type: none"> • Subject to clarification of the tenure of the Chair of the LGB as outlined above, the amendments to the Articles as drafted were approved; • a recommendation will be made to the Members to adopt the new Articles; and • a form of special resolution to effect adoption of the revised Articles by the Members was considered and approved and any Director was authorised to circulate a copy of the proposed resolution to the Members. <p><u>Resignation of Directors</u></p> <p>1. It was noted that following the adoption of the Articles as revised, the composition of the board of Directors would be different to the composition under the Company's current Articles.</p> <p>2. Paul Bagshaw, Laurence Foley, Keith Foster, Claire Funnell, Helen Manning, Annette Sterr and Richard Sutton tendered their resignations as Directors of the Company with effect from the date of adoption of the new Articles by the Members and IT WAS RESOLVED that the resignations be accepted with effect from that date. The remaining Directors are Ray Coyne, Ian Hylan, Phil Mann and Andy Johnson. By keeping at least 4 Directors, Company regulations regarding the percentage of employees was met.</p>							
6.	Date of Next Meeting	Information	x	Decision	<input type="checkbox"/>	Approval	<input type="checkbox"/>
Monday 19 th October 2015, 6pm, Conference Room, Tomlinscote School							

The meeting finished at 7.05pm

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