

ELTHAM COLLEGE

Minutes of Junior School Committee meeting held on Friday 21st January 2011 at 11 am.

Present : Mrs R A Morgan (Chair), Mr D A Robins, Rev T Sparks and Mrs I Wort with Mr E Cavendish in attendance and the Headmaster and Bursar *ex officio*.

Apologies

Apologies were received from Mr C P J Muttukumar and Rev D Skitt.

JS/11/01 Minutes of Meeting held on Friday 15th October 2010.

The minutes were accepted as a true record of the meeting and signed by the Chair.

JS/11/02 Matters Arising

Presentation from Mrs Wrafter

Mr Robins wondered how the Committee might be updated on progress in the English department. Mr Cavendish undertook to provide a regular update.

Roof

Work was due to begin on the roof on Monday 14th February with a view to being completed by the end of half term.

JS/11/03 Report of the Master

This had been circulated with the agenda. The Master provided further update on Staffing Matters, Pupil Matters, Activities and Clubs, and Other Matters.

Appendix 1 of the Master's report showed the staff INSED programme.

The Chair thanked Mr Cavendish for his informative report and update.

JS/11/04 Review of Terms of Reference

The Terms of Reference for the Governors' Junior School Committee had been circulated with the agenda for annual review. These were agreed.

JS/11/05 Regulatory Compliance Issues

Health and Safety

The Master reported that the Health and Safety committee met weekly at the Junior School.

Child Protection

There were currently no child protection issues in the school.

JS/11/06 Any Other Business

Marketing and Publicity

The Headmaster informed the meeting of the recent survey conducted by Rachel Hall, Marketing Manager, on the Junior School Open Morning.

Date of Next Meeting

This had been previously set for Friday 6th May. The meeting was reminded that traditionally the Summer Term meeting came with an invitation to Governors to spend the morning in the Junior School prior to the meeting, commencing at 8.40am.

Chairman

Date