

**CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS**

**Minutes of a General Meeting of the Members of  
Chelmsford County High School Academy Trust (Company Number 07445392)  
held at the School at 9.00am on Monday 18<sup>th</sup> March 2024**

Present:	Steve Miles Svetlana Warhurst Victoria Brignell Jon Wincott	Chair - Member & Chair of Trustees (T) Member & Vice Chair of Trustees(T) Member (T) Member (T)
In Attendance:	Wendy Newton	Clerk to Trustees
Apologies:	Richard Vass	Member (T) = Attendance via Teams

**ITEM 1 – APOLOGIES FOR ABSENCE**

1. Apologies for absence were received and accepted from Richard Vass.

**ITEM 2 – DECLARATIONS OF INTEREST**

2. All Members had completed written declarations of business interests on appointment which had now been included onto the Register of Business Interests for 2023-24.

**ITEM 3 – INTRODUCTIONS**

3. Members introduced themselves and gave background information on their experience and connection with the School.

**ITEM 4 – TERMS OF REFERENCE**

4. The proposed Terms of Reference for CCHS Company Members were received for agreement and were discussed by the meeting. The document was to be received for information at the Board of Trustees Meeting to be held on Friday 22<sup>nd</sup> March 2024.

5. **Decision.** The Terms of Reference for CCHS Company Members were **approved** as presented. Members were **requested** to review the document against their role and advise the Clerk to Trustees of any further suggestions.

**All**

**ITEM 5 – RISK REGISTER**

6. Following the Company re-structure on 1<sup>st</sup> January 2024, the CCHS Risk Register had been reviewed to categorise Members' risks and was presented for consideration. The document was to be received for annual approval at the Board of Trustees Meeting to be held on Friday 22<sup>nd</sup> March 2024. An error in colour code formatting was noted.

7. **Decision.** The Clerk **agreed** to correct the formatting error and re-send the document to Members by email. Members **agreed** to review the document and advise the Clerk to Trustees of any further comments.

**Clerk  
All**

## **ITEM 6 – RE-APPOINTMENT OF TRUSTEES**

**ACTION**

8. The Clerk advised that Trustees Steve Miles and Andrew Bonwick came to an end of their current terms of office during the Summer Term 2024. Both Management Committee Trustees had advised that they would accept a further term if it were to be offered. Steve Miles advised that his acceptance would be for the short-term in order to allow succession planning in relation to his current role as Chair of Trustees.

9. **Decision.** The Members **approved** a new 4-year term of office for Steve Miles and Andrew Bonwick.

## **ITEM 7 – ANY OTHER BUSINESS**

10. **Members' Involvement.** The Committee discussed the level of involvement required by the Members in order to keep suitable oversight of the Academy Trust. The Chair suggested that in this early phase of Company re-structure it may be necessary to have a couple of extra meetings in order to get up to speed with the general School situation, meetings would then be reduced in number. The Committee discussed the situation and **agreed** that additional meetings would be arranged which would include an input from the Headteacher. The Committee was reminded that Members had full access to the School's Governor Portal which held the minutes of all Trust Board meetings, sub-committee meetings as well as general Academy Trust and School information. The Chair stated that Members were more than welcome to be in attendance at any of the Trust Board meetings if they so wished.

11. **Queries.** The meeting was advised that any queries or concerns should be passed to the Clerk to Trustees in the first instance.

## **ITEM 7 – DATE OF NEXT MEETING**

12. It was **noted** that the next meeting was to be the Annual General Meeting taking place at 8.00am on Friday 22<sup>nd</sup> March 2024, as had been previously agreed.

**All**

The meeting closed at 9.45am.

S Miles  
Chair