MINUTES OF THE MEETING OF THE KINGHAM HILLIANS COMMITTEE
HELD ON SATURDAY 19 MARCH 2016 AT 10:30AM IN THE SIXTH FORM CENTRE

Present: Harriet Dearden (HD) (Chairman & Development Officer), Simon Briggs (SB), Claire Corbett (CC), Brian Dean (BD), Mark Foley (MF), John Hughes (JH), Mike Kent (MK), David Nock (DN), Nick Seward (NS) (Headmaster), Jan Sindhar (JS), Ken Wingfield (KW), Eddie White (EW)

1. Apologies
   - Received from Malcolm Brecht, David Ware, Leo Smith.

2. Approval of minutes meeting held on 30 January 2016
   - Proposed by Mark Foley, seconded Mike Kent.
   - Signed as a true record by HD and KW

3. Matters Arising

   a. Church Plaque
   - HD showed a sample of vinyl lettering which it was agreed was too large and would make the plaque too big for the back wall in the School chapel.
   - MK asked if we could just use initials. HD replied that even with reduced lettering on each line, there would still be 33 names plus logo and inscription, making the plaque too long in length.
   - MF asked if there is another way of doing it to shorten the length of information on the plaque. One idea put forward was to use of a laser cutter to make the lettering smaller.
   - BD pointed out that the information on the board was not in chronological order (that had been agreed in the minutes of Sept 2015).
   - HD agreed and will ensure this will be put right before the plaque is done. MK will discuss the laser idea with Dug Ansley, the DT Technician and will liaise with HD EW MF and BD before any action is agreed. HD will keep NS and the Chaplain involved in the discussion.
MK stated that after the meeting, he, EW and BD had arranged to meet the vicar at Kingham Church to discuss the stone plaque that will be put up in the church in memory of those buried in the churchyard who were associated with the school. **Action HD, BD, MK**

**b. Hillians’ website**

- HD reported that she has started putting event details on the alumni section of the KHS site. It is work in progress and HD will give feedback at our next meeting.
- KW asked if there could be a link from the KHS Google entry linking people to the KHS Alumni section for event details. SB asked if information about the new site would be in the newsletter and Cairn magazine. HD replied there is a newsletter being compiled to be published soon, and details will be included.
- MK suggested that profiles of committee members be put in order of status for example the President, downwards. MK also mentioned that on the Charity Commission paperwork, KHSD is listed as the organisation’s website and suggested that this should now be changed to the KHS website. **Action HD and MK**
- HD was asked about the KHSD offer to Simon Howlett. HD stated that there was nothing further to report but the offer remains open for their reply.

**c. Memorabilia**

- HD asked CC how the pictures of items of memorabilia were being received on the KHS Alumni Facebook site. CC replied only a small interest at present. CC then continued with a new idea to commission pupils to commission school artists to paint some different buildings or landscapes. These could be printed and framed on demand. MF said it was an excellent idea and that he thought both pupils and parents would be interested in buying a memory of school and its surroundings. SB suggested individual houses. Photography was discussed but it was agreed that painting and drawing should be the focus at the outset. HD is going to contact Mr Buckler in the art department to discuss this idea and CC would be involved in selection. **Action HD and CC**
- SB thanked CC for her idea, but we need to look at the costs and sale price, it needs to be affordable. He quoted the present RRP of a Parker pens is £11 which we sell at £7; ties are £10.
- HD said she had a memory bracelet in mind to develop as a leaving gifts for the girls similar to the one KW was wearing but in the school colours. The committee agreed with the ideas put forward. **Action HD**
- Online payment of memorabilia will be investigated by HD as well as investigating where monies will be banked. **Action HD**

**d. Centenary Trust Guidelines and Procedures**

- The amendments to this document from the last meeting were discussed. It was noted that one correction was still outstanding on page three, under disbursement of funds, the word *likely* needed to be changed to *ideally*, as agreed at the previous meeting. A motion was put forward to present this document, subject to the change above, to the AGM. Proposed by SB, seconded by EW. Motion carried.

**e. Kingham Hillians Constitution**
• The final document was agreed and a copy will be put forward for ratification at the AGM in June.

4. Headmaster
• NS reported to the committee that the School is in good shape. The new library is spectacular and is due for completion in the next couple of months. The Library project is on budget at present. Fundraising is on-going and we hope to continue to attract donors to support the project as it nears completion. MF stated that the Library roof and chimney are to be finished with original finial features, as it would be sad to lose the heritage of the original roof line built in the founder’s day.
• It has been a crucial time for the Governors who have been planning the School’s strategy for the next 15 years and beyond. This is based on ten key themes which he and the Governors believe define KHS and which will help to shape the future of the School. First and foremost is the School’s Christian ethos, and the Headmaster reasserted his commitment to see the School continue C E B Young’s legacy in word and deed. Other strategic themes stress the importance of academic rigour and extra-curricular breadth, developing pupils in character, making the most of the School’s location and providing a home-from-home in a family-style setting of around 400 girls and boys.
• Improved facilities continue to feature in the School’s plan for the next fifteen years, with the next major project to improve sporting facilities with a new sports hall the immediate priority. Further ahead, the old gym would make an excellent performing arts centre. In addition to this, the School is also looking at areas where we can provide bespoke accommodation for the upper sixth.
• EW made the comment in the 15 year plan the school needs to continue to make a profit. NS replied that with the forecasted pupil growth this is achievable and that continued financial security is a key theme.
• NS continued that we are also exploring potential partnerships which would expand our existing involvement with the local community.
• Various sites for a new sports hall were in the very early stages and professional advice is to be sought before any recommendations are made.
• SB asked the Headmaster whether the proposed initiative by the government to give all schools academy status would affect the independent sector. NS stated that this would not affect KHS or independent schools. The committee thanked NS for his report and NS left the meeting at 11.45am.

5. Chairman
• The Chairman remarked that having heard about the School’s 15 year strategy, the Hillians similarly needs to look at the direction it is going and at the last meeting asked for contributions to strategy over the next five years.
• KW had submitted some ideas:
  o Closer relationship with the governors by having a member of each committee being invited to attend their meetings
  o More girls involved on committee.
  o Each committee member should approach 10 colleagues with whom we can contact to attend AGM.
MF agreed we should encourage and invite school friends to the AGM, but it needs a full day of activity to make their visit worthwhile and to meet friends from their era.

SB stated that holding the AGM on Speech Day was not successful, the AGM should be seen as a Hillians’ reunion day with events that attract on the day.

HD said to increase participation we need to focus the reunion days to three events spaced out during the year: Founders day in March for a specific decade, AGM as part of the reunion day in September(Rohilla Day) and the Hillians vs Barings XI cricket match on Speech Day. MF felt that Hillians will come if they know they might meet old friends, the dinner a specific decade is a good idea.

BD spoke about the cricket match that used to take place on a reunion day, we need other attractions if we have the AGM in September.

CC commented that the AGM will not attract younger members to visit the hill. MK stated that the AGM could be combined with a dinner event but the cost of food needs to be lower for families.

JS stated that we needed to be mindful that when trying to include younger people who are just starting careers or still at university, the cost of travel will affect their decision to attend reunion or events.

It was suggested a hog roast or BBQ could work as it would be at a lower cost to visitors. BD asked HD when the best time for the AGM is. There was a lot of discussion and HD thanked the committee for their positive ideas and stated that event dates and details for next year will be agreed in collaboration with the school calendar and she will give us feedback on our next committee meeting. Action HD

MK mentioned that if AGM was moved to the autumn it would be a lot more work for him to balance the end of year final accounts, but if that was the decision, he would work around it. EW said it meant a later ratification of the previous year’s accounts, but saw no problems at this stage if the AGM event was in September.

EW had looked at other School’s alumni association objectives and constitutions there was more co-operation between committees and events.

CC and DN both stated that the school we more aware of the Hillians’ committee than in the past. CC suggested we should use the board in the school corridors for a better link to the present pupils. HD agreed and noted that she will look at this area of communication within the School. Action HD

HD gave a brief overview of some measurable targets that could be of areas we could apply a strategy for the next five years

**PR and Communications**
- Increase members in the KHS Alumni Facebook group from 400 members at present to 750.
- Hillians’ twitter feed with 100 followers
- 50 people on the careers support database
- Contact details for 2000 Hillians (currently 1,470)
- Increase the number of people for whom we have a current email address to 800 (currently 742)
- Introduce a monthly enewsletter
- Continue to build the Hillians website

**Events**
- Aim to have 100 Hillians at an AGM in September
• 75 at the annual dinner in March
• 100 Hillians at Speech Day

- **Governance**
  - Reintroduce an annual trustees’ meeting
  - Male:female representation on the committee the same as at the School i.e. 60:40
  - More details about Centenary Trust bursary application process on the website

- MF felt that the use of email is a particularly important objective. Emails cost nothing to send and we should have an objective to use this media more effectively. HD agreed that we need to see an increase in contact.
- MF careers can be discussed over a dinner with pupils collating their CV.

6. **Treasurer**
- MK issued financial statement 33 to the Committee (see appendix 1). He said there would be an amendment once he has the figures of the gift aid from HMRC.
- MK and BD asked the Chairman how the School ring fenced donations so that each donation was used as requested by the donor.
- HD outlined the procedure: every donation made to KHS is coded both on the Development database and on the Bursary’s accounting package according to the preference of the donor. Whether it is sports, bursaries, drama, music, 2020 Vision or unrestricted, each has its own code and is allocated to the relevant area. This is reconciled on a monthly basis and is checked as part of the School’s annual audit by independent auditors. Once that money is ring fence under the coded system, it can only be used for that purpose unless the donor gives permission for it to be used otherwise.
- The Cairn newsletter is the annual report for development and publishes all the donations given to the Annual Fund and other appeals for the preceding financial year.

7. **Communications**
- HD reported that the spring edition of Over the Hill is due out soon and will be published on the alumni section of the KHS website as well as the Facebook group and emailed to Hillians.
- CC has been doing a lot of working contacting alumni on Facebook giving details of events and memorabilia.

8. **Events**
- As stated in the remarks in the Chairman’s report, we are looking at three spaced events for 2016- 2017. Dates to be published by the Development Office once they have been finalised with the School but will follow the pattern described above (September, March, July)
- **Events in 2016**
  - **Saturday 4 June 2016.** Kingham Hillians AGM.
    - Details will be sent to the membership.
Saturday 2 July 2016. – Hillians vs Barings IX cricket match
Members were encouraged to check on the alumni events of the KHS web site for details.

9. Archive

- Nothing to report

10. AOB

- SB asked to mention at events the 200 Club to encourage more members. DN agreed that we should be communicating these details and future events with dinner guests.

There being no further business, the meeting closed at 12.55pm

Ken Wingfield MBE
Honourable Secretary