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## Code of Conduct- Complaint Form

### Your Details

1. Please provide us with your name and contact details.

<b>Title:</b>	Mrs
<b>First name:</b>	Sheila
<b>Last name:</b>	Smith
<b>Address:</b>	Wrotham School
<b>Daytime telephone:</b>	[REDACTED]
<b>Evening telephone:</b>	[REDACTED]
<b>Mobile telephone:</b>	
<b>Email address:</b>	[REDACTED]

2. Please tell us which complainant type best describes you:

- Member of the public  
 An elected or co-opted member of an authority  
 Member of Parliament  
 Local authority Monitoring Officer  
 Other council officer or authority employee  
 Other (please give details) Chair of Governors Wrotham School

3. Please provide us with the name of the councillor(s) you believe has breached the Code of Conduct and the name of their authority:

Title	First name	Last name	Council or authority name
Mr		Rayner	Wrotham PC a
Mr		Taylor	Borough Green PC and TMBC
Mr		Betts	Wrotham PC and TMBC

4. Please explain in this section what the councillor has done that you believe breaches the Code of Conduct. If you are complaining about more than one councillor you should clearly explain what each individual person has done that you believe breaches the Code of Conduct.

It is important that you provide all the information you wish to have taken into account by the Monitoring Officer when he (acting in consultation with the Independent Person(s) and Chairman/ Vice-Chairman of the Joint Standards Committee) decides whether to take any action on your complaint. For example:

- You should be specific, wherever possible, about exactly what you are alleging the councillor said or did. For instance, instead of writing that the councillor has conducted himself in a manner which could reasonably be regarded as bringing his office or the Authority into disrepute you, you should state what it was they said or did.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information.

Please provide us with the details of your complaint. Continue on a separate sheet if there is not enough space on this form.

Please see letter dated March 18th

5. **Only complete this next section if you are requesting that your identity is kept confidential. Please see the notes in the accompanying leaflet "How to make a complaint".**

Please provide us with details of why you believe we should withhold your name and/or the details of your complaint:

#### Additional Help

6. Complaints must be submitted in writing. This includes fax and electronic submissions. If you need any support in completing this form, please let us know as soon as possible.

This council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. See [www.tmbc.gov.uk/DPNotice](http://www.tmbc.gov.uk/DPNotice) for further information.

Signed: S. Smith

Date: 23/03/2016

Return Address: [monitoring.officer@tmbc.gov.uk](mailto:monitoring.officer@tmbc.gov.uk)

Or by post: The Monitoring Officer  
Tonbridge and Malling Borough Council  
Gibson Building, Gibson Drive  
Kings Hill  
West Malling  
Kent ME19 4LZ



**WROTHAM SCHOOL**  
HIGH EXPECTATIONS, CHALLENGE & OPPORTUNITY  
Headteacher - Matthew Wright MA

TM-S-29  
APPENDIX 1

Wrotham School, Borough Green Road  
Wrotham, Sevenoaks, Kent TN15 7RD  
Email: office@wrotham.kent.sch.uk  
Web: www.wrothamschool.com  
Tel: 01732 884207

Monitoring Officer  
Tonbridge and Malling Borough Council  
Gibson Building  
2 Gibson Drive  
Kings Hill  
West Malling  
ME19 4LZ

18<sup>th</sup> March 2016

Dear Sir/Madam

On behalf of the Governors of Wrotham School I wish to make a formal complain about the behaviour of councillors Mr Taylor and Mr Betts and Parish Councillor – Mr Harry Rayner on Friday March 4<sup>th</sup> at Wrotham School. I enclose a statement of what occurred made by Mr Wright, Headteacher. There were other witnesses and they have also made statements which have been handed to the Police. I have banned Mr Taylor, Mr Betts and Mr Rayner from the Wrotham School site.

I also wish to complain that, despite an email from Mr Lanes requesting that all communication be through him, Mr Taylor and Mr Rayner were in contact with the Sevenoaks Chronicle making allegations and statements which were extremely serious and possibly libellous. Furthermore, such allegations and statements were also emailed to members of the Steering Group by Harry Rayner. We have our lawyer looking into letters and emails that were sent. I enclose copies of these for your information.

I feel that the behaviour of these three councillors, and in particular Mr Taylor and Mr Rayner, has been totally unacceptable and that they are guilty of bringing the council into disrepute.

The allegations made by both are totally untrue as your legal advisor has confirmed. They are damaging to the reputation of the school and the education of students who attend. This is a high performing school and one that Tonbridge and Malling councillors should be proud of, not seeking to damage.

Given the behaviour and the ongoing accusations and abuse I do not feel that Mr Wright or other Wrotham School representatives should attend a steering committee meeting whilst these three people are serving on it.

If you wish to discuss the situation with me please contact me via Rachel Martin, Clerk to Governors at Wrotham School

Yours sincerely

Mrs S Smith  
Chair of Governors

Cc: Ms Beilby, CEO

### Account of the incidents of the 4<sup>th</sup> of March 2016 – Mr Matthew Wright

I am the Headmaster of Wrotham School which is a co-educational secondary school serving pupils from the local area.

At 13.30 hours on Friday 04 March 2016 I was on duty on the playground when my personal assistant, Rachel Martin, informed me that a man I know to be Harry Rayner, was waiting in reception and wanted to be seen. Rachel told me that he was quite insistent, and that she had tried to explain to him that I was busy for the rest of the day. I know Mr Rayner as a member of the steering group for the 3G pitch sports facility located on the school site. I asked Rachel to tell him again that I could not meet with him as I had appointments for the rest of the afternoon, and also to tell him that I had replied to the email from Beverley Emerson, chair of the steering group, and that I would forward this to the rest of the steering group. I did this once my duty had finished meaning that all members then had a copy of this correspondence.

At 1530 hours the same day I was leaving my office having just met with a parent. Rachel came running down the corridor to tell me that there were three men in reception demanding to see me. She told me who they were and that they were very insistent, despite her telling them that I was not available. I was surprised that one of these men was Harry Rayner as he had been told earlier that I was unavailable and had been provided with the email. The other two men were Mike Taylor and Robin Betts, both also members of the 3G steering group. I gathered my bag and coat and Michael Cater, my deputy head, and I went to reception to sign out. I explained to the men that I would not meet with them now and that I had offered the Chair Ms Emerson a suitable time to meet, and that I had to leave to collect my son who is of primary school age. One of the men, either Harry Rayner or Mike Taylor said, "Good luck with that mate". I don't think that at the time I really knew what this referred to but subsequently found out that they had blocked my car in to the parking bay in a way that meant I was unable to get out.

I stated that their behaviour was ridiculous and that I had to leave to collect my son. The three men kept arguing back with my refusal to discuss the issue at that time, repeating the request to speak with me and insisting that they would only take a small amount of my time. They would not listen to what I was saying. I found their behaviour to be threatening and intimidating. The fact that the three of them had turned up after Harry Rayner had been told that I was not available that afternoon and were now not leaving the reception area when asked was an intimidating act in itself. Their attitude was that this was a private joke and Harry Rayner kept winking and nudging the others. Furthermore there was a pupil in reception being assisted by the receptionist Sue Reeve, who should not have had to experience or witness such an incident. In fact I know Sue Reeve felt that she had to remove the pupil to another area of the school.

As by now I was aware that my car had been blocked in, I asked them to move the van again but this request was refused. I said that I was going to phone the police and the response was again, "Good luck with that mate". Michael Cater also asked them to leave and explained that as they did not have visitor badges, there was a safeguarding issue for the students, but they still refused.

I left reception to phone the police realising that by staying I was giving them an audience and they were trying to provoke a reaction from me. After about 15 minutes and from my office, I saw the three men walk down the path from reception towards the parking area. I saw Harry Rayner and Robin Betts drive their cars off the premises and then appear by the school gates on foot. Mike Taylor left his van blocking my car and joined them by the school gates. I could see them taking 'selfies' with my blocked car in the background.

I could see that my car was blocked into the parking bay and Mike Taylor's white van was parked immediately behind mine, not parked at a right angle as if pulled along behind. It was not in a parking space, and was facing the same direction as my car parked with less than 30 centimetres between the bumpers. As my front bumper was against the railings and there were cars parked on both sides of mine, this completely prevented me manoeuvring out in any way. This was a deliberate obstruction of my vehicle. There are other places to park in the car park and his refusal to move on request confirms my opinion that this was an intentional act of intimidation and harassment.

Having phoned the police from my office, they said they would attend. About 1700 hours, a lot later than I had wanted to leave the school, I saw that the men appeared to have moved away from the school gates. The van remained parked behind my car. Mr Cater and I went to see if we could remove the fence panel to free my car. Fortunately the staff cars parked adjacent to mine had now left, I had a small amount of space to manoeuvre. After a complicated series of movements backwards and forwards, I was able to free my car. Michael Cater, Rachel Martin and I locked the school and got into our cars to leave. At this point the three men reappeared on the school site and spoke to Mr Carter. Due to behaviour they had already shown, I was concerned that they still would not allow me to leave and would step out in front of me but fortunately this did not happen.

In over four years as a head teacher and eleven years as a school leader I have never experienced such appalling behaviour. I consider these men wilfully attempted to hold me hostage in my school and prevented me from leaving to collect my young son or move freely with my vehicle. In fact I was only able to leave once all other cars in the car park had gone. They were aggressive and intimidating towards me in front of staff and students. Furthermore, they appeared to be enjoying the whole situation.

M Wright.

**From:** Harry Rayner <harry@harryrayner.net>  
**Date:** 9 March 2016 at 12:59:59 GMT  
**To:** <Darren.Lanes@tmbc.gov.uk>, <Beverley.Emmerson@tmbc.gov.uk>, <MWright@wrotham.kent.sch.uk>, <Robin.Betts@tmbc.gov.uk>, <bettscheese@gmail.com>, <mike.truck@btconnect.com>, <p.garland@tiscali.co.uk>, <padarby@btinternet.com>, <petedonovan@sky.com>  
**Subject:** Misappropriation of Wrotham 3G Pitch Sinking Fund

Dear Mr Lane

Further to your email below, I do hope that this is not the precursor to the whole matter being 'kicked into the long grass' or filed away in the 'too difficult file'.

As agreed with the Management Committee I have undertaken some further investigation. Firstly, Wrotham School is now a private company, registered in England and limited by guarantee, allocated Company Registration Number 07662701. It is an Academy Trust reporting to a section of the Department of Education -- Dominic Herrington, Regional Schools Commissioner for the South East and South London 1 Bedford Park, Croydon CR0 2AQ email: rsc.sesl@education.gsi.gov.uk.

For the purposes of this email I am not making reference to Wrotham School Governors as I believe that they are colluding with Mr Wright in the misappropriation of funds from the 3G Pitch account using funds from this account to pay for new school assets and according to Mr Wright there appears to be some £4300.00 missing being the difference between £7000, which he writes went on a new gas boiler and the actual funds paid out of the account.

The schools report and accounts for the years 2013-2015 make interesting reading. Importantly cash in hand has fallen dramatically by almost two thirds over this period. From reading the accounts, it is apparent, that especially at this time of year, Wrotham School appears to be very short of cash. This may well be the reason that the misappropriation has occurred.

Turning to the so called 'Agreement' this was agreed by Mr Wright in person because he admitted that Wrotham School was no longer in a position to continue to manage and administer the 3G Pitch operation. It was subsequently agreed between the School and the Management Committee that Phil Garland undertake the day to day management of the facility, in return for agreed concessions, all paid for from the 3G Account. Under the agreement this cost should have been paid by Wrotham School. Mr Wright's reference to the original agreement is simply dissembling on his part, he well knows that he cannot rely on an old agreement, since superseded, under which Wrotham School are apparently unable to carry out 'their part of the bargain'. Mr Wright clearly seeks to use the 3G Pitch account as his 'slush fund' to be used to cover for his inability to manage his school cash flow. This is not an acceptable way to manage public funds and the Committee ignore what has happened at its peril.

Wrotham School auditors are Wells Giles Limited, 12 Conqueror Court, Sillingbourne, Kent ME10 5BH the Academies Audit Manager is Gemma Chan. The appropriate Directors are Alyson Howard and Alex Ffrench. Gemma Chan's email is: gemma.chan@williamsgiles.co.uk the same email formula can be used for the 2 Directors. At the very least the 3G Management Committee should write to Wells Giles and ask them to review urgently the circumstances of the withdrawal of the funds.

The writer is a former Governor of Wrotham School until April 2013 (sometime Vice Chairman). One of my former colleagues who remains a Governor has recently advised me that Mr Wright is leaving Wrotham School, having given notice in December 2015. The 'hit' on the 3G Pitch funds were carried out with the knowledge and agreement of some governors but only after Mr Wright resigned as a Director of Wrotham School Limited on 16 January 2016 and after his notice of cessation of employment. This has all the hallmarks of a calculated 'hit' by those managing Wrotham School Limited on the local community. It is to be hoped that whatever scrutiny is being carried out by

T&MBC - it is undertaken promptly, otherwise the Management Committee will be faced with the usual "Mr Wright has now left our employment and no one knows anything about what happened to the amount withdrawn from the 3G Pitch Account" perhaps the missing balance will be put towards his 'Golden Handshake'.

There is also the matter, still unaddressed, of Ms Jean Pankhurst the former Business Manager of Wrotham School Limited who provided the 3G Pitch Committee with fraudulent accounts, calculated to have the Committee believe that the 3G Pitch cash in hands were some £35,000 more than it subsequently appeared that they were. The Management Committee has not taken steps to seek to recover from Wrotham School the consequences of that fraud, in light of the most recent misappropriation, that matter should also be placed on the agenda of the next meeting. I understand from the same former colleague School Governor that Ms Pankhurst is now pursuing legal action through the Employment Tribunal against both Wrotham School and Mr Wright personally.

Please can we today set a date for the next 3G Pitch Management Committee meeting? Otherwise, I fear that it will not meet again before the Parishes decide that the Wrotham 3G Pitch is a lost cause, with any available funds constantly being 'creamed off' by the next person who considers that they 'have a right to it'.

Regards

Harry Rayner



**From:** Andrew Jameson  
**Sent:** 15 March 2016 11:46  
**To:** 'MWright' <MWright@wrotham.kent.sch.uk>  
**Subject:** 3G pitch finances

Dear Mr Wright,

I also put to you the arguments made by members of the 3G management committee about the purchase of the boiler – to which I hope you can respond:

- “1) It is common ground between both sides that the Steering (Management from 2014) Committee ascertained (by reference to the supplier of the 3G Pitch) the 10 years replacement value was agreed at £150K
- 2) It is common Ground between both sides that the current pitch has an anticipated lifetime of 10 years and commenced use in 2011.
- 3) Under the terms of the Community Use Agreement (copied by you yesterday) Clause 11.4 ‘where it is clear that the School Facility is generating an operational surplus from the income it receives in respect of Community Use, after all Operating Costs have been paid, such surplus such surplus will be used to create the sinking fund’ . No steps were taken to provide the required clarity.
- 4) On the calculation above the ‘Sinking fund should be around £72K after nearly five years. The 3G Pitch Bank statement of which you have a copy) shows on £48K at the time that it was used to pay for ‘School Facilities’ In clear breach of the Agreement
- 5) Mr Wright has also breached the terms of the agreement because he has ignored the ‘where it is clear the School Facility (the 3 G Pitch) is generating an operational surplus’. It is not clear because:-
- 6) A) No Accounts have been produced by the school and presented to the Management Committee. At clause 10.2.11 To maintain a ..... sinking fund for the repair, renewal and maintenance of the School Facility (3G Pitch) not the School Amenities (covering Changing Rooms and boiler) which the 3G Pitch users are in the minority. The majority users of the School Amenities are the school.”

Mr Rayner and Mr Taylor have called for your resignation over this matter "because his behaviour falls short of what is expected". I have this on the record -- do you have a response?

I also have records the school accounts, which show the school has lost in the region of £100,000 in each of the previous two years. Why is the school losing this sort of money and can you turn these accounts around?

The school suspended Jean Pankhurst from her role as business manager, with an investigation into the school's finances beginning last March? What was the resolution of this investigation and how has the financial management of the school changed?

What shape are the school's finances in currently and can they be turned around? As headteacher of the school, if there were problems arising from the business manager's actions, why was more not done to monitor her?

Again, I do plan to write a story on these matters. I look forward to receiving a response. I have documentation of all of the evidence presented above.

Regards,

Andrew Jameson | Chief reporter | Tel: 01732 562921

Sent: 08 March 2016 10:39:55

To: [REDACTED]

Dear Mrs Smith,

I have been passed an email you sent on Friday in the wake of a visit by members of the 3G steering committee to Wrotham School. In it are some serious accusations including aggravated obstruction and holding Mr Wright hostage.

Do you wish to comment further on these allegations? I am planning to write a story on the incident – as well as the reasons for the committee's visit re. the row over the boiler.

Please don't hesitate to contact me if you would like any further information as I want to make this as balanced as possible.

My deadline is later today and I have also contacted Matthew Wright.

Regards,

Andrew Jameson | Chief reporter | Tel: 01732 562921

@finbarjameson

TONBRIDGE & MALLING  
BOROUGH COUNCIL



BOROUGH GREEN  
PARISH COUNCIL

Cllr Mike Taylor  
Member for Borough Green & Longmill

mike.taylor@tmbc.gov.uk  
mike.truck@btconnect.com

41 Maidstone Road  
Borough Green  
Sevenoaks  
Kent TN15 8BQ  
Tel: 01732 882880

Chair of Governors  
Wrotham School

8 March 2016

Dear Mrs Smith

I note your letter of the 7th March 2016. Whilst our legal advice from TMBC is to leave the matter in their hands, I will not take personal threats against me, and your personal letter to me is quite clearly that, your communication should have been addressed to the Committee I serve.

Firstly, I did not "turn up and demand to see the headmaster". The 3G committee held an emergency meeting the previous evening about the disappearance of funds from the 3G Pitch Account without the authority of the Committee. I note the 3G Constitution says "The Management Committee have a responsibility for ensuring that income and expenditure is kept in accordance with good accounting procedures and that the Business Plan and Football Development Plan are monitored and evaluated"

So we have a clear mandate for our action, and the emergency meeting agreed unanimously to advise Mr Wright by email that we wished to see him at the earliest opportunity for an explanation. I duly arrived as advised at approximately 1540 to meet Cllrs Betts and Rayner from Wrotham PC, and we all signed in, in preparation for seeing MI Wright at 1630. We were told he was with a parent, but we elected to wait.

Mr Wright appeared, refused to meet us, and was quite rude.

Mr Wright subsequently threatened to call the Police, and asked us to leave the school premises, which we immediately did.

When I arrived the carpark was extremely crowded, and I could possibly have blocked in a car - I did not know what car Mr Wright owns. Having been ejected from the school premises I decided it would sensible to await the arrival of the Police before re-entering the premises to remove my van. By 1730 it was apparent that Mr Wright had not called the Police, so I went to collect my van, with Cllrs Betts and Rayner as witnesses. My van was on its own in the centre of the carpark, Mr Wright's car having been moved. If it had been moved it cannot have been blocked in. Further to that neither I nor Cllrs Betts and Rayner made any move or word that could be construed in any way as preventing Mr Wright from leaving the school at anytime during our visit.

I note that whilst you can bar me from the school premises, I do not believe your authority extends to the 3G facility and Whitegate Field - only the 3G Committee has that authority.

I am not willing to be party to covering up financial irregularities, and your threats are clearly designed to assist in covering up a serious breach of financial propriety. Even Mr Wright's explanation only accounts for £7000 of the £11000 taken, and I would suggest your time would be better spent investigating the irregularity rather than lashing out at those attempting to justifiably seek explanations. It could even be construed that you are also involved.

Yours Sincerely  
Mike Taylor

