



**CHESTERTON
COMMUNITY COLLEGE**

Chesterton Community College

Full Governing Body Minutes

9th July 2013

CHESTERTON COMMUNITY COLLEGE
MINUTES OF THE FULL GOVERNING BODY (FGB) MEETING
9th July 2013

- 1. Present:** Mark Patterson (Head) , Simon Peyton-Jones (Chair), Jim Warwick (Vice-Chair), Andrew Kennedy , Mary Sanders, Steve Hampson, Nicola Von Schreiber, Katharine Hutchinson, Ayesha Tahir, , David Sharp, Heidi Watters, James Strachan, Belinda Jones, Shelley Lockwood and Helen Arnold, Colleen Lehane, David Carter, Roger Mann, Kirsten Branigan, Susannah Clements, Tracy Roden (Vice Principal Business) and the new Head from September, Lucy Scott.

This meeting was quorate 20 Governors out of 21 present. (Quorum is a minimum of 9 Governors)

In attendance: Wendy Palmby (Clerk)

Apologies:, Alistair Wayne

- 2. Welcome:** The Chair extended his welcome to all Governors present and gave a special welcome to the new Head from September, Lucy Scott.
The Chair updated the Governors on the result from the Director of Finance and Resources interviews that had taken place that day. Mr Mark Little had been appointed and he had accepted the offer.
- 3. Declaration of Pecuniary Interests:** None were declared.
- 4. Register of Business Interests:** Simon Peyton Jones and Andrew Kennedy declared that they worked for Microsoft Research.
- 5. Minutes of the last meeting (7th May 2013):** These were agreed by all Governors present and signed by the Chair as a true record.
- 6. Matters arising:**
- Mark Patterson has written to Parents regarding Ofsted and the online survey. There has been some response to the survey.
 - The SEF has been circulated.
 - The Governors asked for a link to the dash board and relative documents.

Action: Mark Patterson

Colleen Lehane entered the meeting at 7.40pm

Update on Tablets: There is a meeting of the steering group on Thursday 11th July.

7. Parent Governor Elections Policy:

Governors set up a group to develop a policy for governor elections, led by Jim Warwick. Mr Warwick explained that the group were going through the process and Nicola Von Schreiber is looking at a marketing campaign.

There is a possibility that the voting could be done online and Andrew Kennedy is researching this. There is also a possibility that we could use Survey Monkey. Governors were supportive of the principle of electronic voting, on the grounds that it would be likely to increase participation in governors' elections, subject to parents who lack internet access having an alternative way to vote.

The question of staff being Parent Governors was also raised and it was agreed that as long as the guidelines were clear, this would be a possibility.

A Governor suggested doing a Governor skills audit to see if we had any gaps. The Head wanted to make sure we didn't restrict any Parent from standing for election, so explicitly asking for parent governors to fill skills gaps was not considered the right approach.

8. Meeting schedule for 2013-2014 :

Next year's meeting schedule was agreed by Governors.

Action: Clerk to circulate to all Governors with the updated committees list

9. Budget:

James Strachan (Chair of Resources) gave a summary of the school budget for 2013-2014, which had been circulated to Governors previously, followed by the Sports Centre Budget. All budgets had gone through comprehensive review and challenge in their previous respective committees. The surplus from the Sports Centre budget will be re-invested to keep the centre up to date. Some is also paid back to the school to cover overheads.

Governors were then asked for comments and questions. The question of future inflation was raised. Tracy Roden explained that apart from known pay increases and forecast increases in the LGPS, inflation had been ignored for future years both for income and costs. She went on to explain that a fairer funding model is expected around 2015 which could be favourable for Cambridgeshire and this could help negate any inflationary costs not built in. Tracy has worked hard to fix significant contracts, such as cleaning, catering and energy to try to bring some stability to the budget longer term. In essence, the focus for the approval of the budget is on 2013-2014, as the funding future in education is very uncertain. The budget set by Tracy was felt to be prudent. A Governor asked whether we had set a reserves policy and the suggestion was that we use the reserves we have built up to cushion the next few years if we wish to sustain our expensive curriculum and intervention models. Our reserves will also allow us the ability to adapt for specific cohorts that may require extra funding, should we wish to do so.

The Actuary is due to look at the LGPS and report back next term. Any recommendations for increases could then be discussed and agreed by the FGB with the increase being from 01.04.2014. The pending 1% teacher's and support pay increase has also been included in the budget for 2013.14 and a redesigned intervention model has also been included.

Governors then asked if the new windows would have an impact on capital expenditure such as heating. Tracy explained that the energy bills were based on usage and this is going down, but as yet we have not seen a full year to work out the complete benefit to the school.

Governors were interested in the new Pavilion project and it was explained that this is ongoing and unlikely to be completed before 2015/2016.

The question on the rate rebate for the school as a charity was explained, and it had been backdated to when we first became an Academy.

A Governor asked about the Pottery classes we held at Chesterton. These had been running for many years at Chesterton and hence were not included in the Adult Education at the Sports Centre.

The Head then went on to say that we were in a really healthy position compared to some Academies in the Cambridgeshire area.

James Strachan thanked Tracy for her hard work in bringing the school and sports centre to this position. **The budgets for both the sports centre and school were unanimously approved.**

10. Documents/Policies for ratification:

- a) **Guidance for Safer Working Practice for Adults.** This is the guidance the school has agreed to follow and is available on our website.
- b) **Safeguarding policy:** Steve Hampson (Child protection Gov) presented this policy to the Governors and explained that it follows the County guidance and is reviewed annually. Governors approved this policy subject to one or two minor amendments.
- c) **SEND Policy:** Heidi Watters (SEND Gov) introduced this policy which had already been circulated to Governors. Heidi suggested that we review this in twelve months time to take into account the new legislation. Governors agreed that we would use this draft, subject to some amendments on behaviour, until the new policy was issued in 2014.
The Head explained the temporary role of the SEN specialist in school and that it had been funded until March 2014. Governors will need to decide if further funding is to be allocated to this post.
- d) **Personal information policy:** This was approved and will be added to the website.

11. Governors awareness of Safeguarding issues:

- This topic was led by Steve Hampson and a report on Safeguarding and Child protection had been previously circulated. Mr Hampson explained the figures on the document. Governors asked how this compared to other schools, but this data is not readily available due to its confidential nature.
However Steve Hampson and the SENCO will look at how difficult it is to obtain this information.
- Safeguarding at Chesterton: This is a self assessment document which ensures Chesterton is following the correct procedures in school.
- Annual Child Protection Report: This document has to come before Governors on an annual basis. There is still some work to be completed by the IT department, however Governors agreed to adopt the report, subject to these additions.

- Governors own self assessment had been completed by some Governors. The answers were now set out on a document for Governors to see.

Steve Hampson was thanked for his hard work on this topic.

12. Parental Feedback:

Belinda Jones, led on this topic. The suggestion was to have a Parent Governor group responsible for talking to new Parent Governors and giving them an idea of what Governance for Parents is all about. The following suggestions were made:

- A Parent Governor panel at PTA meetings, which could help improve communication with Parents.
 - Add information on Governance to the rolling board at Parents evenings.
 - Students could take part in an i Pad project around Governors and show it at Parents evenings.
 - Encourage and support the PTA Chair to come to Full Governors meetings.
- It was agreed to form a group of about four Governors to take this forward.

Action: Belinda Jones and Shelley Lockwood

13. AOB:

- Two members of staff are retiring, Gill Mead (Teacher of Latin) and Yvonne Williamson (Head of Music). A Ceilidh has been organised for Saturday 20th July at 7.30pm and all Governors are welcome to attend.
- Capital Works.** Tracy Roden explained that the recommendation was to go with P Woods. Some drawback to meet the budget was required in order to meet the timescales. Governors agreed this was acceptable as long as the quality was not compromised and due diligence had been followed. James Strachan proposed this work and David Carter seconded. All were in favour.

14.The Chair then had the opportunity to thank Mark Patterson and Tracy Roden for their hard work and leadership at Chesterton. This was their last FGB meeting at Chesterton and he presented them both with cards and gifts. Mark Patterson then thanked the Governors for their support throughout his years at Chesterton and went on to say it was the best Governing Body he had worked with.

15.Date of next meeting: This was agreed for Tuesday 18th September 2013 at 7.30pm in the Library.

The meeting closed at 9.30pm.