



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College**

**Full Governing Body Minutes**

**10<sup>th</sup> July 2012**

**CHESTERTON COMMUNITY COLLEGE**  
**MINUTES OF THE FULL GOVERNING BODY (FGB)**  
**MEETING Tuesday 10<sup>th</sup> July 2012**

- 1. Present:** Mark Patterson, Mary Sanders, Simon Peyton-Jones, Steve Hampson, Nicola Von Schreiber, Alistair Wayne, Belinda Jones, Jim Warwick, Kirsten Branigan, Katharine Hutchinson, Ayesha Tahir, David Carter, Colleen Lehane, Tracy Roden, David Sharp
- 2. Apologies:** Roger Mann, Andrew Kennedy, James Strachan, Paul Tonks, Heidi Watters, Susannah Clements,
- 3. Welcome:** The Chair welcomed everyone to the meeting.
- 4. Pecuniary Interests:** None were declared.
- 5. Conflict of Interests:** Simon Peyton Jones declared that he worked for Microsoft in view of the topic "Devices"
- 6. Minutes of the last meeting (01/05/2012):** These were signed by the Chair as a true record

**7. Matters arising:**

All actions had been carried out

- 8. Policies:** The following policies were ratified by the Governing body at this meeting, subject to a very small amendment in the Teaching and Learning Policy and the Spotlight Policy.

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|--|-----------------------|
| • Employment Policy                            | Personnel Committee   |
| • Whistle blowing Policy                       | Personnel Committee   |
| • Teacher Appraisal Policy                     | Personnel Committee   |
| • Educational Visits Charging Policy           | Teaching and Learning |
| Committee                                      |                       |
| • Target setting Policy                        | Strategic Committee   |
| • Academy Financial Regulations and Procedures | Resource Committee    |
| • Homework Policy                              | Teaching and Learning |
| Committee                                      |                       |
| • Marking and Assessment Policy                | Teaching and Learning |
| Committee                                      |                       |
| • Spotlight Policy                             | Teaching and Learning |
| Committee                                      |                       |
| • Teaching and Learning Policy                 | Teaching and Learning |
| Committee                                      |                       |

## 9. Child protection Report and Policies:

The Child Protection Governor Steve Hampson, discussed the Child protection report, Child Protection Policy and Safer Code of Conduct Policy that had been previously circulated to Governors.

The Safer Code of Conduct Policy had previously been reviewed at the Personnel committee. Mr Hampson had considerable discussions with the College SENCO (covering Maternity Leave) and with the returning SENCO, on how the policies were incorporated in the school and confirmed that robust procedures were in place.

Mr Hampson would like to use some of the recent Ofsted guidance from outstanding schools to undertake some light touch evaluation at Chesterton in the next six months. A discussion followed on the possibility of combining the two policies (Child protection and Safer code of Conduct).

The Safer Code of Conduct Policy was formally ratified by Governors.

The Child Protection Policy will be resent to Governors to ratify virtually, subject to any comments. **Action:** Clerk to send out Child Protection Policy to all Governors

## 10. Principals Report:

The Principal, Mark Patterson, discussed his report and explained that it was basically an update on recent changes and events in the school.

- a) **Adult Education:** The Vice Principal-Business, Tracy Roden explained the deal we had agreed with Cambridge Count Council to attract 170 learners. We will be able to charge and deliver a programme largely sports based, under the management of the Sports Centre Manager, Edit Tokorsci.  
We will also be able to re-badge a considerable amount of what is already in place, which will then be expanded into the college.  
It is hoped this will be the beginning of a growing Adult Education programme at Chesterton.  
It was suggested that this should be incorporated in a PR exercise for the college as it will be a strong link to the Community.  
The Governors thanked Tracy and Edit for their hard work in achieving this.  
**Action:** Tracy Roden, Edit Tokorsci , Mark Patterson to look into PR release.
  
- b) **Successful bid for work on Flat roofs and Windows at Chesterton: £800k.** This is the largest capital grant we have ever received. We could only bid for it because we are an Academy. The work on the windows will start in the summer holidays and the roofing probably in September. Tracy went on to explain how the bids are scored. Simon thanked Tracy for her relentless work on this bid, which was strongly endorsed by Alistair Wayne.

- c) **The Big Picture document:** It was explained how this document was the ownership of the school vision. A question was raised on the phrase "Challenging everyone constantly to improve on their previous best". A discussion on this followed and the governor will feed back to the Principal.  
**Action:** Clerk to send out this document to all Governors
- d) **Key Improvements:** Discussions followed on "No poor behaviour at Chesterton". Although this may seem an impossible target it was thought that it would lead to less poor behaviour overall. Chesterton has an expectation that things will happen as a result of this in conjunction with the new Behaviour Policy which has been through the Teaching and Learning committee **Action:** Clerk to email new Behaviour Policy to all Governors for virtual ratification.
- e) **Tablets:** A steering group from the Governors will be assembled early next year. A discussion followed on the Parents feeling around this topic and the Parent evenings which are scheduled for 16<sup>th</sup> and 17<sup>th</sup> July 2012. Questions on Funding will be in the information pack available. Governors were asked to report back from the Monday meeting (17<sup>th</sup>) at the pre meeting on Tuesday (18<sup>th</sup>).  
**Action:** Clerk to send out the information pack to all Governors.
- f) **Fund Raising Manager:** A hand over meeting had been arranged for 10<sup>th</sup> July 2012, with the Principal and Tracy Roden. This was not as successful as planned and so it was agreed to have a new hand over meeting in place for October. Going forward it is hoped to have a fundraising group in place which will involve Staff, Students, Governors, Parents, PTA, and the Sports Centre.

**Action:** Tracy to lead on this in the autumn term

## **Budgets:**

### **Academy Budget**

The 5 year budget was explained, with the larger costs of Gas and Electricity being difficult to estimate in the current climate. We are out of deficit but not awash with cash, so we still have to be prudent.

Hence we are unable to fund the 1 to 1 devices ourselves.

- Parents were thanked for their gifts to the school. **Action:** Mark Patterson to thank Parents publically for their gifts
- It was noted that PR is important in a campaign to attract larger donations.
- "Intervention" is a new initiative as an Academy and remains viable as long as we are able to continue with the funding required. A Spotlight on Intervention has been carried out and this will be available to Governors shortly. **Action:** Clerk to send out Spotlight on Intervention to all Governors
- General Capitation: we are now in a position to help all faculties, as a pot of money has been put in place.

- Exam fees: Less expenditure is a result of lower student numbers and less emphasis on Btec qualifications from the Government.
- A discussion followed on additional teaching resources, which will be debated in the autumn term at the Resources Committee. **Action:** Clerk to add to Resources agenda for next term. □ It was noted that, despite vigorous representations to the DfE about the poor funding of Cambridgeshire schools, the funding model from the Government will not change during this Parliament.

**The College Budget was formally proposed, seconded and accepted by all Governors present**

**Sports Centre Budget:**

- It was explained that the increase in administration costs was partly due to Marketing and the impact of the Adult Education will impact on employment costs.
- At the moment the Sports Centre is healthy and robust and it is intended that the donation to the Academy will increase over time, with the main income is still from Memberships.
- We are looking to upgrade the reception area and the Box Cafe and the Gym refurbishment is due to take place soon. This will address the problems with the TVs in the Gym.
- The future for the Sports Centre is bright and Tracy Roden was congratulated on her smart business acumen which has helped to achieve this. Well done Tracy.

**The Sports Budget was formally proposed, seconded and accepted by all Governor present.**

**11. Governor meeting Dates:** These were confirmed for next year

**12.** A question was asked about an Ofsted Inspection: This will happen anytime from January 2013, but is likely to be done in the summer term 2013 or the autumn term 2013.

**13.** The meeting closed at 9.40pm.

**14. Date of next meeting:** Wednesday 26<sup>th</sup> September 2012 at 7.30pm in the Resource Centre.