



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College**

**Full Governing Body Minutes**

**18<sup>th</sup> September 2013**

**CHESTERTON COMMUNITY COLLEGE**  
**MINUTES OF THE FULL GOVERNING BODY (FGB) MEETING**  
**18<sup>th</sup> September 2013**

**1. Present:** Lucy Scott (Head) , Simon Peyton-Jones (Chair), Mary Sanders, Nicola Von Schreiber, Katharine Hutchinson, Ayesha Tahir, Heidi Watters, James Strachan, Belinda Jones, Shelley Lockwood, Helen Arnold, Colleen Lehane, David Carter, Roger Mann, Kirsten Branigan, Susannah Clements, Alistair Wayne, Mark Little (Director of Finance and Resources) , Andy Cornick (Progress Manager)

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

**In attendance:** Wendy Palmby (Clerk)

**Apologies:** Jim Warwick (Vice-Chair), Andrew Kennedy, Steve Hampson and David Sharp

**3. Welcome:** The Chair extended his welcome to all Governors present and gave a special welcome to the new Head from September, Lucy Scott and the new Director of Finance and Resources, Mr Mark Little.

**4. Declaration of Pecuniary Interests:** None were declared.

**5. Register of Business Interests:** Simon Peyton Jones and Andrew Kennedy declared that they worked for Microsoft Research.

**6. Election of Chair and Vice Chair:** The Clerk had asked for nominations previously and had received one nomination for the current Chair, Simon Peyton Jones and the current Vice Chair, Jim Warwick, to remain in post. Both were willing to stand again. All Governors present voted for both to remain in post for another year.

**7. Minutes of the last meeting (9<sup>th</sup> July 2013):** These were agreed by all Governors present and signed by the Chair as a true record. All actions had been followed up.

**8. Matters arising:**

- The Parental feedback group is ongoing.

**Action:** Belinda Jones/Shelley Lockwood

- SEN specialist role has been extended until August 2014. **Action:** SEN specialist to come to an FGB meeting to speak about her role.

- Intervention Spotlight is scheduled for 7<sup>th</sup> to 9<sup>th</sup> October 2013.. This is to discuss the whole intervention model and assess if it is sustainable going forward. The Director of Finance and Resources will be involved and an external consultant has been invited to attend.

- The final version of the SEND policy has been circulated to all Governors. This policy was ratified by all present.

**Action:** Clerk to add SEND policy to the website

9. **Results Summary:** It was decided to take item 9 on the Agenda first, to enable Mr Cornick to leave the meeting. Mr Cornick gave a presentation on the Results for 2013. A summary had been circulated to Governors prior to the meeting.

The headline data shows improvements, compared to last year, on all our major indicators (5 A\*-C,

5 A\*-C including English and Maths, 5 A\*-G). Governors asked various questions about the levels

achieved in all subjects. There were slides showing the prior attainment for students and also pupil premium student results. It could be seen that the results for Bangladeshi students for example, was very good for this year and there was an upward trend in all sectors.

Governors questioned the results of students who had needed intervention to achieve a C grade and how this would be upheld in the present academic year.

There then followed discussions on the "Data online" at Chesterton, which shows individual data for students with a Red, Amber, Green system of identification.

A Governor entered the meeting at 8pm

Governors asked about the overall picture of results and the Head explained the target results in detail and how much we were doing to achieve these results going forward. There were areas where we didn't achieve as well as we had hoped and the Head expanded how the exam result meetings already held with subject leaders, were addressing these issues. The Head added that the Exam result pro-formas for each subject could be circulated to all Governors.

**Action:** Clerk to circulate all exam pro-formas to FGB.

The Head explained that we are looking at the whole intervention model next week, to ensure that it is sustainable. This is also a Resource committee issue and will be put on the Agenda for that meeting.

**Action:** Clerk to add to the Resource agenda.

The exam results will also be discussed at the first Teaching and Learning Governors meeting of this term.

**Action:** Clerk to add to the T&L agenda

There then followed a general discussion about the tension between seeking to meet attainment targets and the overall education of students. It was decided that this was inevitable, but it was much easier to address on a smaller scale with the Heads of House, who receive a spreadsheet of all the students in their House.

A Governor stated that this year all exams would be linear and not modular and this may impact on the results. The consensus was that this had made predictions more cautious.

The Chair then thanked Mr Cornick for his presentation and hard work on summarising the results data. In concluding, the Chair reiterated that the Governors were not just number driven and their aim is to ensure that all students had an outstanding education during their time at Chesterton.

**10. Ofsted update:** The Head presented the Chesterton Self Evaluation (SEF) document which had been collated by the Senior Leadership Team and circulated to all Governors before the meeting. The Head then asked the Governors for questions, adding that case studies of students had also been prepared. The Head went on to explain that she had met with all Heads of Faculty and completed an exam proforma and as previously minuted, these could be sent to all Governors. The Staff training is ongoing and feedback on each student has been given. This feedback is interactive with the student. The Head then went on to invite all Governors to email any questions on this document, once they had digested it more thoroughly.

**11. School improvement plan (SIP):** The Governors were given a copy of the draft SIP and the Head commented that this document should be "owned" by the whole school. It is given to the School Improvement group and the Heads of Faculty. The Head continued stating that there is a need to extend opportunities for staff professional development and at the same time embed the new initiatives introduced at the end of last year. This will ensure: □ Outstanding teaching and learning in the classroom

- Outstanding student progress and support.
- High quality written feedback

The Governors were asked to look at in more detail and come back with any questions, as it is not the finished article and there is still work to be done on it. We want to coach teachers as well as observe them in the classroom, with the aim of achieving outstanding for all.

**12. Tablet KPI:** This document was also given to all Governors for their information and was expanded on by the Head.

The Head then invited the Governors to come into school to observe the improvements on the site that had been made over the summer.

The Governors were pleased to see the re-introduction of Head/Parent Forums planned for this academic year.

A Governor arrived at 8.30pm.

**13. Documents for checking by Governors:** The Governors meetings plan for the year had been circulated previously to all Governors, with the Governor Membership document and the Committee structure. The dates were agreed for this year and the Governors asked to notify the Clerk of any changes to the details. A copy of the Governors Guide to the law 2013 was supplied to all Governors present.

The new Terms of Reference had been discussed at previous meetings, but will be circulated to Governors for their virtual approval for this year.

**Action:** Clerk to circulate.

**14. Parent Governor Elections:** Mr Warwick had previously circulated the policy document for Parent Elections, which outlined the option for electronic voting. Governors were in favour of this option.

The final policy will be sent virtually to Governors for their approval.

**Action:** Jim Warwick

**15. Update on the Pavilion and work in the school:** Mark Little gave a summary of the improvements to the site which had been carried out over the summer, noting that the floor in the main corridor had transformed the whole area. New artwork and photography is ongoing and the Health and Safety issues have been addressed. The Governors felt that the changes would definitely make a difference to morale. Mr Little went on to say that there is some discretion on how the remaining funds could be used. For example:

- Lowering the ceilings in some classrooms would have a great impact on lesson acoustics
- Some of the raised area by the Music block could be covered to enable the students to work outside with their tablets.
- Re-designing learning areas to be more flexible

Governors wanted to make sure the money was spent legitimately, to avoid errors that had been made in the past. The suggestion was to work closely with the contractors and those involved in writing the bid.

Going forward there is definitely a need to improve the Design and Technology block, but any work required will be discussed at the Resources committee.

The previous Vice Principal-Finance was thanked for her work in obtaining such a major grant and planning the project spend.

Discussions followed on the new Pavilion planned for the Sports field area, and the need to ensure that it was a sustainable facility for the school. It was suggested that we involve the Sports committee and the Resources committee in the decisions surrounding this. Communication with the Castle school would also be required.

**16. Governor Visits:** Roger Mann had sent a document summarising the 2012/3 experience of the link governor visiting scheme, including which faculties had been visited last year. The Governors decided to continue with these visits and were asked to inform the Clerk if they wished to change faculties or to be added to others.

**17. Governor Committees:** It had been suggested by a group of Governors that the Teaching and Learning committee be split into two, with the additional one being a Pastoral committee. The Governors were happy to go with this in principle, but would wait to hear the feedback from the Senior Leadership Team (SLT) before making a decision. **Action:** Head and Chair to liaise with the SLT

**18. A.O.B:** Governors suggested that it would be useful to have a discussion on the school website. It was felt that maybe it needed updating and it would be good to address the strengths and weaknesses of what we had in place.

**Action:** Head to look into this with IT and get back to the FGB at the March meeting

**19. Date of next meeting:** This was agreed for Tuesday 12<sup>th</sup> November 2013 at 7.30pm in the Library.

The meeting closed at 10.00pm.