

Chesterton Community College
Personnel Committee
Minutes from the 10th November 2016

Present: Lucy Scott Head (Head) (LS), Mary Sanders (MS), Eva Pepper (EP), Oonagh Monkhouse (OM), Martin Russell (MR), Suzanne Izzard (Clerk) (SI)

1. **Apologies:** Roger Mann, Jo Borroughes and Shahida Rahman

This meeting was quorate of 4 Governors out of 7 present.

2. **Declaration of Conflict of Interests:** None
3. **Declaration of Business Interests:** None
4. **Election of Chair:** Eva Pepper and Oonagh Monkhouse nominated Mary Sanders to be chair to which the committee agreed.
5. **Terms of Reference 2016-2017:** These were looked at and agreed by the committee.
6. **Minutes from the last meeting (20.06.16):** These were agreed and signed as a true record by the chair.
7. **Matter Arising:** These were all discussed and all points had been actioned. Staff Facing Allegations of Abuse Policy was taken to FGB to be ratified.
8. **Policies to be Reviewed:**

Complaints Procedure: - Slight amendments but all agreed changes made.

Capability Procedure – This was discussed and it was decided to check EPM to ensure we were referring to the correct policy.

DBS Ex-Offenders Policy: A sentence was added to which all were in agreement.

Action: Clerk to email round updated Capability Policy then to add all three policies to FGB agenda to be ratified.

9. Ofsted Updates: LS explained to the committee how we are expecting Ofsted at any time now.

10. Pay Review: A confidential minute was taken at this point.

11. Any Other Business: Governors queried how often policies need reviewing to which SI would liaise with MR.
MR gave an update on the Cleaning staff and told the committee that as of the 1st December they will be employed by Chesterton Community College.

12. Date of Next Meeting: 01st March 2017