

CHESTERTON COMMUNITY COLLEGE

PERSONNEL COMMITTEE

Minutes from Thursday 21st May 2015 5.00pm

- 1. Present:** Lucy Scott (Head), Mary Sanders (Chairperson), Mark Little (Director of Finance and Resources), Roger Mann and Andrew Kennedy.

This Meeting was quorate: 4 Governors out of 7 present. Quorum is a minimum of 4 Governors.

- 2. Apologies:** Eva Pepper

- 3. Declaration of Conflict of Interests:** Andrew Kennedy declared that his wife is currently working as a part time Maths teacher at the College.

- 4. Register of Business Interests:** None registered.

- 5. Agree Terms of Reference 2014-2015:** The committee agreed the terms of reference and were happy for these to go to the next full Governing body meeting for approval.

Action: Clerk to put on agenda for FGB.

- 6. Minutes of Last Meeting (03.02.15):** These were approved by Governors and signed as a true record by the Chairperson.

7. Matters Arising:

- Membership of the Personnel Committee:** Belinda Jones and Nicola Von-Schreiber have completed their terms as Governors, so have stepped down from the committee. As discussed in the last meeting, Jo Burroughes would fulfill the role of staff Governor. Andrew Kennedy has also joined the committee as a non-staff Governor.
- Policies Update: The Teaching Staff Appraisal policy** was reviewed. Lucy Scott went through the policy and all key areas were highlighted to the committee and discussed. Lucy explained that the appraisal period would run for 12 months from the 1st Nov to 31st Oct and staff would receive constructive feedback on their performance throughout the year. The process would involve three formal lesson observations as per union rules, which would be conducted by SLT and Heads of Faculty.

8. Policies For Review at this meeting according to the Personnel Committee Terms of Reference:

- Management Sickness Policy:** All agreed there were no changes to be made.
- Data Protection Policy:** All agreed there were no changes to be made.
- Staff Induction:** The layout of the policy was questioned and it was decided to make a slight change to the way it was worded so that all staff, agency staff and support staff are clear on what is required. Governors questioned the induction process new starters would receive if they joined mid-way through the year. Lucy explained that Heads of Faculty would be responsible for the induction. **Action: Clerk to amend for next meeting.**

The Committee agreed that all policies would be reviewed annually.

9. Any Other Business: Roger asked Lucy to explain the SCITT Program (Cambridge Teaching Schools Network). This was discussed as a committee and Lucy explained the benefits of the programme.

10. Date of Next Meeting: 23rd June 2015 at 5pm

The Meeting Closed at 6.20pm.