



**CHESTERTON
COMMUNITY COLLEGE**

Chesterton Community College

Personnel Committee Minutes

15th March 2012

CHESTERTON COMMUNITY COLLEGE
PERSONNEL COMMITTEE

Minutes from 15th March 2012

- 1. Present:** Mary Sanders, Susannah Clements, Mark Patterson, Nicola Von Schreiber, Steve Hampson, Heidi Watters, Roger Mann and Belinda Jones
- 2. Apologies:** None
- 3. Declaration of Conflict of Interests:** None were declared
- 4. Minutes of the last meeting:** Were agreed and signed as correct.
- 5. Matters arising:**
 - **Safer Code of Conduct:** New EPM model policy tabled and Governors will read and make comments.
 - **Cover for teacher absence policy, Employment policy and Whistle blowing policies:** Mark to recommend any changes to Personnel for their approval and track any changes.
 - **Complaints policy:** Susannah to re-draft and send around to Personnel
 - **Complaints leaflet:** All to suggest typo and other amendments by Thursday 29th March.

It was suggested that at the last Committee meeting of the year, the Head would share data on the number and type of complaints.

Action: Clerk to add to the Agenda.

- **Induction policy for new Governors:** Agreed subject to Wendy checking with Ayesha Tahir that the LA training does not conflict with this policy.

Action: Clerk to check with Ayesha Tahir

- **Disciplinary Rules and Procedures for all Employees:** Mark to review. Add definition of Senior Leadership Team and refer back to EPM for clarifications, before bringing back to the Personnel committee.

- 6. Governor Training and Membership:** Nicola Von Schreiber offered to undertake the Health and Safety training

7. Head's report:

Mark updated governors on staff who have left and staff who have joined, since the last Personnel meeting in January 2012.

There was discussion of national terms and conditions, which Mark confirmed the school had no plans to move away from.

8. A.O.B: None

9. Date of the next meeting: Tuesday 26th June at 5.30pm

Please note the change of date and time for the next meeting