



**CHESTERTON
COMMUNITY COLLEGE**

Chesterton Community College

Personnel Committee Minutes

16th May 2013

(Rescheduled from 23rd April 2013)

CHESTERTON COMMUNITY COLLEGE
PERSONNEL COMMITTEE

Minutes from 16th May 2013 (Rescheduled meeting from 23rd April 2013)

- 1. Present:** Mark Patterson, Nicola Von Schreiber, Steve Hampson (Child Protection Gov), Roger Mann, Susannah Clements (Chair) Mary Sanders, Shelley Lockwood, Belinda Jones (Arrived at 5.45pm)

This meeting was quorate at the start 8 Governors out of 9 present. (Quorum is a minimum of 4 Governors)

In attendance: Wendy Palmby (Clerk)

- 2. Apologies:** Heidi Watters

- 3. Declaration of Conflict of Interests:** None were declared

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

- 5. Minutes of the last meeting (26.02.2013):** These were approved by Governors and signed as true record by the Chair.

6. Matters arising:

- The meeting date had been rearranged from 23rd April to 16th May 2013 to ensure there would be a quorum.
- **Complaints Policy:** Still in train **Action:**
Susannah Clements
- **Safeguarding and relevant policies:** Steve Hampson gave an update on where we are with the Safeguarding policies at Chesterton. He took Governors through a report he had compiled following meetings with the school SENCO, Lynsey Rooker. This report had been circulated to Governors prior to this meeting.
 - **Safeguarding Policy:** This will be brought to the next Personnel meeting on 25th June for final approval, before going to the Full Governing Body (FGB) for ratification on 9th July 2013. **Action:** Steve Hampson
 - **Allegations of Abuse Policy:** This will be brought to the next Personnel meeting on 25th June for final approval, before going the Full Governing Body (FGB) for ratification on 9th July 2013. **Action:** Steve Hampson
 - **Guidance for Safer Working Practice for Adults Working with Children and Young People in Education Settings:** This

document had been circulated to Governors previously and had also been given to every member of staff in school. School staff have been asked to sign the attached slip to say they had read this document and return it to the SENCO. It was suggested that a link to this document be put on the College website.

Action: Clerk

Belinda Jones joined the meeting at 5.45pm

- **Senior Leadership Team Self Assessment of our practice against Ofsted criteria:** A table of work in practice was emailed to Governors ahead of the meeting and this was discussed briefly. It is being updated in consultation with the Senior Leadership team. The completed version will be brought to the next Personnel meeting on 25th June.

Action: Steve Hampson

- **Safeguarding Checklist for the Governing Body:** This will be completed by the SENCO and Steve Hampson and brought to the Personnel meeting on 25th June. Governors have to submit a monitoring document to the County which is being addressed by the SENCO and Steve Hampson and will be brought to the next Personnel meeting. A Governor commented that it would be good to know where Chesterton sits in the overall picture, where Child protection figures are concerned.
- **Raising Governor awareness of safeguarding issues:** An initial checklist for Governors had been previously circulated to the committee. This document will be sent to all Governors before the FGB on July 9th 2013, for their completion.

Action: Steve Hampson, Clerk to add to the Agenda for FGB 9th

July

7. Principals' report:

- **Temporary Assistant Heads structure proposal:** Mark Patterson recommended that we continue with the present structure of two Temporary Assistant Heads for a fixed term of one year, as recently discussed with the Chair of Personnel. Mark Patterson then gave some background to these appointments. These positions had been advertised internally and the interviews are pending. Governors then discussed changing the title of these roles once staff have been appointed and had been given a specific remit. They would then be Assistant Heads- remit. This was agreed in principle.

Four Heads of House have been appointed and a Head of Year 7. Mark Patterson then proposed that we should have a Senior Head of House position. This role would help with the embedding of the new House system and be there in an advisory capacity. This was approved subject to one or two points to be clarified. A Governor

asked if the Houses would be competitive in sport, to which the answer was yes as this is a key part of the House system. The names of houses are being proposed by the students and Peter Watts and the Senior Leadership Team will take things forward.

8. Policies for review:

- **Personal Information Policy:** Item 11 of the EPM model policy on References was queried.

Action: Clerk to seek advice from EPM and re-circulate policy for approval.

- **ICT Acceptable use Policy:** This Policy is being rewritten by ICT to take into account the i-Pad scheme and new technology going forward.
- **Staff Induction Policy:** To be reviewed by those involved in staff induction.
Action: Clare Hargraves for Teachers and Tracy Roden for Support Staff
- **Recruitment Policy:** To ask EPM if they have an updated Policy.

Action: Clerk □
Policy.

Grievance Policy: To ask EPM if they have an updated
Action: Clerk

9. A.O.B:

- **Pay Policy:** Mark Patterson gave a short review of the New Pay Policy which comes in to effect in the next Academic year. There is a Webinar on 23rd May for this, which Governors are welcome to attend if they wish and also Workshops for key staff. Mark Patterson will present a draft policy to Governors in advance of the next Personnel meeting on June 25th 2013.

Action: Mark Patterson/Chair of Personnel

- Steve Hampson recently took part in an EPM Webinar on Redundancy
- A Governor asked if we would like to send a card of condolence to the Chair of Governors at Swavesey Village College in view of their recent loss. The Headteacher, Martin Bacon who passed this week.

Action: Clerk to ask Simon Peyton Jones Chair of FGB.

10. Date of the next meeting: Agreed for Tuesday 25th June 2013 at 5.30pm

The Meeting Closed at 7.15pm