



**CHESTERTON
COMMUNITY COLLEGE**

Chesterton Community College

Personnel Community College

19th January 2012

CHESTERTON COMMUNITY COLLEGE
PERSONNEL COMMITTEE

Minutes from 19th January 2012

1. Present: Mary Sanders, Susannah Clements, Mark Patterson and Nicola Von Schreiber.

2. Apologies: Becky Pointon, Roger Mann and Belinda Jones.

3. Declaration of Conflict of Interests: None were declared

4. Minutes of the last meeting: Were agreed and signed as correct.

5. School Pay Policy 2011-2012:

The School's ISR to be put on the agenda for the last Personnel meeting of the school year.

Action: Wendy

Pay policy approved

Action: Wendy to send to the FGB for ratification

6. Statutory Policies review:

- **Complaints Policy:** Deferred to next meeting

Action: Wendy

- **Cover for Teacher Absence Policy:** Agreed subject to some amendments

Action: Wendy to amend and re-circulate.

- **Code of Conduct for Staff:** Cross refer this document to Governors Code of Conduct policy.

Action: Wendy

- **Disciplinary Rules and Procedures Policies :** To amalgamate the Disciplinary Rules and Procedures document into just one document called "Disciplinary Rules and Procedures". Several amendments were suggested.

Action: Wendy to action and then re-circulate new draft.

- **Staff ICT Acceptable Use Policy:** Some amendments were suggested. Wendy to take account of suggestions and re-circulate new draft.

Action: Wendy to take account of suggestions and re-circulate new draft.

10. Date of the next meeting: Thursday 15th March 2012.