



**CHESTERTON
COMMUNITY COLLEGE**

Chesterton Community College

Personnel Committee Minutes

25th June 2013

CHESTERTON COMMUNITY COLLEGE
PERSONNEL COMMITTEE

Minutes from 25th June 2013

- 1. Present:** Mark Patterson, Nicola Von Schreiber, Steve Hampson (Child Protection Gov), Roger Mann, Mary Sanders, Heidi Watters,

This meeting was quorate at the start 6 Governors out of 8 present. (Quorum is a minimum of 4 Governors)

In attendance: Wendy Palmby (Clerk)

- 2. Apologies:** Susannah Clements (Chair), Belinda Jones

As the Chair was absent, the Governors present agreed that Roger Mann (Vice Chair) would chair the meeting.

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

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

- 5. Minutes of the last meeting (16.05.2013):** These were approved by Governors and signed as true record by the Vice Chair.

- 6. Matters arising:**

Complaints Policy: Still in train **Action:**
Susannah Clements

The safeguarding checklist for the Governing Body is still ongoing and once completed will be filed with the school records.

The monitoring document which is compiled for the County will be presented at the Full Governing Body (FGB) on 9th July 2013.

The Recruitment policy circulated to all Personnel Governors still needs one or two final adjustments and the **Grievance Policy** will come to the committee for the next meeting. **Action:** Clerk

Staff induction policy: Clerk to chase with Tracy Roden and Clare Hargraves.
Action: Clerk

- 7. 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.

- 8. Safeguarding and Child protection issues:**

- a) Safeguarding and Child protection policy to go to FGB on 9th July for ratification, with two amendments made.
Action: Clerk
- b) Safer Working Practice guidance to be ratified/agreed at FGB on 9th July.
Action:
Clerk
- c) Leadership self assessment.

Steve Hampson (Child Protection Governor) explained how the above documents had progressed since the last meeting and recommended that a) and b) be taken to the FGB on 9th July for ratification.

Steve Hampson then presented his report which had been previously circulated to Governors. He explained the headings on the report and that the column with "Nagging doubts" was still to be updated. It was thought that it would be useful to compare our figures with other schools in the area, but this information is not centrally available. Mr Hampson will work with Lynsey Rooker (SENCO) on this issue.

The Leadership self assessment document is a work in progress, led by Lynsey Rooker. Mark Patterson agreed to assist Lynsey with chasing the completion of this document.
Action: Mark Patterson

The Governors' checklist: There are still some to be completed. Steve Hampson will collate and take to the FGB on 9th July.

The Vice Chair thanked Steve Hampson for the hard work he has put in to this topic.

A Governor asked about students that are carers and did the school know their identity. Mark Patterson explained that the school has a Management information system which notifies those who need to know.

Pastoral care will be part of the House system from September 2013.

9. Pay Policy:

Mark Patterson led on this item. Lloyd Brown and Mark Patterson have been working on the new Pay Policy for Chesterton and have now completed a document for consultation by all staff and the Union representatives. Susannah Clements (Chair of Personnel) has also seen the draft document. Mark

Patterson offered to send it to all Personnel Governors, who acknowledged that they would prefer to see it at the time it was ready to be agreed by the Personnel Committee. This document requires 20 days consultation, so hopefully it will be completed by the end of term.

Mark Patterson then went on to explain the progression cycle at Chesterton, which is from 1st November to 31st October. This year the progressions will relate to the 2012 STPCD policy document. The pay policy is closely linked with the Appraisal policy, so this will need to be in place for November 2013 and pay is backdated to September 2013. The new pay policy is a dictate nationally, but there are areas where specific

choices have to be made by the school. Mark Patterson will keep Susannah Clements informed throughout the process.

10. A.O.B:

Staffing: The Senior Head of House had been appointed.

The Temporary Assistant Heads appointment had also been completed and only one had been appointed.

A new draft Staffing structure document was handed out to Governors. The second Temporary Assistant Head position, which had already been discussed at the Strategic Governors meeting, was explained to the Personnel Governors present.

The Director of Finance is still to be appointed and there will be a change of title for intervention workers, to Progress Support workers will a small change in role.

The Governors discussed the document in detail and Mark Patterson answered any queries

Student Voice was queried and it was explained that this would now be incorporated within the new house system. One of the Heads of House will have the responsibility of the Chesterton Challenge.

This was Mark Patterson's last Personnel Governors meeting at Chesterton and the Vice Chair thanked him on behalf of the Personnel committee for his great work within this committee.

11. Date of the next meeting: Tuesday 22nd October 2013 at 5.30pm (TBC)

The Meeting Closed at 7.15pm