



**CHESTERTON
COMMUNITY COLLEGE**

Chesterton Community College

Personnel Committee Minutes

26th February 2013

CHESTERTON COMMUNITY COLLEGE
PERSONNEL COMMITTEE

Minutes from 26th February 2013

- 1. Present:** Mark Patterson, Nicola Von Schreiber, Steve Hampson, Roger Mann, Susannah Clements (Chair-present by conference call)

This meeting was quorate at the start, 5 Governors out of 7 present. (Quorum is a minimum of 4 Governors)

In attendance: Wendy Palmby (Clerk)

Belinda Jones was not present.

Visitors to the meeting: Tracy Roden (Vice Principal-Business), Peter Watts (Temporary Assistant Head)

- 2. Apologies:** Mary Sanders, 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 (20.11.2013):** These were approved by Governors and signed as true record by the Acting Chair, Roger Mann (Chair was present by conference call only)

6. Matters arising:

- **Complaints Policy:** Still in train
Susannah Clements **Action:**
- **Staff Development Policy query to EPM:** EPM do not have a specific Staff Development policy, but do have the Staff appraisal policies which the school already have in place.
- **Cover for Teacher Absence query:** EPM answered queries raised. The policy was then approved by Personnel Governors subject to two small amendments. To go to FGB for ratification on 5th March 2013
Action: Clerk
- **Redundancy Policy:** Tracy Roden had updated the latest policy from EPM in accordance with Chesterton policies and this was approved by Personnel Governors. To go to FGB for ratification on 5th March 2013
Action: Clerk

- **Special Leave of absence policy:** It was acknowledged that we monitor all absence very closely. We apply our special leave of absence policy rigorously including whether authorised or unauthorised leave and whether we pay or not. Having looked at the absence data report 20132013 it was felt as though the policy was not abused and would be left with the annual date as originally specified. Governors all approved this decision.

7. Vertical Tutoring: This item was dealt with early on the agenda to allow Mr Watts to leave the meeting before any further general business. Mr Watts explained how Vertical Tutoring could be implemented at Chesterton for Years 8 to 11 and the benefits of doing this. It was felt that it would be too disruptive to include Year 7s initially.

Students would be split into four houses. The proposed leadership structure would be to have four Heads of House plus one Year 7 co-ordinator.

Governors asked questions about the leadership structure and how the students would be selected for each house. Mr Watts responded and also discussed how the staff had been consulted. Two documents had been sent to all staff initially and then a Staff meeting was held specifically for Vertical Tutoring. Following the meeting staff split into groups to discuss this in detail and raise any questions. Governors asked if they could see the questions raised by staff and Mr Watts offered to send these to Governors after the meeting. The majority of staff present were very positive.

Action: Peter Watts to send Staff questions to
Governors.

The Governors went on to discuss this system in great detail, with Mr Watts giving feedback on what he had discussed with staff and students in other schools with Vertical Tutoring systems in place. The comments from other schools had been very supportive of the system.

The budgeting of any associated costs will be discussed with Governors at the next Resources meeting. The Teaching and Learning Governors will also have the opportunity to have a final input.

Action: Peter Watts to email T&L Governors with final
proposal.

The Personnel Governors agreed to the changes in the staffing structure if the Vertical Tutoring system goes ahead.

8. Audit for Personnel Committee: This document had been circulated to Governors prior to the meeting. The audit was almost complete and the following points were made:

- The staff work life balance has been covered in the Health and Safety policy and review meetings were held if necessary, to help staff with frequent absence.

- Clerk to inform Governors as and when Webinar training became available with the possibility of jointly taking part in a Webinar for training on personnel issues as a group.

9. Principals report:

- Vertical Tutoring and re-structured staff model had already been discussed.
- The process of appointing a new Headteacher is being taken forward by the Chairs of the Governor committees. The interview process will take place on 17th and 18th April 2013, supported by EPM and a partially retired Head as an adviser.
- For future approval: We have two Temporary Assistant Heads at present, who were appointed at the beginning of the year for a period of one year, which was implemented to provide these staff a ladder into leadership. The idea was to have two different Temporary Assistant Heads for next year to give others the same opportunity. The structure for next year will be discussed at Senior Leadership level (without the current two Temporary Asst Heads present) and the proposal will be on the Agenda for the next Governors Personnel meeting in April. **Action:** Clerk to add to next Personnel agenda

Susannah Clements left the meeting at 6.35pm. The meeting was still quorate.

10. Policies for review:

- Recruitment Policy: Changes to be made re Assistant Head section and policy to be re-circulated to Governors for approval.
- Child Protection, Safer Code of Conduct and Staff facing allegations of abuse: Steve Hampson (Child Protection Governor) and the school SENCO are meeting to discuss the incorporation of these policies into one policy. This will be brought to the April meeting. **Action:** Steve Hampson/Lynsey Rooker
- Employment policy – no changes from the current model.

11. A.O.B: There was none

12. Date of the next meeting: Agreed for Tuesday 23rd April 2013 at 5.30pm

The Meeting Closed at 7.00pm