



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College**

**Resources Committee Minutes**

**16<sup>th</sup> October 2012**

**CHESTERTON COMMUNITY COLLEGE**  
**Resources Committee Minutes 16**  
**October 2012 (7.45pm to 8.10pm)**

**1. Present:**

Steve Hampson, Tracy Roden, Jim Warwick, David Sharp, James Strachan, Nicola Von Schreiber, Mary Sanders

**2. Apologies:** Alistair Wayne, Paul Tonks, Colleen Lehane, Mark Patterson, Katherine Hutchinson

**3. Conflict of Interests:**

None were declared

**4. Election of Chair:** James Strachan was re-elected as Chair (proposed by Jim Warwick, seconded by David Sharp)

**5. Terms of Reference:** These were reviewed, agreed and remain unchanged apart from dates. They are in line with Academy's Finance Manual. **Action:** Clerk to amend dates

**6. Minutes of the last meeting:** Were agreed as a true record. All actions arising from the last meeting had been completed. **Action:** James to sign the minutes of 19 June at his earliest convenience for the file

**7. Matters arising:**

- We have been informed by Sam Goodall (12.10.2012) that our two European Funding bids were successful (Music and Sustainability). Mark and Tracy met with Sam Goodall 16.10.2012 to review next steps. We are withdrawing from the Music project with immediate effect. Sam is to manage our withdrawal in a timely and sensitive manner. Sam and Tracy will discuss the Sustainability project over the next few weeks in order to progress.

**8. Financial Update:** Not discussed covered by the Audit Committee.

**9. Health and Safety (H&S) update:**

- H&S information was presented by Tracy Roden during the meeting. Tracy updated that this had also been tabled at the Leadership meeting earlier in the day. The update covered a general update for management, plus specific accident, incident information for the period 01.09.2011 to 31.08.2012 for both the Academy and the Sports Centre. Governors were also provided with the previous year's statistics. It was agreed that although the number of incidents had increased in the Sports Centre (74 v 106) this was due to the Centre being generally busier this year. The number of incidents reportable to County was consistent between the years and is low being less than 1%. For school, the number of incidents for the period had reduced slightly. Around half of the incidents for both years relate to students being generally unwell. The number of accidents being reported to County this year compared to last year reduced from 31 to 20. The Governors concluded that future yearly reports should include prior year statistics for benchmarking purposes.
- Tracy updated that the Risk Management Group would not be reviewing the Risk Register. The Group would continue to concentrate solely on H&S risks and controls. The Governors suggested that the Risk Register should be owned by the Leadership team and reviewed periodically with updates to Resources throughout the year. **Action: Tracy Roden / Mark Patterson**

- Risk Register to be owned and reviewed by Leadership with periodic updates to Resource Committee throughout the year

**10.A.O.B:** There was no other business

The meeting closed at 8.10pm

Date of next meeting: **Thursday 6<sup>th</sup> December. This meeting was cancelled due to being non quorate**