



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College**

**Teaching and Learning Committee  
Minutes**

**03 July 2013**

Chesterton Community College  
**Minutes of Teaching and Learning Committee**

3<sup>rd</sup> July 2013

**Present:** Katharine Hutchinson, Andrew Kennedy (Chair), David Carter, Ayesha Tahir, Simon Peyton Jones, Roger Mann, Kirsten Branigan, Helen Arnold, Mark Patterson (Head), Shelley Lockwood, Rolf Purvis (Deputy Head), Lloyd Brown (Deputy Head), Steve Erickson (Assistant Head).

This meeting was quorate 10 Governors out of 12 were present. (Quorum is a minimum of 4 Governors)

**In attendance:** Wendy Palmby (Clerk)

**Apologies:** Colleen Lehane, Belinda Jones,

**Welcome:** The Chair extended his welcome to everyone

1. **Declaration of Pecuniary Interests:** None were declared.
2. **Register of Business Interests:** Andrew Kennedy and Simon Peyton Jones are employed by Microsoft.
3. **Minutes of the last meeting (01/05/2013):** These were agreed by all Governors and signed by the Chair as a true record.
4. **Matters Arising:**
  - Absence during School Term Policy: Rolf Purvis is to redraft following new legislation. It was suggested that we give parent/carers some examples of "Special circumstances" referred to in the policy.  
**Action:** Clerk to add to Agenda for next T&L meeting
  - Acceptable Use Policy (AUP): This is still ongoing with Richard Kirby
  - Grading: Since this work was completed, the Educational Secretary has proposed to stay with numbers for grading. The consultation on this proposal is now taking place and we will not continue working on this until we know the outcome.
  - Vertical Tutoring: All is going well and four names have been chosen for the individual houses as follows: Equiano, Hill, Robinson and Cavendish. The students will be told which house they are in and their tutor groups, during the last two days of term. The activities arranged for the last days of term will allow the students time in their allocated groups.

5. **Marking and Assessment and Feedback Policy:**

Steve Erickson discussed the proposals for the new policy. The draft policy will go to the School Improvement Group (SIG) on Monday 8<sup>th</sup> July for comments from staff. The key proposal is that students will have two exercise books. One being the "Best book", which will contain all work requiring written feedback from the teacher. There will be one Best book per subject; however some subjects may decide to share a book. The Best book would predominantly remain in school. A Governor asked how

this would tie in with working on the Tablets. This is a topic for discussion going forward.

The second book would be a notebook, which could be checked periodically by the teacher. Following the SIG meeting a proposed policy will be sent to T&L Governors, with the intention of implementing this in September 2013.

A Governor asked if this Best book would be of a better quality than the normal notebook. The answer was given as yes, it was hoped to be an A4 book of superior quality.

This policy will be communicated to parents, who will be sent the policy with a covering letter.

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**Signed**

**Date**

A question was raised about misplacing the Best book and the volume of books that students would have to carry. The intention was that the Best book would remain in school where possible and that subjects would coordinate so as not to send all books home at the same time.

**Action:** Steve Erickson to reflect on how tablets could be used as a learning diary to show individual progress

#### **6. Behaviour Policy:**

Steve Erickson spoke on the proposed new Behaviour policy. It was not the intention to change the tone of the policy, as it seems to be working and Steve Erickson gave an example of this. The layout has changed and simplified. The key changes separate behaviour from rewards.

A new Rewards policy is being written and the process is in place to appoint a new Rewards and Enrichment Coordinator.

Period 7 behaviour support will be introduced, which has been on trial this term.

A draft policy will be sent to T&L Governors in the next few days. **Action:** Steve Erickson The Governors challenged what the policy didn't cover.

It was suggested that we distinguish between Bad behaviour and Bad organisation.

It was agreed that we should reflect on how it should be presented to Year 7 students.

#### **7. Homework Policy:**

Rolf Purvis presented a draft Homework Policy to Governors, which reflected parents concerns that had been raised. The sanctions remain the same. A Governor suggested adding that, students could request to go to Homework club for support. Rolf Purvis explained the theory behind the changes. It was requested that staff names be removed and replaced with staff titles.

**Action:** Rolf Purvis to make amendments and send out to Governors for final comment.

**8. Spotlights:**

**Art:** The reasons for the decline of results in Art were explained to Governors. Photography GCSE has been cut for 2013-2014. However better results are predicted for this year and staffing going forward will be more stable. Additional work has been done to help catch up.

**Music:** Governors were happy with the report for Music. The comment was made that Sport and Music/orchestra classes after school seemed to clash, but as the sport was set by the county it was difficult to avoid this clash. This could be looked at for the future.

**Humanities:** The report looked great and there has been a great deal of innovation here. The first IGCE results are due in History this year.

**Design Technology:** This subject does not have a Head of Faculty, but this will be addressed by the new Head next year. It is a hard working faculty. Some discussion on the teaching followed.

**9. Update on Tablets:** All is going well with this project.

**10. Any Other Business:**

A group of eight members have been discussing the Healthy School Policy. A report was handed out by David Carter, who went on to explain the report. This group is making progress and will circulate a proposed policy when it has been finalised.

**11. Date of next meeting:** Wednesday 2<sup>nd</sup> October 2013, to be confirmed.

**The meeting closed at 5.30pm**

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**Signed**

**Date**