



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College**

**Teaching and Learning Committee  
Minutes**

**30<sup>th</sup> January 2013**

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**Minutes of Teaching and Learning Committee**

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1. **Present:** Roger Mann, Katharine Hutchinson, Andrew Kennedy (Chair), David Carter, Colleen Lehane, Kirsten Branigan, Ayesha Tahir, Mark Patterson (Head). Rolf Purvis and Steve Erickson were present from the Senior Leadership Team (SLT).

This meeting was quorate 8 Governors out of 11 were present. (Quorum is a minimum of 4 Governors)

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

2. **Apologies:**, Simon Peyton Jones, Paul Tonks, Belinda Jones, Lloyd Brown (SLT)
3. **Welcome:** The Chair extended his welcome to everyone.
4. **Declaration of Pecuniary Interests:** None were declared.
5. **Register of Business Interests:** Andrew Kennedy is employed by Microsoft.

6. **Minutes of the last meeting (28<sup>th</sup> November 2012):** These were agreed by all Governors and signed by the Chair as a true record.

7. **Matters Arising:**

All actions from the last minutes had been completed.

i. **Absence during School Term Policy:**

This had been circulated to Governors prior to the meeting. Holidays during term time are strongly discouraged. Following a short discussion, one or two minor changes will be made and the policy will be re-circulated to Governors for virtual approval. This policy will then go to the Full Governing Body for final ratification.

**Action:** Rolf Purvis to amend and the Clerk to re-circulate to Teaching and Learning Governors for approval.

8. **Attendance Report:**

The Attendance report had been circulated to Governors prior to the meeting. Rolf Purvis took the Governors through the report and explained the figures in detail.

The Attendance for 2011-2012 was 96% which gives an absence rate of 4%. The attendance has improved year on year and therefore the absence figure has decreased.

The target for this year is 97% which is a very challenging one!.

The last day of the academic year is on a Tuesday and it is possible that this could affect the figures for this year.

Chesterton is one of the top schools in the area for low Persistent Absence and Governors felt it would be good to share this with parents.

**Action:** Rolf Purvis to send out a Parentmail to announce the good results, linking it with the new Absence during term time policy.

#### 9. **Behaviour and Exclusion data:**

This data was presented to the Governors by Steve Erickson, who explained the reasons behind the fall in Internal Exclusion this year. This was then discussed by the Governors.

The new Behaviour policy together with the Uniform policy has had some impact. Only 0.4% of internal exclusions are referred from poor behaviour in lessons and overall the figures are very positive. Chesterton is 5<sup>th</sup> out of 29 schools for the lowest fixed term exclusions. The aim remains one of no poor behaviour at

### **Signed**

### **Date**

Chesterton. A new award system has been set up this year, which gives prizes to students and there have been 37 prizes awarded this month.

#### 10. **Spotlights on Science and Modern Foreign Language(MFL):**

Spotlight reports for these subjects were circulated to Governors in advance.

Spotlights are carried out by the Senior Leadership team and no notice is given to staff beforehand. The Link Governors are also involved.

i. **Science:** The overall teaching was good and the results in Science are outstanding, which is an improvement from last year. The results will be fed back to the faculty line manager who will then meet with the Head of Science to follow up on this report. Going forward the focus will be on the areas for improvement. ii. **MFL:** This spotlight was the best yet for this department and the results were outstanding.

The line manager and Head of MFL are looking at joint planning in MFL to ensure good teaching ideas are shared.

The teachers are working really hard to improve and there is good innovative work going on. The students have a positive view of MFL and there is also substantial use of volunteers in some languages. iii. **Student feedback from students to Link Governors:**

A list of suggested questions for Link Governors to use with students during a spotlight session, were circulated prior to the meeting. Some discussion followed and Governors suggested that the member of staff present at this time should not be from the faculty/department in the

spotlight. It was thought that maybe it would be better to use the senior line manager for the department.

The questions, which were based on an Ofsted inspection, are intended to promote discussion, but other questions could be added. It was decided to give these a six month trial and then report back to this committee. Governors were asked to email Rolf Purvis if they wanted to suggest any other questions.

Going forward Governors will be encouraged to read the last spotlight report in preparation. **Action:** Clerk to investigate training opportunities for Link Governors.

#### **11. Tablets at Chesterton Update:**

Mark Patterson gave a comprehensive update on the situation, following the Tablets meeting held on 21<sup>st</sup> January, which discussed the results of the parent and staff surveys in detail.

There is another Tablet meeting scheduled for Thursday 7<sup>th</sup> February at 7.30pm in the Library where all the information will be reviewed.

Steve Erickson left the meeting at 4.45pm.

#### **12. Any Other Business:**

##### **a) Healthy Schools Policy:**

David Carter has invited Governors and staff at Chesterton to form a group to discuss this policy and is in the process of organising a meeting which will take place shortly. The Terms of reference are being considered and the County policy will be used as a starting point.

##### **b) MIDYIS Reports:**

This report has previously been taken home by students. It was suggested that a more sensitive approach would be to send it home by post.

**Action:** Colleen Lehane to arrange for the MIDYIS results are posted home to all parents.

#### **13. Date of next meeting:** Wednesday 20<sup>th</sup> March 2013 was agreed.

The meeting closed at 5.25pm.