



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College**

**Full Governing Body Minutes**

**12 November 2013**

**CHESTERTON COMMUNITY COLLEGE**  
**MINUTES OF THE FULL GOVERNING BODY (FGB/AGM) MEETING**  
**12<sup>th</sup> November 2013**

**1. Present:** Lucy Scott (Head) , Simon Peyton-Jones (Chair), Mary Sanders, Nicola Von Schreiber, Katharine Hutchinson, Ayesha Tahir, Belinda Jones, Shelley Lockwood, Helen Arnold, Roger Mann, Alistair Wayne, Mark Little (Director of Finance and Resources) , Jim Warwick (Vice-Chair), David Sharp, Andrew Kennedy, Richard Kirkby (Director of e-Learning).

**2.** This meeting was quorate 14 Governors out of 21 present. (Quorum is a minimum of 9 Governors)

**In attendance:** Wendy Palmby (Clerk)  
Julie Weaver from Chater Allan Chartered Accountants.

**Apologies:** Kirsten Branigan, David Carter, Susannah Clements, Colleen Lehane, James Strachan.

**3. Welcome:** The Chair extended his welcome to all Governors present.

**4. Declaration of Pecuniary Interests:** None were declared.

**5. Register of Business Interests:** Simon Peyton Jones and Andrew Kennedy declared that they worked for Microsoft Research.

**The AGM was opened: The minutes of the last AGM meeting were agreed and signed as a true record. The AGM was then closed as the accounts were not ready to be submitted at this point.**

**At the next FGB the AGM will be re-opened to present the accounts to the Governors.**

**Full Governing Body:**

**6. Minutes of the last FGB meeting (18<sup>th</sup> September 2013):** These were agreed by all Governors and signed as a true record.

**7. Item 9 "The school website" was brought forward to enable Mr Kirkby to leave.**

Governors commented on updating the website at the last meeting, but there was no allocation of funds for this purpose in the school budget. Therefore the website is being updated in house.

Richard Kirkby talked the Governors through the new website which now had a much cleaner appearance with drop down menus and rolling latest news information on the front page. The only data not transferred to the new site was any out of date information from the current site.

The Governors were asked to update their own information for the new site and Richard will add the new photographs we have been taking.

We now have a link to social sites such as Facebook and Twitter and there is a Headteacher's weekly blog.

A Governor queried the social media connection and Richard commented that this could be used as a marketing tool to engage with parents. Information would only be put on by the school and there would be no facility for anyone to add information externally as it will be quite a closed site with limited access. A Governor asked about a social media strategy. The social media was seen as a good way to communicate with the harder to reach parents. It could also be used to carry out a poll if required and would be managed cautiously and carefully.

**Action:** Richard Kirkby to ask Governors for their comments on the new site. Richard also to send links for the social sites for the Clerk to forward to Governors.

The Chair thanked Richard for his work on the website.

## **8. Accounts presentation.**

Julie Weaver from Chater Allan Chartered Accountants presented a report on the accounts to the Governors. These accounts had previously been discussed at the Audit committee earlier that evening and Julie explained that the Governance statement and the Regularity, Propriety and Compliance section was a requirement of Educational Funding Agency (EFA).

Julie then went on to explain the report and a Governor asked about the movement in cash which had decreased. The increase in debtors was explained.

One important outcome of the Audit meeting was the need for Governors to set Key Performance Indicators (KPIs), one of which should be that Governors would monitor the line on cash.

Following a question from Governors on the position of the present cash flow, Mark Little replied that it does need managing. The Capital funding needs to be brought in and we should have the EFA funding in December. The HMRC funding also come in during December.

A Governor asked who these accounts were for specifically, since their format is unhelpful for college management purposes, and the reply was for the EFA and Companies House.

A Governor then asked if there were any specific items that might give EFA cause for concern, and which the college may be asked to explain. Julie Weaver initially said no, but that some questions may arise and the level of reserves would need thinking about.

The situation with the Pension deficit was then discussed and Mark Little told Governors that he was going to a meeting with the Local Government Pensions Agency (LGPA) on Friday 15<sup>th</sup> November and would report back to Governors. The feeling was that the deficit would be underwritten, but it was suggested that the college should have as much information in writing as was possible. It was stated that a Pensions valuation was not normally done on an annual basis as the figures were too volatile.

The Staff Governors remuneration statement is not precisely in line with the "Coketown Academy" accounts templates but is believed to be adequate and acceptable. The "Coketown Academy" "name names", but this information is omitted as the accounts have to go on the college website. The figures incorporate on-costs, and hence are greater than the salary actually received, and they are rounded up into thousands.

The Governors were advised to ask the previous Head who was in post last year, to countersign page 10 as he was the previous Accounting officer.

**Action:** The Chair to write to the previous Head and Mark Little to send the PDF document to the Chair.

**Action:** Mark Little to send a useful format of accounts to the FGB members.

Julie Weaver then explained the key issues of the Memorandum and advised that Governors should be involved in the value for money decisions. It is important to decide on the best rather than just the cheapest.

The final version of the accounts will be sent to all Governors and once finalised, the AGM would be opened up again to accept these accounts. The FGB then had to approve the draft accounts subject to any amendments. This was proposed by Alistair Wayne and seconded by Mary Sanders. All Governors were in agreement. There were no abstentions. The Chair then thanked Julie Weaver for coming.

**9. Minutes of the last meeting (18.09.2013):** These were agreed and signed as a true record.

## **10. Actions from the previous minutes:**

**Parent Communication update:** Belinda Jones gave an account of how the group had been working to communicate with parents, including those parents that are harder to reach. As part of this communication a link has been established with the SENCO at Arbury primary school, who also has children at Chesterton. A few Governors attended the recent Year 7 Parents evening to talk with parents.

The possibility of translating information on the website to other languages is being considered and Belinda Jones has also attended the ESOL café, run by Sarah Adams. There are a mixture of parents at the ESOL café, some with children at this school and some with children at the local primary schools.

Going forward, it would be useful to have a more systematic presence of Parent Governors and other Governors at parents' evenings and PTA meetings. It was decided that teachers could flag up to Governors attending the parents evening the good things that students are doing, so that this could be discussed with specific parents. The Chair asked if Governors would sign up to attend one parents evening and one PTA meeting.

**Action:** Belinda Jones to ask Governors and put together a schedule

The informal working group set up includes Shelley Lockwood, Helen Arnold, Belinda Jones and Katrina Patterson. Both easy to reach parents and hard to reach parents will be covered.

The Head suggested that this group could report back to Governors with their findings at the end of the year.

**Action:** Clerk to add to the FGB meeting agenda for 8<sup>th</sup> July 2014.

**Pastoral update:** Roger Mann had previously been elected as Chair of this group and gave a brief report on their first meeting. Peter Watts had attended this meeting and updated Governors on the pastoral side of the Vertical Tutoring system. It was agreed that it was an interesting and useful meeting.

**11. Ofsted Summary:** The Head talked through the Ofsted process and referred to the report that had been circulated previously. The Head explained that we had been judged as a 2 year old Academy and thanked Andy Cornick for the excellent data he produced. It soon became evident that the data was key.

It was interesting to see that Ofsted endorsed our self-evaluation and could see that we knew our school very well. We had shown accurate teaching observations that agreed with their judgements. They also agreed with our School Improvement Plan (SIP).

Ofsted commented on the good behaviour of our students and that independent learning could be developed. They noted that we had an external consultant in to review our intervention structure. They liked our "Feedback books" system. Ofsted said that our questioning in small groups was good, but that whole class questioning was less so.

The Head continued to say that our route to be "Outstanding" does not depend on just one thing but many small things and our SIP takes account of these. The Head of Faculties have spent a day together to discuss and define what outstanding looks like. A teacher staff Governor thanked the Head for organising that day and commented that it was extremely good. The line management structure is now being looked at.

Spotlights have been done in Science and English is scheduled shortly. Going forward we are looking at non subject specific topics, for example "Schemes of work". Richard Kirkby is training Faculties on i-pads. A Spotlight on Intervention has been completed and this will go on the agenda for the next Teaching and Learning committee meeting.

**Action:** Clerk to add to agenda

There will be a parents evening on Thursday 14<sup>th</sup> November entitled "Outstanding at Chesterton" and this will include a summary of Ofsted for parents.

The Chair thanked the staff at Chesterton for their hard work during the Ofsted inspection.

**12. Tablet update:** The Head explained that there are several interesting processes taking place and staff training is happening at regular briefing sessions. Faculty training is ongoing and this is all linked to the SIP.

Gaming on tablets has been banned at break time, lunchtime and in class. Parents can have the games completely taken off if they wish. Parent Forums which take place every half term have discussed this, but at the last meeting little mention was made. When the i-Pads are next introduced they will be given out to parents and students together. Governors questioned the ban on gaming in free time and the Head said it had become obsessional for some students.

The Chair asked the Staff Governors about the scheme and they said it was going very well. When asked about breakages, Mark Little replied that there had been about 10-15 out of 400 and no thefts.

The question of financing was discussed and the fact that Governors will have to make a decision on whether this will go ahead next year.

**Action:** Clerk to add to the agenda for the FGB meeting in March 2014.

Governors asked that they be emailed the KPI plan for i-pads.  
Richard Kirkby

**Action:**

The data from a half termly poll to parents will be collated and the overall success of the scheme will provide the evidence for moving forward with this initiative.

**13. Pavilion update:** This had been in the negotiation stage when we were informed that the EFA needed a formal application. The Local Authority will need to make that application.

**14. A.O.B:** Governors were thanked for their competence at the Ofsted meeting.

This was David Sharp's last meeting and he was thanked by the Chair for his hard work as a Governor over the years and presented with a bottle of wine. Heidi Watters and Steve Hampson are also stepping down and wine has been set aside for them also.

David thanked the Governors and said that it had been a privilege to be a Governor at Chesterton and he would write a blog for the new website.

The meeting closed at 9.45pm.

**Date of next meeting:** 4<sup>th</sup> March 2014