

Chesterton Community College

Pastoral Committee

Minutes from 13th July 2016

1. **Present:** Lucy Scott(LS), Roger Mann (RM), Colleen Lehane (CL), Donna Young (DY) and Michaela Eschbach (ME)

This meeting was quorate of 4 governors out of 7 present.

2. **Apologies:** Lucy Lewis, Helen Arnold and Shelley Lockwood.
3. **Declaration of Pecuniary Interests:** None declared.
4. **Declaration of Business Interests:** None declared.
5. **Minutes of the last meeting (20th April 2016):** These were agreed and signed as a true record by the chair.
6. **Matters Arising: Equality Policy:** This was looked at and Governors suggested an extra paragraph should be added.

Action: RP to add in paragraph.

7. **Risk Assessments:** LS explained to the committee that this is ongoing and Martin Russell will feed back to the committee at next meeting after a scheduled meeting next week.
8. **DDA Audit:** Martin Russell is due to look at this over the summer and feedback at the next meeting.

Clerk to add Risk Assessments and DDA to next agenda.

9. **House System/Assistant Heads of Houses:** Kate Williams, Rhiannon Evans, Hannah Frampton and Rebecca Gardner, who have been appointed Assistant Heads of Houses spoke to the committee about their roles and responsibilities within the school and what areas they are hoping to develop in the future. All of them are assigned to an individual house and have different areas of responsibilities and support their Heads of Houses in different ways. They explained to the committee how Heads of Houses have a more pupil/tutor focused report where as Assistant Head of Houses have a more house focused responsibility, although at some points these cross over. Governors questioned if staff and Houses understood the role to which it was recommended that the role be made more aware of to students and staff so they know that they have that extra support. Discussions were also held on what has been successful throughout the year.
10. **Safeguarding Review:** Governors questioned if the Sports Centre needed separate safeguarding designated personnel. This was discussed previously at FGB and LS added that we are not responsible for child protection within the Sports Centre and at present we are exploring different options. LS added that we now have the designated personnel staff

shown clearly in reception. It was questioned by Governors what would happen if someone is absent to which LS assured the committee that there would usually always be a designated personnel on site. Fortnightly meetings are conducted to ensure all personnel are fully informed. Members of staff have been trained in counselling and LR is keen to restart the nurturing groups for students which will be looked at in more detail. Governors mentioned the school website and how accessing certain information should be made clearer to parents so that they can access the relevant information more easily.

Action: RK to amend website.

11. Attendance and Exclusion Data: RP explained to the committee that the overall attendance so far for this year is 96.48 % putting us in the top 10% of schools nationally. 10 years ago attendance was 91.3 so this a good increase. Currently to date there is 107 students persistently off having a lower than 80% attendance rate. Meetings are held with parents to try and increase student's attendance figures. Governors challenged reasons behind absences to which RP agreed to break this data down further for Governors. No of exclusions have dropped from last year showing 100 sessions this year in comparison to 115 session's lost L/yr. sessions are monitored in half days. There have been no permanent exclusions this year which is an incredible achievement.

12. Policies: Sex and Relationship Policy: This was all agreed by the committee.

13. AOB: It was also mentioned that we should have an anti-Bullying policy. This had already been looked at by RP who will email out to Governors.

Action: RP to send round Anti Bullying policy to Governors.

RM thanked the committee for all their hard work throughout the year.

This meeting closed at 5pm.

14. Date of next meeting: 17th November 2016