

Chesterton Community College

Pastoral Committee Meeting

15th November 2016

Present: Roger Mann (RM) (Chair), Helen Arnold (HA), Shelley Lockwood (SL), Lucy Lewis (LL), Rolf Purvis (RP), Pete Watts (PW), Michaela Eschbach and Lucy Scott (Head)

This meeting was quorate of 6 governors out of 8 present.

1. **Apologies of Absence:** Colleen Lehane and Masum Shaikh.
2. **Declaration of Pecuniary Interests:** None
3. **Declaration of Business Interests:** None
4. **Election of Chair:** Roger was nominated and elected as Chair by the committee.
5. **Terms of Reference 2016/2017:** These were agreed by the committee.
6. **Minutes of the last meeting (13/07/2016):** These were agreed and signed as a true record by the Chair.
7. **Matters Arising:** DDA and Risk Assessment – MR explained that there had been no further development. Accessibility around school was discussed and ensuring all pupils needs were being met. RM thanked SL for her involvement in the compliance. It was queried if the yellow makings in the car park had been implemented to which MR responded that this had been actioned but this will be reviewed again and discussed at the next meeting.
MR to review and SI to add to next agenda.
Risk Assessment: MR explained that the last one was done at the end of the summer term. A starting from scratch process is being implemented and MR is in the process of reviewing every risk assessment and getting

information back from every department. LS added that the H&S audit looked at the risk assessments.

Action: MR to email governors when this is all completed.

MR left at 4.55pm

8. Alternative Provision: PW spoke to the committee in depth about the pavilion and the Alternative provision that we currently have in place. Governors questioned throughout and were very impressed by how much time and effort had been put in place to achieve such a great provision. Governors congratulated PW and Stacey Clarke on great job.

9. Anti-Bullying Policy, Communication to Parents: -RP told the committee that all students have now had an assembly on bullying and staff were also communicated via briefing on how to record incidents so this can be monitored more closely within school. Parents will be getting an email with the policy attached. Governors had some concerns if it was clear on the website as to what to do if you feel your child is being bullied. It was discussed to make this clearer to parents.

Action: SI to communicate with Richard Kirkby to make sure information is clear to parents.

10. Topics for Future meetings: Governors spoke about speaking about careers, Revisit alternative provision, A7 – Jo Borroughes Anti Bullying policy Summer term. LR to speak about a research project that she has recently done.

11. AOB: RP presented a further breakdown of data on reasons for absence as requested at the previous meeting.

12. Date of next meeting: 8th February 2016

This meeting closed at 5.55pm