



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Full Governing Body minutes**

04 March 2014

CHESTERTON COMMUNITY COLLEGE
MINUTES OF THE FULL GOVERNING BODY (FGB/AGM) MEETING
4th March 2014

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), Andrew Kennedy, David Carter, Colleen Lehane, Lucy Lewis and Eva Pepper
2. This meeting was quorate 16 Governors out of 20 present. (Quorum is a minimum of 9 Governors)

In attendance: Wendy Palmby (Clerk)

Apologies: Kirsten Branigan, Jim Warwick (Vice-Chair) and James Strachan was absent.

3. **Welcome:** The Chair extended his welcome to all Governors present and welcomed the two new Governors, Eva Pepper and Lucy Lewis.
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.

Full Governing Body:

6. **Minutes of the last FGB meeting (12th November 2013):** These were agreed by all Governors and signed as a true record.
7. **Matters arising:**
 - **Accounts:** The College Accounts are primarily reviewed at the Resource Committee. However Mr Little had prepared a one sheet summary of accounts 2012-2013, for all Governors to take away from the meeting. In short, last year we had a surplus of £42,000 and £240,000.00 was carried forward.
 - **Parent Communication:** This group has been very active and is well underway.

All other actions had been completed.

8. **Policies/Terms of Reference to ratify:**
 - Recruitment Selection Policy and Procedure
 - Governors Involvement Policy
 - Pastoral Terms of Reference
 - Resources Terms of Reference
 - Teaching and Learning Terms of Reference

Governors Involvement Policy: Roger Mann gave a brief explanation of the recent updates to this policy. The commitment of Governors had been clarified as in item 2 of the

policy and sections 8, 9 and 10 on Communication with Parents, had been added. The policy was approved by all Governors.

All other policies and Terms of Reference were approved subject to the following changes: In the Teaching and Learning and Pastoral Terms of Reference, the wording is ambiguous; it should state that "the Full Governing Body has delegated to the committee the power to carry out the following tasks.....etc".

Action: Clerk to instruct IT to update these policies and Terms of Reference on the website

- 9. The AGM was then re-opened:** Following the last meeting the accounts had been updated with the specified amendments.

The College accounts were formally approved.

The AGM was then closed and the Full Governing Body meeting re-opened.

10. Pavilion Update:

Mark Little briefly explained the history of the Pavilion project. The termination clause has now been amended and has been reduced to the minimum value. This project has taken longer than expected, but hopefully we will get approval to go ahead in the next few weeks.

The Community room in the middle of this Pavilion will give us an income stream, but the detail of this has not been explored fully as yet. The Developer is charged with the building of this unit and therefore the City Council will hold the developer to account for any irregularities. The threat of a major Archaeological dig has been averted after an initial investigation. It is hoped that the building will be completed in this calendar year.

- 11. Admissions:** The power for in- year admissions has to be formally delegated to the Head by the Full Governing Body.

The admissions in Year 7 will remain the same and be dealt with by the local authority. However In-Year Admissions will be dealt with by the school. The Head has also agreed to be a representative on the Fair Access Panel. We will still be part of the system, but it will enable us to fill our year groups. Appeals would be dealt with by a Governors panel with the addition of a representative from the authority.

The process is now much quicker and the comments from parents have been very positive.

(A Governor entered the meeting at 8.05pm)

The Year 7 in September is now full, but we can over admit to take into account the drop off we have at the start of term.

The Governors agreed to delegate the power of In-Year Admissions to the Head.

Action: Clerk to make relevant changes to the Admissions policy and update the website.

- 12. Head Teacher's Report:** This had been circulated to Governors previously and the Head, Lucy Scott, then presented it to the Governors.

The Governors then went on to ask questions about lesson observations, which were carried out on a daily basis by the Senior Leadership Team (SLT). The SLT also spend a lot of the time teaching in the classroom (with the exception of the Head)

Vertical tutoring allows for the students at the top end of the academic spectrum to reach their potential.

Lucy Scott went on to explain the background to the "Innovative space" which was mentioned in the report. A Governor suggested that it would be useful to bring in outside speakers from Cambridge and the surrounding area to give a talk at the college and maybe we could ask people to pay to attend.

The Head explained that business links to the school were sporadic and we wanted something that would be more sustained. Hence the Felixstowe college project. It was felt that it would be useful to have an example to show businesses going forward.

Action: Head to send out the report to Parents.

- 13. New Tablet Scheme update:** It had been agreed that, if we decide to continue the scheme following the full Evaluation Report later this term, we will extend it to include Year 11 in 2014/5. This possibility has been communicated to parents, with no substantial feedback as yet. A recent Parent "Drop in" meeting about the scheme was attended by only one Parent, which suggests that there is no major dissatisfaction.

Lucy thanked the Governors for supporting this scheme and a discussion on what is happening in other schools followed.

A full Evaluation Report will be produced by Richard Kirkby, Director of e-Learning, and following this a specific meeting will be held with a designated group of Governors, to make the final decision about whether to continue the scheme.

Action: To set a date for this meeting with Richard Kirkby.

- 14. Cambridge Area Partnership (CAP):** Lucy Scott gave a brief explanation about this group and how the Heads of the Cambridgeshire schools met on a termly basis.

The question asked was "Should this Partnership be a legal entity?" Discussions have been ongoing at the CAP meetings and the Governors went on to discuss it at this meeting. The view is that this is a useful body as it stands now; but the Governors were unclear why being made a legal entity improve it. The Governors decided they were happy to be part of CAP but would need to be convinced on the advantages of being legal entity. The Governors would be happy to consider a proposal from the group, outlining the costs and benefits of this process.

- 15. Teaching and Learning (T&L)/Pastoral committee split:** The Chairs of these two committees were asked to give a brief update on how these committees were doing. Andrew Kennedy, Chair of T&L, felt that it had given the committee more focus and Heads of Faculty were being invited on a rolling programme. Roger Mann, Chair of Pastoral, felt that it has been a successful venture, the only downside being more meetings for staff.

16. A.O.B

The Chair explained that Roger Mann's term as a Community Governor had come to an end and it was proposed that he be re-appointed for another term. Roger was willing to stand again and all Governors were in favour of his re-appointment.

17. The meeting closed at 9.25pm.

Date of next meeting: Was agreed to be Tuesday May 6th 2014 at 7.30pm