



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College  
Strategic Committee Minutes**

**06 December 2013**

**1. Present:** Lucy Scott (Headteacher), Simon Peyton-Jones (Chair), Jim Warwick, Andrew Kennedy, Roger Mann Rolf Purvis (Deputy Head), Lloyd Brown (Deputy Head), Steve Erickson (Assistant Head), Donna Young (Assistant Head), and Mark Little (Director of Finance and Resources)

**2. Apologies:** James Strachan

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

This meeting was quorate with 6 Governors out of 7 present. (Quorum is a minimum of 3 Governors)

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

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

**5. Minutes of the last meeting, (04.10.2013)** were accepted as a true record and signed by the Chair.

**6. Matters arising:**

- i. Freedom of information Policy: Mark Little had circulated a draft document to Governors prior to the meeting. Mr Little went on to explain what we had on the website at present and also that our IT Acceptable use policy also referred to the Data Protection act.

Some points to consider are:

- Biometric data
- At what age can a request be made
- Do requests have to be in writing

The Chair suggested that all Governors and Senior Leadership staff look at the policy in detail and email Mark with any comments.

- ii. The School Improvement plan is now on the website.

**7. Governing Body Membership:**

Following the recent Parent Governor Elections, one Parent Governor was re-elected, Alistair Wayne and there are two new Parent Governors: Eva Pepper and Lucy Lewis Following the recent Staff Governor election, Katharine Hutchinson was re-appointed and Governors conveyed their congratulations to Kath and Alistair.

The Chair has written to both the successful and unsuccessful candidates.

Mentors will be required for the two new Parent Governors.

**Action: The Chair to email all Governors to ask for volunteers.**

Discussions then followed on the vacancy (vacancies) we have for Community Governor(s).

It was decided that it would be useful to look at the skills and expertise within the present Governing Body and maybe look at where we have any gaps.

**Action: Clerk to email Governors**

Discussions followed on the geographical location of possible Community Governors and if we should look at links with the feeder primary schools. It was decided that the Chair would consult Governors and possibly meet with the Chair at the Arbury Primary school too.

**Action: Chair to liaise with Governors and arrange meeting as suggested.**

It was noted that the roles of SEN Governor and Child Protection Governor were now vacant and needed to be appointed.

**Action: Pastoral Committee Chair to email Pastoral Committee Governors to ask for volunteers.**

There was a brief discussion on the process of appointing Community Governors and whether this should be covered in the Governor Involvement Policy. It was decided that this should be documented in the Terms of Reference (T of R) for the Full Governing Body (FGB).

**Action: Jim Warwick to amend T of R for the FGB to include this.**

The Chair of the Personnel committee role is now vacant and therefore a new one will need to be elected at the next Personnel meeting in March 2014.

#### **8. Frequency of Governor Committee meetings:**

A discussion followed on how many Governors Committee meetings were held in a year and when and where we really need meetings for specific topics. The Chair asked if the Chair of each Committee could look at this from January onwards and decide where they may want to reduce the number of meetings going forward.

**Action: Chairs of Committees**

It was suggested that the Strategic committee need only meet once per term.

#### **9. Intervention Spotlight update:**

The Head gave a brief update on the Intervention Spotlight, which will be reported in detail at the next Teaching and Learning committee meeting. The main points were:

- SENCO role had been refocused
- EAL responsibility was now with one of the Progress Support Workers and line managed by the Head of English, Media and Drama
- Taking a closer look at the Zone
- Progress Support Workers are now allocated to a Faculty.
- The Data Manager is exclusively focussing on Data and ensuring the data for intervention is more robust.
- The SEN specialist role has been extended to the end of August.
- M Group- small groups have been put back in to main stream for creative subjects, but still in small groups for the main skills.
- The possibility of moving SEN work into one location to encourage working as a team.

The Head also explained the role of the Progress supports worker at this point.

#### **10. Admissions:**

The Head gave a short summary of a recent conference she had attended with two members of the Senior Management team. It is a requirement that we need to confirm with the LA what we are intending to do with admissions going forward. It was agreed that we will stay with the LA for Year 7 admissions, but we will manage mid-year admissions internally at Chesterton as soon as possible.

**Action: Head to email the LA with this information**

#### **11. The Chair welcomed the presence of the Senior Leadership at this meeting and suggested that if all agreed this would continue.**

**Action: The Chair to amend the T of R for the Strategic committee to include this.**

**12. A.O.B:**

The problems with the setting of the Curriculum was highlighted in view of the national changes which had not yet been finalised.

Work with the Science faculty was discussed briefly

The Director of Finance explained that the School Accounts are now ready for signing and that these now needed to be approved by Governors.

The changes in the bank mandate were also confirmed.

**Action: M Little to email Governors re the school accounts and send an explanation of the bank mandate changes.**

**13. Date of the next meeting:** Agreed date Friday 7<sup>th</sup> February 2014 at 8am. (This meeting was postponed until 1<sup>st</sup> July 2014)

The meeting closed at 9.07 am.