



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Teaching and Learning Committee
Minutes**

7th May 2014

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Present: Katharine Hutchinson, Andrew Kennedy (Chair), Ayesha Tahir, Lucy Lewis, Shelley Lockwood, David Carter, Katrina Patterson (Temporary Assistant Head), Lucy Scott (Head), Colleen Lehane, Steve Erickson (Assistant Head),

This meeting was quorate 6 Governors out of 10 were present. (Quorum is a minimum of 4 Governors)

In attendance: Wendy Palmby (Clerk)

Apologies: Roger Mann, Lloyd Brown (Deputy Head), Rolf Purvis (Deputy Head), Kirsten Branigan

Welcome: The Chair extended his welcome to everyone

1. **Declaration of Pecuniary Interests:** None were declared.
2. **Register of Business Interests:** Andrew Kennedy is employed by Microsoft.
3. **Minutes of the last meeting (19th March 2014):** These were agreed by all Governors and signed by the Chair as a true record
4. **Matters arising from the previous minutes:**

The questions around where the "Gifted and Talented" role fits in were discussed at length. The Senior Leadership Team (SLT) are still looking at this and assessing how it is already contained within the curriculum we offer at Chesterton. There are various systems in place in schools for Gifted and Talented. It was felt that it didn't necessarily need a label, but it was more important that "all" students' needs are met and that the more able students challenged. It was suggested that the Head could cover some of the more challenging aspects of the curriculum in the weekly Head's blog.

Action: Lucy Scott

Appraisal policy for Support Workers: Still to go to the Full Governing Body for ratification.

Intervention Spotlight: This went to the Pastoral Committee.

5. **Spotlight Report on the Design and Technology Department (DT):** This spotlight report was circulated to Governors and the Governors were given time to read this report. Steve Erickson gave some background information about this spotlight and explained that this faculty had made progress. Having had no Head of Department (HoD) for at least two years, there was now a newly appointed HoD in place who is working to produce a more positive outcome in DT. There is an event towards the end of term, which is showcasing the work across the curriculum in DT and also includes some input from the Music Department. Steve Erickson went on to explain the activities which are taking place in each year in DT. Katrina Patterson explained how the student's comments had been surveyed anonymously for this spotlight. A discussion on staffing in DT followed.

6. **The Spotlight Process:** It was explained that Governors were at one time involved in this process, but this was no longer the case. We do still involve the students which is very important. Governors discussed the frequency of spotlights in school and how difficult it was to sometimes get a Governor at short notice. The consistency of spotlights is important and it was felt that if a Governor was present for one it would have to be for all. Governors are however involved in Link Governor visits. The trails for spotlights are selected according to the faculty. The calendar for spotlights is set at the beginning of the year and the HoD or Head of Faculty (HoF) is told about the spotlight two weeks in advance. The staff being observed know a week in advance. Students are interviewed and feedback books are looked at too. Any data required is collected and a draft of the spotlight report goes to an SLT meeting. An action plan is then put together and reviewed with the HoD/HoF. Governors approved of this process and the way it was carried out.

7. **Director of CPD report:** The new Head of CPD, Katharine Hutchinson gave a presentation on "The Star Lesson" Programme. This consists of a large camera that sits in the classroom to video the lesson, or parts of the lesson taking place. It can be operated via a mobile phone or an i-pad app, and the teacher is in complete control. Katharine then gave out two documents for Governors to read. One being a Star user Typology put together from conversations with other schools using the system already. The other was a chart showing how far reaching this system can be. The system will be launched in phases, starting with a small group of volunteers. These volunteers were from a wide range of faculties and staff social groups and all volunteers were very willing to take part. The main advantage of this system is that it can be used positively to aid staff development. Other software was considered but it was felt this was the most impressive. Katharine was thanked for her time and effort in launching this project.

8. **AOB:** None

9. **Date of next meeting:** Confirmed for Wednesday 2nd July 2014 at 3.30pm

The meeting closed at 5.05pm