



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Full Governing Body Minutes
15 July 2014**

CHESTERTON COMMUNITY COLLEGE
MINUTES OF THE FULL GOVERNING BODY MEETING

15th July 2014

1. **Present:** Lucy Scott (Head), Simon Peyton-Jones (Chair), Katharine Hutchinson, Belinda Jones, Shelley Lockwood, Helen Arnold, , Mark Little (Director of Finance and Resources), David Carter, Lucy Lewis, Kirsten Branigan, Mary Sanders, Nicola Von Schreiber, James Strachan, Jim Warwick (Vice-Chair).
2. This meeting was quorate 13 Governors out of 19 present. (Quorum is a minimum of 9 Governors)

In attendance: Wendy Palmby (Clerk)

Apologies: Alistair Wayne, Ayesha Tahir, Andrew Kennedy, Roger Mann, Eva Pepper and Colleen Lehane.

3. **Welcome:** The Chair extended his welcome to all Governors present.
4. **Declaration of Pecuniary Interests:** None were declared.
5. **Register of Business Interests:** Simon Peyton Jones declared that he worked for Microsoft Research.
6. **Minutes of the last FGB meeting (6th May 2014):** These were agreed by all Governors and signed as a true record.
7. **Matters arising:**
All actions had been completed.
8. **Confirmation of Governor committee meeting dates for 2014-2015:**
These dates were confirmed, subject to change if a committee fails to be quorate.
9. **Policies/Procedures:** The following policies, already discussed in committees, were ratified by Governors at this meeting.

- Staff Code of Conduct (subject to a comma being added in 2.3).
- Staff Induction
- Management of Sickness Absence
- Discretionary Leave of Absence
- First Aid policy and procedure chart (subject to Head of House replacing Head of Year)
- Safeguarding and Child Protection
- Flexible working
- Personal Information
- Bullying and Harassment
- Whistle Blowing
- Teacher Appraisal
- Grouping and Setting

Action: Clerk to instruct IT to update these policies on the website

A Governor asked some questions around the Grouping and Setting Policy, and specifically whether points discussed at the Teaching and Learning committee had been taken into consideration. The Chair explained that there had been discussions with the Chair of the Teaching and Learning committee and the points had been taken into account. It was then an operational decision to be taken at senior leadership level with the Head.

A small group of Governors expressed continued reservations about the naming of groups, and the Governors agreed to review the new policy in the light of experience towards the end of the next academic year.

Action: Clerk and Chair of Teaching and Learning

10. Parent Communication Group Report:

Mrs Patterson introduced the report on parent communication, which had previously been discussed at the Pastoral committee earlier this term. The Governors who had not previously seen it were given time to read through it. There was then a question and answer session, including the following points

- Governors asked if a link to the Heads Blog could be sent to parents via Parentmail.
- The Parent Focus Group held earlier this week was very successful, but there was still work to do.
- Great steps had been made with phoning parents for parents' evenings etc. and Mrs Patterson thanked the team of support staff who had been involved with this.
- We have about a dozen parents/ students volunteering on site which is working well and we have a group of volunteer Mentors starting in September.
- Governors asked for some clarity on Parentmail X.

Action: Director of E Learning

11. Headteacher's Report:

This had been circulated to Governors previously. A Governor asked for an explanation of the "Star Lesson" and Dr Hutchinson gave an overview and invited Governors to come into the classroom to observe this in action.

Governors asked about "Team Up". This involved an initiative which has some Government funding, involves graduates coming into school from Cambridge University to offer 1-1 tuition for Chesterton students. The graduates receive training and are linked with the Head of Faculty.

12. The Budget:

Staff Governors were asked to leave at this point as specific staffing issues were to be discussed. The meeting was still quorate with 10 Governors present.

Mr Little presented the budget and explained how the finances had been managed from when he took over in September 2013. He then presented the 2014-2015 Budget which had been presented previously to the Resource committee. The context is that

- The government funding to the school is the same, per student, in cash terms, as last year. However the number of students, based on the October 2013 census, is less than that 12 months earlier.
- Costs have increased (promotions, salary progression, inflation)
- Various other sources of grant income, notably support for the school related to students from disadvantaged backgrounds, have reduced.

None of this is under our control, but the net effect is a "squeeze" of about £250k in a budget of £5m. That will require painful cost control in the forthcoming year.

Mr Little then went through each line in detail, explaining any extra income, and the action required to minimise expenditure to achieve a balanced budget. Governors asked questions and the Head explained the background to proposals made with the aim of a more holistic approach for students. Governors were in support of this new approach.

Mr Little explained that subject learning resources would be more effectively used going forward. Chesterton will still maintain a high level of funding for each pupil compared to other schools.

Mr Little then summarised the financials and gave an overview of how they would look in 2015-2016. Here there is reason to be more hopeful:

- The campaign for Cambridgeshire to be properly funded appears to be nearing its first concrete outcome. (Cambridgeshire receives the lowest per-student income in the country.) It seems likely that this will increase our per-student income by 7% in 2015/6
- We are over-recruiting students for 2014/5, to account for the fact that some accepted students will not show up. So our October 2014 "census" figure should be 20-odd students higher than in 2013/4.

This discussion reassured governors that the plans for 2014/5 were sustainable into the future. The Chair asked Governors if they supported the path laid out with this budget and a vote was taken.

Mr Strachan proposed the budget and Mr Warwick seconded. All Governors present were in favour.

Action: To re-invent the Parents Christmas present list, Mrs Patterson/PTA

13. A.O.B:

The Chair thanked all Governors for their attendance and help this year and he went on to thank the Head and Mr Little as this had been their first year at Chesterton.

14. Date of the next meeting: Tuesday 14th October 2014 at 7.30pm in the Library.

The meeting closed at 9.40pm