



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Teaching and Learning Minutes**

2 July 2014

Chesterton Community College
Minutes of Teaching and Learning Committee

2nd July 2014

Present: Katharine Hutchinson, Andrew Kennedy (Chair), Roger Mann, Lucy Lewis, Kirsten Branigan, Shelley Lockwood, Katrina Patterson (Temporary Assistant Head), Colleen Lehane, Steve Erickson (Assistant Head), Lloyd Brown (Deputy Head),

This meeting was quorate 7 Governors out of 10 were present. (Quorum is a minimum of 4 Governors)

In attendance: Wendy Palmby (Clerk)

Apologies: Ayesha Tahir, David Carter, Rolf Purvis (Deputy Head), Lucy Scott (Head),

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 (7th May 2014):** These were agreed by all Governors and signed by the Chair as a true record
4. **Realising Potential document:** Lloyd Brown presented the document to Governors and explained that it focussed on raising the aspiration of students. The document was a plan of what the college would do to achieve this. It was a robust and inspirational plan which would involve a group of teachers working with students and parents. In response to Governors questions it was explained that parents would be brought in more frequently and there would be monthly progress meetings with all staff in the group. Mr Brown went on to describe how the groups would work. The Summer School was also running in the last two weeks of the holidays, for which the college receives funding. The summer school will be evaluated at the end to ascertain if it had been successful.

The Cognitive Ability tests (CATS) had been carried out for all primary students entering Chesterton in September 2014.

Discussions followed on setting and mentoring and there will be eight to ten volunteer mentors working in school from September. Parent workshops (one for each year group) are being planned for September and we are looking at staff going into primary schools to talk to students and parents about coming to Chesterton.

Period 7 and 8 are being used to support student progress. Governors asked if this was too long a day, and it was explained that this sometimes gives more support than just doing homework. Period 7 can be used for behavioural support or just to catch up. Extra subjects are also taught in this period.

There is also a homework club and at this point Staff and Governors present went on to discuss homework.

Action: Clerk to add homework discussion to 2nd meeting of the school year (28th January 2015)

5. **Policies:**

Educational Visits Charging Policy: Very slight changes were made to this policy. We are now looking to replace individual enrichment days with a whole week for an enrichment visit. Discussions followed on residential trips for all students. Day trips will be mainly for a whole year group at a time, with slight variations. We now have a five year trip plan and we want to ensure every student has a chance at a day trip.

Action: Steve Erickson to make small adjustments and return to Clerk for the website.

It was also suggested that a letter go out to parents explaining how claiming Free School Meals (FSM) could reduce the cost of trip payments.

Action: SLT

Grouping and Setting Policy: Lloyd Brown explained the changes to the policy and the background to these changes with the renaming of the sets. The intention is for this to be aspirational. A lengthy discussion followed with one Governor expressing a dislike for this naming of the sets. There was no objection to the principle of the setting. The setting will be done next week with the CATS data and KS2 data from the primary schools.

There were recommendations for slight wording/paragraph adjustments. Governors asked about the selection process for languages and staff explained that these discussion were ongoing. Governors asked for SLT to give some more thought to the naming of sets.

Action: Lloyd Brown to take back to SLT and report back by email

Teaching and Learning Policy: It was apparent that this policy needs revisiting and will be sent to Governors virtually for agreement.

Action: Rolf Purvis

Admissions Policy: This required a little updating
Rolf Purvis

Action:

6. **Literacy Work:** It was noted that Erinn Heggan had been appointed as Literacy Consultant and would be co-ordinating this across the curriculum. It was hoped to continue the Friday reading in tutor time.

7. **AOB:** None

8. **Date of next meeting:** Confirmed for Wednesday 22nd October 2014 at 3.30pm

The meeting closed at 5.30pm