



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College  
Personnel Committee minutes  
03 February 2015**

## CHESTERTON COMMUNITY COLLEGE

### PERSONNEL COMMITTEE

#### Minutes from Tuesday 3<sup>rd</sup> February 2015 5:00pm

- 1. Present:** Lucy Scott, Mary Sanders (Chairperson), Mark Little (Director of Finance and Resources), Roger Mann, Shelley Lockwood, Eva Pepper and Belinda Jones

The meeting started at 5:05pm

The meeting was quorate with 6 governors present (the quorum is 4 Governors)

**Apologies:** None

- 2. Declaration of Conflict of Interests:** None declared
- 3. Register of Business Interests:** None registered
- 4. Agree Terms of Reference 2014-2015** It was agreed to amend the schedule at the end of the Terms of Reference as follows:
  - merge Autumn Term meeting 1 and Autumn Term meeting 2 into one Autumn Term meeting and omit 'Review School Staffing Structure' (reviewed at Spring Term meeting)
  - Spring Term meeting 1 becomes Spring Term meeting and omit Child Protection Policy (now under the remit of Pastoral committee)
  - Spring Term meeting 2 becomes Spring/Summer Term meeting and then circulate to Personnel governors to agree by email.

**Action: Clerk to the Governors**

- 5. Health and Safety Governor Vacancy:** The new staff governor, Joanne Burroughes, will fulfil this role.
- 6. Minutes of the last meeting (11.11.2014):** These were approved by Governors and signed as a true record by the Chairperson.

**7. Matters Arising:**

- **Data Protection policy update** Mark Little reported that the amendments to the Data Protection policy discussed at the previous meeting had been made and it will now go to the next Full Governing Body for approval.

**Action: Clerk to the Governors**

- **Support Staff Appraisal Policy** Mark Little reported that he is working with Richard Kirkby to bring the support staff system of appraisal in line with the teacher appraisal and CPD system.
- **Membership of the Personnel Committee** Lucy Scott reported that the new staff governor will be Joanne Burroughes.

**8. Policies for Review this meeting according to the Personnel Committee Terms of Reference:**

- Complaints Procedure
- Governor Involvement Policy
- Special Leave of Absence Policy
- Staff Code of Conduct
- Safeguarding and Child Protection Policy
- Employment Policy
- Grievance Procedure
- Recruitment Policy
- Staff facing Allegations of Abuse

The **Safeguarding and Child Protection Policy** is now to be reviewed by the Pastoral committee. It was last reviewed in May 2014 so should be reviewed at the 22<sup>nd</sup> April meeting of the Pastoral committee so that any changes can be approved at Full Governing Body on the 13<sup>th</sup> May.

**Action: Clerk to the Governors**

As the **Employment Policy** and the **Staff facing Allegations of Abuse Policy** had not been reviewed recently, it was agreed to check whether there has been any new guidance nationally with which we would need to comply.

**Action: Clerk to the Governors**

It was agreed that no changes were required to the remaining policies which have all been recently reviewed/ rewritten and so there was no need to send them forward to Full Governing Body.

**9. Any other business**

The time of the meeting was discussed and it was confirmed that it is still convenient for all to continue with Tuesdays at 5pm.

Governors discussed the difficulty of recruitment, following the disappointing response to the recent advertisement for the post of Maths Teacher (NQT).

Various options were considered including offering help with accommodation locally.

**10. Date of next meeting:** 5th May 2015 at 5pm

The meeting closed at 5:50pm