



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Pastoral Committee Minutes**

22nd April 2015

Present: Roger Mann, Lucy Scott (Head), Ayesha Tahir, Helen Arnold, David Carter, Colleen Lehane, Rolf Purvis (Deputy Head), Lloyd Brown (Deputy Head)

In attendance: Lynsey Rooker, Peter Watts

Apologies: Simon Peyton Jones (Chair of Governors), Kirsten Branigan, Shelley Lockwood, Lucy Lewis, Belinda Jones, Steve Erickson (Assistant Head)

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

Declaration of Conflict of Interests: None were declared

Register of Business Interests: None were registered

1. Minutes of the last meeting (11.03.2015): Were accepted and signed as a true record.

2. Matters Arising:

The Physical Intervention policy had been circulated to Governors for comment. It was formally approved. Lloyd Brown was thanked for his work on this.

Lucy Scott distributed information about the numbers of Pupil Premium students who had been on school trips in the last year. We are continuing to focus on increasing this number, for example by looking at the cost of trips and considering whether we can help pupils to obtain passports for foreign trips. As part of the Realising Potential group a Pupil Premium Cultural Co-ordinator is being appointed, with responsibility for developing an enrichment programme for all PP students. Mark Little is taking over responsibility for trips and will review costs.

3. Support Workers and Wellbeing – report from Lynsey Rooker:

Lynsey Rooker distributed a schedule of the inclusion support currently available to Chesterton students from outside agencies. This includes:

- Work on interview skills for year 11 students, preparing them for their post-16 interviews (from Careers Guidance)
- A 'NexGen' programme with Y9 PP students, encouraging them to look at their futures after secondary school (Locality team)
- Y7/8 Nurture Groups working on students social skills and friendship building (Youth Worker)
- Drop in sessions for students from all year groups (Youth Worker)
- Anxiety Workshop for a small number of Y10/11 girls (Clinical Psychologist)
- 1:1 support for individual students (Youth Worker)
- Young Carers group

Students on the NexGen programme had been asked to provide feedback, which was very positive. Lynsey has given a Strengths and Difficulties questionnaire to students accessing A7 and the nurture groups, and will reissue it at the end of the summer term to see what progress has been made with the student's wellbeing, as a way of measuring impact.

Lynsey had obtained funds from the PTA to buy a number of workbooks for use by students with the aim of building resilience. Response to these had been positive and their use may be extended.

In line with national trends, the school is seeing more students reporting emotional and mental health problems. Young people referred to the adolescent mental health service can wait up to a year to be seen, and problems are increasingly being passed back to the school to deal with.

The committee thanked Lynsey for her report, and for her excellent work in obtaining such a wide range of support for the school.

4. House System – report from Peter Watts:

Peter Watts reported that the House/Vertical Tutoring system was working well, but that arrangements continued to be tweaked based on feedback from students and staff. In particular, we are appointing Assistant Heads of House to support the Heads.

Most tutor groups are working well, with regular features such as silent reading and house-based quizzes. Buddy groups provide good support and improve communications. Mentor meetings between students and tutor/co-tutor (2 per year) are helping to pick up issues better/sooner. The tutor is increasingly seen as the key person for students - the person who has all the information. The assembly programme organised by Mike Gordon and Becky Poynton has been very successful.

It is important not to overload tutors and from September academic support for students will be provided by Heads of House (using time made available by appointment of the Assistant Heads), freeing up more time for tutor work. More work needs to be done on developing buddy groups, including filming a typical group's activities over the course of a week. It can be harder to develop relationships with some students, for example where they regularly attend morning lessons. This needs to be managed. It is important wherever possible to keep the tutor with the same group for continuity (though having the co-tutor helps with this) – this is an issue in planning for next year.

The House system is working well, with competitions being keenly contested. Using house colours on polo shirts and staff lanyards has been successful and raised the profile of the system. Houses are often referenced in lessons. House councils work on a four week cycle where issues are introduced, then discussed, there is feedback, and conclusions are passed to the SLT.

Going forward, we need to raise the profile of student reps. House leaders (ie prefects, competition captains, charity leaders) need more encouragement, which can be provided by the Assistant Heads. Participation by Y7 students is not so high; more involvement is needed with older students, which will help with their transition to the vertical groups. Heads of House get weekly reports on good news slips – do we need to formalise celebration of these? More work needs to be done to develop the house edmodo and web sites.

Appointment of the Assistant Heads will be a great help to the Heads of House. Action plans have been developed for each house which have worked well, with a focus on behaviour and attendance – we could incorporate tutors into these more. The crossover between Houses and Years is now clearer, with each Head having a Year responsibility. Weekly

meetings between Heads has helped to ensure consistency. Arrangements may be reconsidered following the appointments of the Assistant Heads to give greater focus.

The committee thanked Peter for his comprehensive report and hard work in implementing the system so successfully.

5. Safeguarding and Child Protection Policy:

This needs to be reviewed by Lynsey Rooker. A revised version will be brought to the next meeting of the committee.

Action: LR to review, Clerk to add to agenda for next meeting.

6. Any Other Business:

Rolf Purvis presented a revised Attendance and Punctuality Policy. The only change from the previous policy was addition of a statement that penalty notices (fines) may be issued to parents who fail to ensure their child's regular attendance at school. The fine would be £60 if paid within 21 days, or £120 if paid within 28 days. Schools are permitted to impose these penalty notices under Regulations which came into force in September 2013.

The intention will be to use these fines only as a last resort in cases where parents have persistently failed to ensure attendance and all other attempts to change the situation have failed. It is expected that the mere threat of a fine will have the desired effect. Use of fines will be reported to the Pastoral committee.

The committee approved the change but felt that it needed to be ratified by the Full Governing Body.

Action: Clerk to add to agenda for next FGB meeting.

7. Date of the next meeting: Wednesday 24th June 2015