



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College  
MINUTES OF THE FULL GOVERNING BODY  
(FGB) MEETING  
9<sup>th</sup> July 2015**

**Present:** Lucy Scott (Head), Simon Peyton-Jones (Chair), Jim Warwick (Vice-Chair), Katharine Hutchinson, Helen Arnold, Mark Little (Director of Finance and Resources), Jo Burroughes, Roger Mann, Eva Pepper, Mary Sanders, Andrew Kennedy, Lucy Lewis, Rolf Purvis (Deputy Head), Clare Hargraves (Assistant Head), Richard Auffret (Director of Curriculum), Peter Watts (Temporary Assistant Head), Cathy Abrahams (Temporary Assistant Head), Andy Cornick (Data Manager) and Oonagh Monkhouse.

This meeting was quorate 12 Governors out of 15 present. (Quorum is a minimum of 9 Governors)

**In attendance:** Wendy Palmby (Clerk)

**Apologies:** David Carter, Colleen Lehane, Timothy Spencer (Assistant Head) Donna Young (Deputy Head), Suzanne Izzard and Shelley Lockwood.

1. **Welcome:** The Chair extended his welcome to all Governors present and to the Staff members who attended the meeting. The Chair also welcomed Oonagh Monkhouse who was our new Parent Governor.
2. **Declaration of Pecuniary Interests:** None were declared.
3. **Register of Business Interests:** Simon Peyton Jones and Andrew Kennedy declared that they worked for Microsoft
4. **Minutes of the last FGB meeting (13/05/2015):** These were agreed by all Governors and signed as a true record and all actions had been completed.
5. **Matters arising:** There were no matters arising
6. **Policies for Ratification:**
  - Terms of Reference for Personnel Committee (already agreed at Personnel)
  - Attendance and Punctuality Policy Pastoral Committee/Rolf Purvis
  - SEND Policy Teaching and Learning/Lynsey Rooker
  - Teacher Appraisal Policy Agreed at Personnel committee
  - Support Staff Appraisal Policy Agreed at Personnel committee
  - Staff Bullying and Harassment Agreed at Personnel committee
  - Whistle blowing Policy Agreed at Personnel committee
  - Staff Induction policy Agreed at Personnel committee

The above policies had all been reviewed by the relevant committees and were agreed and ratified at this meeting.

**Action:** Clerk to check with IT for the website

**7. Curriculum update and Progress 8:**

Richard Auffret, circulated documents to all present and talked through each document. The aim is for students to achieve a minimum of 8 subjects at GCSE. The school best average grade is B. Students need to make good to outstanding progress in these 8.

Year 10 choose three options over a greater curriculum to allow for mastery. The Social, moral and spiritual provision (SMSC) is more visible through assemblies and tutorials.

We also have a vocational pathway for students working in partnership with Cambridge Regional College (CRC).

The focus for the 2015/2016 curriculum is:

- Stronger links with CPD and Appraisal
- SMSC mapping
- Oracy, mastery and consolidation
- Student's mathematical, scientific, technical, human, physical and artistic breadth assured and mapped.
- Reducing the Not in education or training (NEET) gap between Pupil premium (PP) and no PP
- Little teaching outside of specialism
- Intervention focus on in class intervention: keep up not catch up.
- Deeper Primary school links.

Clare Hargraves and Andy Cornick then went on to calculate the Progress 8 measure and demonstrated how this was achieved using further documents circulated to governors and a visual presentation.

Ofsted have a clear emphasis on Governors being able to understand and articulate what is happening in school regarding data, so that they are able to challenge and question this data. The Head reinforced that the school welcomes these challenging questions.

Governors then took part in an activity to calculate the attainment score and consequently the Progress 8 measure.

A document with historical data was then circulated to Governors with Progress 8 predictors and Clare Hargraves went on to explain the values. For example, a Progress 8 score of 1 means that the school is a grade above the national average in every subject.

Lucy Scott explained that this language will be coming through in every report going forward, so it is important that Governors understand clearly.

Governors then asked questions to help to clarify what they understood by the Progress 8 measure. Progress 8 is designed to be a measure of the school and not individual students. We have identified a gap in Pupil Premium as explained previously this academic year, which we are closing and will continue to focus on next year. The data will be reported in next year's figures.

**Action:** Clerk to itemise Progress 8 on the next FGB agenda

Governors were invited to visit the Data office in school, to receive any training they felt necessary. The Fischer Family Trust (FFT) passwords were circulated to governors.

**8. Ofsted update:** A copy of the New Ofsted School Inspection report was circulated to all with a summary of recent Ofsted training for Governors presented by Lucy Scott. The following bullet points were highlighted:

- There are 4 new overall objectives:
  - i. Effectiveness of leadership and management,
  - ii. Quality of teaching, learning and assessment
  - iii. Personal development, behaviour and welfare
  - iv. Outcomes for students
- More inspectors will be senior school leaders and interviews for governors on data and curriculum for example, will be shorter-about 20 minutes. Our messages need to be very focused.
- It is important that we report in a format that Ofsted recognise and an example of the report format we will use was circulated to Governors. It has a commonality of language and will be circulated to Governors at all committee meetings going forward, for all subjects. Governors

will be able to question these reports in detail and they can be kept for future reference and comparisons.

- There is even greater emphasis on closing the Progress 8 gap.
- The order of judgements has changed in the new framework and we need to understand themes.
- SMSC is very important
- There is a highlighted focus on challenge at KS3
- There is a new Chesterton lesson observation form which uses the Ofsted language (copies circulated to governors)
- Ofsted updates will be on all agendas going forward and Governor Link reports will use the headings from the Ofsted report. There will be an overview of which reports go to which committees and we will revisit this.

**9. Headteacher's report:** This had been sent to Governors previously and Lucy Scott asked for questions. There were no questions at this time.

Lucy Scott stated that the Cambridge Regional College (CRC) link was going well and the lead from CRC, Kate Da Costa, had been in to visit the school. Kate had commented on the positivity of the students and the Cover Supervisor that had accompanied them to CRC. Other schools are now asking about the provision.

**Action:** Invite Kate Da Costa to the next T&L meeting

**10. Budget update and approval:** The Budget papers had been circulated in advance and Mark Little (ML) had put together a key points commentary with comparisons to last year's budget.

- Extra funding for Cambridgeshire is coming, although we are still one of the lowest in the country.
- Student numbers are increasing, but it is important to remember there is a twelve month lag.
- The Sports Centre contribution is approximately 100K and it is forecast to continue to perform at that level.
- Key expense is staffing costs. The pressures will continue, but we where have invested, they are short term contracts.
- Teacher's pensions- the employer's contribution is increasing from September 2015, and the National Insurance is increasing from next April.

The Governors questioned the expenditure on learning resources as we had spent slightly less than forecast. ML explained that the departmental budgets had been cut and the faculties had been asked to put in a bid for extra funding. This had led to good bids being submitted all of which have been agreed. The figure for next year is higher.

Governors commented that the management of expenditure against the budget had been done well. Recruitment costs were discussed and ML commented that they had been high this year for various reasons. We have tried to avoid agency fees and we have signed up to e-teach, which may help recruitment going forward. The Chair commented that the budget for next year seemed robust and recommended the budget to Governors.

**The Budget 2015-2016 was proposed by Jim Warwick and seconded by Eva Pepper. All Governors were in favour.**

**11. The New Build:** A summary document on the New Build had been circulated in advance with the minutes of the meetings held by the Steering Group. The plans are due to go to public consultation in early autumn and Governors were asked if they were happy to proceed with these plans. Governors asked questions around the funding and the risk to the school. It was explained that

the Local Authority were responsible for delivering the new build and manage the funding and there should be no financial risk to the school. The Local Authority have a responsibility to provide a place for every child.

The building will be stopped over the exam period and the builders do understand the complexity of working in schools. Governors asked about car parking and ML stated that additional car parking will be created in the Sports Centre car park area and this would be added to the plans. Travel options are also being discussed.

Public consultation is from September 2015 and will run in parallel to the planning permission.

**The Chair asked if Governors were keen to proceed with these plans. This was proposed by Andrew Kennedy and seconded by Helen Arnold. All Governors were in favour.**

The Chair then discussed with Governors, how this should be communicated to the main stakeholders. Some discussion followed.

**Action:** Talk to the LA and communicate well to other stakeholders.

**15. New School:** Following a previous email from the Chair, Lucy Scott explained that the possibility of sponsoring a new school was a very recent development. We have visited the site of the new school, which is in close proximity to Chesterton.

The Regional Commissioner, Tim Coulson, asked if we would be interested in sponsoring another school and it is possible that we could be directed to do so. Therefore sponsoring a new school in our own community does feel the right path for Chesterton. Linking with a school in close proximity would have positive outcomes for both schools.

Lucy Scott then went on to explain the bidding process. The Chair asked the staff present for their comments and these were very positive. Facilities could be shared and there would be staffing benefits.

**The Chair asked Governors if they supported Chesterton making a bid to sponsor the new school. This was proposed by Katharine Hutchinson and seconded by Mary Sanders, Jim Warwick. All were in favour.**

A link to the new school bid process would be sent out and Governors were asked to email Lucy Scott with any thoughts.

**Action:** The Chair to write to Parents in the immediate future and Lucy Scott to speak to staff at the next staff briefing.

**16. Any Other Business:** There was none

The meeting closed at 10.05pm.