



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Personnel Committee Minutes
23 June 2015**

PERSONNEL COMMITTEE

Minutes from 23rd June 2015 5.00pm

1. Present: Lucy Scott (Head), Mary Sanders (Chairperson), Mark Little (Director of Finance and Resources), Roger Mann and Andrew Kennedy and Jo Burroughes

This Meeting was quorate: 5 Governors out of 7 present. Quorum is a minimum of 4 Governors.

2. Apologies: Eva Pepper

3. Declaration of Conflict of Interests: Andrew Kennedy declared that his wife is currently working as a part time Maths teacher at the College.

4. Register of Business Interests: None registered.

5. Minutes of Last Meeting (21.05.2015) These were approved by Governors and signed as a true record by the chairperson.

6. Matters Arising:

- **Membership of the Personnel Committee:** More personnel Governors are needed, this was discussed by the committee and LS explained that we were looking to recruit some more Community Governors.
- **Staff Induction:** No Changes to be made.

Action: Clerk to add to FGB

agenda.

7. Staff Surveys: LS explained the outcomes of the recent staff survey that was undertaken. Staff were asked to list two things that help and two things that hinder their job role. A report of summarization of the survey was then distributed to staff to read. LS went through the key outcomes of the survey and highlighted areas of particular interest and explained to the committee how the hinder section was looked at very carefully and how points that were raised by staff were being actioned going forward.

8. Policies for Review this meeting:

- Teacher Appraisal Policy: Agreed by Committee.
- Support Staff Appraisal Policy: Agreed by Committee.
- Equality Policy: It was agreed this should go to the Pastoral Committee.
- Staff Bullying and Harassment: Agreed by Committee.
- Whistle Blowing: Agreed by Committee.

Action: Clerk to add to FGB agenda. Equality policy to go to next pastoral meeting.

9. Date of Next Meeting: 17th November 2015.

The Meeting Closed at 6.15pm