



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Pastoral Committee Minutes
18th November 2015**

- 1. Present:** Roger Mann (Chair) (RM), Helen Arnold (HA), Shelley Lockwood (SL), Colleen Lehane (CL), Lucy Lewis (LL), Rolf Purvis (RP), Donna Young (DY), Michaela Eschbach (ME), Nick Hewitt (NH), Hannah Walker (HW), George Bucknell (GB) and Peter Watts (PW).

This Meeting was quorate 6 Governors out of 7 present. Quorum is a minimum of 4 Governors.

- 2. Apologies:** Lucy Scott sent apologies.
- 3. Declaration of Conflict of Interests:** Nothing new was declared.
- 4. Register of Business Interests:** Nothing new was declared.
- 5. Election of Chair:** Roger Mann was elected as Chair. Roger welcomed the committee and introduced new committee members as well as Nick Hewitt, Hannah Walker, George Bucknell.
- 6. Minutes of Last Meeting (15.07.15):** These were approved by Governors and signed as a true record by the Chairperson.

Action: Lynsey Rooker to send out dates for parent training to Governors and send link to website.

Shelley Lockwood entered at 3.40

- 7. Realising Potential Group:** HW, NH, GB explained their job roles of Learning Mentors. HW explained how they work directly with pupil premium students in both classrooms and a one to one basis during Lesson 7, to help them realise their potential. NH explained how he has his own form of a few year 11 male students and he can use form time to help with the post 16 processes. NH makes sure that every YR 7 pupil premium student goes on cultural enrichment trips and is also in the process of re formatting Summer School and the YR 7 Enrichment week.

Michaela Eschbach arrived at 3.45.

GB explained how he is a KS3 learning mentor mainly working with years 8 and 9 to help set them up earlier so they are ready for the approaching GCSE's. Regular communication between the learning mentor and the class teacher is set up to establish what would be best for the student, one to one or staying with the student during class time. They provide homework clubs which is during lesson 7 after school and are in regular contact with parents at home. Governors questioned the learning mentors and asked who determines who goes, to which. HW replied 'Heads of Faculties make the decision.' It was also questioned by Governors how parents are kept involved. To which Hannah responded 'All mentors have mobile phones so that they can contact parents and parents can contact them directly with any concerns.' RP added that since having the learning mentors, it has made an amazing difference with a 100% attendance rate for exams. As well as academic achievement the mentors have worked pastorally with students. Michaela Eschbach was introduced as the link Governor for careers.

8. Matters Arising:

- **Attendance and Exclusion Data:** RP to email out internal exclusion data 2014/2015 to the committee. RP also discussed the option of re naming Isolation as discussed in the last Pastoral meeting and it was agreed by the Senior Leadership Team that the name would remain the same.

9. Chesterton Report: This was discussed and DY showed the committee the link on the website to access the Chesterton Report. Safeguarding was discussed in depth and it was questioned by the link Safeguarding Governor that there should be individual health plans. It was also questioned as to which committee the accessibility policy should go on. Alternative Provision was discussed and Governors questioned the meaning of this to which PW responded and explained that it is if a pupil is removed from regular curriculum and put on a different provision, how this is set up and monitored. There is no separate report for behaviour, this is all included in the attendance data. SMSC, Spiritual, Moral, Social Cultural, this was explained to Governors and PW explained that imagination is used as part of an Ofsted requirement. DY encouraged all Governors to re-read the new Ofsted framework.

10. Parent Communication & Engagement DY communicated to the committee how parent forums are proving popular for parents and attendance is continuing to grow. The Senior Leadership Team are finding this a useful tool and all feedback from the parent forums are being acted upon as necessary. A generic evening where parents can come in and get advice of how best to support their children was discussed. LL questioned Seasaw and spoke to the committee about how this is early days and information will soon be available. RP explained that this is early days and all feedback books are shared with parents.

11. Medical Needs Policy: This was discussed by the committee and Governors questioned some of the content that it contains. It was decided to feedback all queries of content to Lynsey Rooker to address and amend as necessary.

12. Topics for remaining meetings in the coming year: The committee decided to invite members of the Student Council and Assistant Heads of Houses to the next Pastoral meeting to talk about what their role entails. It was also discussed that PSE and tutor time assemblies would be looked at and to invite Becky Palmer to talk about PSE. The committee were also interested to find out about how students are getting on at CRC and it was decided that Shirley Oliver would be the best person to feedback on how the scheme is going.

Action: Roger to invite guests to next Pastoral Meeting.

13. AOB

RP went through the Equality policy to the committee highlighting the key areas and it was agreed that this would be discussed further at the next Pastoral meeting.

14. Date of next Meeting 03.02.16

This meeting closed at 5.10pm