



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Personnel Committee Minutes
17th November 2015**

- 1. Present:** Mary Sanders (Chair), Roger Mann (Vice Chair), Lucy Scott (LS) (Head), Oonagh Monkhouse, Jo Burroughes, Mark Little (ML), Eva Pepper and Shahida Rahman.

This Meeting was quorate: Governors out 7 out of 8 present. Quorum is a minimum of 4 Governors.

- 2. Apologies:** Andrew Kennedy.
- 3. Declaration of Conflict of Interests:** None Declared.
- 4. Election of Chair:** It was agreed that Mary Sanders would continue as Chair.
- 5. Register of Business Interests:** None registered.
- 6. Agree Terms of Reference 2015-2016:** Some minor adjustments were made to the terms of reference.

Action: Clerk to put on FGB agenda for ratification.

- 7. Minutes of Last Meeting (23.06.15):** These were approved by Governors and signed as a true record by the Chairperson.
- 8. Pay Review:** The policy was discussed in detail by Governors. LS explained to Governors the annual process and how guidance is taken from EPM. The new CPD online programme was discussed and LS showed the committee how appraisals are recorded and how the system works. Governors challenged LS and asked how teachers' pay reviews are assessed, to which LS responded and explained that the process is done within a whole year so all evidence can be collated. Heads of Faculties and Senior Leadership Team are also involved in gaining evidence, it was then questioned if Heads of Faculties could cross faculties to do the lesson observations. LS responded and said 'this is a possibility and could be a part of the spotlight process.' Individual UPR staff pay reviews were discussed and endorsed by the committee.

Action: Clerk to send out Improvement Plan to Governors.

- 9. Policies For Review at this meeting according to the Personnel Committee Terms of Reference:**

Pay Policy: This was discussed in depth and it was decided that the committee would email in any suggestions/alterations that they had by the 9th December. It was agreed that a staffing structure should be made up for Governors.

LS went through Pay Reviews and the members of staff who were getting pay increases this year. This was endorsed by the committee. The different pay levels were discussed and LS explained how they had taken guidance from the EPM. It was agreed that teachers at Chesterton would gain a 1% pay increase in line with other schools.

Staff Members progression was discussed and Lucy Scott explained what evidence staff presented. Governors questioned how this would work for new staff who have started at Chesterton. LS responded 'They could bring in previous evidence for progression the following year.'

A confidential minute was taken at this point.

Action: LS/ML to make a staffing structure. Clerk to add Pay policy and Staffing Structure to next agenda.

10. Ofsted Updates: LS explained the links to the School Improvement Plan and explained how all staff are now aware of the new framework.

11. Any Other Business:

Clerk: To amend table to show start time for Personnel meetings is 5pm.

12. Date of Next Meeting: 02nd February 2016

The Meeting Closed at 6.20pm.