



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College  
Teaching and Learning Committee  
Minutes**

**21<sup>st</sup> October 2015**

**Present:** Shelley Lockwood (SL) (Co-Chair), Lewis Lewis (LL) (Co-Chair), Lucy Scott (LS) (Head), Roger Mann (RM), Simon Peyton-Jones (SPJ), Katherine Hutchinson (KH), Andrew Kennedy (AK), Colleen Lehane (CL), Rolf Purvis (RP), Clare Hargraves (CH), Morag Morrison-Helme (MM-H) and Michaela Eschbach (ME)

This meeting was quorate of 9 Governors out of 11 present. Quorum is a minimum of 4 governors.

**1. Apologies:** KH and MM-H sent apologies and were unable to make the start of the meeting.

**2. Declaration of Conflict of Interests:** None declared other than previously stated.

**3. Register of Business Interests:** None declared.

**4. Election of Chair:** It was agreed by the committee that Shelley Lockwood and Lucy Lewis would Co-Chair.

**5. Check Terms of Reference:** This was discussed and some minor changes were implemented and agreed by the committee.

**Clerk to amend and update on website.**

**6. Minutes from the last meeting:** These were agreed by all Governors and signed by the chair as a true record.

**7. Matters Arising:**

- **ICT Acceptable Use Policy:** Richard Kirkby had emailed SL to explain that, following a review of the policy with LS it was agreed that it would be best to have one ICT Acceptable Use Policy for staff, one for students and a separate e safety policy. This would be looked at the next T&L meeting.

**Action: Clerk to put ICT Policy on next agenda.**

- **Classroom Displays update:** LS updated the committee on behalf of Donna Young and referred governors to the website which shows a clear aim and also some photographs of some of the classroom displays throughout the college. It was also explained how one classroom has had the magnetic wall installed that Chesterton won in a competition last year. This is currently being used and staff are experimenting the different uses for it.

**Action: DY to write parent mail with a link to website.**

- **Grouping and Setting Policy:** RP went through the policy and explained to the committee that there would be one change which was to add a 6<sup>th</sup> point

under 'Principles of Settings' to state that warning will be given before any changes to sets. It was also agreed that a clear opening statement should be written explaining why this policy has been decided. After a wide range discussion on setting and target grades, it was decided by the committee to revisit this policy in the summer term and review the placing of target grades on the front of feedback book.

**Action: RP to amend policy and add opening paragraph.**

**8. Spotlights:** RP went through the spotlight process and explained how LS and himself have been actioning these throughout the term. RP also told the committee what detail is involved in the reports in terms of data, joint observation and feedback. It was suggested and spoke about how governors could be included in spotlight walks to which RP responded that he would look into this going forward. RP explained the key areas and in particular explained to the committee what Ofsted would be looking for and how the new Ofsted format is being used, examples of spotlights were shown to the committee on Art, DT, English and Music. MMH discussed the possibility of maybe using Lesson Studies, it was agreed to look into this at the next committee meeting. It was also discussed how a short summary report on actions that came out of spotlights would be provided for the committee rather than the full reports so the committee can talk about any strengths, weaknesses and challenges. Another suggestion was to look into one subject at a time during the course of the year.

**Action:** SL/LL to invite Tim Spencer (Science) to the next T&L meeting. RP to bring along lesson observation sheet to next meeting. Lesson Studies added to next agenda.

**9. New Staff Update:** RP read out a report on behalf of DY summarizing how all of the new members of staff have settled into Chesterton and how we have a great team of trainees in Chesterton across many subjects. KH shared with the committee positive feedback from a new member of staff concerning the welcome and training of new members of staff. Governors also expressed their thanks and recognition of all the hard work and time that DY and other colleagues had put into welcoming new members of staff over the summer and this half term.

## **10. Data Update:**

### **"Walk through" Data Dashboard/Ofsted Data on Website Tiles.**

CH went through the Fischer Family Trust Governor Dashboard and the Data scorecard that's on the website and how its used. CH also explained how the performance tables show where we are placed in Cambridgeshire. CH explained the difference between historic and live data and explained some key information which would enable governors to monitor the accuracy of the information shared by

SLT. The committee agreed that Raise online data and the summaries produced on the information for Ofsted page on the website were more helpful for governors in formulating questions. It was also discussed that the Governors felt they needed more insight of how to use the Data Dashboard and wanted to be more familiar with the system. Governors were invited to have training sessions which can be arranged by contacting CH or Andy Cornick directly. It was also suggested that governors should challenge the school by asking questions relating to information in the reports.

**Action:** CH to send out raise on line report. Governors to ask for personalized training relevant to their needs/areas of interest.

**11. Pupil Premium: Vulnerable group FSM/PP students with SEN Support:**

CH gave figures for the previous year 11 and predictions for the current year 11. The numbers of students in this group are small. (7 for 2015, 8 for 2016) It was shown that these students are treated as individuals and not as a group with specific interventions and feedback tailored directly for that individual student. The current year 11 prior attainment NCS -4.6, progress 8 score -1 to 1.2 making an average of 0.06. Governor questioned if students are asked to self evaluate to which CH responded that this is not recorded formally but is actioned between the student and member of staff. This development is looked at every 6-8 weeks to obtain progress and update accordingly.

**12. Preparation for Ofsted:** There was nothing further to add, this was included during the data discussion.

**13. AOB:** None

**14. Date of Next Meeting:** Wednesday 27<sup>th</sup> January 2016.

**Action:** It was discussed to move to 2 T&L meetings in Spring or Autumn Term and only 1 in Summer Term. SL/LL to discuss this with LS.

This meeting closed at 5.45