

CHESTERTON COMMUNITY COLLEGE

PERSONNEL COMMITTEE

Minutes from Tuesday 02nd February

- 1. Present:** Mary Sanders (Chair), Roger Mann (Vice Chair), Lucy Scott (Head), Oonagh Monkhouse, Mark Little, Luke Turner, Shahida Rahman.

This Meeting was quorate: Governors out 6 out of 8 present. Quorum is a minimum of 4 Governors.

- 2. Apologies:** Andrew Kennedy and Eva Pepper
- 3. Declaration of Conflict of Interests:** None Declared.
- 4. Register of Business Interests:** None Declared.
- 5. Minutes of the last meeting (17.11.15)** These were agreed and signed as a true record by the chair.
- 6. Recruitment:** LS explained the recruitment procedure and how we are recruiting early to fill all of the gaps in departments. Governors questioned if all vacancies were filled to which LS replied as far as we know all positions are filled or we are in the process of filling them. The procedure for recruitment has been very productive due to good advertising. Governors also questioned if we had any feedback from candidates in establishing where they hear about the post. LS replied that we ask candidates as part of the interview process.
- 7. Staffing:** TA structures were discussed.
- 8. Policies For Review:**
 - **Safer Code of Conduct:** Slight changes were discussed and to be amended by clerk for ratification at FGB.
 - **Employment Policy:** This was discussed and it was agreed to check for any updates on EPM website, to then be discussed at the next Personnel meeting.
 - **Grievance Procedure:** Slight changes were discussed. These were to be amended by the Clerk and added to FGB for ratification.
 - **Recruitment Policy:** This was discussed and it was agreed that we should check on the EPM website for any updates, to then be discussed at next Personnel meeting.
 - **Staff Facing Allegations of Abuse:** To be checked on EPM website and any updates to be discussed at next Personnel Meeting.
- 9. Ofsted Updates:** LS explained that we are having a safeguarding audit at the end of February. All staff are in the process of having safeguarding and radicalisation training.

Meeting Closed at 6.15

Signed by:

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