

**CHESTERTON COMMUNITY COLLEGE**  
**MINUTES OF THE FULL GOVERNING BODY (FGB) MEETING**  
**10<sup>th</sup> February 2016**



**Present:** Lucy Scott (Head), Simon Peyton-Jones (Chair), Katharine Hutchinson, Helen Arnold, Roger Mann, Michaela Eschbach, Eva Pepper, Lucy Lewis, Oonagh Monkhouse, Shahida Rahman, Masum Shaikh, Morag Morrison-Helme, Mary Sanders, Luke Tunmer, Peter Rodgers, Jo Burroughes, Colleen Lehane, Rolf Purvis (Deputy Head), Timothy Spencer (Assistant Head), Donna Young (Deputy Head), Peter Watts (Temporary Assistant Head), Mark Little (Director of Finance and Resources).

This meeting was quorate 14 Governors out of 18 present. (Quorum is a minimum of 9 Governors)

**In attendance:** Wendy Palmby (Clerk), Suzanne Izzard (Assistant Clerk)

**Apologies:** Jim Warwick (Vice-Chair), Andrew Kennedy, Shelley Lockwood, Cathy Abrahams (Temporary Assistant Head), Clare Hargraves (Assistant Head),

1. **Welcome:** The Chair extended his welcome to all Governors present and to the Staff members who attended the meeting.
2. **Declaration of Pecuniary Interests:** None were declared.
3. **Register of Business Interests:** Simon Peyton Jones declared that he worked for Microsoft.
4. **Minutes of the last FGB meeting (09/12/2015):** These were agreed by all Governors and signed as a true record. One action remaining and the letter to Parents re: safeguarding will go out after half term. **Action:** Lucy Scott(LS)/ Mark Little(ML) to send Safeguarding letter to Parents

A brief update about the road markings and security of the site was given by Lucy Scott and Mark Little. The installation of the security gates is in progress now and should be complete after half term.

5. **Ratification policies etc:** The following were ratified:

- EAL (English as an Additional Language)
- Grievance policy
- Staff code of conduct (with changes recommended)
- Strategic Terms of Reference

Mark Little asked the governors for guidance about proposed French Exchange visit, in the light of recent terrorist incidents in France. The school has taken advice from the County Council and Government websites. The advice said to be vigilant, do not avoid taking trips, but undertake with caution. In the light of this advice the SLT is in favour of proceeding with the trip.

Governors agreed that there are small risks to any trip, balanced by substantial benefits. They were happy to be consulted on this occasion but agreed that the trip should go ahead as planned

6. **Parent Survey:**

Lucy Scott (LS) put the Parent Survey in context for the Governors and a copy was given to all present. The survey was done via Parent mail. A visual presentation of the survey questions and answers was shown to the Governors. This type of survey will probably be done twice a year as it

was thought three times a year was too much. The results were generally positive but Governors questioned the results for "Dealing with bullying" and "Responding to concerns". There were slightly more parents who disagreed with these statements and LS explained that we try to be consistent across the board with these concerns. LS continued to say that Ofsted will look at these surveys but only investigate if something was really significant.

Governors asked if it was really useful to have this type of survey and LS replied that we had used the survey recommended by Ofsted and that the senior team would look at it in more detail and refine it. The Chair suggested that it was a useful barometer and would show spikes if there were any.

Governors suggested refining the survey by

- Asking the parents to say which year their child/children are in, and which House, would give a better overview.
- Offering a free-form text box for each question, inviting parents to complete it if they disagree or strongly disagree with the statement, saying why.

Another survey will be done towards the end of term.

## **7. Improving PP (Pupil Premium) attendance:**

Rolf Purvis (RP) explained that Chesterton had recently had a peer review which had very positive comments about the PP attendance. How the peer review worked was explained to Governors and that staff from Chesterton had carried one out at St Bede's already.

We have increased our PP attendance by 3% this year from 91.5% to 94.5%. Staff have gone to great lengths to help PP students get to school on time, ranging from providing a taxi service to using the school minibus. The mentoring of these students has been very supportive as some of them are hard to reach and our figure is not far from the national average for all students.

Support continues to those students attending Cambridge Regional College (CRC) and attendance here has been good. Kate Da Costa from CRC came in to a Teaching and Learning committee meeting recently to talk around the Chesterton- CRC students.

Governors asked if there were any critical non-attendees, to which RP responded that there were one or two and these were from very complex backgrounds. Governors also asked if students were asked about what would get them to school. RP explained that we do this consistently and meet with Parents and their children regularly on a Monday morning. We look at all aspects and reasons for absence and we have one student home tutored, who has been unable to come into school for some time. Governors asked if we could compare with other schools and use good ideas. RP replied that the situation is similar in other schools and Peter Watts is looking at a new document on "Alternative provision" which has just been published. A Governor also spoke about research that is available that suggests some responsibility for students may help and also about peer groups. The Governor offered to send links to RP.

## **8. Chesterton Reports:**

LS explained the vision for Chesterton Reports, what we are doing, why we do these reports and how we are doing them. They provide good reading matter for the Governing Body. It encompasses everything we do in school excluding Finance (which has an external audit). Governors had been sent a copy of these reports in advance of the meeting and therefore had time to review them in before the meeting tonight. LS then opened the meeting up for questions.

A Governor asked if there was a glossary of terms and acronyms and one of the staff Governors, Kath Hutchinson, said she had compiled one previously and would send it out.

**Action:** Kath Hutchinson to send out Glossary

Governors commented on the enormous amount of work that had been undertaken to put these reports together and that the information throughout was very valuable. LS explained that they were written by the named person on each report and updated throughout the year, so not completely re-written every time. Staff had been allocated time to do this. The SENCO had commented that she felt really well prepared for the peer review and felt compiling these reports gave staff the confidence to present their report.

A Governor asked "What is the improvement" as some reports explained this better than others. LS replied that all reports were written slightly differently as staff had their own style and improvement is not always consistent. Another Governor then mentioned that in some there was no reference as to what could be done to make some improvement and also asked for an explanation of the percentages in reading/intervention. Donna Young (DY) answered saying that for example in year7 the students have made some improvement but because of their age they still may be off target. Some students come to us with a reading age of much less than their years. DY said she will write more of an explanation in this report going forward.

The next question was about English percentages and DY explained that the estimated value as it stands at the moment is always a bit less than the potential. Disadvantaged students are not reaching their potential in the main and we are having to put in extra effort. It is about highlighting the priorities.

A Governor challenged "Where does the focus go when all reports bar one pillar in one report are outstanding". LS responded to say that we have definite focusses in school, but in Ofsted gradings we are showing outstanding at the moment and this was backed up by the peer review. Ofsted come in for one day, so we need to be able to articulate this to Ofsted very clearly.

**Action:** LS to re-circulate the School improvement plan (SIP) to Governors

Governors asked about our Director of CPD (Continued Professional Development) and if all schools had such a position. LS explained that this is not standard in all schools, but it is something that candidates who are here for interview are very impressed with at Chesterton. The peer support is very important and great effort is put in to encourage staff to attend. Staff do have time allocated to further their careers by completing a Masters or for unqualified teachers a Degree.

Governors enquired if this was a sample of what Ofsted look at. The answer is that Ofsted look at PP attendance and also pick up trends on the data dashboard. They look a variety of areas and also at books in classrooms. Ofsted interview staff, students and Governors too and it is up to us to do ourselves justice. They are constantly looking at succinctness and clarity. LS reported that the peer review commented on how easy it was to talk to our students, how well they engaged and discussed issues with adults.

The Chair commented that the school Ethos document was still in use and was kept alive. It is brought to the attention of students in assemblies and appears in various locations around the school.

A Governor asked where the data for Ebacc and creative art subjects came from. LS explained that it came from the 2015 data. RP explained that during the Year 9 options process we encourage all students to include all subjects we feel they are capable of doing. Ebacc is reported as a separate item.

LS went on to say that the current thinking is that about 90% of students will be doing a modern foreign language will be enforced (nearer 60% at the moment). We are looking at the Year7 curriculum at the moment. The Btech courses have become significantly more challenging.

Governors felt that the curriculum report focussed heavily on KS4, but it was pointed out that KS3 is picked up earlier in the report.

Governors felt that a strong point in favour for the school had been the flexibility in options at Year 9. The Chair said that communication to Parents is very important and they need to know what is compulsory in schools and what is choice. We do have twilight sessions available for extra subjects and it is important to have a broad and balanced curriculum.

A question on safeguarding followed and there was a lot about safeguarding rules for staff, but what about students as it was not in the report. LS answered that students cover safeguarding in assemblies and PHSE classes. It also talks about this at the end of the report and what is available.

A Governors asked what did "Reduction in the number of high-level concerns" mean. LS answered that it is trying to say because we have nurture groups and do preventative work the concerns are less likely to reach this level. The school follows rigorous safeguarding procedures so that we remain compliant. Behaviour was a big issue for this school years ago but we now have a good level to maintain. This is down to improvement in the quality of teaching and learning and work on the ethos of the school. The isolation room works well and even though the cohort has not changed the behaviour has dramatically improved. Peter Watts has worked on "Behaviour for Learning" and has looked at support for students and involvement from the Heads of House before behaviour deteriorates to badly.

We are working on good conduct and thirst for knowledge..

9. The Headteacher's report have been previously circulated and was presented by LS.
- Now looking at supporting KS3 next year.
  - Prevent Training, Roger Mann has agreed to take on the Prevent Governor Role.
  - Governors commented on the great new design for curriculum on the website

10. **Ofsted update:** This had been covered in previous items

11. **Pupil Premium Update:** The latest data was shared with a power point from Lucy Scott, with predictions for 2016. **Action:** Lucy to email data to Governors

#### **Chesterton has won an award for Pupil Premium:**

To win this award the school must have either:

- consistently high attainment in the percentage of disadvantaged pupils achieving A\*-C in English and maths between 2013 and 2015;
- or**
- significant improvement in the percentage of disadvantaged pupils achieving A\*-C in English and maths, with sustained and high levels of improvement between 2012 and 2015;
- and**
- an above average percentage of disadvantaged pupils achieving the EBacc in 2015.
- Schools must also have a high value added score for disadvantaged pupils, sustained high or non-declining attainment for non-disadvantaged pupils and be judged good or outstanding by Ofsted.
- In the KS4 category, your school is one of 147 local winners across the country - a full list is available on the awards [website](#).

12. **Governor Training:** A Governor commented on how useful the induction training for New Governors had been.

13. **A.O.B**

The meeting closed at 9pm.