



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Full Governing Body Minutes
03 December 2014**

CHESTERTON COMMUNITY COLLEGE
MINUTES OF THE FULL GOVERNING BODY (FGB) MEETING

3rd December 2014

Present: Lucy Scott (Head), Simon Peyton-Jones (Chair), Jim Warwick (Vice-Chair), Katharine Hutchinson, Belinda Jones (from 8.45pm), , Shelley Lockwood, Helen Arnold, Mark Little (Director of Finance and Resources), David Carter, Nicola Von Schreiber, Roger Mann, Eva Pepper, Mary Sanders, Andrew Kennedy, Colleen Lehane, Donna Young (Assistant Head)

1. This meeting was quorate 14 Governors out of 19 present. (Quorum is a minimum of 9 Governors)

In attendance: Wendy Palmby (Clerk)

Apologies: Ayesha Tahir, Kirsten Branigan, Alistair Wayne, Lucy Lewis, James Strachan.

2. **Welcome:** The Chair extended his welcome to all Governors present.
3. **Declaration of Pecuniary Interests:** None were declared.
4. **Register of Business Interests:** Simon Peyton Jones and Andrew Kennedy declared that they worked for Microsoft
5. **Minutes of the last FGB meeting (15.10 2014):** These were agreed by all Governors and signed as a true record.

6. **Matters arising:**

All actions had been completed.

7. **Policies for Ratification:**

- Disciplinary Rules and Procedures for Employees
- Redundancy Policy
- Trade Unions Policy
- Chesterton Pay Policy

The above policies had all been reviewed by the Personnel Committee and were agreed and ratified at this meeting. **Action:** Clerk to send to IT for the website

Governors asked about the Appraisal part of the policy and the senior staff at the meeting explained that had been applied and carried out fairly. Staff Appraisals are now all undertaken by the Senior Leadership for consistency and is a positive process.

8. **Review of Committee memberships:** The Chair spoke about the possibility of recruiting another Governor for the Personnel committee. If any Governor wants to change committees, please can they notify the Clerk. David Carter asked if he could step down from the Sports Committee. James Strachan has asked to retire from the Governing body and therefore Jim Warwick had been elected as the new Chair for the Resource committee.

As Jim Warwick was previously Chair of the Sports committee, there was now a vacancy for this position. Andrew Kennedy had also expressed his wish to stand down as Chair of the Teaching and Learning committee. Various options were discussed and the possibility of a Chair share may be the way forward.

The committees will elect their new Chairs at their first meeting next year.

The Term of office for Kirsten Branigan is due to end in January 2015. This a community role and as Kirsten was happy to stand again, the meeting decided to reappoint for another four year term.

9. Head Teachers Report:

This report had been previously circulated to Governors. The Head went through the key points and allowed Governors to ask questions. It was pointed out that teachers now analyse their own exam results. The two professional days at the start of term are being used for looking at the data on new students starting year 7 and getting to know them really well. The Chesterton Reporting System (CRS) is now up and running, but the data will not be shared with parents until it is 100% correct. Information is being collated on Progress 8 from various training events and we have predicted outcomes of Progress 8 implementation. It has been discussed with Heads of Faculty and the exams will be rigorous and challenging.

Discussions on this topic followed and it was decided to put this on the Agenda for the summer meeting. **Action:** Clerk to add to summer meeting agenda

The Head of Science has stepped down and we have subject heads in biology, chemistry and physics. We are looking to appoint an Assistant Head with a link to Science in January 2015.

The Apex is seeing significant use and we have now taken catering in house.

Kath Hutchinson is leading a spotlight on revision and there is a great CPD programme running at the moment. Colleen Lehane gave a brief explanation on the main points relating to the Head of House day.

January the 5th is a disaggregated training day and the Senior Leadership Team (SLT) will meet to discuss various items from the report. **Action:** Heads report to go on the website.

10.Accounts: Financial statements year ended 31/08/2014

In the absence of the auditors Mark reported on their behalf on two documents; "The Key Issues Memorandum to the Governors of Chesterton Community College" and "The Governors' Report and Financial Statements for the year ended 31 August 2014".

It was also confirmed that Peter Howard Jones and Julie Weaver, from the school's auditors Chater Allen, had provided a thorough report on these same documents and matters to the Resources / Audit Committee on 25th November.

Key points highlighted in relation to The Key Issues Memorandum were:

- i. Under point 3 – no errors had been identified during the audit
- ii. Under point 4 – the college had managed to deliver a surplus on unrestricted funds in the year.

- iii. Under point 4 – “Spinal drift” (the process whereby wage costs rise due to increasing costs of increasingly experienced staff in a school) was discussed and noted that the school has specifically managed recruitment etc in order to avoid this from 2013-14 to 2014-15.
- iv. Comments about risk management, external systems review and long term planning were all noted.
- v. Management responses need to be added to the document – agreed that Mark and Jim would work on these and provide to Chater Allen (see attached)

- vi. Key points highlighted in relation to The Governors’ Report and Financial Statements were:

- vii. Noted on page 3 the role of the Responsible Officer and considered, particularly with James Strachan retiring from the FGB, the proposal to work in a reciprocal arrangement with other schools to achieve an effective internal audit function.
- viii. Noted on page 6 the references to potential expansion and also our intention to develop as a hub for community education.
- ix. Detailed review of the figures on page 17, with comparison to the numbers shown in management accounts. Key comparison being the £91,006 in the accounts (being the Net Incoming Resources under Unrestricted Funds) compared to the £6K surplus in the management accounts – the difference between the two being largely attributable to the way costs and income relating to iPads are shown, with £26K of cost in management accounts being treated as depreciation for statutory purposes, and parental contributions being shown as income (donations) for statutory purposes rather than offsetting costs.
- x. £400K impact of pension liability revaluation noted, but also noted that this is out of school/governors control. Reference made to the Parliamentary guarantee mentioned on page 35.
- xi. Noted on page 19 the stronger cash position shown at this year end (£330K vs £100K).
- xii. Governors confirmed plan to not show names of staff governors in the note on page 29, as discussed and agreed with auditors

It was proposed that the Accounts be approved by Governors and they voted and were unanimously in favour of doing so.

Governors formally accepted the Accounts as presented.

11. Potential new build: Lucy gave a brief update.

13. A.O.B: This was Nicola Von Schreiber’s last Governors meeting and the Chair wanted to thank Nicola for her commitment to the Governing Body and the school.

The Chair suggested inviting a member of the extended SLT to the next meeting of the Full Governing body.

Learning to next meeting

Action: Clerk to invite Director of e-

14. Meeting closed at 9.20pm. Date of the next meeting is **Wednesday February 11th 2014** at 7.30pm in the Library.