

CHESSINGTON COMMUNITY COLLEGE

MEETING OF FULL GOVERNING BODY HELD ON THURSDAY, 11 JULY 2013 AT 6.30 PM AT THE COLLEGE

Present:

- Brenda Brevitt (BB) Chair
- Nicola Sheppard (NS) Vice Chair
- Rob Neidermaier-Reed (RNR) Principal
- Anirudh Chaturvedi (AC) arrived 7.05, had sent apologies for lateness due to heavy traffic
- Adrian Dally (AD)
- Catherine Kidwell (CK)
- Chris Johnson (CJ)
- Preetha Bedi (PB)

Total as per instrument 16, total in place: 12
8 governors present – quorate

In attendance:

Clerk: Jackie Dutton
Paul Moralee (PM), Olivia Page (OP),

1.	Welcomes The Chair welcomed everyone and thanked them for attending.
2	Declaration of interest NS declared an interest in the election of the Vice Chair – otherwise there were no declarations of interest at that time.
3.	Apologies for absence Apologies had been received from David Carter, Mary Golletz, Susan Murray, Maundy Todd and Mark Clutterbuck. These were accepted. Not present: Andy Withers; Simon Hacker and Kay Thompson
4.	Nominations for Chair and Vice Chair of Governors The Clerk took the Chair for this agenda item. The Clerk stated that the process for electing the Chair and Vice Chair for the period starting 1 September 2013 had been agreed at the last meeting of the full governing body, and a letter sent to all governors to set out the process. One nomination for each role had been received by the deadline and these were shown on the agenda: Chair: Susan Murray Vice Chair: Nicola Sheppard These governors were therefore duly elected to these roles for one year.

	<p>The Clerk would notify SM as she was unable to attend the meeting due to a family bereavement.</p> <p>At this point RNR expressed his gratitude to Brenda Brevitt, who would step down as Chair at the end of August. This would be marked formally at the next meeting on 25 September 2013 but RNR said she had been absolutely superb and in the best spirit of governorship had been a professional and highly effective Chair. All governors agreed and thanked Brenda for her hard work and support.</p> <p>The Clerk then handed back the Chair to Brenda Brevitt for the remainder of the meeting.</p> <p>Actions: 001 Clerk to notify SM</p>
<p>5.</p>	<p>COLLEGE DEVELOPMENT PLAN (CDP)– INSET DAY UPDATE</p> <p>The college had now consulted with colleagues, governors, students and parents about the CDP. On the inset day on 2 July students had given a presentation to the faculty teams about being a student at CCC. Some of what was said was not comfortable but it was needed. This plan had involved the best consultations to date. PM had pointed out that there was a need to marry it to financial planning and this would roll on to the following financial year (2014 – 15) too, so there would be a complete renewal of the plan in April 2015. There will be amendments to the plan to come, including recommendations from HMI, over the next 24 months of planning.</p> <p>A summary of the plan had been distributed. There were 5 overarching areas, 4 from OFSTED and one for Community. The faculty team plans were based on this structure too. Monitoring had got better year by year and was still improving. RNR commented that each objective had a list of actions set out under it to lead to success in that objective, these were not shown on the summary plan. Governors asked if these had targets assigned to them and RNR confirmed that each objective had success criteria recorded and milestones established too.</p> <p>There were also overarching targets with success criteria and milestones.</p> <p>Governors noted there was a good flavour of student voice in the planning stage and asked if RNR was planning to reinstate the learning walks and use of student voice in assessing the quality of teaching and learning. RNR said that he had already reinstated the learning walks and given feedback to teachers. This was non negotiable. OPe and RNR would be meeting the following week to discuss the quality assurance cycle and definitions of different forms of monitoring and observation for the new academic year. Student voice would be a part of the learning walks and part of the quality assurance systems.</p> <p>RNR thanked the governors who had attended the inset day and been a very active part of the planning process. The governors had found this to be very interesting and felt the student presentations were very good. OP said that the feedback from staff was that having governors and parents there had been really valuable.</p> <p>Drafts would be circulated at the beginning of the Autumn Term. It was noted that the summer examination results would impact on those plans.</p> <p>Actions: 002 draft CDP plans to be distributed in the Autumn Term. 003 OP/RNR to meet to discuss Quality Assurance</p>

<p>6.</p>	<p>ACADEMY UPDATE.</p> <p>A Working Group meeting had taken place and it had been agreed that RNR would look at options and then make a single recommendation to the Working Group and then the Full Governing Body (FGB). RNR had looked at the different academy providers and collaborative models and would be continuing the process of visiting schools who were already operating along these lines. He had been asked the providers what would be part of their group do to benefit CCC. BB had attended a cluster group meeting of primary schools where a spokesperson from the Department for Education had attended to talk about going through the process. It had been hard to see what the advantages were and there were no firm conclusions for what sort of model the schools might be eligible to apply for.</p> <p>RNR would make a recommendation by the 11 December meeting.</p> <p>A discussion was held about academy status and it had been stressed that there would be no funding gains. Curriculum freedoms and standards will be the deciding factors. It would be important not to lose autonomy. The Working Group would meet again before the December FGB meeting.</p> <p>Action: 004 Working Group to meet and RNR report back in December</p>
<p>7.</p>	<p>OFSTED ACTION PLAN AND DEVELOPMENTS</p> <p>BB said that the Q & S committee had been pushing forward with the OFSTED action plan arising from the OFSTED inspection and the HMI inspection. Minutes had been distributed and MG had sent a report in summarising the actions and suggested milestones for 2013/14; with alternatives under discussion with the College.:</p> <p>Homework and marking policy reviewed and approved Milestone: 90% of work sampled to be good or better by October 2013</p> <p>Sixth form subjects offered to yr 12 in September 2013 reviewed and agreed, KS5 data monitored, noted AS and A2 projected results were a concern Milestone: progress at AS and A2 to be above national average by 15 August 2013</p> <p>Meeting held with Director of Children's Services focussing on improving the quality of teaching and raising achievement in KS4 and 5 Milestone: 80% of teaching to be good or better by September 2013 Milestone : No teaching to be judged inadequate by April 2013 (achieved July 2013)</p> <p>Student achievements reviewed and monitored, improvements across the board needed Milestone: 57% GCSE incl E & M by August 2013</p> <p>Review held of Q & S committee with increased frequency of meetings and business plan for 2013-14. - Dashboard data monitored and adapted -agendas linked to milestones, milestones linked to CDP - reactivate link governor roles from September 2013</p> <p>The committee thanked Chris Baston and Chris Johnson for their work on the dashboard data. There may be an away day session on data and interpreting Raise online in the new academic year.</p> <p>The Link governor role would be reactivated and BB was identifying governors to link to the curriculum areas. A draft list had been distributed. Once per year the faculties would present to</p>

	<p>governors and the link governors would take part in that presentation.</p> <p>The Q & S committee had been an engine for challenge to the SLT – although the increased frequency and duration of meetings had caused some frustration to the SLT over the year. The committee was mindful of the comments from the SIP that it should not get bogged down in detail but maintain the strategic direction and was working with the College to strike an appropriate balance.</p>
<p>8</p>	<p>PRINCIPAL’S REPORT</p> <p>RNR displayed destination data, which had just arrived in college. This was the first year this data had been published in the league tables so there was no historical data to use as a comparison. Columns B and J were examined.</p> <p>B : (total in sustained education : students who went on into further education, training or employment with training). SUPP meant that the figures were suppressed as they were too small to use. CCC 81% Coombe Boys 73%</p> <p>J : Education not sustained : students not in further education, training or employment with training. Here the lower figures were better CCC 10% which was better than Coombe Boys.</p> <p>However it was noted this was 2009 – 10 data so was not that useful.</p> <p>Governors asked where a student would feature who had left the college and got a job working but with no training. RNR noted that it was not possible to confirm this at this stage as the data is new, with the College still unpicking the underlying methodology.</p> <p>Regarding projected results, MC had put together a presentation on what the data currently suggested.</p> <p>RNR reminded governors that at this stage in 2012 the targets based on the children in the cohort had been set at 50% (GCSEs A* - C including E & M). The college had needed to accelerate its improvement and so a more challenging target was set of 57%, again having based this on the children in the cohort. This was basically in line with the national averages.</p> <p>From the data, C1s were pretty certain, c2s reasonable possibility and c3s were a stretch</p> <p>Currently the college felt it would achieve higher than 50% - this would be 55% if C3s were achieved, or 47% for C1 and 2s. Even if the higher percentage were achieved there would also be the need to look at the width of the results. The college felt it would be better to achieve at or above the 50% target but also show demonstrable improvement across the board, including Science, Humanities and the Sixth Form, not just for 5 GCSEs inc E&M. Improvements were expected but the question would be the degree and spread of improvement.</p> <p>Maths had got results already achieved and had done well to hold their position so much depended on the English results. The government had changed grade boundaries last year and it was not known if this would happen again this year. Predictions had been based on a cautious note.</p> <p>Years 12 were expected to have improved data, with marginal improvements at Yr 13.</p> <p>Governors asked about how many students would stay into the Sixth Form. RNR said that this would be a significant reduction on previous years. The entry criteria had been applied carefully and</p>

	<p>the issues with Biology in the past had impacted here too as the college would not put on a course it could not deliver.</p> <p>BB said that outside people were coming in to support students for interviews etc to give opportunities for structured conversations. This was important so the college would be grateful for any contacts that the governors could suggest. The Rotary Club had done some good work here. The Bright Sparks activity had also provided business problems to solve and the students had responded very enthusiastically.</p> <p>The governors thanked MC for his report and noted that results were due on 15 and 22 August for students, with the college receiving them a day ahead of this.</p>
<p>9.</p>	<p>CHAIR'S REPORT</p> <p>This had been distributed. BB noted that there had been 5 additions to the exclusions table, 4 males and 1 female, with 20 days added to the total. RNR noted this was still lower than last year.</p> <p>Governors asked if staff were supported and offered counselling if subject to abuse from students and RNR confirmed that they were.</p> <p>BB recommended the GEL site and had included details in her report. She would commend it to all governors. There were many units available – each one would take 45 mins to 1 hour to complete. This training was free for one year so it would be good to make use of this free training, which could be completed at a time convenient for governors.</p>
<p>10</p>	<p>AGREEMENT OF MINUTES OF MEETING HELD ON 24 APRIL 2013</p> <p>For item 2 – it was noted the prospective parents evening was 2 October not 1 October. With this amendment the minutes were agreed and signed by the Chair.</p>
<p>11.</p>	<p>MATTERS ARISING</p> <p>001 – BB and NS met with the SDLT at Chessington World of Adventures to start CDP planning and this had been a productive day</p> <p>002 – NS, SM, CJ and BB had attended the inset day on 2 July which was very helpful for all</p> <p>003 – the budget summary had been circulated</p> <p>004 – budget plan had been reviewed and signed by the Chair and Principal for submission to RBK by the deadline</p> <p>005 – the academy group had met</p> <p>006 – the milestones for the OFSTED action plan were in development, see agenda item 7</p> <p>007 – Election of chair and vice chair – see Item 4</p> <p>008 – the new instrument had been submitted to RBK and approved, see item 12</p> <p>009 – CK and DC had attended an army reception at Tiffin boys School. A written report had been prepared by DC and this had been discussed at Community Meeting. The college was now waiting for an SLT member to be able to take this forward and it will then come back to the governing body. It seems to be a good idea and DC and CK were thanked for attending the meeting.</p> <p>010– The SLT lead on an alumni association was pending. PM had planning meetings and in further discussions would take place in September on how to take this forward and plan an event for the 60th anniversary.</p> <p>011 – photos of governors/clerk were now on the website – a couple of profiles were still required</p> <p>AOB- the visit to Ellingham School had taken place and their new building was very spacious. They will be taking toddlers of over 2 years from September. If any other governors would like to</p>

	<p>visit the Head of Ellingham, Sarah Creagan, would be happy to arrange this in the Autumn Term. Governors asked what the Swale issue was and PM reported this was a potential issue outside of the college's control. It was not an issue about sharing, Ellingham felt that the college was a good neighbour.</p> <p>Actions:</p> <p>005 OFSTED Action Plan milestones to be developed 006 Army Cadets initiative to be progressed 007 Alumni association to be progressed 008 Two governor profiles to be sent to NS</p>
12	<p>GB ADMINISTRATION AND COMMITTEE MEMBERSHIP</p> <p>The Instrument had been circulated by email and a hard copy would also be given to governors, with a file copy kept in college.</p> <p>The new Instrument had only 1 staff governor. CK had tendered her resignation from the end of the Summer Term and did not wish to take on a co-opted governor role. AD would remain as the staff governor. BB thanked CK for her work on the governing body, where her reflective and thoughtful contributions had been appreciated.</p> <p>5 parent governor positions were filled but two of these would be due for election in November so BB had asked them to think about that. They could also move to a co-opted position if they preferred. BB asked them to let her know their wishes.</p> <p>The Instrument had 8 co-opted governors and there were 4 in post, though this might change in the parent governors wished to move into those positions. Maundy Todd had asked to rejoin the governing body as a co-opted governor and this would be formalised at the next FGB meeting on 25 September. Maundy was a local authority councillor, passionate about SEN, the disadvantaged and young people getting into work. She had been asked to help on a Parliamentary All Party group on Special needs and so had stayed on the governing body as an Associate Member but she was now able to be a governor from September.</p> <p>BB had also been approached about a potential governor via the One Stop Shop. This was someone who had expertise in Modern Foreign Languages. BB would be contacting her and would ask her to attend the FGB meeting in September. It was possible that all positions on the Governing Body would be full in the Autumn Term.</p> <p>BB noted that there could still be Associate Members and these did not need to appear on the Instrument. Currently these were Maundy Todd (Community skills) and David Carter (Health and Safety skills) but it was not yet clear if a skills gap existed requiring Associate Members from the Autumn Term. DC had served as a governor before this and would be happy to step down from his role as Associate Member if his expertise was no longer required. Committee Chairs were asked to consider if there was a need for additional skills that Associate Members might provide from September.</p> <p>Actions:</p> <p>009 Clerk to distribute hard copy of Instrument to governors and college 010 BB to contact potential governor 011 Parent governors (NS and KT) to consider election process/co-opted governor role 012 Committee Chairs to consider need for Associate Members</p>
13	<p>POLICIES</p> <p>PM was working on a schedule of policies to bring to FGB next year. Complaints, Behaviour and</p>

	<p>Marking policies would go to the FGB meeting in September. There were other policies that the SLT would be working on and these would come to the FBG meeting in December.</p> <p>013 PM to draw up schedule of policies for FGB approval</p>
<p>14.</p>	<p>SUMMARY REPORTS FROM COMMITTEES, WORKING GROUPS, LINK Governors.</p> <p>BB had distributed a list of the proposed committee memberships. She had already met with new governors to identify which committees they wished to join. PB would join FMEG and SM would join HSAG, AC would join Community Committee. The committee membership would be finalised at the FGB on 25 September so if any governor wished to change their committee membership they should let BB know.</p> <p>It was proposed to move away from a dedicated membership of the various appeal panels to give more flexibility and all governors would be offered training in this.</p> <p>PB asked about a Data Committee that had been discussed at the new governors' meeting. BB said discussions were continuing on how best to ensure governors had the data they need for their monitoring role; she had also explained the strategic role of governors compared to the strategic and operational role of the Principal. Active monitoring would be undertaken in committees and BB would be working with RNR and the Q & S committee to look at how relevant data was provided to governors.</p> <p>BB had distributed a draft list of governors linked to specific areas of the curriculum or keystages, and asked that governors expressed their preferences by the September FGB meeting. She reminded Governors that they were also welcome into the college, by invitation, to work with any other areas at other times too.</p> <p>BB also recommended a Select Committee Report with the title 'The Role of School Governing Bodies. OFSTED would be looking at the monitoring role of the FGB and would be asking questions about this during inspections. Governors also needed to be comfortable with interpreting Raiseonline data.</p> <p>The minutes of the committees had already been distributed.</p> <p>Community Committee 5 June 2013. NS summarised that the committee had been updated on the Tanzania project – the fundraising for this had now gone over the £6K target. This was an incredible achievement and the staff were thanked for their hard work. RNR noted that this had been great in many different ways, the educational benefit as well as the actions of the students being involved in the fundraising and the feeling of contributing to the community. The report was noted.</p> <p>Health Safety and Welfare Group 12 June 2013 CJ reported that there was a shifting emphasis to ensuring systems of control were in place and adhered to. The committee had considered the resilience of CCC in the case of a disaster with any item of plant. This was considered to be good as there were shadows in place, apart from IT where fast response service agreements were in place.</p> <p>There was a full programme of work for the summer.</p> <p>BB declared an interest here but she noted that the Premises Team has been under strength for many months but had still done some sterling work. The Cleaning Team also had done an excellent job and PM was asked to pass on the governors' gratitude to both these teams.</p> <p>Governors asked if this committee was shown the RIDDOR statements and PM confirmed that a</p>

	<p>spreadsheet was given to the governors including RIDDOR. The minutes were noted.</p> <p>Financial Monitoring and Evaluation Group 26 June 2013 The minutes were noted.</p> <p>Communications Working Group(no minutes) NS said that this had been a busy meeting and had considered the 60 year anniversary and use of social media. NS had been the 'guinea pig' for School Communications and some other new systems, which had worked well.</p> <p>Tucasi software was going live in September. This was an on line payment system to enable parents to pay for trips, school meals etc. The background software - Easytrace- had had a new version loaded but this was not live yet. Once he was happy it was working it would go on line. A demonstration had been planned for that week but had been delayed to the last week of term.</p> <p>Oyster cards had been very expensive to produce. The system need to be upgraded and could not be accessed. At the BETT exhibition PM had been shown oyster cards working for catering - students did not lose their oyster cards so they might be used for Year 7. A new printer and system would be needed if staff were to have them. Biometric systems were still being considered but he wanted to be sure it would work before installing them. Governors asked if these were costly but PM said they were no longer cutting edge so the price was more reasonable. The Government had changed the permission system so that parents would need to opt in rather than opt out. If a biometric system was used then copiers would have to be updated and a new card system used. It would be IT dependent so would fail if the IT system went down. £20K would be spent on IT kit in October.</p> <p>The report was noted</p> <p>BB would report on Safeguarding at the meeting on 25 September.</p> <p>BB had reported on Governor training in her Chair's report - GEL training was also highlighted. RBK courses were available on Fronter, or in the Director's report (also on Fronter).</p> <p>Actions: 014 Governors to inform BB if they wished to change committees 015 BB/RNR/Q & S to consider format and use of data 016 Governors to express preferences for link areas by 25 September meeting 017 PM to pass on governors' gratitude to Premises and Cleaning Teams for their excellent work 018 BB to report on Safeguarding at September meeting</p>
<p>15</p>	<p>MINUTES AND REFERRALS</p> <p>Q & S committee would monitor Destination Data.</p> <p>Governors asked if Student Council members were invited to governor body meetings and BB noted that they had been in the past but not routinely. It was agreed to invite the new Head Boy and Head Girl to the September FGB meeting.</p> <p>Student Council meetings would also be flagged up so governors could be invited to attend those too.</p> <p>Actions: 019 Q & S committee to look at Destination Data 020 Head Boy and Head Girl to be invited to 25 September meeting</p>

	<i>021 Student Council meeting dates to be flagged up</i>
16	<p>MOMENT OF REFLECTION</p> <p>BB noted that it was now the end of the academic year and asked governors to reflect if their work had made a positive impact on the work of the college. Governors felt that it had but that more would be known when the exam results were published. RNR said that the college felt that the governors' work had made a positive contribution to the journey to become outstanding.</p> <p>BB noted that SM had mentioned a governors' action plan as this was raised in her Leadership training course. BB had initiated one when she became Chair but then other initiatives had overtaken the workload. SM might wish to restart the process of self assessment to feed into a new Action Plan for the governing body.</p>
17	<p>ANY OTHER BUSINESS</p> <p>BB had received a letter saying that the base station mobile phone mast was going to be upgraded and planning permission would be sought. This was not the mast on the school site. BB had responded and asked for further information on monitoring and outputs.</p>
18.	<p>DATE OF NEXT MEETING : Wednesday 25 September 2013 6.30 pm</p> <p>The main focus would be the exam results.</p> <p>The governors wished all students success with their results. BB also thanked all the staff, SLT and governors for their hard work this year – they had always given her tremendous support.</p> <p>Following Part 2 items the meeting finished at 8.20 pm</p>

