

CHESSINGTON COMMUNITY COLLEGE
FULL GOVERNING BODY MEETING

Minutes of a meeting held on Thursday 12th July 2012

Governors present: A. Baker, P. Bamford, C.D. Carter (Chair), M. Golletz, S. Hacker, C. Kidwell, R. Niedermaier-Reed, N. Sheppard, K. Thompson, M. Todd, A. Withers.

CONFIDENTIAL ITEMS: Governors' attention is drawn to Regulation 24 of the Education (School Government Regulations 1989) whereby the Minutes, once confirmed and signed, are to be made available for inspection by any teacher, or any other person employed at the school, any parents of any registered pupil, or any registered pupil. Governors are therefore asked to decide if there are any matters that should remain confidential in accordance with these Regulations.

1. **WELCOME/REGISTER OF INTERESTS** Mark Clutterbuck and Paul Moralee (SLT) also in attendance. Welcome to Adrian Dally at his first official attendance as Staff Governor at a Full Governors' Meeting.

2. **APOLOGIES FOR ABSENCE** received and accepted from B. Brevitt (prior commitment), P. Jarvis (holiday), B. Laker (Business commitment). CDC taking the Chair in BB's absence.

3. **MINUTES** OF FGB held on 25th April (both sets) were agreed and signed accordingly.

4. **MATTERS ARISING:**

Covered in Principal's Report.

5. **ACADEMY STATUS** – covered in Principal's Report

6. **CHAIR'S REPORT** – previously circulated, take note. CDC drew attention to retirement of the Clerk, and said that he was very sorry that she was leaving and wished her well. Copy attached.

(AMB left meeting at 7.00 p.m. for prior engagement)

7. **PRINCIPAL'S REPORT** – previously circulated, copy attached, itemising:

7.i Roll – Year 7 next year not full, very disappointing. 111 pupils - 4 forms. Report itemises some strategies to improve number for September 2013. Exam results crucial to attract future parents. Various local schools in similar position. Marketing needs to be improved. Budgetary concerns if this continues. MG queried whether a specialist consultant had been recruited, but none available for this purpose. The College knows what it needs to do to attract future students. PB advised that projected future numbers are very high and that the Borough may need 8 forms by 2015; this is only a temporary issue, there will be a need for more places in years to come. If CCC chooses to become an Academy and chooses to change its name that will have an effect. NS suggested advertising further afield, as far as Old Malden; RNR suggested some of the Surrey schools in Claygate/Epsom. AW observed that we are not dealing with reality or logic, we are dealing with perception which is different.

7.ii Attendance – Satisfactory, in line with national average. New measures in place to make it more of a priority next term. Changes to the curriculum and to the pastoral system will have an effect.

7.iii Exclusions – more of a concern. A high rate of permanent exclusions compared with other schools. More methodical and strategic than before, with better interventions. The whole culture of behaviour is being changed across the school.

7.iv Academy status – DfE has given its approval for the application to proceed, now up to the school to decide. Education Kingston approved of, which will help with the continued improvement of the College, and will also provide challenges. PM & SH now engaged in practical discussions with accountants and lawyers, in order that all systems are put in place in the event that the governing body agrees to go ahead. Nick Whitfield to take charge of both Richmond and Kingston boroughs as Director of Children's Services as Duncan Clark has just resigned. This is relevant to the Academy discussions in response to the Ofsted report on safeguarding. Some turmoil within the LA; RNR recommends that we should continue with the application to become an Academy, and *proposed that governors should approve that the Working Group should continue with the discussions* – BB, CDC, MG, SH, NS, PM, RNR, MC, and new Deputy Principal Olivia Douse. This was *seconded by CDC*. Governors agreed with this proposal. To be quorate, this working group must have at least 3 non-staff governors and 2 SLT present. SH advised that the Articles of Association and the structure of the new governing body need to be clarified, and that the working group will come forward with a proposal. PM noted that the meetings so far had been very positive. RNR informing staff the following day that the approval had been granted, and that there would be a letter sent out from BB/RNR.

7.v Name change – could have a positive effect on perceptions to the public. The most important thing is improving exam results. Name change consultation in autumn term with new students and parents, as well as new Year 5 and 6 pupils about what they think. It has to be a unanimous decision within the governing body, by law.

7.vi Achievement – see attached table. Huge challenge this year. Currently projecting 45-50% 5 x A*-C inc Maths and English, and 84% 5 x A*-C regardless of specific subjects. These projections must be viewed with caution. Maths ok, English an unknown variable. Discussion about the new English curriculum/exam board/Year 10 and the number of times an exam can be sat. Students prepared as best as possible, but questions presented in different manner to that expected, therefore some students very disadvantaged, some did not finish the reading paper. RNR advised that everything had been done to get the best results from this year group. NS questioned whether the current Y10 students would be affected; MC hopeful that they would be better off since the college now has experience of the new examining board. Looking very carefully at the controlled assessments. MG asked who approved the choice of exam board – proposals are put by the experienced Heads of Faculty and then it is discussed at SLT – ultimate decision made by Principal. SLT had been advised that students could re-sit the exam as often as needed but this was not the case. One governor thought that there should be more SLT involvement in the choosing of exam boards. RNR felt that it would be an impractical level of bureaucracy for all exam specifications to be double checked; SLT has to rely on a basic level of professional competency when colleagues make statements about matters for which they are directly responsible. Recommendations for changing exam specifications have to be approved by a senior leader based on the case presented by the person responsible for that subject area. RNR thanked MC especially for the hard work in leading the push for good results.

7.vii Staffing – see attached – many changes which will require a lot of management. Thanks to 2 people in particular – Bill Smith (35 years) and David Redington (37 years) Really committed teachers, right to the end with so much energy and core ethics. RNR and *Governors wanted to formally thank those two teachers in particular, proposed by RNR and seconded by CDC.*

7.viii Teaching/Management structure – new structure being put in place in September rather than waiting until 2015. Very strong management team – see SLT chart attached. MC praised those members of staff who had helped so many year 11 students this year to finish their work; the College should be proud of them.

8. GB ADMIN/COMMITTEE MEMBERSHIP

8.i Despite two requests, no parents have been forthcoming to join the governing body. There is an article in the summer newsletter, and RNR will recruit at Open Evening in October and in first letter home next term.

8.ii Ratification of two Associate Governors – CDC confirmed the *motion* that Chris Johnson and Marion Webb be welcomed to the Governing Body from September 2012, which was *seconded* by PB.

9. STATUTORY POLICIES & PROCEDURES FOR RATIFICATION

CDC *proposed* that all the following policies and procedures should be approved, and was *seconded* by NS.

- Statutory Capability and Appraisal Protocols
- Statutory Safeguarding
- Statutory Freedom of Information
- Statutory Assessment Reporting and Recording
- Data Handling – Management Procedure

10. SUMMARY REPORTS FROM COMMITTEES/WORKING GROUPS/LINK GOVS ETC

All notes previously circulated from

- Q&S 2/5 – MG – no further comments
- Community 13/6 – NS – it was noted that the British Council International Schools Award was not achieved, and MG queried whether the College has a strategy on relationships with foreign schools, and how current links have been selected. CCC has been chosen by other schools for such projects thus far. MG felt there should be an international strategy and the criteria should be explored for selecting partners.
- H&S & Assets 20/6 – CDC – satisfied with the building management system. Concern over the number of children who are still poorly prepared for school and using the sick room. Perhaps the method of recording incidents should be reviewed to correctly reflect what is meant by 'violent' behaviour, the information needs to be more meaningful. PM advised that he has had advice from the LEA that the words 'violence' and 'assault' should be used properly and that CCC's wording will change in future records. Incident recording procedures need to be tightened up and consistent.
- FMEG 21/6 – SH – running to budget currently. Close look in October to check still on target. Interfacing CDP and budget for the first time.
- Communications Working Group – PM - governors to be set up with CCC email addresses which will be accessible from the website. Concerns over the amount of confidential information being sent to personal accounts.

11. MINUTES AND REFERRALS

- no confidential items
- no matters to be referred to committees or working groups, other than Academy status
- no matters to be referred to student council.

12. DATE OF NEXT MEETING – FGB 19 September 2012

Draft list of proposed meeting dates has been sent to CCC to check against calendar, then to be approved by governors at next FGB.

Other dates to note:

End of term farewells at Chessington Cricket Club, 18/7 from 4-8 p.m.

School Council 19/7

Olympic Torch 24/7

A/AS results 16/8

GCSE results 23/8

CDC thanked all governors for their attendance.

Meeting ended at 7.45 p.m.

Signed
(Chair)

Date
19th September 2012