

## **CHESSINGTON COMMUNITY COLLEGE**

### **MEETING OF THE FULL GOVERNING BODY HELD ON WEDNESDAY, 11 DECEMBER 2013 AT 6.30PM AT THE COLLEGE**

Present: Susan Murray (SM) Chair  
Rob Niedermaier-Reed (RNR) Principal  
Kay Thompson (KT)  
Chris Johnson (CJ)  
Brenda Brevitt (BB)  
Preetha Bedi (PB)  
James Walker (JW)

The meeting was quorate

In attendance: Muksith Ali – Head boy (HB), Charity Strong – Head Girl (HG), Paul Moralee – Business Manager (PM), Olivia Page – Deputy Principal (OP), Robert Mulligan – potential governor, Jackie Dutton - Clerk

<b>1. WELCOMES AND INTRODUCTIONS</b>	
<p>The Head boy, Muksith Ali and Head girl, Charity Strong, were attending and everyone present introduced themselves.</p> <p>Declarations of interest forms had been distributed and the governors were asked to return them to the Clerk.</p>	
<b>2. APOLOGIES FOR ABSENCE</b>	
<p>Apologies for absence had been received from Maundy Todd (MT), Nicola Sheppard (NS), Adrian Dally (AD), Simon Hacker (SH), Yolanda Castro (YC) and Mary Golletz (MG). These were accepted.</p>	
<b>3. MINUTES OF MEETING HELD ON 16 OCTOBER 2013 AND MATTERS ARISING</b>	
<p>The minutes were agreed without amendment and signed by the Chair</p>	
001 some declaration forms had been received, governors were asked to return them to the Clerk	001
002 PM and Mark Clutterbuck (MC) would be meeting the following week to work on PP figures (Pupil Premium). These would be presented at the next meeting.	002
003 Q & S governors had received the SDP - RNR would send it out to all governors	003
004 Quality Assurance had been discussed at Q & S.	
005 link governor role had been discussed at Q & S and governors assigned. SM would send out the paper again with the names included	004
006 Community Committee had discussed Service Cadets/Alumni	
007 Governor profiles were all on the website	
008 Hard copies of the Instrument were distributed, it would be given to absent governors at the next meeting	005
009 YC and JW had been confirmed as governors, Robert Mulligan was attending the	

<p>meeting as a potential co-opted governor.</p> <p>010 a parent governor election had been held but no nominations were received.</p> <p>011 Associate Members would be considered by committees on an ongoing basis.</p> <p>012 policy schedule - this would come to the next meeting in April</p> <p>013 Link governor assignment covered already</p> <p>014 DBS checks had been carried out for JW and YC.</p> <p>015 destination data would be considered at the next Q &amp; S meeting</p> <p>016 the Head boy and girl were attending the meeting.</p> <p>017 Student council dates would be sent out in the New Year</p> <p>018 TOR had been reviewed at committees</p> <p>019 Standing orders would be considered at the next meeting in April</p> <p>020 The clerk had distributed the list of dates</p>	<p>006</p> <p>007</p> <p>008</p>
<p><b>4. PRINCIPAL'S REPORT - attached</b></p> <p>This had been distributed.</p> <p>It was noted that the progress data was positive and 61% for 5 or more GCSEs at C including Maths and English was only 9% away from the target. A lot of work was needed to ensure the robustness of post 16 data. Five students had been identified who may not pass Maths and individual progress plans for those students would be reviewed the following week. A review of the Sixth Form had just been conducted by Ursuline School who would report back to Q &amp; S. KT asked if students at U grades were taking 4 A Levels and Rob said that they were not.</p> <p>The learning and teaching data was useful to the college for school improvement. OP said that these were based on the Autumn Term observations. Several colleagues required improvements and support plans were in place. These staff would be observed again before the end of term. Only one staff member was an existing member of staff (the rest were NQTs) so it could be seen that CPD for staff was effective. The percentage of 24% assessed as Outstanding was very pleasing. HB asked if the figures were rounded and they were.</p> <p>RNR said that exclusions were reducing. Attendance had flattened but was now improving and noted the target for PA (Persistent Absence) was better than the national average and more in line with RBK figures.</p> <p>Key events were listed.</p> <p>The SIP (School Improvement Partner) was Graham Willett but would now be Meena Wood (MW). RNR had met with her the previous week – she used to be an HMI (Her Majesty's Inspector). The attached HMI would be visiting the school the following Tuesday and RNR would report back to governors following that visit. If any governors would be available they were asked to let RNR and SM know. MW would receive a call from the HMI during the visit.</p> <p>BB asked about the memorial events following Dr Gill's death. RNR said a tree had been planted and a prize named after him. This had been awarded to a student who had worked with Dr Gill and Dr Gill's family attended the prizegiving. A supply teacher was covering ICT teaching and was being monitored and also supported by another teacher. SM asked if this would be an advertised post in the long term and RNR confirmed that it would.</p> <p>The Head boy and girl left at 6.50 pm, governors thanked them for attending the meeting.</p> <p>RNR drew attention to the appointment of Amy Smith as associate assistant principal, this is part of progression planning, she was appointed following an interview and was the best candidate of the three that were interviewed. SM queried if this was a permanent position, RNR said that she will hold the position</p>	<p>009</p>

<p>until February half term, this is primarily a training opportunity and interviews will be held so other staff will have the opportunity for a term.</p>	
<p><b>5. CHAIR’S REPORT</b></p> <p>This had been distributed in advance, together with a report on safeguarding from BB.</p> <p>SM drew governors’ attention to the information on Governors’ E Learning (GEL) which offered free training.</p>	
<p><b>6. GOVERNING BODY MEMBERSHIP</b></p> <p>The resignation of Anirudh Chaturvedi as a parent governor was noted. The terms of office for NS and KT had been renewed for a further term and MS had started a new term of office as a co-opted governor. A parent governor election had been held but no nominations received. A parent had contacted the clerk for further information but he was unable to attend this meeting. NS and SM would meet with him in the new year. As there was now another parent governor vacancy, this would be discussed at parent forums to see if there was anyone interested in this.</p>	
<p><b>7. COMMITTEES AND REPORTS</b></p> <p>The minutes had been distributed and governors had been asked to send questions on the minutes to the Chair in advance of the meeting.</p> <p>Health &amp; Safety had been discussing obtaining a defibrillator. This would cost about £1500 with the associated training. PM had contacted RBK Health &amp; Safety Department to discuss this and had been referred to the London Ambulance Defibrillator co-ordinator as RBK did not have one. It was noted that Ellingham School were getting a defibrillator. PM would contact the golf club to see if they would be interested in sharing this. It would not have helped Dr Gill but the first aiders would have wanted to try everything possible. BB had had training in this and the machines did give clear instructions for use, they had to be recalibrated after use and tested frequently. JW asked how it would be funded and PM said that the school would have to pay for its purchase and ongoing costs. PB felt that St John’s Ambulance sold a semi automatic machine that did not require specific training. Governors generally felt that it would be beneficial to have one on the school site.</p> <p>Finance Committee –SM queried point 8 of the Finance Risk self assessment, as the school had answered No to inventories held in computer format being checked by an independent person.</p> <p>PM Clarified that the inventories are cross checked by another staff member and Audit were happy with this procedure.</p> <p>Safeguarding – this was in line with RBK and other schools. There were issues but they were dealt with at the appropriate level with the appropriate resources. The clerk would send a copy of this report to PB as she said she hadn’t received it and also copy Part One paperwork to MC and OP in the future.</p> <p>PB asked if governors needed to do anything about the level of response from RBK. RNR said that RBK had been judged inadequate on safeguarding when they had their Ofsted. On re-inspection they had been given the same judgement but there had clearly been an improvement. The college had noticed improvements in the responses. Governors asked if he felt the college was safe enough and happy with the level of improvement. RNR said he was satisfied with what had been done and did not believe that RBK was putting children in danger. He now had correct contact details and from April 2014 the service would be combined with Richmond Council.</p>	<p>010</p> <p>011</p>

<p><b>8. TERMS OF REFERENCE</b></p> <p>These had been reviewed and approved at committees.</p>	
<p><b>9. STATUTORY POLICIES AND PROCEDURES</b></p> <p>The Complaints Policy had been distributed. SM reminded governors to submit questions on policies to her in advance of the meeting so that responses could be fully informed. BB explained the point about parents not being able to complain about what governing body did as this meant that the Complaint process was not the mechanism for complaining about governors. The Complaint Policy related to complaints about the college. PB asked if it was clear to parents how they could complain for example about policies that were on the website – was this stated on the website. Governors agreed that it should be made clear how parents could raise issues regarding policies.</p> <p>The Complaints Policy was approved and could be placed on the website.</p> <p>Fourteen other policies required approval, three governors had already read them and SM reviewed the changes with PM. Once the amendments have been received back they would be emailed to all governors for approval by email. If governors had any further comments on the policies they should email these to SM. If there were major issues then the policy would go back to FGB for approval.</p> <p>PM thanked the governors for reading the documents. The clerk noted there was a list of policies and documents that required FGB approval – the rest could be dealt with in committees.</p> <p>PB asked how policies were created. Many were statutory policies available via RBK and some were created by college staff. The Equalities Scheme documents had had some major changes to update it.</p> <p>It was a core duty of governors to consider the policies for approval.</p>	<p>012</p> <p>013</p>
<p><b>10. REFLECTION ON SCHOOL EVENTS</b></p> <p>Events were listed in the Chair’s report, pp1-2.</p> <p>Dr Gill’s memorial service had been well attended and a good level of respect demonstrated. The parent forums were a good way for governors to meet parents. The first one was held on 17 October and the second was on 5 December, which was not so well attended. The next forum will be on 6 February from 7 – 8 pm and the focus will be personal responsibility/behaviour. Governors are invited to attend this.</p>	<p>014</p>
<p><b>11. Date of next meeting: 2 April 2014 6.30 pm</b></p> <p>Following Part 2 items, the meeting ended at 8 pm</p>	

## Table of Actions –Part 1

<b>001</b> Govs to return declaration forms to Clerk
<b>002</b> work on PP figures, to be presented at next FGB
<b>003</b> SDP plan to be distributed by RNR to all governors
<b>004</b> SM to distribute link governor assignment sheet
<b>005</b> hard copies of Instrument to be distributed
<b>006</b> <i>Policy schedule to next FGB</i>
<b>007</b> student council dates to be advised in the New Year
<b>008</b> Standing orders reviewed at next FGB
<b>009</b> <i>RNR report back to governors following HMI visit</i>
<b>010</b> <i>Health &amp; Safety committee purchase of defibrillator</i>
<b>011</b> <i>Copy of Safeguarding report to PB, and Part one minutes to MC, OP &amp; PM</i>
<b>012</b> Ensure the website specifies the procedure for raising issues regarding policies.
<b>013</b> Approval of 14 policies by email
<b>014</b> Invite to attend Parent Forum on 6th February 7 - 8pm

