

**Moulton School**  
**Minutes of the Full Governing Body Meeting held on**  
**Thursday 26<sup>th</sup> May 2011 at 7.00 pm**

No.	Subject	Action
	<p><b>Present:</b></p> <p>Trevor Jones (TJ) (Head Teacher), Geoff Otley (GH) (Chair), Anne Jeffrey (AJ) (Vice Chair), Lesley Proctor (LP), Rosemary Lucas (RL), Angie Dabbs (AD), Steve Uden (SU), Michelle Devine (MD), John Hancock (JH), Nigel Smith (NS), Robin Chapman (RC), David Sherwood (DS), Simon Barrick (SB), Rev Peter Breckwoldt (PB), Jo Brake (JB).</p> <p><b>In Attendance:</b> Peter Earl (PE) (Clerk).</p>	
1	<p><b>Apologies:</b> Fiona Polnyj (FP), Jonathan Eales (JE), Richard Hollis (RH).</p>	
2	<p><b>Record of Financial Interests:</b></p> <p>None were recorded.</p>	
3	<p><b>Notification of Any Other Business:</b></p> <ol style="list-style-type: none"> <li>1. Industrial action</li> <li>2. Meal for chair of governors</li> </ol>	
4	<p><b>Minutes of The Full Governors Meeting Held on 7<sup>th</sup> April 2011:</b></p> <p>The minutes had been circulated to governors and an opportunity to read them given prior to the meeting.</p> <p>These were agreed as accurate and accepted.</p> <p>The minutes were signed by the chair.</p>	

	<p><b>Minutes of The Full Governors Meeting Held on 28<sup>th</sup> April 2011:</b></p> <p>The minutes had been circulated to governors and an opportunity to read them given prior to the meeting.</p> <p>These were agreed as accurate and accepted.</p> <p>The minutes were signed by the chair.</p>	
5	<p><b>Matters Arising: 7<sup>th</sup> April 2011</b></p> <ul style="list-style-type: none"> <li>• Page 1 – no matters arising.</li> <li>• Page 2 – the painting repairs programme is in progress.</li> <li>• Page 3 – no matters arising.</li> <li>• Page 4 – training records are maintained.</li> <li>• Page 5 – with regards to second hand school uniform, TJ has asked those in the current year 11 whether they would be able to donate any uniform in good condition to the school.</li> <li>• Page 6 – pay policy sub committee – this is to be discussed at this meeting under agenda item 7.</li> </ul> <p><b>Matters Arising: 28<sup>th</sup> April 2011</b></p> <ul style="list-style-type: none"> <li>• Page 1 – no matters arising.</li> <li>• Page 2 – TL should read TJ.</li> <li>• Page 3 - the following item was erroneously not minuted – LP asked whether the governing body are indemnified and TJ replied that cover via an insurance policy with a limit of £10 liability was in place. LP challenged this limit and stated that the policy would need to be inspected so that our exposure could be established. A policy limiting liability can be written, with the limit set according to the policy premium. Existing academies will have these policies in place and we could look at the wording of those policies. The current policy would need to be reviewed if a move to academy status took place. Caution needs to be exercised as the legal entity of the school changes if it becomes profit making.</li> <li>• Page 4 - no matters arising.</li> </ul>	

**6****Feedback on Academy Status:**

Paperwork detailing the feedback was handed out by TJ, the chair suggested that it would be helpful if TJ talked us through it. Items to note from the documentation are:

- The sum of approx £300K retained by the local authority would come directly to the school if academy status was obtained.
- This could possibly make available an extra £200K of expendable income.
- Out of the other £100K, an estimated £40K would be needed towards the Local Authority pension scheme. It should be noted that the liability for this is limited as there are only a small number of support staff that are members of the scheme.
- There are two types of academy; sponsored and non-sponsored.
- Approximately £10K- £15K is spent on appeals per annum. This figure is not an additional cost if academy status is obtained.
- There is a requirement for accounts to be prepared, audited and submitted with an approximate annual cost of £8K-£10K
- It is up to the school to decide how additional funds are spent – the governing body has control over these funds.
- The governing body can all opt to be trustees of an academy or can elect that some of them become trustees.
- All trustees have director's responsibilities.

RL challenged whether it was felt that the government will look to cut the potential cash being allocated to academies. TJ replied that in his view if the education budget was cut then funding will reduce to foundation schools and academies.

RL asked whether the sum of circa £200,000 was a one off amount or whether payment of it would continue. The government's stance on this was unknown.

Financial analysis of all working business models needs to be done.

At this point TJ distributed copies of feedback from the following:

- One feeder primary school
- Three parents
- Two members of staff

These were evaluated and discussed in detail.

The point was made that some staff have questioned possible changes to pay/conditions. It was agreed that assurances should be given to staff that the current governing body have no plans to amend these, however guarantees could not be given that any future governing body would not do so.

	<p>The school business manager had recently attended a business manager's conference and was unable to find any school that had amended conditions relating to length of service. None had used a reduced redundancy package to reduce costs.</p> <p>A comment was made at this point as to why the school would want to make negative changes to terms and conditions as it would need to have staff engaged and motivated. The school has a responsibility to have the best staff.</p> <p>There followed a discussion about the ethos and perception of academies. Typically, type one academies were formed from failing schools, where the school closed and re-opened under new leadership. Moulton would be a type 2 academy; successful schools given greater freedoms.</p> <p>A governor pointed out that feedback had been received from two members of staff and asked TJ how widespread the opinions voiced by those were amongst other staff. It is recognised that there is apprehension partly based on issues affecting the establishment of type one academies. The solution is to manage the change. It was pointed out that only 2 members of staff out of 170 had provided feedback. It was reported that many felt the move to academy status was inevitable and a natural move from foundation status.</p> <p>PB asked whether the school had considered a formal partnership, i.e. joining another academy trust. TJ expressed his reluctance at this as the school would lose a degree of control and it would de-value the point of self determination.</p> <p>As part of the application for academy status the school will look at a link with other schools/academies in a bid to improve performance.</p> <p>The confusion between type one and type two academies was again raised. TJ summed up his view that schools had very little if any choice in becoming type one academies and those pursuing type two academy status were in a position of choosing to do so.</p> <p>PB questioned the exposure regarding staff pension payment for those that have left the school. TJ replied that the only exposure relates to the pension contributions of those staff that we employ. We have no liability for the amount of pension paid.</p> <p>A question was then raised regarding what help would academy status give in relation to substantial capital costs. TJ replied that becoming an academy would not make a noticeable difference. No extra capital grant is available, there is no rolling capital programme.</p> <p>Whilst some academies have private sponsors there are in reality not many</p>	TJ
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	<p>companies/individuals presently prepared to inject capital into this area.</p> <p>PB asked TJ if he would write a vision statement for governors, staff and parents on becoming an academy. TJ sated that our current vision would continue.</p> <p>At this point the chair urged all governors to produce a capital plan looking to the future, so that as a school we know what we want, if/when the opportunity arises.</p> <p>In response to a question, it was confirmed by TJ that the school own the both the leisure centre and the land on which it and the school are sited.</p> <p>Governors asked for an update on the difficulties that TJ reported at the last governors meeting in contacting the DfE. Whilst he has not managed to get in touch with them TJ wanted governor approval to continue endeavouring to do so and to move our bid forward.</p> <p>An opportunity was provided for further questions.</p> <p>When it was determined that there were no more questions the chair asked whether as a governing body they supported the bid to become an academy. The decision to support the bid was unanimous.</p>	<b>All</b>
<b>7</b>	<p><b>Pay Policy Sub Committee</b></p> <p>TJ had previously proposed that the pay policy be dealt with by the finance committee. It has since been established that a separate committee needs to deal with any aspect of pay. This becomes particularly important in view of the TLR restructure, for which the school's senior management will devise a proposal and implementation scheme. There is a meeting with the local authority HR department on 5<sup>th</sup> July 2011 and the new committee need to meet after this date but before the end of term. The chair asked if anyone wished to serve on this committee and the following people stated that they would:</p> <p>Lesley Proctor (LP), Jo Brake (JB), Rosemary Lucas (RL), Anne Jeffery (AJ) and Simon Barrick (SB).</p> <p>The meeting of the pay policy sub committee will be held on 11<sup>th</sup> July 2011 at 4.30pm.</p>	
<b>8</b>	<p><b>Feedback on Governor Visits to School – SEN</b></p> <p>These visits are now scheduled for the autumn term. Feedback will be provided at a future governors meeting.</p> <p>At this point (8.20pm) PB left the meeting.</p>	

9	<p><b>Sex Education Review</b></p> <p>The policy had been circulated to governors and an opportunity to read it given prior to the meeting.</p> <p>With no changes to the policy it was approved by the governing body.</p>	
10	<p><b>HR Policies</b></p> <p>The school have signed up to the local authority HR policies. However, we are unable to view these as we do not buy in to the LA HR services.</p> <p>EPM are our HR advisers.</p> <p>There are two options that the governing body need to consider. They are:</p> <ol style="list-style-type: none"> <li>1. Buy access to the local authority HR policies. An advantage of this would be that all agreed local authority policies will have been negotiated with the unions.</li> <li>2. Accept the EPM HR policies.</li> </ol> <p>Governors were asked to think about these options in readiness for a discussion and a decision at a future full governing body meeting.</p>	All
11	<p><b>SWAN CIC and Joint Governance:</b></p> <p>The eleven schools that comprise the SWAN group will shortly decrease to ten. At present the finance for the consortium is managed by Magdalen School who also employ the staff that work across the group of schools and whose governing body have accountability. There is a desire to move towards forming a company with a small number of directors who would control and direct the finance for the consortium and employ the staff. There is a meeting to discuss this on 15<sup>th</sup> June 2011 at Sponne School (Towcester).</p> <p>In order for any move from the current system to progress each of the ten governing bodies need to approve the plans.</p> <p>By working together, this non profit making company schools will be able to share expertise and have greater negotiating power.</p> <p>Governors stated that it sounded positive and it was agreed that further information would be obtained at the meeting on 15<sup>th</sup> June 2011 and presented at the next full governing body meeting on 30<sup>th</sup> June 2011, where there will be an opportunity for questions and a decision can be made as to whether the governing body would support the proposals.</p> <p>TJ asked if any governor was interested in joining him at the meeting. NS agreed to attend with TJ.</p>	

		<b>TJ/NS</b>										
<b>12</b>	<p><b>Election of New Chair of Governors 2011-2013:</b></p> <p>GO has stated that he wishes to resign as a governor at the end of this current academic year. Whilst his successor could be elected in September the governing body wished to do this now so that there can be an effective transition.</p> <p>Both the chair and vice chair hold office for a period of two years. The vice chair has a further one year term of office remaining.</p> <p>One governor has expressed an interest in taking on the role of chair. No further governors wished to be considered for the position.</p> <p>At this point the candidate left the room and their suitability for the role was proposed by AJ and seconded by SU.</p> <p>A vote was taken and SB was unanimously voted the new chair of governors from September 2011.</p>											
<b>13</b>	<p><b>Invitation to Visit The School for Lunch:</b></p> <p>Governors are invited to visit the school for lunch on 23<sup>rd</sup> June 2011. Lunch will be served at 1.30pm and governors should aim to arrive at the school for 12.45pm. Governors should let TJ know whether they will be attending.</p>	<b>ALL</b>										
<b>14</b>	<p><b>Achievement Evenings:</b></p> <p>Two governors are requested to attend each of the remaining four evenings. These are to be held at 7pm on the following dates:</p> <p>16<sup>th</sup> June 2011 – Year 9  23<sup>rd</sup> June 2011 – Year 7  5<sup>th</sup> July 2011 – Year 8  7<sup>th</sup> July 2011 – Year 10</p> <p>The following governors have volunteered to attend:</p> <table border="1"> <thead> <tr> <th>Date:</th> <th>Governors attending</th> </tr> </thead> <tbody> <tr> <td>16<sup>th</sup> June 2011</td> <td>RC &amp; SB</td> </tr> <tr> <td>23<sup>rd</sup> June 2011</td> <td>NS &amp; JB</td> </tr> <tr> <td>5<sup>th</sup> July 2011</td> <td>AJ &amp; LP</td> </tr> <tr> <td>7<sup>th</sup> July 2011</td> <td>SU &amp; GO</td> </tr> </tbody> </table>	Date:	Governors attending	16 <sup>th</sup> June 2011	RC & SB	23 <sup>rd</sup> June 2011	NS & JB	5 <sup>th</sup> July 2011	AJ & LP	7 <sup>th</sup> July 2011	SU & GO	
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15	<p><b>AOB:</b></p> <p>1. <u>Industrial Action:</u> A letter was received from the National Union of Teachers (NUT) on 26<sup>th</sup> May 2011 balloting members on taking industrial action regarding changes to the teachers pension scheme. Governors will challenge the proposed action on the basis that we are a foundation school and in effect any action taken will be against the governing body as the employer as opposed to against the local authority.</p> <p>TJ needs to be clear that if the situation arose where we needed to close or partially close the school whether he has the governing body's authority to make this decision.</p> <p>The governors overwhelmingly agreed to give this authority to TJ.</p> <p>TJ reported that there are 28 NUT members within the school. There is no obligation on an individual to strike and those that do so will not receive their salary for that day. The union supply the number of those taking industrial action. This allows, wherever possible, for cover to be arranged and contingency plans to be made.</p> <p>2. <u>Meal for Chair of Governors:</u> To mark GO's many years of service to the school a meal has been arranged for 20<sup>th</sup> July 2011. All those governors wishing to attend are required to let the Head Teacher's PA know as soon as possible and advise of their choice of menu.</p> <p>TJ will e-mail governors details of the cost of the meal.</p>	<p>TJ</p> <p>ALL</p> <p>TJ</p>
15	<p><b>Date of Next Meeting:</b> 30<sup>th</sup> June 2011 at 7pm.</p>	

Signed:..... Date: .....