

Moulton School

Minutes of the Full Governing Body Meeting held on Thursday 07 April 2011 at 7.00 pm

No.	Subject	Action
	<p>Present:</p> <p>Trevor Jones (TJ) (Head Teacher), Geoff Otley (GH) (Chair), Anne Jeffrey (AJ) Lesley Proctor (LP), Rosemary Lucas (RL), Angie Dabbs (AD), Simon Barrick, (SB), Steve Uden (SU), Michelle Devine (MD), John Hancock (JH), Fiona Polnyj (FP), Jonathan Eales (JE), Nigel Smith (NS), Rev Peter Breckwoldt (PB), Robin Chapman (RC), Jo Brake (JB).</p> <p>In Attendance: Peter Earl (PE) (Clerk), M Dane (MD) (Business Manager).</p>	
1	<p>Apologies: Richard Hollis (RH), David Sherwood (DS),</p>	
2	<p>Notification of Any Other Business:</p> <p>There was no notification of any other business.</p>	
3	<p>Record of Pecuniary Interests:</p> <p>None were recorded.</p>	
4	<p>Minutes of The Full Governors Meeting Held on 03 February 2011 - December 2010:</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>5</p>	<p>Matters Arising:</p> <ul style="list-style-type: none"> • Page 1 – no matters arising. • Page 2 – action required by TJ under point 6 has been completed. • Page 3 – no matters arising. • Page 4 – action required by TJ/Chair under point 8 is on the agenda for this meeting. action required by TJ under Point 9 has been completed. • Page 5 – actions required by TJ under point 10 have been completed. • Page 6 – the extra-ordinary full governors meeting will take place on 28th April 2011. • Page 7 - no matters arising. 	
<p>6</p>	<p>Finance Sub-Committee Meeting: 2nd March 2011</p> <p>The minutes had been circulated to governors and an opportunity to read them given prior to the meeting.</p> <p>RL reported that overall the school will have a surplus of circa £8000 after March 2011 commitments had been taken into account.</p> <p>The following virements were brought to the full governing body for approval as the finance sub committee can only approve virements of up to £20,000:</p> <ul style="list-style-type: none"> • £43,693 from building construction to classroom consumables. • £27,000 from pay-teaching to pay-admin staff. <p>These were approved by the governing body.</p> <p>The Educational Visits Policy (13/11 on the full governing body meeting minutes dated 3rd February 2011) would be placed on the agenda for the next full governing body meeting.</p> <p>The Painting Repairs Programme (14/11 on the full governing body meeting minutes dated 3rd February 2011) would be undertaken on a rolling basis with languages, humanities and science areas being earmarked for the initial phase.</p> <p>An opportunity for further questions was provided. There being none the minutes were accepted and approved by the governing body.</p>	<p>TJ</p>

<p>7</p>	<p>Finance Sub-Committee Meeting: 30th March 2011</p> <p>The minutes had been circulated to governors and an opportunity to read them given prior to the meeting.</p> <p>This meeting looked at the budget proposals. A balanced budget with a small contingency had been presented for the Governors approval. This had been achieved through cutting all non-staff budgets to a minimum possible level. Further cost reductions would be needed over the next 3 years, and a three year programme of salary cost reductions will be needed to achieve this. All elements of the staffing structure of the school will be reviewed as part of this process.</p> <p>The chair commented that decisions that previously had not been considered relating to staffing levels may need to be made.</p> <p>An opportunity for further questions was provided. There being none the minutes were accepted and approved by the governing body.</p>	
<p>8</p>	<p>Quality Assurance Sub Committee Meeting: 16th March 2011</p> <p>The minutes had been circulated to governors and an opportunity to read them given prior to the meeting.</p> <p>A school visit to Ghana had been approved by the Quality Assurance sub committee and has been brought to the meeting of the full governing body for their approval. Following discussion, the chair proposed endorsement and this was accepted unanimously.</p> <p>AJ highlighted other areas of the minutes including the following:</p> <ul style="list-style-type: none"> • Student survey outcomes • Sixth form review • Attendance • Exclusions <p>An independent adviser had been invited to help with the Headteacher performance management process next year.</p> <p>An opportunity for further questions was provided. There being none the minutes were accepted and approved by the governing body.</p>	

<p>9</p>	<p>Governor Training:</p> <p>The chair reported that it is important to engage in relevant training as the agenda for governing bodies moves very quickly. It is important to keep up to date.</p> <p>The school has signed up to the LA training subscription model, which includes LASI Aspire Govern Northamptonshire. This allows free access to certain elements of the training offered, including governor induction. It was agreed that in the future a condition of becoming a governor would be to complete the induction training.</p> <p>It was also commented on that there should be someone on each appointment panel who has attended the safer recruitment course. This happens in school.</p> <p>It was agreed that a record of training should be maintained.</p> <p>Some courses, particularly for new governor's takes place shortly. All those interested should advise the school as soon as possible.</p>	<p>TJ</p> <p>ALL</p>
<p>10</p>	<p>eCAF (Electronic Common Assessment Framework):</p> <p>This national policy was ratified and agreed by the governing body.</p> <p>The designated Child Protection Governor is Fiona Polnyj.</p>	
<p>11</p>	<p>Community Governor:</p> <p>FP has agreed to take on a community governor role. This has created a Parent Governor vacancy. TJ asked governors permission to start the recruitment process in September 2011. This was unanimously agreed.</p>	

<p>12</p>	<p>Uniform Policy:</p> <p>The amended policy document had been circulated to governors and an opportunity to read it given prior to the meeting.</p> <p>The minor amendments are:</p> <ul style="list-style-type: none"> • Clarification of the type of jacket that is prohibited • Scarves and hats (including sun hats) can only be worn at the discretion of the Headteacher • Non discrete hair bands to be included with hair accessories <p>MD asked when new parents become engaged in the uniform requirements. TJ replied at open evenings.</p> <p>FP questioned the School's stance on piercing/body modifications. TJ replied that a simple plain stud was allowed. All piercings need to be removed for PE. Solid ear plugs are allowed. It was felt that the policy was clear.</p> <p>PB questioned whether there was anything within the policy that could cause offence to ethnic minorities – it was reported that there was not.</p> <p>LP asked whether the School operated a second hand uniform policy. Whist storage is an issue; those pupils leaving will be asked whether they have any uniform in good condition that they could donate to the school.</p> <p>As there were no further questions the policy was endorsed by the governing body.</p>	<p>TJ</p>
<p>13</p>	<p>OFSTED Inspection Framework:</p> <p>A copy of a letter from Her Majesty's Chief Inspector dated 17th March 2011, together with a commentary from ASCL, was circulated to governors and an opportunity to read this given prior to the meeting. These related to the proposed new inspection framework, for implementation January 2012.</p> <p>It was felt that this could be an improvement to the existing inspection framework. There was a broad discussion regarding the issues involved, and the school would be seeking further guidance in preparation for its next inspection.</p>	

<p>14</p>	<p>Pay Policy Sub-Committee:</p> <p>There is a need to establish a sub-committee to look at pay policy.</p> <p>There are two options:</p> <ol style="list-style-type: none"> 1. To establish a committee by swapping members from other sub-committees or 2. Governors to join this committee in addition to the existing committees on which they serve. <p>The chair asked if anyone was interested, JB registered an interest in joining this sub-committee.</p> <p>TJ expressed the view that senior members of the governing body, for example chairs of committees, should be included in the sub-committee. TJ will investigate the recommended skill sets required and arrange for the membership to be agreed at the next full governors meeting.</p>	<p>TJ</p>
<p>15</p>	<p>Any Other Business:</p> <p>A meal to mark the chairs retirement from the governing body has been arranged for Wednesday 20th July 2011 at Northampton Golf Club. More information will be available nearer the time.</p> <p>Governor visits: SEN – SU and AJ will visit the school and provide feedback on their findings at the full governors meeting on 26th May 2011. SU and AJ will arrange the visits direct with the relevant area of the school.</p>	<p>SU/AJ</p>
	<p>There being no other business the meeting closed at 8.45pm.</p> <p>The date of the next full governors meeting is Thursday 26th May 2011.</p> <p>An extra-ordinary full governors meeting will be held on Thursday 28th April 2011.</p>	

Signed:..... Date: