

Moulton School
Minutes of the Full Governing Body Meeting held on
Thursday 30th June 2011 at 7.00 pm

No.	Subject	Action
	<p>Present:</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), Michelle Devine (MD), John Hancock (JH), Robin Chapman (RC), David Sherwood (DS), Simon Barrick (SB), Jo Brake (JB), Fiona Polnyj (FP), Jonathan Eales (JE), Richard Hollis (RH).</p> <p>In Attendance: Peter Earl (PE) (Clerk).</p>	
1	<p>Apologies: Steve Uden (SU).</p> <p>Not Present: Rev Peter Breckwoldt (PB)</p>	
2	<p>Record of Financial Interests:</p> <p>None were recorded.</p>	
3	<p>Notification of Any Other Business:</p> <p>There were no items of any other business declared.</p>	
4	<p>Minutes of The Full Governors Meeting Held on 26th May 2011:</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>Matters Arising: 26th May 2011</p> <ul style="list-style-type: none"> • Page 1 – no matters arising. • Page 2 - the establishing of the school’s exposure in terms of liability is still to be checked. • Page 3 – an update on the proposed move to academy status is on the agenda for this evenings meeting. • Page 4 – no matters arising. • Page 5 – the meeting of the pay policy sub committee will be held on 11th July 2011 at 4.30pm. At this point the chair asked for a guide as to who would be attending the meeting. The following indicated that they would do so: JB,AJ,RL,SB. LP stated that she would be unable to attend. • Page 6 – the options in terms of the HR policies are to be discussed at a future full governing body meeting. • Page 6 – SWAN – an update on this is on the agenda for this evenings meeting. • Page 7 –MD reported on her recent visit to the school for lunch. It was felt that a larger seating area for eating hot food was required. Outside picnic style benches were requested enabling students who brought their own lunch to eat outside. The addition of a canopy would allow use of this area throughout the year. • Page 7 – the chair thanked those governors who had and who are due to support the achievement evenings. • Page 8 - no matters arising. 	TJ
6	<p>Finance Sub-Committee Meeting: 8th June 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 as follows:</p> <p>A presentation had been made to the committee members regarding the proposed school trip to Berlin in December 2011. Following the presentation the committee agreed that the trip should go ahead.</p> <p>A financial update, up to and including 31st May 2011 had been prepared by MD (Business Manager). Two virements, outside of the committee’s mandate were brought to the full governing body meeting for approval. These were:</p>	

	<p>£106,896 from contingency to teaching staff salaries £63,110 from contingency to teaching staff salaries</p> <p>These virements were approved by the full governing body.</p> <p>A report had been made to the committee regarding staff cost reductions. There are a number of proposals that will be discussed at a meeting to be held on 11th July 2011.</p> <p>There is a claim in progress by parents of a pupil who had injured her toe whilst moving some badminton equipment. The school's insurers have refuted the claim, however the matter is ongoing.</p> <p>The committee agreed the following policy reviews:</p> <p>Procurement & Contracts Charging & Remissions Complaints Procedure</p> <p>The governors allowances policy was updated and the petrol allowance increased to 45p per mile.</p> <p>An opportunity to ask questions was provided:</p> <p>JH stated that much of the sports equipment in the leisure centre was dated and not felt to be of the standard expected by prospective members. This is particularly relevant at this time as a long established fitness club within the town is in the process of being closed down and it is possible that some of those members may look to join our leisure club. TJ replied that whilst there is a programme of improvements, funding remained a concern. The planned programme will firstly focus on the hard court area(s) then the Astroturf followed by the fitness room.</p>	
7	<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>AD reported on the student led teaching and learning scheme. Twelve year 12 students have been selected to carry out a teaching and learning observation procedure on staff who have volunteered to be observed. The students have received training on methods of observation and evaluation.</p> <p>With effect from September 2011, Connexions (the careers advisory service provided by the county council) will no longer exist. It is understood that the service may continue as an independent organisation. A further option may be to</p>	

<p>employ someone within the SWAN partnership who can deliver a comparable service to the ten partner schools.</p> <p>It would be a great pity if the benefits of this service were to be lost.</p> <p>The cost to the school of the work experience service is to rise from £11 to £32 per student – due in part to the reduction/removal of the local authority subsidy.</p> <p>The following reviews were conducted:</p> <p><u>Differentiation Review</u></p> <p>This highlighted areas of good practice and areas for improvement. In all lessons observed student engagement and enjoyment of the learning was very good.</p> <p><u>Science Review</u></p> <p>This review took place in April 2011, as part of the ongoing self evaluation process. Planned and appropriate improvements are in progress. The review showed science provision as good/satisfactory and improving with a commitment across the team to engage with the improvements that are being introduced.</p> <p><u>Teaching & Learning Review</u></p> <p>The quality of teaching and learning has been judged as good, with some inexperienced staff receiving appropriate support. Support is also being placed into maths. This includes an AST working in the faculty and the entire team on CPD and planning strategies.</p> <p><u>Parent & Student Survey Outcomes</u></p> <p>Communication with parents had arisen as an issue and it is hoped that this will be addressed with the new parental portal being put in place. The survey results will be placed on the school website.</p> <p>RL asked whether the school knew that all parents had access to a computer. TJ replied that paper copies can still be sent out.</p> <p>The percentage of students in year 10 estimated to attain 5+ A* - C (English & maths) GCSE's had decreased. This is a cause for concern, particularly within maths. The maths faculty have been asked to analyse the results. As a result it may be that some students are changed from modular to linear maths. The raising achievement group will meet with heads of maths, science and English to look at possible intervention strategies. Students who are underachieving will have one to one's arranged with their form tutors.</p> <p>RL challenged the information and TJ replied that if there is an issue with the</p>	<p>TJ</p>
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	<p>accuracy of information entering the system this will be addressed.</p> <p>LP asked whether tracking will identify trends, particularly given the concerns with maths. Three governors reported concerns being raised by parents regarding maths results. Improvements to tracking are being looked into.</p> <p>RH asked whether GCSE's taken earlier may skew the results. TJ stated that from experience the school is looking at a small group of year 10 students possibly being moved from modular to linear maths. Some parents feel that year 9 students are not ready to take modular maths. TJ reported that the school may move year 9 in its entirety to linear maths.</p> <p>MD reported that she had read that the government may be proposing to stop the re-sitting of exams and the cessation of modular exams.</p> <p>There has been an overall improvement in attendance of 1.4% when compared with the previous year. This had been due in part to tighter systems being implemented by student services and work undertaken with the Educational Welfare Officer (EWO). Regrettably the EWO service is now only available at the high end of absenteeism. An option may be to employ someone within the SWAN partnership who can deliver a comparable service to the ten partner schools.</p>	<p>TJ</p> <p>TJ</p> <p>TJ</p>
<p>8</p>	<p>Academy Update:</p> <p>The application for academy status has been e-mailed to the DfE and a hard copy posted to them.</p> <p>TJ has spoken to the DfE who have reported that they have a period of one month to look at the application and then a minimum of three months to assess it. The school has requested a conversion date of 1st November 2011, although realistically it was felt this may be 1st January 2012.</p> <p>The school has engaged the help of the following schools in compiling the application:</p> <p>Guilsborough Academy, Caroline Chisholm & Northampton School for Boys.</p> <p>We will be working in partnership with Danetre School (Daventry) in support of the introduction of their sixth form.</p>	
<p>9</p>	<p>Industrial Action Update:</p> <p>Industrial action by some teaching staff had taken place on the day of the meeting (30th June 2011).</p> <p>It was estimated that circa 35% of staff had been involved in the action and that as a result the head teacher had taken the decision as delegated to him by the</p>	

	<p>governing body to close the school for years 7-10. Year 11 have effectively left and this meant that the school was open for year 12.</p> <p>Problems had been encountered with school transport in that the school was only advised on 29th June 2011 that transport would not be running.</p> <p>RH recorded his disappointment with the action being taken.</p> <p>TJ stated that teachers not taking part in the action cannot be used to cover for those teachers that have chosen to.</p> <p>Of paramount importance is the continuation of good relations between those taking action and those choosing not to do so. TJ stated that he has made it clear to all staff that he will not jeopardise this nor will he expect others to do so. Morale and relationships need to be maintained.</p> <p>RH asked TJ what the “tipping point” was in terms of staff coverage and TJ replied that he also needed to factor in lunchtime supervision, break cover and bus loading and unloading duties.</p> <p>It was acknowledged that this is an emotive subject and time for staff.</p> <p>RH asked what the reduction in pay calculation was for staff taking industrial action. TJ reported it was 1/365th.</p> <p>DS asked whether there was a feel of how relationships were. TJ has made an issue of the importance of maintaining relationships and that this will become a challenge moving forwards if the dispute continues.</p> <p>LP raised the issue of the importance of managing discussions within the classroom and the need to avoid political discussions between students and students and staff.</p> <p>At this point 8.05pm AD left the meeting.</p>	
<p>10</p>	<p>SWAN (South West Area of Northants) Educational Partnership Update:</p> <p>NS & TJ attended a meeting of governors and head teachers of nine of the ten partner schools. Robust conversations took place on the benefits and potential developments of the partnership. It was unanimously agreed to move these proposals forward. There is a further meeting on 6th July 2011, to formulate the proposals so that they can be presented to each of the school’s governing bodies for their approval in September 2011.</p> <p>Any employees of SWAN would be self employed – the partnership would be effectively employing their services.</p> <p>It is the probable intention, at this point, within the next 12 months for all of the</p>	

	partner schools to become academies.	
11	<p>Policy on Educational Trips & Visits:</p> <p>The local authority have a policy regarding the above which supports the current educational visits co-ordinator training, defines three categories of visit/trip and requires that approval for category c visits is obtained from the county council.</p> <p>It is proposed that the school adopt this policy.</p> <p>The policy will be amended to reflect the schools name.</p> <p>The governing body agreed to adopt the policy.</p>	
12	<p>PAN 2013/Admissions Policy:</p> <p>It is an annual requirement to review this policy.</p> <p>As background, some time ago it was agreed to increase the intake from 210 to the current 224 (8 forms of 28). It is now being proposed to increase this to 240 (8 forms of 30).</p> <p>This would have no impact on the staffing structure as currently all calculations are based on 8 forms of 30.</p> <p>At present if a student moves into the catchment area during the academic year we admit them, which can result in the school admitting over the PAN. This can result in the school needing to take, on appeal, students who apply from outside of the catchment area.</p> <p>If a decision is made to increase the admissions number to 240 then we would need to say no to <u>all</u> students whether within or outside of the catchment area once 240 had been reached.</p> <p>The options are to retain the current arrangements and retain the PAN at 224, or increase this to 240 on the understanding that all requests for admissions over this amount are refused.</p> <p>The following questions were raised:</p> <p>RL asked whether there would be a problem fitting 30 in a class room. TJ indicated that whilst this would be tight in some rooms it was possible.</p> <p>DS asked about migration of students and it was reported that historically the school has ended up with more students in year 11 than year 7.</p> <p>RH asked about how certain were the school that we would receive the additional</p>	

	<p>funding associated with the increased numbers of students. TJ replied that although particularly in these times funding cannot be guaranteed, the proposed increase in funds was considerable and funding came to the school per student.</p> <p>LP asked what impact the increasing of the school leaving age would have on the school. TJ replied that this was an expectation that all students would be in education or training, rather than necessarily attending the school, and that the school would continue with its level 3 provision.</p> <p>The view of teaching staff is that they would prefer to teach classes of 28 rather than 30. However, they also recognise the need to increase funding to protect jobs and student provision.</p> <p>MD asked how many excluded students we admit. TJ stated that this varies, but is approximately the same number as we exclude.</p> <p>It was felt that a decision could not be made without further information. It was also unclear when a decision needed to be taken. TJ agreed to obtain the information and establish the date by which a decision needed to be made. He will prepare a report for presentation at the next full governing body meeting.</p>	TJ
13	<p>Piercings:</p> <p>The school has a policy of working with pupils where it is known that holes will close up as a result of them being asked to remove piercings during school hours. However, it was felt that clarity was needed on when new piercings should be done.</p> <p>It was agreed by the governing body that the following statement would be added to the uniform policy. <i>“Please note that <u>all</u> piercings and body modifications must be removed for PE. Failure to do so for any reason will be treated as defiance. Thus any new piercing and/or body modification should be done at the beginning of the summer holiday, and be removable at the beginning of the autumn term”</i></p>	TJ
14	<p>Governing Body Programme 2011-2012:</p> <p>Meeting dates for the new academic year are currently being planned and TJ will communicate these to all governors and where relevant the clerk to the governing body before the end of the current term.</p> <p>TJ thanked the chair both from a personal and school level for all of the work he had done for the school over many years.</p> <p>The meeting ended at 9.02pm.</p>	TJ

Signed:..... Date: