

## NORTHAMPTONSHIRE EDUCATION DEPARTMENT

### MINUTES OF A MEETING OF THE GOVERNORS OF MOULTON SCHOOL HELD AT THE SCHOOL ON WEDNESDAY, 12 DECEMBER 2007 AT 7.00 PM

**PRESENT:** Mr G Otley (Chair), Mrs A Jeffrey (Vice-chair), Mr S Barrick, Mrs A Dabbs, Messrs J Hancock, T Jones, Mrs R Knight, Ms R Lucas, Mrs H Neilson, Mrs F Polnyj, Mrs J Sayers.

#### **54/07 APOLOGIES**

Mr Chapman, Cllr Cribbin, Mr Henderson, Mr Isaacs, Mrs McQuaid, Mr Obodai, Cllr Mrs Shephard, Dr Walley.

Mr Otley welcomed new parent governor, Mrs Polnyj, to the meeting.

#### **55/07 DECLARATION OF FINANCIAL INTERESTS**

None.

#### **56/07 MINUTES OF THE MEETING OF 10 OCTOBER**

The minutes were approved.

#### **57/07 MATTERS ARISING**

46/07 Travel Plan – work is being carried out and should be finalised in the next few months. There should also be some additional funding when the plan is in place.

Healthy Schools – should be in place this academic year.

49/07 Pay policy – Mr Otley confirmed that he had written to Mr Harker about the on-going Pay and Benefits exercise. He had received a reply expressing apologies for the delay and confirming that it would be implemented in 2008.

Mr Otley had since received a fuller report giving an implementation date of September 2008. Any changes would be back dated to 1 April 2007.

52/07 Year 12 Celebration Evening – Mr Jones reported that he had spoken to the sixth form. Students had decided that they did not want certificates handed out at a Presentation Evening but were very keen on a Celebration Evening. This would be held on 6 March 2008. If successful, the format may be used to celebrate other achievements. Mr Jones said that all aspects of reward and celebration are currently being reviewed.

#### **58/07 SUB-COMMITTEE REPORTS**

##### **Curriculum**

Mrs Jeffrey reported on the meeting of 5 December.

Terms of Reference

- To review school policies related to curriculum, teaching and learning (delete eg Sex Education, Special Needs, Religious Education)

Add

- Monitor and evaluate the school's Self Evaluation Policy and Procedures
- Monitor and evaluate developments in Teaching and Learning

KS5 entry requirements – changes for level 3 courses; level 2 applied GCSE courses; post-16 collaboration; sixth form applications - Mr Jones explained how the change to entry criteria would work, possible funding, guidance for Year11 and staffing issues. Up-date on teaching and learning; KS4 curriculum proposals 2008-09. After some discussion governors agreed the proposals.

### **Finance**

Ms Lucas reported on the meeting of 29 November.

Terms of Reference

Virement limit to be increased to £20,000 – agreed by the full governing body.

- To act, without staff members, as the first committee to deal with matters such as discipline where there is a right of appeal.

Governors recommended that this be deleted from the Terms of Reference.

Financial situation – the support staff pay award had been received and had been back-dated to 1 April 2007.

FMSiS – a draft Whistle Blowing Policy had been circulated.

Virements were approved.

Freedom of Information and Publication Scheme – a copy had been seen by the committee.

Activity, based funding – Mr Jones explained that funding would be taken from secondary schools and additional funds given to primary schools. However, secondary headteachers had argued against the proposals and everything was now on hold, pending a review.

### **Moulton Sports Complex**

Mrs Knight reported on the meeting of 19 November.

Terms of Reference – no change.

Other items included the annual building report; manager's report, accident and village hall reports.

Vending machines - Mr Jones explained the current rules relating to healthy food and changes the school would have to make with effect from the February half-term.

Restrictions on vending during the school day could cost the school £20,000 - £30,000. However, vending would be accessible to the public after 6.00 pm.

### **Pay Policy**

Mrs Sayers reported on the meeting of 20 November.

Terms of Reference – no change.

Other items included Pay and Benefits exercise; pay progression for teaching staff and support staff re-gradings with effect from 1 January 2008.

## **59/07 SCHOOL PERFORMANCE REVIEW**

Copies of the School Performance Review were circulated.

Mr Jones told governors that the document was a summary of a meeting between himself, Mr Otley and the school's School Improvement Partner. It had been agreed at the Headteacher's Performance Management review that it would be useful for a small group of governors to attend a workshop on how the data was produced.

Moulton is a very high attaining school and the achievement of students is in line with progress expectations.

There had been key improvements last year particularly by the most able students.

Progress had been much stronger at KS3 than at KS4.

There are still monitoring and evaluation issues but this area will be looked at, in depth, over the next twelve months.

The school's specialist school status will be examined at the next Ofsted and needs to be more influential in raising standards across the school.

The whole school attainment had been outstanding, the sixth form good.

Whole school achievement had been satisfactory and sixth form good.

At KS3 English and science was strong but maths less strong. There are, at present, three permanent maths staff missing and this could impact upon next summer's results. The school is putting in place strategies to minimise the effect.

The school is weak at analysing progress in non core subjects at KS3 but there has been an improvement in KS4.

Mr Jones went on to explain the reasons behind the grades agreed with the SIP and said that the school has many strong points, and a sound base on which to build.

Governors expressed their congratulations to staff.

#### **60/07 VALUES AND AIMS STATEMENT**

Copies of a strategic framework was given to governors. This had been informed by the views of governors, staff and students.

Governors agreed to ratify the statement.

#### **61/07 SCHOOL IMPROVEMENT PLAN**

An overview of the School Improvement Plan was distributed to governors.

Curriculum, teaching and learning – a review of the curriculum at KS4 and KS5, further development of the quality of teaching and learning, and develop an improved, school wide system for effective assessment and learning.

Support and Guidance – this covered academic mentoring, the rewards system, monitoring behaviour. Healthy Schools and careers guidance.

Structures, environment and operational processes – this covered Student Services, ICT learning platform and self-evaluation.

Mr Jones said that each of the senior staff had been allocated elements of this, and detailed action planning was in place.

Governors approved the plan.

#### **62/07 GOVERNOR LINKS**

Mr Jones had prepared a proposal which was circulated to governors.

He asked what the school does to keep governors informed and what expertise can governors bring to the school.

Mr Jones suggested a series of small projects, with a definite time scale, looking at particular issues, and involving two or three governors and staff. A report would then be produced and governors could report back to the full governing body.

Governors approved the proposal.

Safer recruitment – It is necessary for a governor to undertake an on-line training package. Mr Barrick offered to undertake training.

#### **63/07 DATES OF NEXT MEETINGS**

Tuesday, 25 March 2008

Thursday, 19 June