

**MINUTES OF A MEETING OF THE GOVERNORS OF MOULTON SCHOOL
HELD AT THE SCHOOL ON THURSDAY, 19 JUNE 2008 AT 7.00 PM**

PRESENT: Mr G Otley (Chair), Mrs A Jeffrey (Vice-Chair), Mr S Barrick, Revd P Breckwoldt, Mr R Chapman, Mrs A Dabbs, Messrs J Hancock, M Henderson, T Jones, Ms R Lucas, Mrs H Neilson, Mrs F Polnyj, Mrs J Sayers, Dr M Walley.

12/08 APOLOGIES

Cllr Cribbin, Mr Isaacs, Cllr Mrs Shephard.

13/08 NOTIFICATION OF ANY OTHER BUSINESS

None

14/08 DECLARATION OF FINANCIAL INTERESTS

None.

15/08 MINUTES OF THE MEETING OF 25 MARCH

The minutes were approved.

16/08 MATTERS ARISING

01/08 Parent governor vacancies - Mr Otley reported that no applications had been received and that the process will be repeated in September.

Mrs Judy Sayers had indicated that she intends to step down as a community governor at the end of the academic year and both Mr Otley and Mr Jones expressed their thanks for her contribution to the school.

Mr Otley urged governors to give some thought to a possible replacement for Mrs Sayers; any suggestions to himself, the headteacher or the clerk.

08/08 Pupil and Personnel - Mr Jones reported that an internal appointment had been made for the post of Head of Student Services, Mrs Helen Delaney, and that she was already working on relevant issues. There would, eventually, be three members of support staff and building work would take place in the summer holidays. Everything should be up and running by September.

09/08 Standard intake number – concerns had been raised by one local secondary school head in the area and the local authority will look at the proposal again at a later date. Mr Jones said that any pupil applying to the school and living in the catchment area would be accepted.

Mr Jones also reported that Northampton School for Girls had applied to become a foundation school and he proposed that Moulton should explore the possibility of obtaining trust or foundation status. This would give greater control over a number of issues. It was agreed that Mr Jones should carry out some research and report back to the governing body in the autumn.

Mr Jones said that he had looked at the issue of sixth form accommodation and it might be possible to give Year 13 the opportunity to work at home when not in lessons. It should be possible to cater for expansion without increasing staffing costs.

17/08 SUB-COMMITTEE REPORTS

Curriculum

Mrs Jeffrey reported on the meeting of 3 June.

Items covered – Teaching and Learning action plan; impact of Y9-11 options 2008-09; the school day; self evaluation form.

A new electronic registration system is being trialled at present which will enable staff to record pupils who arrive late for lessons. This will be fully operational in September and all staff had now been trained. As a result of this, there will no longer be a need for a five minute afternoon registration slot and Mr Jones proposed that, with effect from September, the school day ends at 3.20 pm. All other options had been carefully considered by the school including extending break or lunchtimes.

During discussion the question of late pick up by buses, congestion in the village, the impact upon the community and primary school finishing time was brought up.

Mr Otley pointed out that the question of late pick up by buses was a separate issue and Mr Jones agreed to try to resolve the situation. It was also felt that, as a courtesy, the change should be discussed with the head of Moulton Primary School. (This has been done, with no objection raised.)

The proposal was passed with one abstention.

Finance

Ms Lucas reported on the meeting of 12 June.

Items covered – educational visit proposals; final financial summary 2007-08; financial summary 2008-09; Data Protection and Freedom of Information – action plan.

Governors agreed the virement of £348,500 carry forward figure previously agreed by the finance sub-committee. Only £30,690 of this was uncommitted.

All governors had been given a copy of the Data Protection and Freedom of Information action plan. A policy is now in place and all matters had been addressed. Part of a forthcoming training day will be used to ensure that staff understand what is required of them. A publication list will be put on the new school website as will governors' minutes.

Mr Hancock had attended an ICT meeting which had covered these issues and governors agreed that Moulton's experiences could be shared with that committee.

Although all governors had not seen the policy, it was agreed that Mr Otley should look at it and, if he approved, then so would the full governing body.

A copy of the action plan should also be sent to Mr Paul Simpkins.

Moulton Sports Complex

In the absence of Mrs Knight, Mr Henderson reported on the meeting of 9 June.

Items covered – manager's report which included maintenance, staffing, programmes and sports development; village hall report.

A car parking permit scheme and new signage would be in place for September which sports centre staff would police. The sports centre has an obligation to provide parking for users of the Centre and the Parish Hall and sixth formers would not be allowed to park in this area.

Maintenance budget – the centre had managed to break even in 2007-08.

Pupil and Personnel

Mr Chapmen reported on the meeting of 11 June.

Items covered – the rewards system; pastoral system structure; behaviour for learning strategies; attendance and exclusions data. All governors had received documentation on these items.

Mr Jones said that the school now uses a different approach to exclusions and explained how the system works. Students are placed in isolation and fixed term exclusions are only used occasionally for specific incidents, mostly for persistent offenders when other strategies had failed to modify behaviour.

18/08 SELF-EVALUATION FORM

All governors had received a copy of the draft SEF. This includes seven main sections – Characteristics of the school; Views of learners, parents/carers, community and other stakeholders; Achievement and standards; Personal development and well-being; Quality of provision; Leadership and management; Overall effectiveness.

Mr Jones said that Moulton aimed to move from a satisfactory to a good school within twelve months and that the necessary strategies were now in place. These now needed to evidence impact.

Mr Otley drew governors' attention to Page 18, Section 6a on governance. Governors were judged to be good.

Two statutory duties were only partially fulfilled; collective worship and FMSiS.

Collective worship – there is a need to review the policy.

FMSiS – the school is well on the way to completing this.

Governors approved the SEF.

19/08 SCHOOL PROFILE

All governors had received a draft copy. Mr Jones explained that all schools must now complete a school profile and this would be linked to the school web site.

20/08 GOVERNOR REVIEW PROJECTS

Mr Jones asked governors to consider joining the following projects:

Policy to update collective worship

A review of safer recruitment procedures

New style school prospectus for autumn 2009

Special Needs - review of provision.

Use of data to make judgements on school performance.

Mr Otley said that this would be an opportunity for governors to become involved in areas of particular interest to them. A letter/e-mail would follow, inviting offers of involvement from governors.

At the end of the meeting Mr Otley expressed his thanks to all governors for their work over the last year. Mr Jones also expressed his appreciation of governors' support during his first year as headteacher.