

**MINUTES OF A MEETING OF THE GOVERNORS OF MOULTON SCHOOL  
HELD AT THE SCHOOL ON THURSDAY, 25 MARCH 2010 AT 7.00 PM**

**PRESENT:** Mr G Otley (Chair), Mrs A Jeffrey (Vice-Chair), Mr S Barrick, Ms J Brake, Mr R Chapman, Mrs A Dabbs, Messrs M Henderson, T Jones, Ms R Lucas, Mrs L Proctor.

**1/10 APOLOGIES**

Mrs Polnyj, Dr Walley, Cllr Cribbin, Cllr Mrs Shephard, Revd Breckwoldt, Mr Hancock, Mr Uden.

Mr I Macsporrán, Deputy Head, also attended.

**2/10 NOTIFICATION OF AOB**

Achievement Evenings

Early retirement

**3/10 DECLARATION OF FINANCIAL INTERESTS**

None.

**4/10 MINUTES OF THE MEETING OF 10 DECEMBER**

The minutes were approved.

**5/10 MATTERS ARISING**

48/09 Curriculum – after opting to remove languages as compulsory at GCSE, there had been a sustained uptake of 60%.

Hot meals service – Mr Jones had been informed that refurbishment would take place this summer. The LA would assume the supply of meals from September and would take on all existing kitchen staff. However, no contract had yet been signed. Mr Jones said that T(n)S had been very understanding of the situation.

Staff and students – Science College re-designation. A process had been agreed and the school has a plan to complete. This will then be passed to the School Improvement Partner.

**6/10 SUB-COMMITTEE REPORTS**

**Curriculum**

Mrs Jeffrey reported on the meeting of 24 February.

Items included – timetable suspension day; post Ofsted inspection plan, English department review and action plan; Year 11 current progress.

Mr Jones confirmed that there is a 40% chance of a monitoring visit by Ofsted in the next 12 – 24 months.

Mr Otley said that it was very pleasing to see a positive report on the English department.

Following the retirement of Mr Prueve with effect from 31 August, Mr Alex Weston, currently second in English, had been appointed as Head of English from 1 September.

**Finance**

Ms Lucas reported on the meetings of 3 and 22 March.

The meeting of 3 March covered – financial situation to date; aged debtor report; draft budget 2010/11; educational visits; health and safety.

Long service awards – awards are currently available for 25 and 35 years continuous service and governors would need to decide whether to adopt the LA guidelines or dispense with the awards.

Mr Macsporrان and Mrs Buckby left the meeting at this point as they would be affected by the decision.

After discussion, governors decided to continue with the awards for staff employed prior to the school achieving Foundation status, using the same benchmark as the LA. However, should the LA change its guidelines, governors may wish to review their decision.

The meeting of 22 March covered, in addition to standard items, the 2010/11 budget; FMSiS; benchmarking and an agreement with Moulton Magpies.

17/10 – Design block floor. Mr Henderson reported on an inspection visit and Mr Macsporrان answered questions. Mrs Proctor said that she had had some experience in risk assessment and offered her help. A further inspection to take place.

Moulton Magpies – Mr Macsporrان circulated copies of the proposed agreement and terms and conditions to governors and summarised the negotiations which had taken place. All documents had been scrutinised by solicitors and he satisfied governors that there would be no charge on school deeds or school liability.

The contract was accepted and signed.

School deeds – Mr Macsporrان had been in contact with the LA and, eventually, a contact had been appointed to liaise with the school's solicitors. However, the LA appeared to be dragging its heels and the school can appeal to the schools' adjudicator if the deeds are not produced after six months. In order not to jeopardise the good relationship the school currently has with the LA, it was decided not to take this step at present.

FMSiS – Mr Macsporrان explained the few minor changes that had been made.

### **Students and staff**

Mrs Dabbs reported on the meeting of 10 March.

Items covered – the role of the Parent Support Advisor; 2010-11 student admissions; attendance; exclusions; respect and dignity code; KS3 rewards system and One to one tuition.

## **7/10 FINAL BUDGET 2010-11**

Mr Macsporrان distributed his final budget draft.

He explained that, originally, it was thought that the school might have to set a deficit budget but that had not been the case. The staffing budget accounted for 81% of the budget and Mr Macsporrان went into much detail on how these figures were achieved.

Mr Jones explained that current teaching staff are very experienced and expensive, as are some structures especially the leadership team, special needs and the pastoral system. The system will continue to evolve and it may be possible to replace some teaching staff with support staff within the pastoral system and special needs. The percentage increase in teachers' salaries had not been matched by the increase in the 2010-11 budget allocation.

The school must drive down employee cost over the next twelve months.

Mr Macsporrان outlined changes to the rest of the budget.

He also pointed out that the budget did not include a contingency figure or a figure for any possible Pay and Benefits costs. However, this will probably not now be back dated, and will not be implemented until April 2011.

No capital funding had been received yet but Mr Macsporrán was expecting approximately £80,000.

In order to balance the budget, £15,120 had been taken from the sum set aside for the replacement of the Sports Complex's artificial turf pitch. However, Mr Macsporrán was confident that only minor repairs would be needed over the next year.

Mr Otley remarked that the decision not to set a contingency figure was a matter of judgement.

Governors voted to accept the budget on the understanding that any overspend was unacceptable and, should there be any problems, they must be brought to the Governing Body's attention immediately. Mr Otley also signed the best value statement.

The FMSiS document was also accepted and signed.

Mr Otley thanked Mr Macsporrán and Mrs Buckby for their work on the school finances over the year.

Mr Otley informed governors that Mr Macsporrán will be retiring on 31 August and wished him well. Mrs Buckby will also be retiring from her role as Bursar and Clerk to the Governors at the end of the summer term.

#### **11/01 GOVERNING BODY MEETING STRUCTURE**

Mr Jones circulated a document showing the proposed structure from September 2010. This proposed six full governing body meetings (two per term), and, in addition, three performance monitoring group meetings, and four finance meetings. The document also outlined what items these meeting would deal with.

A programme of policy review, and governor links and visits was also circulated.

It was agreed to proceed with the new format.

#### **12/01 MEETINGS – SUMMER TERM**

Thursday, 29 April at 7.00 pm – exclusions training. The school needs as many governors as possible to be trained.

An additional, full governors' meeting – Thursday, 20 May at 7.00 pm – proposed curriculum changes.

#### **13/10 ANY OTHER BUSINESS**

Achievement evenings – 7.00 pm

Thursday, 10 June - Year 7

Thursday, 17 June - Year 9

Thursday, 24 June - Year 8

Thursday, 8 July - Year 10.

Mr Jones urged governors to attend. Two governors were needed at each event to present awards. Governors were, therefore, asked that they let the school know which evening they preferred. Governors agreed to do so and support the school in this way.

Early retirement – A request had been received for early retirement with effect from 31 August from Mr Peter Bee. Governors supported his application.

The governors invited Mrs Buckby to a farewell dinner in recognition of her commitment over the years to the work of the Governing Body. Mr Otley would confirm a date, probably in the week beginning Monday, 5 July.