

## NORTHAMPTONSHIRE EDUCATION DEPARTMENT

### MINUTES OF A MEETING OF THE GOVERNORS' OF MOULTON SCHOOL HELD AT THE SCHOOL ON TUESDAY, 25 MARCH 2008 AT 7.00 PM

**PRESENT:** Mr G Otley (Chair), Mrs A Jeffrey (Vice-Chair), Mr S Barrick, Revd. P Brechwoldt, Mrs A Dabbs, Messrs J Hancock, M Henderson, D Issacs, T Jones, Mrs R Knight, Ms R Lucas, Mrs H Neilson, Mrs F Polnyj, Mrs J Sayers, D M Walley. Mr I Macsporrán, Deputy Head, also attended.

#### **01/08 APOLOGIES**

None.

Mr Otley informed governors that Mrs McQuaid and Mr Obodai, both parent governors had resigned due to pressure of work. It was agreed that elections should be held as soon as possible, after the Easter break.

#### **02/08 NOTIFICATION OF AOB**

Dates of sub-committee meetings  
Governor training.

#### **03/08 DECLARATION OF FINANCIAL INTERESTS**

None.

#### **04/08 MINUTES OF THE MEETING OF 12 DECEMBER**

The minutes were approved.

#### **05/08 MATTERS ARISING**

62/07 Governor links – future short term projects would include governor involvement in safer recruitment, analysis of exam data, changes to the school prospectus from 2009 and special educational needs reporting.

#### **06/08 SUB-COMMITTEE MEMBERSHIP**

Mr Otley reported that recently there had been occasions when governors had not attended sub-committee meetings. He urged governors to do their best to attend meetings and, if unable to, to send in apologies.

Governors were asked to confirm their membership on the various committees.

Dr Walley pointed out that non-attendance was not satisfactory but, sometimes, emergencies do occur.

Moulton Sports Complex – Mr Jones asked governors for their views on the need to continue with the MSC sub-committee. He said that he has regular meetings with the Centre manager and could report on these to governors.

Mrs Knight said that afternoon meetings suited her and it was generally felt that, due to problems in the past, governor support was essential. It was agreed that the sub-committee should remain.

Mr Jones said that he was very appreciative of the time that governors give to the school.

Mr Otley pointed out that governors could claim travel expenses and should speak to the clerk if they wished to do so.

## **07/08 HEADTEACHERS' REPORT**

Mr Jones presented his report which had been previously circulated. This covered work going on in school, support for students during the exam period and extra curricular events. An update on progress with the School Improvement Plan was also attached.

Curriculum development at KS5 and KS4 – new subjects offered at KS4 and KS5 and an open option system had also been introduced for both.

Development in teaching and learning through assessment strategies; developing reporting and academic monitoring.

Rewards – these should be in place for Years 7 and 8 by September. There had been some good feedback from the sixth form presentation evening.

Behaviour – there had been a more inclusive approach to sanctions. Only four students had been excluded so far this academic year. Other strategies were being developed to continue to improve behaviour in school.

Healthy Schools and Careers Mark – good progress had been made towards the achievement of the Healthy Schools Award and Careers Mark. Moulton is also a pilot school for SEAL (Social and Emotional Aspects of Learning). Work experience would also be re-introduced for the current Year 10.

Student Services – the school is currently advertising for a Head of Student Services and a policy, purpose and practice document is being developed.

Virtual Learning Environment – this is on going. The new web-site is awaiting LA confirmation. It was suggested that all governor documents be placed on the web-site for easy access and Mr Hancock recommended that all governors have their own school e-mail address. Mr Otley agreed that this should be considered.

School self-evaluation – a new self-evaluation policy and schedule of activities and processes had been developed and was at the consultation stage.

Mr Otley pointed out that the sixth form presentation evening had been very well organised and attended.

The school's KS3 results had been the 5<sup>th</sup> best in the county, complementing results at A-level and GCSE.

## **08/08 SUB-COMMITTEE REPORTS**

### **Curriculum**

Mrs Jeffrey reported on the meeting of 13 March.

This covered KS4 curriculum update; sixth form numbers – there had been 203 applicants to date including 135 from the current Year 11. There should eventually be approximately 150 in Year 12. Funding for any additional sixth form students would not be available until April 2009. Mr Jones also pointed out that staffing could be used more economically and external students brought huge advantages and benefits to all sixth form students.

Accommodation could be a problem and Mr Jones told governors that it may be possible to split the common room into two classrooms and extend outwards. He had also looked at the possibility of replacing library book storage areas with benching and computer facilities. However, this may have to wait until the next financial year.

Spanish – German would be eventually phased out. Most of next year's Year 8 would take Spanish and French.

Self evaluation – a new draft policy had been circulated.

## **Finance**

Ms Lucas reported on the meetings of 31 January, 28 February and 13 March.

28 February - the financial summary had included notification of certain areas of overspending - site supervisor salaries, exams and music tuition. Mr Macsporrán explained the reasons behind the overspend on exams and also that he had spoken to the Head of Expressive Arts about music tuition.

An invoice had also been received from the Moulton Sports Complex for loss of income due to the non-use of vending machines during the school day.

Data Protection/Freedom of Information Audit – Mr Otley had received a copy of the audit, which had been commissioned by the school. He said that it made disturbing reading. The current situation was not good and many things had to be put right. He said that, ultimately, it was the governors' responsibility to comply with the law. It was agreed that the summary section of the audit be circulated to all governors.

19 March – MSC invoice – advice had now been received from Schools' Finance on how to proceed. A sum of £30,000 had been allocated in the 2008-09 budget for the loss of net profit from vending machines.

2008-09 budget – copies of the proposed budget were circulated. Mr Macsporrán explained that some of the budget headings had changed due to a new NCC finance system but, where he could, he had shown last year's allocations and percentages.

Employee costs account for 80% of the budget at present but he hoped to reduce these to 75% over the next few years. Ms Lucas pointed out that the contingency figure would be smaller than last year.

The final budget draft was accepted unanimously by the governing body.

Mr Jones expressed his thanks to both Mr Macsporrán and Mrs Buckley for their work on the budget and Mr Macsporrán thanked governors for their support.

Mr Otley signed the best value statement on behalf of the governing body.

A draft value statement, which will need to be completed when the final LA accounts and CFR return are received, was also given out.

Whistle Blowing Policy – copies of the final draft were circulated and approved by the governors.

## **Moulton Sports Complex**

Mrs Knight reported on the meeting of 13 March.

Items covered – manager's report including refurbishment to various areas, alarm system, break-ins, funding proposal, vending machines, programmes, sports development and membership. Also included were the accident and village hall reports.

## **Science College**

Mr Otley reported on the meeting of 5 March.

Reports had been received from the science and maths faculties, an up-date on the new school web-site. The impact of science college status on the school as a whole had also been discussed.

## **Pupil and Personnel**

Mr Jones reported on the meetings of 18 December and 18 March.

18 December – Student attendance continues to improve with a small number of high absentee students. Strategies are in place to deal with this although the school receives no support from the Education Welfare Officer.

18 March - Terms of reference – because this is a new committee, these may develop over time.

Year 7 parents' questionnaire – overall there had been a very positive response.

Support staff structure – the aim had been to give staff genuine areas of responsibility, not just tasks.

Travel Plan – this was part of a bid for ‘healthy schools’ status and included a bid for £11,000 for various improvements around the school.

Lesson monitor – there would be a new registration system for September 2008.

PTA/Parent Liaison Group – governors had been asked for their views as part of the consultation process. Mr Jones again expressed his appreciation for the commitment of members over many years.

Uniform changes – a proposed change to reverse collar blouses for all girls had been discussed. Governors had no objections and the proposal was carried unanimously.

#### **09/08 STANDARD INTAKE NUMBER**

Mr Jones reported that there is, at present, an 8 form intake of 210 pupils and he proposed a move to an intake of 224. This would increase funding, with no additional staffing costs, and there are already 224 in Years 10 and 11. He said that he hoped to pull in more students who live in the Moulton catchment area. Currently, there are some 60 students per year group who go to other schools. Following discussion, governors supported this proposal.

#### **10/08 ANY OTHER BUSINESS**

Governor training – Mr Barrick reported that the school would buy-in governor training units at a cost of £1,040.

Dates for sub-committee meetings

Curriculum – Tuesday, 3 June at 4.00 pm

MSC – Monday, 9 June at 2.00 pm

Pupil and Personnel – Wednesday, 11 June at 4.00 pm

Finance – Thursday, 12 June at 4.00 pm.

The proposed meeting of the pay policy sub-committee on 22 April will now not take place.

#### **11/08 DATE OF NEXT MEETING**

Thursday, 19 June at 7.00 pm.