

**MINUTES OF A MEETING OF THE GOVERNORS OF MOULTON SCHOOL
HELD AT THE SCHOOL ON THURSDAY, 25 JUNE 2009 AT 7.00 PM**

PRESENT: Mr G Otley (Chair), Mr S Barrick, Ms J Brake, Mr R Chapman, Mrs A Dabbs, Messrs J Hancock, R Hollis, T Jones, Ms R Lucas, Mrs F Polnyj, Mr S Uden, Dr M Walley.

11/09 APOLOGIES

Revd P Breckwoldt, Cllr D Cribbin, Mr M Henderson, Mrs A Jeffrey, Mrs L Proctor, Cllr Mrs J Shephard.

12/09 AOB NOTIFIED IN ADVANCE

OFSTED criteria.
Governor training.

13/09 DECLARATION OF FINANCIAL INTERESTS

None.

14/09 MINUTES OF THE MEETINGS OF 26 MARCH, 2 APRIL & 2 JUNE

The minutes of all meetings were approved.

15/09 MATTERS ARISING

Moulton will become a Foundation school with effect from 1 September 2009.

16/09 SELF-EVALUATION FORM

Copies had been distributed to governors. This form was submitted on 27 May and is live to OFSTED. Mr Jones stressed the importance that the document should be accurate as it would be used in the initial stage of any inspection process.

Section 3 - Achievement - satisfactory

Section 4 - Personal development - good

Section 5 – Quality of teaching and learning – satisfactory

Section 6 – Leadership and management – satisfactory

Section 7 – Steps taken to promote improvement – satisfactory.

Mr Jones said that he would expect to get a grade of ‘satisfactory’ if the school was to be inspected in the autumn term but, if this took place in the summer term 2010, key changes should be in place, together with the impact of previous changes, and he would hope for a ‘good’.

The SEF in its current form will cease on 6 July and there will be a new framework with effect from 13 July.

17/09 PROFILE

Copies had been circulated to governors.

This is a public document showing the progress of the school and should be updated at least once a year.

18/09 PROSPECTUS

The school is to have a new prospectus and a draft copy was passed around to governors.

19/09 SCHOOL IMPROVEMENT PARTNER REPORT

Copies of the School Performance Review and Progress Record 2008/09, which had been updated in May, were circulated.

Mr Jones explained that the School Improvement Partner comes into school to talk to the headteacher twice in the autumn term and once in the spring and summer terms. She also supports the headteacher's performance review and inspectors will take account of the SIP report.

Mr Otley asked governors for their comments as he will have to evaluate the SIP programme.

20/09 SUB-COMMITTEE REPORTS

Curriculum

In the absence of Mrs Jeffrey, Mrs Dabbs reported on the meeting of 11 June.

Items included KS4 curriculum changes; option numbers 2009-10; School Improvement Plan and Assessment for Learning.

School Improvement Plan – a summary document was circulated to governors and Mr Jones briefly summarised the contents. This included Curriculum, Teaching and Learning; Support and Guidance; Leadership and Management and Science College plan. He also explained changes to the reward system. With effect from September 2009, Years 7 and 8 will have a 'merit' system.

Finance

Ms Lucas reported on the meeting of 18 June.

This meeting had covered the final financial summary for 2008-09 including Form SB1; financial summary for 2009-10 including LSC update; aged debtor report; Internal Audit Report and Schemes of Delegation planners; FMSiS – Statement of Internal Control and draft Self-Assessment; educational visits; health and safety; Moulton Sports Complex user group minutes; Special Needs suite; equipment loan scheme application; partnership with Moulton Magpies and County hot meals service. Internal Audit Report – Mr Otley pointed out that the biggest issue was the absence of a written internal scheme of delegation and governors agreed with the sub-committee's decision to return to the document in the autumn term.

A three year financial plan is currently being addressed.

FMSiS – the amended document was signed by the Chair and headteacher.

Statement of Internal Control – this was agreed and signed by the Chair, the Chair of the Finance sub-committee and the headteacher.

Special Needs suite – Mr Jones explained what the units comprised of and said that the suite would give high quality provision for some of the school's most vulnerable students.

Equipment loan scheme – this was approved and the application signed.

Governors thanked Mr Macsporran and Mrs Buckby for all their work over the last year.

Pupil and Personnel

Mr Jones reported on the meeting of 3 June.

Items covered staff absence; drugs education update; student attendance; exclusions; Behaviour for Learning Policy; Equality Policy; child protection; leadership team.

A paper showing the amended roles for the leadership team had been distributed. Mr Quinn and Mr Lancaster would be swapping roles with effect from September 2009.

21/09 GOVERNORS' SELF-EVALUATION

The results of the Governors' Self-evaluation exercise had been circulated.

It was felt that there may be a need to set up training sessions on specific issues. A session on the new OFSTED framework would be arranged for late September.

Mr Otley asked governors to let the Clerk know when they went on any training events so that a log could be kept.

OFSTED inspections – Mr Otley stressed that, in future, there would be a greater burden on governors and they would be much more accountable. Their role would be not only to support the headteacher but also to challenge him. He said that it was easy for governors to be overwhelmed by all the paperwork generated, but that governors needed a feel for the school. He emphasised that governors would be collectively responsible for the school and that they must drive the school forward.

Mr Otley invited all governors to let him have a brief list of any activities or areas where they had concerns, any areas they felt needed further clarification or any issues at all within the school. This may be sent anonymously if governors wished.

Mr Jones felt that there should be a framework throughout the year when governors receive information to enable them to make a judgement. There was a danger that governors would not have enough hard evidence and information to challenge the headteacher and make an informed decision.

There would be two meetings in the autumn term and one in each of the spring and summer terms.

22/09 ANY OTHER BUSINESS

Year 7/8 Achievement Evening – this had been a very positive event.

Year 9/10 Achievement Evening – Tuesday, 14 July. Mr Jones asked for governors to present awards and say a few words.

23/09 DATE OF NEXT MEETING

To be arranged.