

WOLVERHAMPTON COUNCIL

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD OF
MORETON SCHOOL
HELD AT THE SCHOOL AT 5.20 PM ON MONDAY 14 NOVEMBER 2016**

PRESENT:

Miss T Bromley		
Mrs H Bourton	-	Chair
Mrs S Fullwood		
Mrs E Green		
Mrs C Harrison		
Mrs W Jackson		
Mr J Kinsey	-	Deputy Headteacher
Mr K Pace		
Mrs A Pumford		
Mrs S Reid		
Ms J Webb		
Mr C Williams	-	Headteacher

IN ATTENDANCE:

Ms L Armato	-	Business Manager
Mrs N Bayliss		
Mrs N Davis		
Miss R Patel	-	Clerk

064

WELCOME

Everyone was welcomed to the first meeting of the new academic year. Mrs N and Mrs N Bayliss were also welcomed to the Full Governing Board and introductions were made around the table.

APPOINTMENT OF CLERK TO THE FULL GOVERNING BOARD

065

RESOLVED: That Services4Schools be appointed as Clerk to the Full Governing Board for the 2016/2017 academic year.

066

**DECLARATION OF INTEREST/REGISTER OF BUSINESS INTEREST FORMS/
CONFIDENTIALITY/CONFIDENTIAL ITEMS/CONTACT DETAILS/CODE OF CONDUCT**

Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part

in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

Governors' attention was drawn to the Fair Funding Regulations regarding the maintenance of a Register of Governors' Interests. They were requested to complete the form for the academic year 2016/2017 and return it to the Clerk (Appendix 1).

The Clerk requested that if Governors had any amendments to their personal contact details they provide details to the clerk or to the S4S Governor Support Department.

There were no declarations of interest.

The Clerk advised that care should be taken to ensure that Governors were made aware of agenda items of a confidential nature.

In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as, once approved, these became public documents.

Governors had received the NGA Code of Conduct (Appendix 2) with their agenda packs. They were asked to sign individual copies to confirm agreement and return signed copies to the Clerk.

ELECTION OF CHAIR 2016/17

[MRS H BOURTON WITHDREW FROM THE MEETING AT THIS POINT]

- 067 **RESOLVED:** i) That the term of office for the position of Chair shall be two years; and
- ii) That Mrs H Bourton be elected Chair until the first meeting of the autumn term 2018.

[MRS H BOURTON WAS INVITED BACK INTO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF CHAIR]

ELECTION OF VICE-CHAIR 2016/17

[MRS S REID WITHDREW FROM THE MEETING AT THIS POINT]

- 068 **RESOLVED:** i) That the term of office for the position of Vice-Chair shall be two years; and
- ii) That Mrs S Reid be elected Vice-Chair until the first meeting of the autumn term 2018.

[MRS S REID WAS INVITED BACK INTO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF VICE-CHAIR]

069 **APPOINTMENT OF AUTHORITY GOVERNOR**

The Headteacher confirmed that the Governing board would be reconstituted after the School had become an academy.

070 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

MINUTES OF THE PREVIOUS MEETING

- 071 **RESOLVED:** That the minutes of the previous meeting, held on Monday 13 June 2016 be approved as a correct record.

MATTERS ARISING FROM THE MINUTES

072(a) **Academy update (Minute No. 045)**

The timings of the School day had been approved had been in situ with effect from September 2016. There had been a positive response from staff and children. There was an earlier start every day, a shorter lunch and an earlier finish on a Friday at 2.35pm. There had still been some issues with behaviour at the end of the School day however these had become isolated incidents and were being reviewed by the Police.

072(b) **Governor DBS Checks (Minute No. 052)**

Based on the amendments to the School Governance (Constitution) (England) Regulations 2012, all Governors were required to have enhanced DBS checks. It was confirmed that all Governors had completed their DBS checks.

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

- 073 **RESOLVED:** That the minutes of the meeting of the Finance & General Purposes Committee, held on 12 October 2016 (Appendix 3) be adopted.

MINUTES OF THE PAY & PERSONNEL COMMITTEE

- 074 **RESOLVED:** That the minutes of the meeting of the Pay & Personnel

Committee, held on 21 October 2016 (Appendix 4) be adopted.

MINUTES OF THE TEAL (TEACHING, EXAM, ACHIEVEMENT & LEARNING) COMMITTEE

- 075 **RESOLVED:** That the minutes of the meeting of the TEAL Committee, held on 31 October 2016 (Appendix 5) be adopted.

MEMBERSHIP OF THE FULL GOVERNING BOARD

The membership of the Governing Board would be reviewed once the School had converted to an academy.

It was agreed to review the committee structure and Terms of Reference 2016/17 to the end of the meeting.

LINK GOVERNORS

Governors reviewed their current Link Governor arrangements.

- 077 **RESOLVED:** That the Link Governors detailed in the Committee Structure (Appendix 6) be approved.

ARRANGEMENTS FOR THE APPOINTMENT OF STAFF 2016/17

Governors considered their current arrangements for the appointment of staff.

- 078 **RESOLVED:** That the arrangements for the appointment of staff, as detailed in Appendix 7 be approved.

REPORT OF THE HEADTEACHER

The Headteacher presented their report at the meeting. Governors' attention was drawn to the following items:

The summer results were not good as expected and the results fell below the Government floor standard. This was set as -0.5 and the School achieved -0.6. The Headteacher thanked the staff and explained that they had been working tirelessly to improve the results. However, the focus would now be moved to what they were focusing to ensure that all students and staff are achieving to their most potential. All data had been reviewed in detail at the TEAL Committee meeting. The key strengths of the School continued to be Art and PE, however there was also a need to focus more on Maths and English.

- Academisation - Amber

The application had been approved as a fast track sponsored academy with Aldersley School in their MAT (Multi Academy Trust, Amethyst Trust).
- GCSE Results 2016 - Red

The progress 8 figure was -0.6, which was a decrease in comparison to the results from 2015. Nationally there was a significant rise in the numbers of lower ability students applying for EBACC subjects, a number of Moreton students had not received any grades as they had been entered for higher papers. All of the data had been reviewed by the TEAL Committee.
- Current Performance Year 11 - Red

There had been significant issues regarding Year 11, which were in the process of being reviewed.
- Post 16 outcomes - Green

This continued to be a strong area for the School with very encouraging results. There were changes to the accountability measures in place as from 2016 any student who completed their 16- 19 education, irrespective of the provider they were registered at, the results would be counted as part of performance measures for the School.
- Predictions 2017 - Amber

The Autumn 1 data capture showed that year 12 had started their courses well. Minimum and Aspirational targets had also been set and not disseminated to staff and students.
- Future Post 16 Developments - Information only

The Government had introduced a new framework for September 2018 called Skills Plan, this would be a change in direction for the post 16 cohorts. Schools would be able to provide academic as well as vocational courses. With the academisation of the School, students would benefit from the courses and experience that Aldersley School had to offer and therefore resources could be shared across both sites.
- Updated Quality Assurance Procedures - Amber

Quality assurance work had been taking place at the School with joint observations with senior staff from Aldersley School. Controlled assessment work would also be carried out and would be completed by Christmas 2016.
- Quality of Teaching - Amber

During the autumn term, senior staff from both Schools had carried out observations as part of the Core Teaching Review. Based on the outcomes, action plans had been created and would be reviewed by Christmas 2016.

- Literacy Update: Autumn 2016 - Amber

The School continued to encourage literacy across the School and had been working on several initiatives to encourage the students to read. These included the 'Moreton Book-o-meter' which would encourage students to complete a book review.
- More able Scholars programme - Amber

Students involved in this programme would be following a thematic curriculum with an emphasis on English, Maths and Science skills. These would be taught in eight week cycles and would begin in January 2017.
- Behaviour and Support - Amber

There had been a number of changes introduced to the School to improve behaviour and engagement. This had resulted in a reduced number of detentions in comparison to 2015. Further areas had been highlighted and would continue to be a focus for staff.
- Safeguarding - Green

The Deputy Headteacher updated Governors. All staff had completed their Safeguarding training. Ms D Mooney from the LA (Local Authority) recently completed a review of the schools Single Central Record (SCR), which included evidence of the recruitment and vetting of employees and volunteers. The School had a positive outcome and the Headteacher thanked the Deputy Headteacher for his hard work with implementing the safeguarding policies across the School, and also thanked Ms S Garbett and Miss L Armato for their support in managing the SCR system.
- Attendance - Amber

The School were 0.8% above the final end of year target for the academic year 2015-16, however this was 0.6% behind the whole School attendance in comparison to last year. Persistent absences and the lenient approach to term time holidays from the courts had an impact on the data.
- Finance- Autumn Term Budget Plan - Green

The financial position of the School remained positive for the three year period with a surplus of £5,075 in 2018-19. This would be monitored closely and reviewed by the Finance & General Purposes Committee.

Governors were invited to ask questions. **The Vice Chair queried what would be done to improve Maths results.** The Headteacher advised that a Maths specialist from Aldersley School had come to observe and support the teaching staff, this would encourage and give confidence to the staff and therefore would have a positive impact on the teaching and learning in the School. The long term goal would be to appoint an Assistant Headteacher for Maths. **The Chair sought clarification on the action plans that were in situ for the Year 11 students.** The Headteacher explained that a lot of work around the School was already focussed

on Year 11, which included the ongoing focus on English and Maths. Governors would be updated at the next FGB meeting. Governors thanked the Headteacher and the SLT for all of their hard work and for continuing to be proactive and positive in their approach to the challenges that the School had been faced with.

080 **RESOLVED:** That the report of the Headteacher (Appendix 8) be adopted.

ACADEMY UPDATE

The Headteacher updated Governors regarding the academisation of the School. The application had been approved as a fast track sponsored academy with Aldersley School in their MAT, Amethyst Academy Trust. The proposed date for the academisation to complete was the 1 February 2017. Aldersley School had been given the power to sponsor Moreton School because of their strong and sustained results and clear strengths that were evident. The SLT across both Schools had worked together over the summer to review teaching and learning and sharing best practice. The Chair of governors was delighted to inform, that having held interviews Mrs Nicola Bayliss had been appointed as Head of School and Mr C Williams would become the COO (Chief Operating Officer) of the Trust. This would allow Mr Williams to focus on Finances and HR across the Trust. It was anticipated that Mr Williams would be offsite working on the management and contracts. **A Governor what this would look like from a student's perspective.** The Headteacher explained that Mrs Bayliss would be Head of the School and he would be on site on some days and therefore still be visible to the students. Mrs Davis would work across both Schools to ensure that attainments and standards were maintained.

The Amethyst Academy Trust would have Aldersley as the Lead School as the MAT already had the skills and knowledge to support Moreton School improve their performance. The next few weeks would be vital to the conversion process as it was essential that all staff would be comfortable with the changes in leadership and strategy for the School.

Governors agreed that the Headteacher, EG, TB and JW would form an Academy Governors' Panel which would allow the FGB to receive updates and feedback from the MAT via a central point of contact. Governors were invited to ask questions. All welcomed the support and partnership with Aldersley School and the conversion to a MAT.

[SF LEFT THE MEETING AT 6.45PM]

081 **RESOLVED:** The Governing Body unanimously ratified the appointment of Mrs Nicola Bayliss as Head of Moreton School.

STATUTORY POLICIES

The Pay Policy would be referred to the unions and deferred to the Finance Committee to be ratified and approved by the Chair on behalf of Governors.

- 082 **RESOLVED:** That the Pay policy (Appendix 9) be approved in principle, subject to feedback from the unions.

083 **FEEDBACK FROM EXTERNAL ADVISOR**

Mr S Evry visited the School on the 11 October 2016 (Appendix 10). A review was completed alongside senior staff from both Aldersley and Moreton Schools. The key focus was Maths and English and the review consisted of lesson observations, learning walks and a meeting with the Assistant Head, Deputy Head and Aldersley SLT member. The strengths and areas of development were highlighted by Mr Evry and presented in the report to Governors.

GOVERNOR TRAINING

The Clerk handed certificates to Governors for attendance at training sessions.

The Clerk advised that the Full Governing Board was entitled to a training session through their Service Level Agreement with S4S.

- 084 **RESOLVED:** That a Governing Board training topic be arranged on the topic of RAISEonline.

085 **DATA COMPARISON SITE (PREVIOUSLY THE DATA DASHBOARD)**

Governors received and considered the S4S Report relating to the data comparison site (previously known as the Data Dashboard) (Appendix 11).

086 **WEBSITE COMPLIANCE REMINDER**

Governors were reminded to ensure that the School website complied with the School Information (England) (Amendment) Regulations 2012.

The Headteacher explained that there was a lot of work that was needed to complete on the School website, this included regulatory updates from the DfE, feedback from Parents and updated policies. The Vice Chair asked if the School was able to identify the website traffic for certain areas, for example the curriculum. The Headteacher advised

that he would update Governors at the next meeting regarding the heat maps that would be available for social media sites.

COMMITTEE STRUCTURE AND TERMS OF REFERENCE 2016/17

Governors considered the S4S report regarding the delegation of Governing Board functions to committees, together with suggested terms of reference (Appendix 12). Governors noted that although the report suggested committee names, the committee names used by the Governing Board could differ but the terms of reference could still be used.

- 087 **RESOLVED:** That the Full Governing Board's Committee arrangements for 2016/2017 Appendix 12 be approved (and will remain in place until reviewed in the autumn term 2017).

DATE OF NEXT MEETING

- 088 **RESOLVED:** That the next meeting of the Full Governing Board be held at the School at 5.00pm on Monday 23 January 2017.

The meeting closed at 7.00pm

Signed:

(Chair of Full Governing Board)

Date: 21/1/16