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MINUTES OF MOORCROFT SCHOOL LOCAL GOVERNING BODY (LGB) BUSINESS MEETING

Non Confidential Minutes for the Business Meeting
Held in the Staff Room at Moorcroft School
on Thursday 18th June 2015 7:00 p.m. to 9 p.m.

Present:

Margaret Bird	MB	Governor	Chair
Andrew Sanders	AS	Governor	Head of School (HoS)
Mike Wisgard	MW	Governor	
Andrew Irving	AI	Governor	Teacher
Toni Moore	TM	Governor	Parent (from 7:10 p.m.)
Collette Stone	CS	Governor	Moorcroft Representative on Board of Directors (BoD) (from 7:10 p.m.)
Debbie Wiseman	DW	Governor	Moorcroft Representative on Finance Committee and Vice-Chair
Sudhi Pathak	SP	Finance and Resources Manager	(To 8:10 p.m.)
Carey Philpott	CP	Clerk	

The meeting was declared quorate.

Item	Discussions and Decisions	Action
49/2014-15	Welcome MB welcomed everyone to the Moorcroft Business meeting.	
50/2014-15	Apologies of Absence Lisa Hatcher (LH), Phil Haigh (PH) and Alvin Walenn (AW) had sent their apologies, which the governors accepted. Kam Parmar (KP) did not attend.	Apologies Accepted for LH, PH, and AW. Non attendance of KP.
51/2014-15	Declaration of Interests MW declared that he is a trustee of the Citizens Advice Bureau and	

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	the Carers Trust, Thames.	
52/2014-15	<p>Approval of minutes of the last meeting 12th March 2015</p> <p>The non-confidential minutes of the last GB Business meeting were AGREED as an accurate record and duly signed, each page initialled by MB.</p>	Minutes AGREED
53/2014-15	<p>Matters arising from the previous meeting</p> <p>AS reported that the Academy staff handbook has now been completed, and will be used for new staff from September.</p> <p><i>Item 42b/2014-15:</i> The soft playroom has been converted into a learning lodge and is being well used, especially to support a particular student.</p> <p>CS and TM arrived 7:10 p.m.</p>	
54/2014-15	<p>Items for Any Other Business</p> <p>a) Proposal to locate Grangewood year 6 class at Moorcroft b) Website c) Safeguarding</p>	
55a/2014-15	<p>Finance</p> <p>School Budget 2014-15</p> <p>Governors did not have any questions for SP about this year's budget.</p>	
55b/2014-15	<p>School Budget 2015-16</p> <p>1) SP had prepared a written report. He explained that this will be part of the report he will present to the BoD, who will approve the budget. The LGB need to review the budget rather than action it, as it needs to be agreed by the Finance committee then ratified by the BoD. DW can report back to the Finance Committee, CS to the BoD.</p> <p>In preparing the proposed budget, SP has:</p> <ol style="list-style-type: none"> i. Consulted with key members of staff, ii. Taken account of the vision, key priorities and objectives of Eden Academy, iii. Ensured that restricted funds are applied only for the purposes intended, iv. Projected a balanced budget where possible for the financial year, v. Discussed the draft school budget with AS. 	

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	<p>The next steps will be to:</p> <ul style="list-style-type: none"> vi. Discuss the draft school budget with the Chair of the Finance Committee and vii. Submit a draft budget for review by the Finance Committee. viii. The budget will be presented to the BoD for ratification, before being submitted to the EFA by the end of July. <p>2) SP explained the main funding streams are:</p> <ul style="list-style-type: none"> i. Education Funding Agency (EFA) funding @ £10k per pupil, ii. Education Support Grant paid by the EFA based on pupil numbers, iii. Local Authority (LA) top up fee at a per pupil rate agreed with the LA of £25.4k per annum for Moorcroft pupils. iv. Pupil Premium based on the pupil census paid by the EFA and v. Other income raised by the school. <p>3) This year there have been significant changes in the budget due to additional costs from 2015-16 onwards, impacting all schools. The two key changes are:</p> <ul style="list-style-type: none"> i. an increase in employer contributions to teachers' pensions from 14.1% to 16.48%. The increase will take effect from September 2015. ii. A reduction in the National Insurance (NI) rebate to employers which will increase NI costs by 3.4% from April 2016. <p>4) Moorcroft budgeted surplus for next year is £34k. SP asked governors to note that:</p> <ul style="list-style-type: none"> i. There is an anticipated reduction in pupil numbers for 2015-16 from 70 to 61. The reduction in funding per pupil for the first 5 pupils is £35.4k. The reduction in funding for the next 4 pupils is £25.4k. The total reduction in funding from the reduction in pupil numbers is £278.6k. ii. Eden is in discussions with the LA regarding the fall in pupil numbers and is confident that this is an anomaly for 2015-16 only. During 2015-16, additional pupils may enrol at Moorcroft, which will have a positive impact on funding. iii. In order to address the resultant shortfall in funding, AS has reviewed the staffing structure for 2015-16 and has dropped a class and made adjustments to staff numbers. This still allows capacity to take additional pupils during the year. 	

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	<ul style="list-style-type: none"> iv. SP will continue working closely with AS to model any changes required as a result of changes in funding. v. The projected £85k surplus from 2014-15 has been included in next year's budget and this has resulted in a budgeted surplus of approximately £35k for 2015-16. vi. Governors asked why the number of pupils is expected to fall. AS explained that the number of pupils leaving the Sixth form will be greater than the number moving up from Grangewood. MW was concerned that the reason is due to perception of the school and lack of marketing. MB questioned whether Pentland Field is taking pupils from Moorcroft. AS does not know, but assured governors that the LA would place pupils at the school that best meets their needs. For pupils that are borderline, parents may chose a higher ability school. DW added that there is a decline in birth rate for one year only, across all schools. vii. SP's budget models for 2016-17 and 2017-18 are based on 70 and 72 pupils, but both are in deficit. SP is not concerned, because there is time to adapt. MB enquired what is driving the deficits. SP replied cost of living increases. viii. MW enquired whether this year's sizeable surplus should have been used to benefit pupils in the school this year. AS replied that the surplus was not expected. There has been an underspend on therapy costs compared with budget due to staff leaving. SP stated that the aim is to budget for a surplus of 2-3%. DW added that the Finance Committee discuss the surplus; it should not be too high, but there should be enough to support learning and for contingencies. CS said that Moorcroft is in a much better position this year compared to last year. 	
55c/2014-15	<p>Moorcroft representative on Finance Committee</p> <p>DW reported that she does not have much to add, but is pleased that the Moorcroft financial position has improved compared with last year.</p>	
56/2014-15	<p>Asset Management Committee</p> <p>a) SP told governors that the newly formed Asset Management Committee had met for the first time. The committee is made up of SP, Angela St John (ASJ), the Premises/Facilities managers from each school and a governor representative from each school. MB is the Moorcroft representative. The committee plans</p>	

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	<p>to meet approximately once a term.</p> <p>b) The committee is working to formally prioritise projects across the Academy. Moorcroft has not yet had a stock condition survey, like the other schools in the Academy, but SP will arrange one. Projects will be rated, so the Academy will be able to see what to bid on in the future.</p> <p>c) Archers, a consultant company, is project managing the 5 successful capital bids within the Academy. Moorcroft was successful in bidding for a new boiler. Archers is obtaining quotes for the work and will make recommendations based on price and recommended contractor. The BoD has delegated authority to SP and ASJ.</p> <p>d) CP enquired whether the committee had agreed the draft terms of reference. SP replied there was much to discuss on the agenda, and this had been deferred to a future meeting.</p>	
57/2014-15	<p>Premises and Health and Safety (H&S) Items</p> <p>a) H&S</p> <p>i. AS reported that H&S meetings are now held in conjunction with LGB Business meetings. John Faley is the new H&S consultant. He is currently working on risk assessments of the kitchen.</p> <p>ii. 5 members of staff attended a First Aid training course at Meadow school. This was free of charge, as Meadow use the Moorcroft hydro pool.</p> <p>iii. Fire awareness training took place today.</p> <p>iv. H&S training records are now kept up to date on the SIMS database, enabling reports to be printed as required and highlighting when staff need to be re-trained.</p> <p>v. LH and Hilary McDermott are now trained to deliver safeguarding training. They will train staff from September.</p> <p>vi. The NHS Paediatric team has agreed that Lisa Allen will be based at the school 4 days a week, to work as school nurse.</p> <p>vii. A new process of collecting medication in the mornings via Escorts is being developed. Medicines will be stored in a lockable fridge in the medical room. AS is sending letters to</p>	

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	<p>parents.</p> <p>b) Premises</p> <p>viii. The school is working on streamlining the use of the Hydropool by other organisations, in particular charging and insurance. SP is investigating insurance arrangements.</p> <p>Governors did not have any questions.</p>	
58/2014-15	<p>Moorcroft Risk Register</p> <p>Moorcroft's risk register had been circulated. SP asked governors if any more risks should be added. None were mentioned, but CS enquired what is being done to mitigate the risks. SP replied that the Moorcroft financial risks had fallen from 8/9 to 6.</p> <p>SP left 8:10 p.m.</p>	
59/2014-15	<p>HR</p> <p>a) Sickness absence target</p> <p>From September to today (19th June), there have been 685 days lost from staff absence. This is 4.49%, down from 4.9% last year (714 days). AS admitted that there are several members of staff on long term sickness at the moment. MW inquired how this compares with similar schools. AS replied it is similar to Grangewood. MW asked if it can be verified, there does not seem to be information available. Governors wondered if comparisons could be made across Eden schools.</p> <p>b) Update on Contract Reviews</p> <p>i. AS reported that he has discussed the absence management policy with John Ayres (JA) and no decision has been made to change it. Both JA and AS feel the policy and procedure is fair.</p> <p>ii. Governors had a long discussion about the contract review process and Schools HR. The discussion ended when AS said that there have been less contract reviews than previous years at Moorcroft, just two this academic year. Governors were pleased that the sickness process is working better, which mitigates governor time.</p> <p>iii. The next step is more information on the frequency of the events. If it goes up again, the governors want answers from the minutes of March 12th 2015, item 44b 2014-15. AS will</p>	<p>AS to report at every Business meeting on anonymous</p>

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	<p>report at every Business meeting on anonymous contract review status of personnel.</p> <p>iv. MW has sat on two hearings, one for Moorcroft and one another school within the Academy. He was concerned that in one school the HoS gave his views in the management case whilst the other just presented the facts. After a lengthy discussion, it was agreed that the HoS should report the facts whilst the panel should skilfully ask the HoS their views.</p> <p>c) Leavers and joiners</p> <p>i. The Occupational Therapist left at Easter and is currently replaced by a locum working 2 days per week.</p> <p>ii. A new Speech and Language therapist has been appointed and will start mid-July.</p> <p>iii. 2 teachers are leaving (one is moving to Pentland Field).</p> <p>iv. 1 overseas teacher from Canada has been appointed, to start in September. She will need to obtain qualified teacher status (QTS).</p> <p>v. There is another teacher vacancy and interviews will take place on Thursday.</p> <p>vi. There are no TA vacancies at present. Agency staff currently fill 2 positions.</p> <p>vii. One TA has been working with a 1:1 pupil who will leave in July. The TA has been offered employment at Pentland Field.</p> <p>viii. MW enquired whether the school celebrates staff leaving. AS replied they do.</p> <p>d) Confidential HR items</p> <p>None.</p>	<p>contract review status of personnel.</p>
60/2014-15	<p>Urgent Items from Full GB Meeting, Board of Directors</p> <p>None.</p>	
61/2014-15	<p>Any Other Business</p> <p>a) Proposal to locate Grangewood year 6 class at Moorcroft: AS told governors that to reduce the Moorcroft financial shortfall in 2015-16, JA had proposed moving a Grangewood class to Moorcroft a year early, in September. The class would be staffed with Grangewood teachers' and Moorcroft TAs'. Letters have already been sent to parents' of possible pupils. MW enquired whether Grangewood will be charged for the premises and other overheads. AS did not know. TM asked whether it would affect access to therapies. AS replied, not. He explained that there would be a change in the way therapies will be run</p>	

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	<p>within the Academy. Therapy funding will be centralised and schools will purchase therapy services via an Academy Service Level Agreement. The school will purchase days that Moorcroft pupils need. Therapists will still be based at the schools.</p> <p>b) Website: MW asked when the website would be completed. AS replied that Vanessa Hoch (VH) is working on it. Mock up logos have already been created. AS will invite MW the next time VH visits him.</p> <p>c) Safeguarding: AS had distributed the outcome of the safeguarding audit at Moorcroft. Governors had no questions to ask.</p>	<p>AS will invite MW when VH visits.</p>
62/2014-15	<p>Dates of meetings next academic year:</p> <ul style="list-style-type: none"> • <i>Thursday 8th October 2015 FGB</i> • <i>Thursday 3rd December 2015 Business</i> • <i>Thursday 4th February 2016 FGB</i> • <i>Thursday 10th March 2016 Business</i> • <i>Thursday 21st April 2016 FGB</i> • <i>Thursday 16th June 2016 Business</i> 	
Ratification Section		
	None	

Meeting closed at 9:00 p.m.

There are confidential minutes for this meeting.