

**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 16<sup>th</sup> June 2016 7:00 p.m. to 8:30 p.m.

Present:

Margaret Bird	MB	Governor	Chair
Andrew Sanders	AS	Governor	Head of School (HoS)
Andrew Irving	AI	Governor	Teacher
Debbie Wiseman	DW	Governor	Moorcroft Representative on Finance Committee and Vice-Chair
Sudhi Pathak	SP	Observer	Finance and Resources Manager (to 7:45 p.m.)
Carey Philpott	CP	Clerk	

The meeting was declared quorate.

Item	Discussions and Decisions	Action
71/2015-16	<p><b>Welcome</b></p> <p>MB welcomed everyone to the Moorcroft Business meeting. She had asked governors to contact her to let her know if they wish to serve another term of office and Collette Stone (CS) does not. Phil Haigh (PH) has not contacted her, so she assumes he does not want to continue. They will leave the governing body when their term of office ends on 19<sup>th</sup> June 2016. CS has been a governor for thirty years and the governors wished to celebrate the long service. AS and MB will liaise to invite her to attend a school assembly. MB will send an email of gratitude to both CS and PH thanking them for their services to Moorcroft.</p>	<p><b>AS and MB to invite CS to a school assembly. MB to send email of thanks to PH and CS.</b></p>

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72/2015-16	<p><b>Apologies of Absence</b></p> <p>Toni Moore (TM), Jane Essex (JE) and PH had sent their apologies, which the governors accepted. Lisa Hatcher (LH) and Collette Stone (CS) did not attend.</p>	<p><b>Apologies Accepted for TM, JE and PH. Non attendance of CS and LH.</b></p>
73/2015-16	<p><b>Declaration of Interests</b></p> <p>No new declaration of interests were declared.</p>	
74/2015-16	<p><b>Approval of minutes of the last meeting 10<sup>th</sup> March 2016</b></p> <p>The minutes of the last LGB Business meeting were <b>AGREED</b> as an accurate record and duly signed, each page initialled by MB.</p>	<p><b>Minutes AGREED</b></p>
75/2015-16	<p><b>Matters arising from the previous meeting</b></p> <p><i>Item 53 / 2015-16:</i> In relation to recruitment and retention of staff, AS said that in September the school will have their full quota of teachers. One term of maternity cover still needs to be found.</p>	
76/2015-16	<p><b>Items for Any Other Business</b></p> <p>None.</p>	
77/2015-16	<p><b>2015-16 finances</b></p> <p>a) SP had produced a written report, which had been sent to governors before the meeting. The report explained how the budget had been put together. SP described the two funding sources, £10k per pupil per annum from the EFA and top up funding from the LA. There are now nine bandings of top up funding in Hillingdon, dependent on the needs of each child. The highest band is band 9.</p> <p>b) The 2016-17 draft budget shows a surplus of £18k. The budget is based on 68 pupils. The bank balance in August 2017 is expected to be £68k.</p> <p>c) Governors asked the following questions:</p> <p>i. How many children are on band 9? Those students with challenging behaviour and high medical needs would expect band 9. AS explained that the bands are based on the new Education, Health and Care Plans (EHCP). If a pupil does not have an EHCP, they will receive the income from the old system. There is a backlog in EHCP. Year 9 pupils have been assessed this year and year 7 pupils should have been assessed before transition from primary school. Not knowing the banding of all students causes</p>	

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	<p>uncertainty in income. AS is aiming to be proactive in the annual reviews, stating which band each pupil should be in. If the school disagrees with banding decisions, they will liaise with the LA.</p> <p>ii. What level of surplus should the school be aiming at and how does Moorcroft compare with other schools? SP replied, 3-5% of income is ideal, so Moorcroft's predicted surplus is low. Historically, Moorcroft always has had a tight budget. The budget is £75k short for a 3% surplus. Two additional pupils may bring in the extra income. One other Eden school has a low surplus too.</p> <p>iii. Will Moorcroft still be accommodating a Grangewood class in the next academic year? AS replied they are, not for financial reasons but educational reasons. There are currently 8 pupils in the Grangewood class, all will move up to Moorcroft next year. There are expected to be 5 Grangewood children based at Moorcroft in 2016-17.</p> <p>iv. SP and the governors discussed challenges in future years in terms of the budget.</p> <p>d) The budget will now be taken to the Finance committee to agree, then to the Board of Directors for ratification and then submitted to the EFA.</p> <p>e) SP's report included the 2015-16 budget monitor, which he discusses with AS and John Ayres (JA) fortnightly. The original budget showed a surplus £34k, but due to changes during the year and in particular changes to projected income the budget was revised to show a surplus of £63k.</p>	
78/2015-16	<p><b>Risk Register</b></p> <p>The risk register had not been circulated and SP explained that risk items are discussed fortnightly at the meetings with AP, JA and himself. There are no high risk items and SP will circulate the current register.</p>	<p><b>SP to circulate Moorcroft risk register.</b></p>
79/2015-16	<p><b>Asset Management</b></p> <p>a) The appeal for the unsuccessful capital bid to replace the leaking roof at Moorcroft was dismissed. The academy will resubmit the bid next year.</p> <p>b) A condition survey report for Moorcroft has been carried out. SP meets regularly with the Premises Manager.</p>	

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	<p>c) The Asset Management committee has been agreed that part of the surplus in capital funding from last year will be used to erect a fence at Moorcroft for health and safety reasons. £15k has been set aside for this. SP has spoken to Archers, who will tender on behalf of the school.</p>	
80/2015-16	<p><b>Health and Safety progress</b></p> <p>Minutes of regular management meetings that take place once a term had been circulated. Any concerns are acted on and a full report is provided to the governing body. A governor asked about the key stage 4 toilets which were described as 'becoming a hazard'. AS suspects this is due to the leaky roof.</p> <p>SP left 7:45 p.m.</p>	
81/2015-16	<p><b>Safeguarding</b></p> <p>AS told governors that safeguarding was part of the e-Qualitas inspection, and they had been complimentary. Records are up to date. There is a Safeguarding Leads meeting every half term with Hilary McDermott and LH which includes child protection plans and concerns about individual pupils. 3 referrals to Social Services have taken place this term, one was not picked up. There are currently no young people on a child protection plan.</p>	
82/2015-16	<p><b>Absence Management report brief summary</b></p> <p>a) AS summarised an absence management survey, which he had carried out throughout the academy. The majority of respondents were TAs.</p> <p>b) The data is not as useful as hoped because the Managing Attendance policy is new at Alexandra and Pentland Field. Moorcroft data before AS became HoS is not reliable.</p> <p>c) Moorcroft has seen a significant increase of staff attending Stage 1 and 2 reviews, but this is likely to be because of missing paperwork or absences not being recorded correctly prior to 2013. Moorcroft Contract Reviews have halved over the last 3 years. There have been 2 Contract Reviews this year and short term absences have fallen. A governor asked about long term absences. AS said he had talked to directors who are more concerned about short term absences. The younger age group of staff have the worst attendance and at Moorcroft, the admin team and TA have more absences. Governors discussed possible reasons for this. DW asked whether younger people are not so</p>	

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	<p>aware about the knock on effect and impact on others when they are not there.</p> <p>d) The more members of staff who say they understand the system, the fairer they see it. Generally Moorcroft staff are positive about the fairness of the system (it varies between school). Staff prefer a more formal return to work meeting. MB asked who carries out the return to work meetings and what happens afterwards. AS replied that it depends on the role of the member of staff:</p> <ul style="list-style-type: none"> <li>i. TAs: Liz Dingley</li> <li>ii. Teachers: Bozena Sarosiek</li> <li>iii. Therapists: Heads of Therapy</li> </ul> <p>AS takes stage 2 meetings. As much detail as possible is recorded, and if necessary, Occupational Health and the counselling service is contacted.</p> <p>e) The highest complaint of Moorcroft staff was sick children not being sent home and work related injuries being included in triggers.</p> <p>f) Recommendations have been fed back to all Heads of School and Directors. AS plans to repeat the survey 18 months after the previous one.</p>	
83/2015-16	<p><b>Update on Teaching and learning and e-Qualities inspection</b></p> <p>AS reported that today e-Qualitas carried out a rigorous mock short inspection of Moorcroft. The last time they visited was 2012, and the inspectors noticed significant positive changes and improvements in the school since the last visit. They agreed with all judgements made by the school. No action plans were needed for teaching and learning because they had all been identified in the SEF. MB asked if they looked at 2014-15 data on pupil achievement and when the 2015-16 data will be available. AS said achievement data will be published in July. The Quality of Teaching showed a significant improvement in May 2016 and he will circulate a full report in due course. A governor enquired whether all new teachers have settled down now. AS responded they have, but there is still some inconsistency in teaching. Governors thanked staff for all their hard work.</p>	<p><b>Governors thanked staff for their hard work since the last visit.</b></p>
84/2015-16	<p><b>Proposals for School Development Plan for directors day</b></p> <p>Following discussions at the last full governing body meeting and with the senior leadership team, AS will include the following ideas to the Directors away day on 1<sup>st</sup> July:</p>	

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	<ul style="list-style-type: none"> <li>i. Parental engagement – continue to expand homeworking and develop electronic communication between school and home</li> <li>ii. Introduce and electronic communication system – compare trends between different academic years and with different year groups. Exchange data with other schools</li> <li>iii. Introduce English banding – band pupils by ability and possibly adapt teaching methods for each band</li> <li>iv. Develop a maths scheme of work</li> <li>v. Moorcroft will provide high quality education for young people with visual impairments</li> <li>vi. Develop teachers’ understanding of different pedagogies for pupils with different needs (Become experts in working with young people with Autistic Spectrum disorders, Introduce specialist class groups)</li> <li>vii. Embed work experience and careers within the school</li> <li>viii. Improve transition for school leavers – Orchard Hill links</li> <li>ix. Raise quality of teaching so outstanding overall</li> <li>x. Scrutiny of patterns of behaviour</li> <li>xi. Data – thresholds – realistic and challenging targets</li> </ul>	
85/2015-16	<p><b>Ratification of Policies</b></p> <p>Governors <b>RATIFIED</b> the following policies:</p> <ul style="list-style-type: none"> <li>• Medication policy</li> <li>• Managing behaviours which may cause harm</li> <li>• Behaviour policy</li> </ul>	<p><b>Medication, Managing behaviours which may cause harm &amp; Behaviour policies RATIFIED.</b></p>
86/2015-16	<p><b>Urgent Items from Full GB Meeting, Board of Directors</b></p> <p>The board minutes cover non confidential items discussed, but there is a delay as they are only sent out when ratified at the next meeting. Items discussed include:</p> <ul style="list-style-type: none"> <li>a) Bids for two new free schools, a primary in the south of the borough and a secondary on the Grangewood site.</li> <li>b) LSA consultation across the academy.</li> <li>c) Post 19 education. Two rooms at Pentland Field will be used in the next academic year for Orchard Hill college. All Moorcroft pupils have been offered places. After that, Orchard Hill college will have their own premises in Hillingdon.</li> </ul>	
87/2015-16	<p><b>Any Other Business</b></p> <p>None.</p>	

Chair Initials
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88/2015-16	<p><b>Dates of meetings next academic year:</b></p> <ul style="list-style-type: none"> <li>• <i>Thursday 13<sup>th</sup> October 2016 FGB</i></li> <li>• <i>Thursday 1<sup>st</sup> December 2016 Business</i></li> <li>• <i>Thursday 2<sup>nd</sup> February 2017 FGB</i></li> <li>• <i>Thursday 16<sup>th</sup> March 2017 Business</i></li> <li>• <i>Thursday 18<sup>th</sup> May 2017 FGB</i></li> <li>• <i>Thursday 15<sup>th</sup> June 2017 Business</i></li> </ul>	

Meeting closed at 8:30 p.m.

There are **no** confidential minutes for this meeting.