

**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 26th November 2015 7:00 p.m. to 7:45 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
Carey Philpott	CP	Clerk	

The meeting was declared quorate.

Item	Discussions and Decisions	Action
17/2015-16	Welcome MB welcomed everyone to the Moorcroft Business meeting.	
18/2015-16	Apologies of Absence Lisa Hatcher (LH), Phil Haigh (PH), Collette Stone (CS), Toni Moore (TM), Kam Parmar (KP) and Mike Wisgard (MW) had sent their apologies, which the governors accepted. AS explained that Alvin Walenn has left the school to manage a care home in Hampshire.	Apologies Accepted for LH, PH, CS, TM, KP and MW.
19/2015-16	Declaration of Interests No new declaration of interests were declared.	
20/2015-16	Approval of minutes of the last meeting 18th June 2015 The non-confidential minutes of the last GB Business meeting were AGREED as an accurate record and duly signed, each page initialled by MB.	Minutes AGREED

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21/2015-16	<p>Matters arising from the previous meeting</p> <p>None.</p>	
22/2015-16	<p>Items for Any Other Business</p> <p>None.</p>	
23/2015-16	<p>Finance</p> <p>a) DW stated that there is not much to report. Moorcroft finances have improved. The boilers have been paid out of funds from a capital bid. The main financial risk to the school is the fall in pupil numbers.</p> <p>b) Suhdi Pathak (SP) had prepared a written report, which included the 2015-16 budget plus a comparison of the current profile and actuals for the first month of the financial year, to the end of September 2015. AS clarified that the predicted budgeted surplus to the end of the financial year is £34.6k, which uses up the carry forward figure of last year which was £85k.</p> <p>c) MB enquired about student numbers. AS replied that they have dropped from 64 to 63. A new student is due to start but another one, who has not attended since September, is expected to leave. The Grangewood year 6 class that is based at Moorcroft is working well. The LA has approached 12 potential students' for the September 2016 intake, although AS cautioned they may not all choose Moorcroft. AS predicts the school will lose 8 pupils at the end of the academic year. The LA is expecting a huge explosion in pupil numbers in the longer term. Interestingly, the trend seems to be that the number of PMLD pupils is falling whilst the ASD population is increasing.</p>	
24/2015-16	<p>Asset Management Committee</p> <p>a) MB attended the first meeting in May, but unfortunately could not attend the meeting the previous week. MB is impressed with Archers, the consultants. They had prepared the capital bids and been successful in 5 out of 6. They have managed the projects and Moorcroft now has 2 new boilers installed and working.</p> <p>b) The main agenda item for the meeting the previous week was to discuss capital bids for next year. Each school is allowed up to two bids. At the meeting it was decided that Moorcroft bids would be for the leaking roof and refurbishment of the hydro pool. Since then, AS spoke to SP, saying that a perimeter fence is more immediate than refurbishment of the hydro pool due to health and safety reasons. A specialist fence is needed for</p>	

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	<p>challenging students and is a high risk issue. SD agreed and a bid for the fence has been written. SP has requested that a governor sends a statement why a perimeter fence is needed. MB will do that with the help of DW. Governors discussed whether it should be added to the risk register, but decided not to because it is a health and safety issue. DW enquired whether the hydrotherapy pool would need upgrading at some time. AS replied it would in time, but is not currently posing a risk.</p>	<p>MB to write to SP why a new perimeter fence is needed.</p>
<p>25/2015-16</p>	<p>Premises and Health and Safety (H&S) Items</p> <p>The instillation of the two boilers and capital bids in 2016 for a new roof and perimeter fence have already been discussed.</p> <p>AS told governors:</p> <ul style="list-style-type: none"> a) New signs have been ordered. b) A cardboard tree with the old Moorcroft logo will be removed, as the logo has changed. c) The Resource centre has been refurbished and will officially re-open on 7th December. d) AS distributed the annual H&S audit which was carried out by John Faley (JF). JF works across the academy, but is new to Moorcroft this year. The partnership is working out well. e) There is a new fire procedure in place which is working well. 	
<p>26/2015-16</p>	<p>Moorcroft Risk Register</p> <p>Moorcroft's risk register had been circulated. There is not much change since the last one shown to governors' in June and shows nothing of concern. The worst rating is for the financial shortfall of pupils.</p>	
<p>27/2015-16</p>	<p>HR</p> <ul style="list-style-type: none"> a) Sickness absence target: <ul style="list-style-type: none"> i. AS has looked at sickness absences compared with last year. Although the number of days lost had fallen (211 this year compared with 252 last year), the % has only fallen by 0.2% (5.0% this year, 5.2% last year). This is because there are now fewer members of staff due to vacancies and student numbers have fallen. ii. The number of Contract Review hearings at Moorcroft is 	

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	<p>falling. There were only two in the last academic year. Three TAs who were on the final stages resigned.</p> <p>b) Absence Management Review: AS is using time that he is released for projects by the Associate HoS, to review absence management across the Academy. He is looking over the last three years whether schools have rigorously applied the absence management policy. He is also sending out an academy staff survey on views towards the policy. Hopefully he will be able to report back to the committee at the next meeting.</p> <p>c) Leavers and joiners:</p> <ul style="list-style-type: none"> i. 8 members of staff have left the school since the end of last term and 3 have joined. ii. Please see confidential minutes. iii. Current vacancies are for two teachers' (full time and to cover maternity leave), 4 TAs, a Speech and Language therapist and a part-time Occupational therapist. The school is struggling with teacher recruitment. There is a shortage of teachers', especially with SEN experience within London. The Academy is in the final stages of securing a sponsorship licence, which will help recruitment issues, as it will allow the appointment of overseas teachers' who have relevant teaching qualifications and experience. <p>d) Confidential HR items</p> <p>Please see confidential minutes.</p>	
28/2015-16	<p>Urgent Items from Full GB Meeting, Board of Directors</p> <p>CS had sent two items to be added to the meeting:</p> <ul style="list-style-type: none"> a) A request from the Board that once a term LGBs formally review the school's risk register. Moorcroft is doing this. b) The Director from Sunshine House School is leading an 'audit' of skills across the Academy and would like all GB members to fill in a skills audit form. CS told Directors that Moorcroft had already done this, so the other schools agreed to use the same template as MW and do the same exercise themselves. The Moorcroft skills audit did not include staff, so only staff governors need to 	

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	complete forms. MW has already sent his data to CP.	
29/2015-16	Any Other Business None.	
30/2015-16	Dates of meetings next academic year: <ul style="list-style-type: none"> • <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 7:45 p.m.

There are confidential minutes for this meeting.