

MINUTES OF MOORCROFT SCHOOL GOVERNING BODY

Non Confidential Minutes for the Full Local Governing Body (LGB) Meeting
Held at Moorcroft School
on Thursday 21st April 2016 7:00 p.m. to 8:30 p.m.

Present:

Margaret Bird	MB	Governor	Chair
Andrew Sanders	AS	Governor	Head of School (HoS)
Collette Stone	CS	Governor	Representative on Board of Directors (BoD)
Toni Moore	TM	Governor	Parent
Jane Essex	JE	Governor	
Lisa Hatcher	LH	Governor	Service Manager for Families and Safeguarding
Andrew Irving	AI	Governor	Teacher
Debbie Wiseman	DW	Governor	Deputy Chair
Carey Philpott	CP	Clerk	

The meeting was declared quorate.

Item	Discussions and Decisions	Action
58/2015-16	<p>Welcome</p> <p>MB welcomed everybody to the meeting. She reported that since the last meeting Mike Wisgard and Kam Parmar have resigned as governors. MB highlighted that for the majority of governors, their term of office expires June 19th 2016. She asked governors to let her know their intentions before half term as to whether they would like to serve another term of office.</p>	<p>Governors to contact MB before half term with intentions re further term of office.</p>
59/2015-16	<p>Apologies of Absence</p> <p>Apologies had been received from Phil Haigh (PH), which the governors accepted. Collette Stone (CS) did not attend.</p>	<p>Apologies accepted.</p> <p>CS Non attendance</p>
60/2015-16	<p>Declaration of Interests</p> <p>No new declaration of interests were declared.</p>	

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61/2015-16	<p>Approval of the minutes of the last FGB meeting 4th February 2016</p> <p>The non-confidential and confidential minutes of the last FGB meeting were AGREED as an accurate record, and were duly signed, each page initialled by the Chair of the LGB.</p>	<p>Non confidential minutes AGREED.</p>
62/2015-16	<p>Matters arising from the previous meeting not covered in the rest of the minutes</p> <p>None.</p>	
63/2015-16	<p>Items for Any Other Business</p> <p>a) Chair's meeting b) Capital bids c) Introduction to Governance training course</p>	
64/2015-16	<p>Focus this meeting: Parental Engagement</p> <p>a) LH reported that the new Moorcroft Family Services Co-ordinator, Stephanie Bayford, has been working with her on running parent courses. There has been 4 workshops over 6 weeks, each with a different focus. In future, the school will look at shorter workshops, as some parents cannot commit to all the courses. Evening sessions will be considered to attract more parents. Feedback has been positive and parents have enjoyed meeting other parents. This year, Gemma Shiffner, Arts Therapy clinical lead for the Eden Academy wrote the course from scratch. MB asked what proportion of parents attended the workshops. LH replied that they vary and specific topics are relevant to different parents. The biggest group was 14 parents, which focused on destinations for school leavers. MB enquired whether Coffee club is still running. LH replied not.</p> <p>b) Vanessa Hoch, Marketing & Communication Manager across the academy is looking at an online Parent Forum. Parents have been asked for their views.</p> <p>c) A Tamil parent group has started up again across the Academy. The group has an interpreter. MB asked when they meet. LH replied during the daytime. Evenings need to be considered.</p> <p>d) A parent suggested more family learning sessions where their child can join. Examples could be for Rebound Therapy and ICT. Alexandra run a breakfast session for families. Governors agreed it is important to engage parents as their children move to Moorcroft.</p>	

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	<p>e) Sometimes students need additional support to support them. AS convenes multi-professionals meetings which can include parents, school staff, educational psychologists and a representative from the Child and Adolescent Mental Health Services (CAMHS). Moorcroft can refer one pupil per month to CAMHS. Any young person who meets the criteria can be referred. LH sits on the referral group.</p> <p>f) AI is working with a number of teams to improve:</p> <ol style="list-style-type: none"> i. Electronic communication with parents and ii. Homework: AI organised a homework workshop for parents and 7-8 parents attended. It was driven by the parents and topics discussed included: <ul style="list-style-type: none"> • How parents can support education at home, • Finding different ways to communicate with the children, • Language skills and • Maintaining the child's interest in other things at home. <p>MB asked if meetings are held on a regular basis. AI replied that workshops are run regularly. AI leads on the homework module. DW suggested 'my home learning page' may be a more attractive name for homework.</p> <p>g) AI told governors about some of the activities of the Marketing and Communication team. These include:</p> <ol style="list-style-type: none"> i. Applying for a grant to support FROMS or the school council. ii. Including a pamphlet in the school prospectus about donations, work opportunities and enterprise goods. iii. Collecting parents preferred method of communication between teachers and parents. iv. Teachers sending evidence of 'wow' moments home via the post. v. Smoothing the transition of year 5 pupils at Grangewood to the year 6 transition class at Moorcroft. <p>h) A suggestion was made about using an external company to send parents questionnaires. After a discussion, it was agreed to explore alternative ways of canvassing parents. AS also explained that JA was considering an academy wide survey for parents which may be a better way forward.</p>	

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65/2015-16	<p>Brainstorm – School Development Plan (SDP) 2016-17</p> <p>The Senior Management team had discussed next year’s SDP earlier in the week and AS gave governors a list of their ideas. He invited governors for their contributions. The following suggestions were made:</p> <ul style="list-style-type: none"> a) Offers for Sixth form learners b) Destination pathway: college or supported living. This will assist with planning. c) Learner pathways: enabling pupils to make choices about that they learn d) Holistic learning, eg cooking, personal care e) Parent communication, sharing, involvement. Online parent forum, parent working party across the academy. f) Capturing child’s view g) What pupils enjoy in their leisure time <p>AS thanked governors and would welcome any other ideas. The SDP will be an agenda item at the next Business meeting.</p>	<p>Governors should contact AS with other SDP ideas.</p>
66/2015-16	<p>Ratification of Charging and Remissions policy</p> <p>The generic policy had been agreed by the Finance committee. AS had made it specific to Moorcroft. Governors had read the policy before the meeting and no comments had been received. It was therefore RATIFIED by governors and signed by MB.</p>	<p>Charging and Remissions policy RATIFIED.</p>
67/2015-16	<p>Urgent Items from Business Meeting or Board of Directors and Questions to raise with Board of Directors</p> <p>No urgent items. CS was not present at the meeting.</p>	
68/2015-16	<p>Any Other Business</p> <ul style="list-style-type: none"> a) Chair’s meeting: DW had attended a meeting. She highlighted that standard LGB meetings should be no longer than 90 minutes. Teaching and learning (t&l) is an Ofsted focus and LGB agendas should table t&l as much as possible. If AS has any concerns, he should share them with governors. DW will email her notes to MB. 	<p>DW will email notes from Chair’s meeting to MB.</p>

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	<p>b) Capital bids: All the 2016 capital bids had been unsuccessful. Moorcroft had bid for a perimeter fence and a new roof. The Asset Management committee had met to prioritise where the surplus funds from last year could be used, based on need and affordability. Moorcroft will be given £15k for a fence. The roof will be a priority for appeal. If unsuccessful, a capital bid for the roof will be made next year.</p> <p>c) Introduction to Governance training course: Pentland Field governors had met the previous day and wished to run an Academy training session. They had asked CP to find out if governors from other schools are interested. JE expressed an interest.</p>	
69/2015-16	<p>Focus for next LGB meetings:</p> <p>a) Business 16th June:</p> <ol style="list-style-type: none"> i. Budget 2016-17, ii. Shape of SDP that AS will present to directors on 1st July iii. Absence Management <p>b) FGB Autumn term:</p> <ol style="list-style-type: none"> i. Assessment and Data ii. SDP 	
70/2015-16	<p>Dates for future meetings, all to start 7 p.m.:</p> <ul style="list-style-type: none"> • <i>Thursday 16th June 2016 Business</i> <p>Governors need to send their expression of interest to MB before half term. When it is known who will be governors in the next academic year, proposed dates for meetings will be distributed.</p>	<p>Proposed dates for next year's meetings to be sent out when governors known.</p>

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

Meeting closed at 8:30 p.m.