

MINUTES OF MOORCROFT SCHOOL GOVERNING BODY

Non Confidential Minutes for the Full Local Governing Body (LGB) Meeting
Held at Moorcroft School
on Thursday 4th February 2016 7:05 p.m. to 9:12 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
Mike Wisgard	MW	Governor	
Phil Haigh	PH	Governor	Director
Andrew Irving	AI	Governor	Teacher
Carey Philpott	CP	Clerk	

The meeting was declared quorate.

Item	Discussions and Decisions	Action
31/2015-16	Welcome MB welcomed everybody to the meeting.	
32/2015-16	Apologies of Absence Apologies had been received from Kam Parmar (KP), Lisa Hatcher (LH) and Debbie Wiseman (DW), which the governors accepted.	Apologies accepted.
33/2015-16	Declaration of Interests PH is now a member of the Schools Strategic Partnership Board. MW has become a governor at Cherry Lane Primary school.	
34/2015-16	Approval of the minutes of the last FGB meeting 8th October 2015 The non-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.	Non confidential minutes AGREED.

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35/2015-16	<p>Matters arising from the previous meeting not covered in the rest of the minutes</p> <p><i>Item 12/2015-16 b i:</i> The outcome of the Moorcroft skills audits showed a lack of knowledge and progress of the Local Authority. PH has not completed his form, but confirmed he has good knowledge of this area.</p>	
36/2015-16	<p>Items for Any Other Business</p> <p>New potential governor.</p>	
37 and 38 /2015-16	<p>Focus of this meeting: What is happening at Moorcroft, to incorporate SIP 2015-16 governor links and parental engagement</p> <p>AS had prepared a Powerpoint presentation. The minutes do not concentrate on the content of the presentation, which was based on the progress of SIP targets, but on the questions and discussions of governors.</p> <p>a) Middle managers will be more accountable for teaching, learning and achievement in their own departments so they are able to support and mentor other teachers, was one of the main SIP targets.</p> <p>TM asked if new teachers have experience of working in special schools. AS replied it is unusual, only one of the recent new teachers had done so. The majority need a strong induction process. CS enquired about the portfolio of developing skills of the 3 leads. AS told her they are gaining more management experience, such as managing teams and issues on a day to day basis.</p> <p>b) Another SIP target was to develop a robust and effective staff development and retention strategy, to grow and retain high quality staff.</p> <p>i. There is a national shortage of teachers and recruitment in Hillingdon is particularly difficult due to the high cost of living. In particular, Moorcroft has been unable to recruit newly qualified teachers (NQT)s. PH highlighted that none of the special schools are represented at NQT interview panels, where Schools HR sell Hillingdon schools to candidates. MW asked whether working in a special school impinges on the career of NQTs. AS responded, it depends on where they see their career. The vast</p>	

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	<p>majority of NQTs start in mainstream schools and join special schools later in their career.</p> <p>ii. Governors discussed ways to encourage teachers to join and stay at Moorcroft. The discussion included pay scales and whether higher pay would encourage teachers. The Academy now has a licence for Sponsorship teachers, so that teachers from other countries can be employed. PH asked about Moorcroft growing their own teachers. AS told him that there is now an Academy policy on this. MW stressed that the website and branding communicated is important in recruitment. There should be a recruitment page on the website to include the package is being offered. CS enquired whether the Academy is recruiting or whether it is the school. AS replied both. Governors agreed that this topic should be discussed further at another meeting. CS was asked to highlight it at the next board meeting as it is an Academy wide problem.</p> <p>iii. AI told governors about the new well-being team which is being set up. It is made up of class representatives and therapists. This was as a result of a wellbeing survey which highlighted that staff do not always have a voice in the right forum. Currently, with the exception of AI, no teachers have volunteered for the team. CS did not see this as a problem as it is addressing TA's who historically have not had a voice. PH said it is about all staff attitudes to the school and how they feel about working at Moorcroft. Currently, school dress code has been discussed. Governors were not sure how this related to physical, mental, emotion, family and social health. It highlighted that the team needs to set out their terms of reference to give a clear definition of their purpose. AS explained that the SLT wanted to canvas staff views on a dress code as this had been raised by several staff. Class representatives would consult their teams and report back. AS believes this is a good way of ensuring staff felt consulted when decisions were made and it was important to build bridges between the staff and SMT. AI is confident it can be a great group for the school and he will work with Sophie Spinoza, who is chairing the group, to write a Terms of Reference. A wellbeing survey will be carried out in the future again to see if there has been a shift.</p>	<p>CS to highlight recruitment problem at next board meeting.</p> <p>AI will ensure that new well-being team writes a ToR.</p>

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	<p>c) To develop and implement a clear strategy for marketing the school to all stakeholders:</p> <p>MW has been involved in using marketing as a tool to sell the school, which includes branding. The new logo is a bridge, which represents a bridge between secondary school, primary school and the real world. A new website will be launched soon. MW enquired whether there will be search optimisation. AS hoped so.</p> <p>d) Establish a new 14-19 curriculum which will provide positive outcomes for all students leaving the school when they reach 19:</p> <p>CS wanted to know how the future aspirations for students of teachers and parents. AS replied that these are discussed at Annual Reviews from Year 9 onwards. A discussion on communications with parents arose. Governors would expect that with only 64 pupils, there are more frequent discussions with parents, such as half termly. An online forum was suggested. AS confirmed that this is one of the proposals for the new ICT strategy. A new home / school link book has also been introduced which focuses more on education than simply just care.</p> <p>e) Staff will become experts at managing pupils with challenging behaviour and supporting pupils with complex needs:</p> <p>i. AI has visited other similar schools to look at behaviour management and recording. He reported that the systems in other schools reflected Moorcroft's, with consistent approaches, the language used, daily timetables and strategies if there are concerns about a student's behaviour.</p> <p>ii. TM asked whether parents are involved. AI replied that if a child has a positive handling plan, it is presented to the parents, which they are able to feedback on and once agreed, sign. Parents are invited into school when there are issues and when there are multi-disciplinary meetings.</p> <p>iii. PH wanted to know about the attrition rate of staff in the two new specialist ASD classes. AS replied that absence rates are lower this academic year as staff become more skilled at managing the pupils. Some staff are now wearing jackets with long sleeves and use bite protectors to protect them from injury.</p>	

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	<p>f) In terms of Family Services, TM informed governors that the parent forum planned today was cancelled due to lack of interest. She would find information on the website helpful. AS thanked her for this feedback. MW stressed that electronic communication with parents should be regular.</p> <p>MW suggested that AS's Powerpoint presentation is displayed in the reception area. It could be adapted to give a broader parent presentation.</p>	
39/2015-16	<p>New LGB Terms of Reference and Eden Scheme of Delegation</p> <p>These had recently been agreed by the BoD. MW commented that the Scheme of Delegation leaves the LGB with little accountability. Other governors disagreed that this is a problem, the LGB is challenging the HoS and focussing on education, having time to concentrate on details of what is happening in school. AS confirmed that the LGB work is valuable. It is a significant advantage that at FGB meetings governors are free to spend the majority of time discussing school performance and ensuring that Moorcroft's young people obtain the best outcomes possible. A discussion arose about how Eden Academy operates. MW would like governors to become involved earlier. AS told him that both the budget and the SIP are shared with governors in the summer term at the beginning of the process.</p>	
40/2015-16	<p>Reports</p> <p>a) Chair's Report</p> <p>MB had circulated a written report and invited questions. There were none.</p> <p>b) Head of School's report (HoS)</p> <p>AS's written report had been circulated and he asked if governors had any questions.</p> <p>Please see confidential minutes.</p> <p>c) Representative on BoD's Report</p> <p>MB had attended the previous meeting because CS could not do so. MB said that nothing in the meeting affected Moorcroft directly.</p>	

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41/2015-16	<p>Ratification of Accessibility plan</p> <p>Governors had read this policy before the meeting and TM had sent questions to AS, which he had acted on. It was therefore RATIFIED by governors and signed by MB.</p>	<p>Accessibility plan RATIFIED</p>
42/2015-16	<p>Urgent Items from Business Meeting or Board of Directors</p> <p>None.</p>	
43/2015-16	<p>Any Other Business</p> <p>New potential governor: AS told governors that the School Governor One Stop shop had passed on an application from a potential new governor. Mark Lemon had met her with a view of joining the Audit committee, but her preferred option was Moorcroft school. Last week she had visited the school. She had been invited to observe this LGB meeting, but had another commitment. She has been invited to observe the next Business LGB meeting in March.</p>	
44/2015-16	<p>Focus for next FGB meeting</p> <p>SIP for 2016-17 Re-elections for governors will be due.</p>	
45/2015-16	<p>Dates for future meetings, all to start 7 p.m.:</p> <ul style="list-style-type: none"> • <i>Thursday 10th March 2016 Business</i> • <i>Thursday 21st April 2016 FGB</i> • <i>Thursday 16th June 2016 Business</i> 	

There are confidential minutes for this meeting.

Meeting closed at 9:12 p.m.