

Mary Rose Academy

Minutes of the Board of Governors Meeting



Date: Tuesday 24 September 2019
Location: Mary Rose Academy

Time: 5.00pm

Present:	Lisa Charlton (LC) (Chair)	Co-opted Governor
	Alison Beane (AB)	Executive Headteacher
	Hazel Mellors (HM)	Parent Governor
	Dawn Jones (DJ)	Parent Governor
	Leone Hill (LH)	Co-opted Governor
	Sarah Jeffery-Chipps (SJC)	Staff Governor
In Attendance:	Jo Petch (JP)	Head of School
	Marie Singleton (MS)	Chief Finance and Operations Officer
	Karen Frost (KF)	Clerk to Governors

23/19 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting, particularly MS. There were no apologies for absence.

24/19 DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest relating to the items on the agenda. Governors completed new pecuniary interest forms for 2019/20.

25/19 HEALTH AND SAFETY/SITE

A Health and Safety summary report was received in advance of the meeting.

Governors asked about the room risk assessments. The Chief Finance and Operations Officer explained the school was required to complete annual risk assessments for rooms, it was a statutory requirement.

Governors asked whether the risk assessments had been started for classrooms. The Chief Finance and Operations Officer said they had been started at the beginning of the academic year.

Governors asked who had overall responsibility for Health and Safety and noted that it was the Chief Finance and Operations Officer. Governors asked whether anyone in school had responsibility and noted it was the Site Manager. The Chief Finance and Operations Officer explained that the Health and Safety policy included information about roles and responsibilities.

Governors asked whether the Trust had put in place the necessary procedures for fire safety. The Chief Finance and Operations Officer explained that a list of fire marshals had been collated and update training would be provided. Governors asked what action was

Signed:.....

Date:

being taken to put an out of hours procedure in place. The Chief Finance and Operations Officer explained that an action plan would be put in place. The premises team were in the process of completing statutory health and safety training.

Governors asked whether the minibus drivers had completed MIDAS training. The Chief Finance and Operations Officer explained that a new process had been put in place. All minibus drivers would complete external minibus assessment training. Governors asked whether all teachers were able to drive the minibuses. The Chief Finance and Operations Officer said it depended on their driving licences and the size of the minibus. The Trust took copies of driving licences and made checks with the DVLA.

Governors asked whether the school could appoint a deputy Educational Visits Coordinator to provide cover if a member of staff left. The Executive Headteacher explained that the school did have two people trained. One had recently left so a second member of staff was in the process of being trained.

Governors asked to be talked through what was happening with the pool as it was important the risk assessments and procedures were tight. The Chief Finance and Operations Officer explained that an external company carried out the water sample checks. The school had a Level 3 Pool Plant Operator and other members of staff were completing the training. There was a rota in place and this included weekend cover. Governors asked whether people signed to say checks had been completed and noted they did. A sheet was completed that included the date, time, signature and results.

Governors asked about the issues with the grounds, particularly the adventure playground. The Chief Finance and Operations Officer said the school had put in a bid to replace the adventure playground rather than repairing it.

Governors asked who was responsible for the pool and noted that it was the Site Manager.

Governors asked for an update on Health and Safety training and a more detailed report about Health and Safety to include the action plan, timescales, outstanding issues and a priority order.

Action: MS/AS

MS left the meeting at 5.10pm

26/19 **MINUTES OF THE PREVIOUS MEETING**

The minutes from the meeting held on 11 June 2019 had been received in advance of the meeting. After making a minor amendment, they were unanimously agreed to be a true record and would be signed by the Chair.

27/19 **MATTERS ARISING**

It was noted that the actions agreed at the last meeting were in progress.

28/19 **HEAD OF SCHOOL REPORT**

A Head of School report was received in advance of the meeting.

Signed:.....

Date:

The Executive Headteacher suggested consideration be given to ringfencing places for early years pupils. It was agreed to discuss this further.

Action: LC/AB/JP

It was noted that there had been a significant increase in the number of pupils with English as an Additional Language. SJC would circulate a breakdown of languages to governors.

Action: SJC

Governors reviewed the safeguarding update in the Head of School report. LC and DJ had attended the recent safeguarding training held on the inset day. The Executive Headteacher reported that the Trust had recently had an audit of safeguarding from West Sussex who were really impressed with the processes in place. The Executive Headteacher confirmed that safeguarding processes were consistent in every school.

The Chair asked governors to complete the safeguarding, Prevent and Channel e-learning courses. Links to the training would be sent out.

Action: LC/KF

The Head of School reported that the appraisal IT system had recently been changed. The school had moved from BlueSky to SIMS. The policy, philosophy and principles were the same and the system was easier to navigate. Positive feedback had been received from staff who said they felt valued. Targets were all linked to the strategic plan.

Governors noted how many events the school ran and said it was incredible.

The Head of School gave an update on the Lantern. Governors said it was a huge achievement and noted what a positive impact the new learning environment had had on pupils and parents who had seen changes in the behaviour of their children. The Head of School said she thought the school could become a centre of excellence for autism practice.

It was agreed LC would write to thank the architect.

Action: LC

Governors asked whether any pupils were still on the Craneswater site and noted that it was still used by the sixth form.

The Head of School highlighted key events in the school calendar that might be of interest to governors.

29/19 **STRATEGIC PLAN 19/20**

The School Strategic Plan for 2019/20 was received in advance of the meeting. The Executive Headteacher confirmed that it had come out of the self-evaluation process at the end of the last academic year which had included a conference and an SLT evening. The new Ofsted framework had also been taken into account.

The Executive Headteacher drew attention to the objective about developing and embedding the Trust wide wellbeing strategy. It was noted the Trust was always mindful about staff workload.

Signed:.....

Date:

Governors congratulated the school for recently winning a competition for gardening school of the year run by the Sunday Mirror. It had been a joint project between Redwood Park and Mary Rose.

Governors said it would be important for the school to involve parents in any discussions about future pathways so they could provide support as well. The Head of School said future pathways were discussed during the annual review and they were embedded in the EHCP once pupils were past Year 9. Future pathways had been embedded into the curriculum and pupils' learning.

Governors asked whether the school fed into any work Portsmouth City Council was doing around learning disabilities and autism, for example, the disability forum and autism forum. The Head of School said there was a link to adult and post 19. The school had been involved with the autism group in terms of feeding in ideas and often had representatives visiting the school.

The Chair said she would be meeting with the Head of School to discuss governor monitoring.

Action: LC

30/19 **PUPIL PREMIUM**

The Pupil Premium strategy for 2019/20 had been received in advance of the meeting. The Executive Headteacher explained that 59 pupils were eligible for Pupil Premium which was a high figure compared to national but the lowest number in the Trust. Because the Trust's curriculum was so personalised, there was no gap between the performance of Pupil Premium and non Pupil Premium pupils so the funding was used for the benefit of all.

Governors asked how the school decided what to spend the funding on. The Executive Headteacher said the school tended to spend the funding in the same way as in previous years as it was proving effective. Governors asked if it was all spent on staff costs. The Executive Headteacher said it was mostly staff costs and CPD.

Governors asked whether the school ever kept some of the funding unallocated in case a pupil who was eligible for the funding was in need of something part way through the year. The Head of School said the school didn't but any needs identified during the course of the year would be met.

The Executive Headteacher drew governors' attention to the impact of last year's spend which was detailed in the report.

31/19 **SPORTS PREMIUM**

A report about the Primary PE and Sport Premium funding was received in advance of the meeting. The Executive Headteacher said the funding was well used and targeted and the school had seen the impact of it.

Governors asked what uptake there had been for after school clubs. The Head of School said they were oversubscribed.

Signed:.....

Date:

Governors asked what kind of activities took place during the break and lunch times. The Head of School said there was a sensory club, music club and singing club. The student council came up with ideas for activities.

Governors thanked the school for the report.

32/19 **SAFEGUARDING**

The updated Keeping Children Safe in Education guidance had been received in advance of the meeting. Governors were asked to read the guidance and sign to say they had read it by the end of October 2019.

The Chair said she would meet with the Head of School to go through a safeguarding audit.

Action: LC

33/19 **GOVERNING BODY MEMBERSHIP**

The Executive Headteacher gave a presentation about the updated Ofsted framework and handed out copies of a presentation for governors at the meeting. Governors were asked to send any questions they had to the Chair.

34/19 **STAKEHOLDER ENGAGEMENT**

A summary from the stakeholder surveys conducted in the summer term was received at the meeting. Governors were asked to send any questions about the data to the Chair.

The Head of School shared some examples of how the team gathered pupil voice. Governors asked whether it worked better than it had previously. The Head of School said it had.

35/19 **GOVERNING BODY MATTERS**

a) **Governing Body Membership**

It was noted that there were vacancies for two co-opted governors, one staff governor and one parent governor. The Head of School would advertise for the staff governor and parent governor.

Action: JP

b) **Committee Terms of Reference**

The draft committee terms of reference for Solent Academies Trust were received in advance of the meeting. Governors were asked to send in any comments on the terms of reference for the Mary Rose Academy governing body to the Clerk.

c) **Skills Audit**

It was agreed the Clerk would send out the skills audit form for completion.

Signed:.....

Date:

36/19 **DATE OF THE NEXT MEETING**

The date of the next meeting was Tuesday 4 February 2020 at 5.00pm

There being no further business, the meeting was closed.

Summary of Actions

Minute	Action	By whom	Target Date
20/19	LC and another Governor ask to meet with Marie Singleton, Chief Finance and Operations Director and Mark to go through budget and curriculum budget.	LC	Sept 19
25/19	Provide an update on Health and Safety training and a more detailed report about Health and Safety to include the action plan, timescales, outstanding issues and a priority order.	MS/AS	Feb 20
28/19	Discuss ringfencing places for Early Years.	LC/AB/JP	Feb 20
28/19i	Circulate more detailed information about the EAL pupils.	SJC	Feb 20
28/19ii	Send out links to the Prevent, Channel and safeguarding training.	LC/KF	Oct 19
28/19iii	Complete the Prevent, Channel and safeguarding training.	All Govs	Nov 19
28/19iv	Write a thank you letter on behalf of the governing body the Lantern architect.	LC	Nov 19
29/19	Meet to discuss governor monitoring.	LC/JP	Oct 19
32/19	Meet to go through the safeguarding audit.	LC/JP	Nov 19
35/19	Advertise for the staff governor and parent governor vacancies.	JP	Oct 19

Signed:.....

Date:

Post Meeting Note – Clarification about Health and Safety

There are room risk assessments in place and these need updating for September 2019.

In every school we have named staff who have specific roles in the event of the fire alarm going off. Each member of SLT has an area of the school for which they are responsible with a named second if they are not on site. All therapists etc.. know to go to upstairs 6th form to support pupils in wheelchairs. Staff are all trained to use the evac chairs. Each member of the admin team also has an assigned role. We haven't called staff fire marshals but these duties are all assigned. Mary Rose generally evacuates all personnel from the building within 3 minutes which is excellent. There is 1 hour 'cover' downstairs and the upstairs common room has extra insulation giving it 2 hours.

I'm aware we didn't explain this properly. All staff who drive mini buses have received training. We used to use MIDAS and have a school MIDAS trainer (in fact 2). Following research we found that it was acceptable to create our own bespoke version of this training because MIDAS was not a requirement. This Trust based version has been used for the last 18 months. With the advent of our new estates manager, he has stated that he would prefer us to use an external system which we have agreed to. We don't use 'untrained' staff and all our risk assessments are in place and logs of all training delivered/passed and failed.

Signed:.....

Date: