

Mary Rose Academy

Minutes of the Board of Governors Meeting



Date: Tuesday 4 February 2020
Location: Mary Rose Academy

Time: 5.00pm

Present: Leone Hill (LH) Co-opted Governor
Alison Beane (AB) Executive Headteacher
Hazel Mellors (HM) Parent Governor
Dawn Jones (DJ) Parent Governor
Jane Dutton (JD) Staff Governor

Apologies: Sarah Jeffery-Chipps (SJC) Staff Governor

In Attendance: Jo Petch (JP) Head of School
Adam Simmonds (AS) Estates Manager
Karen Frost (KF) Clerk to Governors

1/20 WELCOME AND APOLOGIES

LH welcomed everyone to the meeting and explained she had stepped in as Chair.

Apologies for absence were received and accepted from SJC.

2/20 DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest relating to the items on the agenda.

3/20 FINANCE/HEALTH AND SAFETY/SITE REPORT

a) Health and Safety/Site Report

A Health and Safety report and action plan were received at the meeting. AS summarised key points in the report.

Governors asked whether trips were included in the accident figures as well as accidents that had happened within school. AS said they were. All accidents were reported via an accident form.

It was noted there were some issues with the numbers of accidents in the report in terms of the breakdown of accidents. AS was working with office team to resolve this.

There was discussion about the value for money of the Health and Safety SLA with Portsmouth City Council which was something that would be looked into.

AS summarised the key actions for Mary Rose Academy from the action plan.

Governors thanked AS for the report.

Signed:.....

Date:

b) Finance Report

A management accounts and analysis up to 31 December 2019 were received in advance of the meeting.

The Executive Headteacher drew attention to key areas in the report. The biggest issue was the overspend on supply staff, however some of this was offset by underspend on staffing.

The Executive Headteacher reported that there continued to be concerns over the budget at Mary Rose Academy, however confirmation had been received that the Trust would receive £190,000 additional funding for the Portsmouth academies.

Governors asked about the budget for trips which appeared to be overspent. It was noted there was an ongoing query about the budget for trips.

Action: KB

The Executive Headteacher reported that the Health and Wellbeing budget was overspent due to multiple purchases of specialist chairs. There had been an unexpected increase in need.

The Executive Headteacher reported that a new Chief Financial and Operations Officer had been appointed and an interim Chief Financial and Operations Officer was currently in place.

4/20 MINUTES OF THE PREVIOUS MEETING

The minutes from the meeting held on 24 September 2019 had been received in advance of the meeting. They were unanimously agreed to be a true record and were signed by the Chair.

5/20 MATTERS ARISING

Governors reviewed progress towards actions agreed at previous meetings. It was noted they were all either completed or closed.

The Chair suggested holding a future Governing Body meeting at the Lantern or at the Craneswater site.

6/20 RECRUITMENT OF HEAD OF SCHOOL

The Executive Headteacher gave an update on progress with recruitment of the new Head of School. Interviews were being held on 12 February 2020.

Signed:.....

Date:

7/20 **HEAD OF SCHOOL REPORT**

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

Governors asked whether coffee mornings would be started again. The Head of School said they were more successful when linked with an event. Engagement with parents was high. Teachers engaged with parents regularly and good use was made of the home school book.

Governors asked whether parents were informed about incidents of physical restraint and noted they were.

The Head of School highlighted key events that governors were invited to attend.

8/20 **CHALLENGE PARTNERS REPORT**

The report from the Challenge Partners review held on 17 October 2019 was received in advance of the meeting. The feedback from the review had been very positive and found the academy to be 'leading'.

Governors asked whether the academy knew what happened to pupils when they left. The Executive Headteacher said the academy had always had information about the destinations of pupil but in the last few years had also started to gather more information about how long they had stayed where they went onto and where they went onto after leaving their initial destination.

It was noted that the Sixth Form had been found to be an area of strength.

Governors said they liked the comment in the report that 'during lesson explorations it was often difficult to tell who the teacher or assistant was'.

9/20 **GOVERNING BODY MATTERS**

It was noted that there were vacancies for three co-opted governors and one parent governor.

Jane Dutton had been re-appointed as the staff governor.

Governors were encouraged to visit the school for focused monitoring visits and to join in with learning walks. It was agreed the Head of School would send governors the dates of future learning walks.

Action: JP

It was agreed that LH would become the safeguarding governor and JD would become the link governor for health and safety.

Signed:.....

Date:

10/20 **ITEMS FOR THE NEXT AGENDA**

- Update on reading.
- Feedback from SAT Board Conference.

11/20 **DATE OF THE NEXT MEETING**

The date of the next meeting was Tuesday 12 May 2020 at 5.00pm.

It was agreed to hold a meeting with the leadership team on Tuesday 3 March 2020 at 5.00pm.

There being no further business, the meeting was closed.

Summary of Actions

Minute	Action	By whom	Target Date
3/20	Confirm about why the budget for trips is overspent.	KB	May 20
9/20	Send governors the dates for learning walks.	Feb 20	May 20

Signed:.....

Date: