

# MARY ROSE ACADEMY

## MINUTES OF BOARD OF GOVERNORS MEETING

Tuesday 12 July 2016

<b>Present</b>	Mark Mitchell	(MM)	Co-opted Governor (Chair)
	Alison Beane	(AB)	Executive Head Teacher
	Jane Dutton	(JD)	Staff Governor
	Alistair Gray	(AG)	Co-opted Governor
	Leone Hill	(LH)	Co-opted Governor
	Mary Ive	(MI)	Parent Governor
	Rosie Lakin	(RL)	Co-opted Governor
	Natalie Lunn	(NL)	Staff Governor
	Hazel Mellors	(HM)	Parent Governor
	Trevor Sapey	(TS)	Co-opted Governor (Vice-Chair)
<b>Apologies</b>	Chris Green	(CG)	Parent Governor
	Kelly Phillips	(KP)	Parent Governor
<b>In Attendance</b>	Louise Kay	(LK)	Teacher (Item 5)
	Neil Kefford	(NK)	Head of School, Associate Member
	Lorraine Swanson	(LS)	Business and Operations Director, Associate Member
	David Jordan	(DJ)	Clerk

The meeting began at 5.15 pm and was declared quorate.

### **1. Constitution and Membership**

The Chair welcomed Jane Dutton, who had been recently selected to fill the vacancy for a governor appointed from and by teaching staff, to her first meeting of the Board of Governors.

The Chair reported that the Board of Directors of Solent Academies Trust had appointed Dr Peter Starie, Head of the School of Education and Continuing Studies at the University of Portsmouth, as a member of the Academy Trust Company. Dr Starie was already a member of the Strategic Board of Portsmouth Teaching School Alliance for the past three years, and was therefore familiar with Mary Rose Academy and Cliffdale Primary Academy in particular as well as the education landscape in Portsmouth in general.

The SAT Board had also unanimously voted to appoint Mark Mitchell and Trevor Sapey as Chair and Deputy Chair respectively of the Mary Rose Academy Board of Governors for a further two years.

Apologies for absence were received and accepted from Chris Green (Parent Governor) and Kelly Phillips (Parent Governor).

## **2. Declaration of Pecuniary Interests**

No member declared a pecuniary interest in any agenda item for this meeting.

## **3. Minutes of the Previous Meeting**

The minutes of the meeting, held on 17 May 2016, were unanimously agreed and accepted as a true record, and were signed by the Chair.

## **4. Matters Arising from Minutes of the Previous Meeting**

Minute 5 – (Clerk to add a full presentation on MAPP to the agenda for the next meeting of the Board of Governors.) The Assessment Research Group, having analysed the outcomes of the MAPP pilot, had recommended that MAPP would not be the most appropriate solution for Mary Rose Academy and the proposed presentation was therefore replaced by the more general presentation on evidencing pupil progress in agenda item 6.

Minute 6 – (The Executive Head Teacher agreed to report to the next meeting on vocational opportunities provided to KS5 pupils.) This report was deferred to the next meeting.

Minute 6 – (MI agreed to review the annual review process as part of her SEN responsibility.) This review would take place during a visit to Mary Rose Academy in September.

Minute 6 – (The Chair agreed to produce a short report for the next meeting of the Board of Governors identifying priorities for the next year arising from this year's review process.) Action completed; the report was circulated for agenda item 8.

Minute 14 – (The Executive Head Teacher agreed to investigate the reason for the letter from PCC re attendance data.) PCC was apparently in receipt of the attendance data and the reason for the letter requesting the data remained unknown.

No further matters arising from the minutes were raised.

## 5. Presentation on Eye Gaze Software

**Received:** a presentation and oral report from Louise Kay.

**Noted:** Eye Gaze software allowed pupils to communicate by changes in eye direction detected by sensors linked to the computer. It allowed inputs without requiring physical movement and was particularly helpful for pupils who had difficulty with hand-eye co-ordination or using their hands. Governors watched video recordings of pupils acquiring Eye Gaze skills and interacting with teachers in this way. The software worked on a range of platforms including tablets and was available in a variety of editions ranging from £3,000 to £15,000. Teachers had found that, in addition to the obvious benefits for interaction with pupils, the use of Eye Gaze improved pupils' self-esteem and encouraged independent learning.

## 6. Evidencing Pupil Progress

**Received:** an oral report from the Head of School

**Noted:** Teachers from Mary Rose Academy and Cliffdale Primary Academy had formed an Assessment Research Group (ARG) to evaluate and pilot MAPP. However, the project had found that MAPP did not deliver the information required. Both schools were using B Squared to record progress and would retain p-levels in English and Maths, but they wanted to supplement that process to secure more detail. They had hoped that MAPP would deliver this detail but there were concerns about the nature of the outputs and several staff were uneasy with it.

The ARG was now looking at other systems including [CD Wheel](#), a low-cost, easy-to-use system which a number of schools were already using. It was not a new system but it was more valuable now that i-pads were in use. The ARG intended to demonstrate the use of CD Wheel in Cliffdale Primary Academy before the end of term. It was important to drive progress towards implementing a means of recording and tracking progress. Several systems had been considered and CD Wheel appeared to be the most versatile but it may still be necessary to use some other systems for individual needs. It may also be possible to develop CD Wheel in conjunction with other schools.

The teaching staff governor reported that she had found MAPP effective but CD Wheel was more user-friendly. The product could be developed into a specialist art wheel which she would be interested in acquiring.

The senior leadership team subscribed to a range of networks and information sources but there was no consensus emerging as to one outstanding system for recording pupil progress in SEN settings. Governors asked the Head of School to keep them informed of progress on this matter. **Action:** Clerk to add an update on evidencing pupil progress to the agenda for the next meeting.

## **7. Report on Health and Safety**

**Received:** Portsmouth City Council Health and Safety newsletter issue 21 – June 2016.

**Noted:** Mary Rose Academy had a service level agreement with Portsmouth City Council for Health & Safety. This used to include an H&S audit by the city council but this had been replaced by a self-assessment audit, which the Estates Manager and Business and Operations Director had completed. The Chair of Governors, who was also the Health & Safety governor would visit to examine the audit report in detail on 22 July and would report to the next meeting of the Board of Governors. **Action:** Chair; Clerk to add to agenda.

## **8. Governors Self-Review 2015-16**

**Received:** Summary of Mary Rose Academy Board of Governors Self Review 2015/16

**Noted:** On the whole the Board of Governors was doing well, but there remained some areas for improvement. The Board needed to conduct a skills audit for which the Executive Head Teacher had acquired an appropriate skills audit tool. AG had identified a Governor Role which he would send to the Clerk for distribution to governors. The Chair would meet with JD in September as part of her induction programme and would arrange one-to-one meetings with the other governors to seek their ongoing views on the working of the Board. The Head of School would send dates of future parents' coffee mornings and publication dates of the parents' newsletters to the Clerk for distribution to governors.

## **9. Executive Head Teacher's Report**

**Received:** Head Teacher's Report dated 12 July 2016 and an oral report from the Executive Head Teacher.

**Noted:** The report was structured using the main headings from the School Strategic Plan. The SLT had formally discussed the plan and was working on a revision for 2016-17.

Governors especially noted the points raised by Sarah Mascall during her School Improvement Evaluation visit in May. These were grouped as "what went well" (WWWs) and "even better if" (EBIs). She had found a strong emphasis on developing leadership in a "well-ordered, calm community in which both staff and pupils appear very happy and content". Some pupils had very complex needs but there were very few Behaviour Watch incidents. The maintenance of pupils' work files and linking them to teaching and progression were time-intensive activities because of the nature of pupils' achievements in SEN settings.

Pupil safety and safeguarding continued to be exemplary and attendance remained consistently at 93%, which was very good. There would be another Safeguarding training event in the autumn term to which governors would be invited.

Teaching evaluations and learning walks in the summer term showed that teaching continued to be outstanding. The curriculum was under constant review and revision now that it was no longer constrained by the national curriculum.

The academy had focused on developing the Head of School and the new Assistant Head Teachers during this year. All had risen to the challenges of their new roles. It was a tribute to the SLT that the Challenge Partners Review and the School Improvement Evaluation had gone so well.

The Board of Governors was pleased to note the success of Mary Rose Academy in the Rock Challenge regional final and in winning the national short film competition.

There had been no RIDDOR reportable incidents.

## **10. Update from Solent Academies Trust**

**Received:** an oral report from the Chair.

**Noted:** Solent Academies Trust had been approved as the preferred sponsor of Redwood Park School and the Chair of the Trust Company had been appointed as a member of the Interim Executive Board with Mike Stoneman, Deputy Director of Children's Services at PCC and Gordon Dove. Good progress was being made towards the academy conversion. The Estates Condition Statement had been received and was being scrutinised as part of the due diligence process. Discussions were taking place with Portsmouth City Council and it was hoped that priority 1 repairs would be undertaken by PCC before conversion. Jo Tondeur, a teacher with an SEN background in Bournemouth, had been appointed as Head of School and would have an induction with the Heads of School of Mary Rose Academy and Cliffdale Primary Academy. The Trust Company was taking every care to ensure that risks were minimised and that the conversion would benefit pupils at Redwood Park School.

## **11. Teaching School Update**

**Received:** The Portsmouth Teaching School Alliance newsletter dated June 2016 and an oral report from the Executive Head Teacher.

**Noted:** The Teaching School continued to do well in a difficult financial environment. There was growth in Initial Teacher Training and the Teaching School had been approached to take on a role in school improvement in the city, which was currently the responsibility of Portsmouth City Council. This was likely to involve extending the Challenge Partners Review scheme in the city with a package of support. Good and

Outstanding schools in the city were also likely to join the Challenge Partners scheme later. There was currently some funding for improvement in the 16-17 age group, but the government's future funding plans were unknown. Teaching schools would have to grow and develop over the next few years to undertake this work.

## **12. Governors' Training**

**Received:** An oral report from the Chair.

**Noted:** RL had attended the PCC training session for governors on headteacher performance management and had sent the very useful documentation to the Chair for information. The training session for Chairs and Clerks had unfortunately been cancelled.

## **13. Report from Learning, Progress and Pupil Welfare Committee**

**Received:** Approved minutes of the Learning, Progress and Pupil Welfare Committee meeting held on 4 May 2016.

**Noted:** The meeting with representatives of SHOUT! which took place on 9 June had been very enjoyable and informative and the committee was considering with the Head of School the possibility of making these meetings biannual.

## **14. Post to Governors**

No items of post had been received:

## **15. Date of Next Meeting**

The next meeting will take place at 5.00pm on Tuesday 4 October 2016. The Clerk agreed to distribute an electronic version of the proposed schedule of meetings for 2016-17 for members to comment. **Action: Clerk.**

The meeting closed at 7.20pm.