

MARY ROSE ACADEMY

MINUTES OF BOARD OF GOVERNORS MEETING

Tuesday 13 December 2016

Present	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
	Rosie Lakin	(RL)	Co-opted Governor
	Natalie Lunn	(NL)	Staff Governor
	Hazel Mellers	(HM)	Parent Governor
	Trevor Sapey	(TS)	Co-opted Governor (Vice-Chair)
Apologies	Mary Ive	(MI)	Parent Governor
	Chris Green	(CG)	Parent Governor
In Attendance	Neil Kefford	(NK)	Head of School, Associate Member
	David Jordan	(DJ)	Clerk
	Karen Frost	(KF)	Clerk Designate

The meeting began at 5.00 pm and was declared quorate.

1. Constitution and Membership

The Chair reported that it was David Jordan's last meeting as Clerk and introduced Karen Frost.

2. Apologies for Absence

Apologies for absence were received and accepted from Chris Green and Mary Ive.

3. Declarations of Pecuniary Interest

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

4. Minutes of the Previous Meeting

The minutes of the meeting held on 4 October 2016 had been distributed in advance of the meeting. They were unanimously agreed and accepted as a true record and signed by the Chair.

5. Matters Arising

Governors went through the status of actions agreed at the last meeting:

Minute 6: (Letter of thanks to H&S Aviation) – The Chair reported that the letter had been sent.

Minute 6: (Safeguarding Checks) – The Chair confirmed that he had checked all staff had signed a declaration to say they have read the Child Protection Policy and section 1 of the Keeping Children Safe in Education document. In addition to checking that the declarations had been recorded in Blue Sky, he had also checked the separate list kept for members of staff not on the system. It was noted that the Single Central Register was up-to-date, in order and complied with the requirements.

Minute 6: (Pupil Premium Funding and Primary PE Action Plan) – Both of these items were on the agenda for the meeting.

Minute 7: (Strategic Plan) – The Strategic Plan was on the agenda for the meeting.

Minute 8: (Self Evaluation Form (SEF)) – The SEF was on the agenda for the meeting.

Minute 12: (Health and Safety Audit) – An update on Health and Safety was on the agenda for the meeting.

Minute 13: (Website Audit) – AG had completed the check of the website to ensure that all of the statutory data was in place.

Minute 17: (Persistent Absenteeism return) – The issue was now resolved.

LH entered the meeting at 5.10pm.

There were no further matters arising.

6. Report from Ofsted Inspection

Received: Letter dated 1 December 2016 following the Ofsted Inspection.

Noted: Mary Rose Academy had been inspected on 1 November 2016 and received an Outstanding grade for the third time. It was a short one day inspection, during which inspectors observed 11 lessons and visited the off-site sixth form. The inspection was extremely rigorous with a focus on safeguarding. The letter was now a public document and would be published on the Mary Rose Academy website.

Governors congratulated staff, pupils, parents, carers and all members of the Academy's community who had played a part in achieving the result. The Chair also passed congratulations onto the governing body. It was a fantastic report that confirmed what the Academy believed.

The outstanding result had been achieved despite the pressure on the staff in the Academy who had been providing support to Redwood School.

Cliffdale Academy had also had an Ofsted Inspection in November 2016. The results of that inspection remained confidential at this time.

7. Strategic Plan 2016/17

Received: Mary Rose Academy Strategic Plan 2016/17.

Noted: Following the Ofsted Inspection, it had been decided not to change the format of the strategic plan. The Lead Inspector had found it useful and informative.

The plan would be evaluated in January and the next Headteacher's report would include an update on progress made towards achieving the targets.

8. Self-Evaluation Form (SEF)

Received: Self-Evaluation Summary 2015-16

Noted: The SEF would be updated on an on-going basis. Any significant changes or trends that needed to be monitored would be reported to governors through the Headteacher's report.

Governors commented that it was interesting to see how the assessment wheel worked and how it underpinned the Academy's values. It was noted that there had been a slight delay in rolling the assessment wheel out due to the Ofsted inspection but it was now planned to happen in the spring term.

Governors would be monitoring the use of the wheel throughout the year, particularly through the LPPS committee.

9. Pupil Premium Funding Report and Plan 2015-16 and 2016-17

Received: Pupil Premium Funding Report for 2015-16 and Plan for 2016-17.

Noted: Governors noted and approved the Pupil Premium report for 2015-16. They particularly liked the case studies as they demonstrated how pupils benefited from initiatives that were school wide. Governors asked for the report to be further anonymised before publishing it on the website. **Action.**

NK

Governors noted that there were no significant changes to the plan for the Pupil Premium spend in 2016-17 other than the use of the assessment wheel as a means of gathering evidence. Governors were in agreement with the plans for the spend.

10. Primary PE Action Plan 2016-17

Received: Primary PE Action Plan 2016-17

Noted: Governors noted and approved the plan for the Primary PE spend for 2016-17 which was well set out and showed the wide range of activities. The Action Plan should now be published on the website.

11. Update from Solent Academies Trust

Received: Oral report from the Chair of the Trust and an oral update from the Executive Headteacher.

Noted: The academy conversion of Redwood Park School had been delayed to 1 February 2017 due to a number of outstanding issues. Some progress had been made to resolving the issues but two remained outstanding:

- Pension strain: The Local Authority wanted to make the Trust liable for staff who had left after March 2016. The Trust's solicitor was advising the Trust not to agree with the clause. The wording had been changed but if the solicitor was still not in agreement with it, the Local Authority would be asked to take out the clause.

- Capital costs of replacing the water pipes: The water pipes at Redwood Park were very old and represented a Legionella risk. The estimate for repairs was £156,000. The Trust was seeking assurance from PCC that the repairs would be a priority from capital spending in the next financial year.

Governors noted that there was a new Head of School in place at Redwood Park and a strong middle leadership team. From January 2017, a middle leadership TA team would also be in place. There remained gaps in terms of the Senior Leadership Team.

The staff team were new and enthusiastic and understood the need to deliver education that looked different. However, there remained a lack of experience and knowledge of the school and the next step was to further develop knowledge and understanding of the pupils. There had been an incredible amount of change for the pupils to deal with in terms of staffing.

Positive feedback had been received from parents.

Governors noted that the school had received a lot of help and support from both Cliffdale and Mary Rose staff.

Governors noted that the Trust had signed off the annual report and accounts for 2015/16 and that it remained a going concern. There were some worrying trends in terms of future finances, particularly regarding the massive increase in pension liabilities although this was affecting every academy and pension provider in the country.

12. Update on Health and Safety Self-Assessment Audit

Received: Oral report from the Chair of Governors.

Noted: The various outstanding issues from the Health and Safety audit had now been addressed. The Local Authority Health and Safety representative had carried out an audit and said that the Health and Safety was fine.

Governors noted that the Academy was meeting its Health and Safety duties. There were clear plans and policies in place for all aspects of Health and Safety.

13. Teaching School Update

Received: Portsmouth Teaching School Alliance Newsletter

Noted: The Teaching School had been asked to support Portsmouth City Council with school-to-school support in the newly formed Portsmouth Education Partnership. Jo Peach was now the Executive Director of the Teaching School Alliance and Sophie Venables had become the Director.

The Teaching School was working directly with schools identified as needing higher levels of support, running training courses and setting up an English and maths network.

A new website for the Teaching School was due in January 2017.

Governors noted that the Local Authority had a consultation under way regarding the ending of governor support arrangements. There had been a strong reaction from schools about this and concern about the lack of support that would be available for governors in the City. There were questions around how the Local Authority's statutory responsibilities for school governance would be undertaken. There had been some talk that the Teaching School Alliance might play a role in terms of providing governor training.

Governors asked whether Portsmouth Schools could buy into the Hampshire Governor Services SLA and were told that they could.

Governors suggested that the Trust might need to focus on the needs of governors within the Trust's schools and to take responsibility for providing them with the necessary training and support. **Action**

AB

14. Governors' Training Update

Received: Oral reports from governors.

Noted: The recent Governors' Forum had been well attended, mainly from the Primary schools.

AG attended Portsmouth City Council's Safeguarding, LADO and Prevent training.

It was noted that governor training on data would need to be organised by the school. **Action.**

NK

15. Report from Chair of Learning, Progress and Pupil Support Committee

Received: Minutes from the meeting of the Committee held on 28 September 2016

Noted: The committee had met on 24 November 2016 for a meeting with the SHOUT representatives. The next meeting was being held at the Craneswater site on 25 January 2017.

16. Post to Governors

The Clerk reported that there had been no post received.

17. Date of the Next Meeting

The date of the next meeting is Tuesday 14 February 2017.

Summary of Actions

Minute	Action	By whom	Comments
10. (Oct 16)	Clerk to add to agenda for the May meeting of the Board of Governors a briefing by Paul Hoggett, Head of Sixth Form, on vocational developments during the current year.	Clerk	
9. (Dec 16)	Further anonymise the Pupil Premium funding report before publishing it on the website.	NK	
13. (Dec 16)	Look into providing governor support for governors within the Trust's schools.	AB	
14. (Dec 16)	Organise some governor training on data.	NK	