

MARY ROSE ACADEMY

MINUTES OF BOARD OF GOVERNORS MEETING

Tuesday 4 October 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
	Chris Green	(CG)	Parent 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
In Attendance	Neil Kefford	(NK)	Head of School, Associate Member
	David Jordan	(DJ)	Clerk

The meeting began at 5.15 pm and was declared quorate.

1. Constitution and Membership

The Chair reported that Kelly Phillips, Parent Governor, had resigned from the Board of Governors for family reasons. He had written to her to express the Board's thanks for her commitment and her work on behalf of Mary Rose Academy.

2. Apologies for Absence

Apologies for absence were received and accepted from Mary Ive (Parent Governor).

3. Declaration of Pecuniary Interests

No member declared a pecuniary interest in any agenda item for this meeting. Governors signed the annual declaration of interests for publication on the Mary Rose website.

4. Minutes of the Previous Meeting

The minutes of the meeting held on 12 July 2016 were unanimously agreed and accepted as a true record, and were signed by the Chair.

5. Matters Arising from Minutes of the Previous Meeting

Minute 5 – (Presentation on Eye Gaze Software.) The governors wished to record their thanks to Louise Kay for her very good and very informative presentation.

Minute 8 – (AG had identified a Governor Role which he would send to the Clerk for distribution to governors.) AG had now acquired the document and would send it to the Clerk.

No further matters arising from the minutes were raised.

6. Executive Head Teacher's Report

Received: an oral report from the Executive Head Teacher and the following documents:

- Head Teacher's Report dated 4 October 2016
- Report on Outcomes for Pupils 2015-16
- Mary Rose Academy Pupil Premium Funding Report and Plan 2015-16 and 2016-17
- Primary PE Action Plan 2016-17
- Mary Rose Academy Review of the Primary PE Action Plan 2015-16

Noted: The Head Teacher's report was structured using the main headings from the School Strategic Plan.

The report on pupil outcomes for 2015-16 had been considered in detail by the Learning, Progress and Pupil Support Committee at its meeting on 28 September. In response to a question from the Chair, the Chair of that committee assured the Governors that the report included a breakdown by gender, as well as by other groups, and these data were scrutinised in detail by the committee, who had found no anomalies.

In Quality of Teaching, Learning and Assessment, Governors noted that the quality of teaching remained outstanding. Lesson observation figures would be added to the Self Evaluation Form. All teachers had engaged in two professional development sessions during this term, focussing on high quality teaching and evidence portfolios. Two new teachers from mainstream education were doing well and the NQT who had trained at MRA last year was also doing very well.

In Personal Development, Behaviour and Welfare, pupil safety and safeguarding continued to be exemplary and attendance remained consistently at 93%, which was very good. There had been no RIDDOR reportable incidents.

In Leadership and Development, Governors noted that the curriculum had been further developed for this year to include reference to Mary Rose Academy's values. A server malfunction and crash at the end of last year had lost all pupil data, but with considerable effort, Sarah Jeffery-Chipps, the Data Analysis Manager, had recovered the data which provided the basis for the Pupil Progress Report.

In Wider Learning, Governors particularly noted the contribution that a team of volunteers from H&S Aviation, working with the site team, had made to the maintenance of all the outdoor woodwork. The Head of School agreed to draft a letter of thanks for the Chair to send to H&S Aviation on behalf of the Board of Governors. **Action: Head of School and Chair.**

There were now 146 pupils on role.

Governors noted the section on safeguarding. The Chair agreed, in his capacity as Safeguarding Governor, to check and report to the next meeting that all staff had signed a declaration that they had read the Child Protection Policy and section 1 of the Keeping Children Safe in Education document. **Action: Chair.**

Governors noted the celebrations recorded in the Head Teacher's Report. In particular, during this year the main celebration would be the 10-year anniversary of Mary Rose Academy, which would involve a number of events across the whole year. As part of this celebration, the summer barbecue would take place on 1 July 2017.

Governors felt that they would need more time to consider in detail the Pupil Premium Funding Report and Plan and the Primary PE Action Plan 2016-17 and Review of the Primary PE Action Plan 2015-16. It was noted that these documents had been posted to the website, as required, but Governors asked that detailed scrutiny of these documents be completed at the next meeting. **Action:** Clerk to add to agenda for the next meeting.

7. Mary Rose Academy Strategic Plan 2016-17

Received: Mary Rose Academy Strategic Plan 2016-17

Noted: The SLT had formally discussed the plan and was working on a revision for 2016-17 which would take account of comments made by the Challenge Partners Review team.

In SP1, Leadership, it was noted that three staff were enrolled on the National Professional Qualification for Senior Leadership (NPQSL) programme.

In SP2, Teaching, Learning and Assessment, Mary Rose Academy was sustaining excellent teaching.

In SP3, Personal Development, Behaviour and Wellbeing, the introduction of class sensory integration circuits to promote engagement and focus in autism classes had received very good feedback in the Challenge Partners Review.

The three actions outlined in SP4, Outcomes for Pupils, were all agreed.

Governors noted that the Strategic Plan Statements on the Wider Learning Environment (SP5) were aligned with the Mary Rose Academy Vision.

The SLT's final version of the Strategic Plan would be presented to the next meeting.

Action: Clerk to add to agenda.

8. Mary Rose Academy Self Evaluation 2015-16

Received: Mary Rose Academy Self Evaluation 2015/16

Noted: There was no single way to produce a SEF. Mary Rose Academy's school improvement adviser, Sarah Mascall, was content with the current format, but the Challenge Partners Review, which was ongoing at the time of this meeting, had expressed an intention to recommend some changes to the SEF document presented to the Governors for approval, especially in relation to the second part of section 2.

Agreed: Governors agreed that the SLT should review the SEF in the light of the Challenge Partners Review comments, when they became known, and the revised document should come to the next meeting. **Action:** Clerk to add to the agenda for the next meeting.

9. Update from Solent Academies Trust

Received: an oral report from the Chair.

Noted: The process of due diligence before the academy conversion of Redwood Park School was ongoing. There were some major issues around the premises and finance to be resolved. The target date for conversion remained as 1 December 2016, but this was becoming very difficult to meet. Solent Academies Trust will have to formally agree to sponsor Redwood Park School. The work undertaken at Redwood Park had had resource implications for both Mary Rose Academy and Cliffdale Primary Academy, for example the secondment of Hannah Richardson. Staffing issues at Redwood Park had been difficult to address, but good progress had been made. A very good teacher with an SEN background in Bournemouth, had been appointed as Head of School but there remained much to do. The Trust Company was taking every care to ensure that risks

were minimised and that the conversion would benefit pupils at Redwood Park School and would not impair its two existing academies.

Governors pressed the Chair and the Executive Head Teacher on the resource implications for Mary Rose Academy. Both the Executive Head Teacher and the Business and Operations Manager had put a lot of time and effort into ensuring that staff from both academies were able to contribute to improvements to Redwood Park while minimising the impact on their own academies. Nevertheless, Mary Rose Academy had a shortfall of approximately 2 days per week of Assistant Head Teacher time. This was not a situation that could continue indefinitely. However, all the staff involved had gained valuable experience that they would bring back to Mary Rose Academy and this gain had to be taken into account.

10. Vocational Opportunities Provided to KS5 Pupils

Received: an oral report from the Executive Head Teacher.

Noted: The Self Evaluation Form provided a detailed account of sixth form provision at Mary Rose Academy, from which it was clear that preparation for the next stage in their lives was at the heart of the sixth form experience. All students undertook a preparation for adulthood course and the curriculum provided numerous opportunities to use and develop skills on-site and in the community. The Challenge Partners Review had been impressed with the range and amount of accreditation achieved by the KS5 students. The Academy was always looking for additional accreditation opportunities and had added BTEC to the portfolio in 2015-16. They would be focussing on more work experience in 2016-17 and would be buying in careers advice from the City Council. Paul Hoggett, Head of Sixth Form, would be invited to the May meeting of the Board of Governors to provide a briefing on vocational developments during the current year.

Action: Clerk to add to agenda.

11. Update on Evidencing Pupil Progress

Received: A document titled “Solent Academies Trust Assessment Wheel” and an oral report from the Head of School.

Noted: Work on the CD Wheel system, on which the Board had had an introductory briefing during the last meeting, had continued apace. All three of the Solent Academies Trust schools had been involved in customising the CD Wheel, as shown in detail in the document. Each stage could be further defined and evidence recorded for each pupil so it was entirely personalised. Each child’s CD Wheel would inform their annual review process. Data could be uploaded by PC or tablet. Customising the product allowed the three special needs settings to record the acquisition of skills that did not appear to be built on “necessary conditions”. The Assessment Group would continue to refine their work and the Solent Academies Trust CD Wheel would be implemented after the half-term break.

12. Report on Health and Safety

Received: an oral report from the Chair.

Noted: As agreed at the July meeting, the Chair of Governors, in his capacity as the Health & Safety governor visited the Academy in July to examine the audit report in detail. He had checked the PCC Health and Safety checklist line-by-line with the Business and Operations Director, as a consequence of which they had identified some clarifications needed in policies. These had now been written but the Chair had not yet had an opportunity to check the revisions against the PCC checklist. The work was more than 90% complete at this time.

Agreed: Chair to report again to the next meeting of the Board of Governors. **Action:** Chair.

13. Mary Rose Academy Website

Received: a demonstration of the new website and an oral report from the Executive Head Teacher.

Noted: the new website had a “cleaner”, more modern appearance than its predecessor and was easier to navigate. Although the site was live, there remained some work to be done, such as the addition of pupil data.

Agreed: AG would check that all statutory data was in place on the new website and make any shortfalls known the school. **Action: AG.**

14. Teaching School Update

Received: an oral report from the Executive Head Teacher.

Noted: Portsmouth Teaching School Alliance had been formally approved by Portsmouth City Council to take on school improvement work in the city. There was about £200K allocated to do this work and a service level agreement was being negotiated with the council. Jo Peach, formerly Director of the Teaching School, had been appointed to undertake this work and her Portsmouth TSA post had been backfilled. Work with PCC Children’s Services, Challenge Partners, Multi-Academy Trusts and the Regional Schools Commissioner was making good progress. Draft criteria for the SLA were now available. This represented a big increase in responsibility for Portsmouth TSA and was a good development for the city and its schools.

The Executive Head Teacher had been appointed to the Head Teachers’ Board for the Regional Schools Commissioner.

There had been a dramatic increase in the number of initial teacher training places under the purview of the Teaching School.

15. Governors' Training

Received: An oral report from the Chair.

Noted: The Clerk had attended the PCC training session for Chairs and Clerks, which had focussed largely on developments in safeguarding in schools and the changing role of the clerk in the government's developing policies on school governance. The SEND training session had unfortunately been cancelled because of insufficient take-up. It was not clear how much longer PCC would be able to continue with governor training in the current fiscal climate.

16. Report from Learning, Progress and Pupil Welfare Committee

Received: Approved minutes of the Learning, Progress and Pupil Welfare Committee meeting held on 9 June 2016.

Noted: The meeting on 28 September 2016 had been mainly concerned with the detailed scrutiny of the Pupil outcomes report.

17. Post to Governors

Two items of post had been received:

A further letter from PCC requesting information on persistent absenteeism. There had been discussions with PCC that had led Mary Rose Academy to believe that academies were not required to complete this return. The Head of School agreed to make further enquiries. **Action: Head of School.**

A request from a member of staff for special leave for a period of six days had been received. Governors noted that the Head of School had already approved this request.

18. Date of Next Meeting

The next meeting will take place at 5.00pm on Tuesday 13 December 2016.

The date of the February meeting was scheduled to fall within the Spring half-term break. Governors therefore agreed to bring this meeting forward one week to Tuesday 14 February 2017.

The meeting closed at 7.20pm.

Summary of Actions

Minute	Action	By whom	Comments
6.	The Head of School agreed to draft a letter of thanks for the Chair to send to H&S Aviation on behalf of the Board of Governors.	Head of School and Chair	
6.	The Chair agreed, in his capacity as Safeguarding Governor, to check and report to the next meeting that all staff had signed a declaration that they had read the Child Protection Policy and section 1 of the Keeping Children Safe in Education document.	Chair	
6.	Clerk to add to agenda for the next meeting the Pupil Premium Funding Report and Plan and the Primary PE Action Plan 2016-17 and Review of the Primary PE Action Plan 2015-16.	Clerk	
7.	Clerk to add to the next meeting agenda the SLT's final version of the Strategic Plan.	Clerk	
8.	Clerk to add Self Evaluation Form to the agenda for the next meeting.	Clerk	
10.	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	
12.	Chair to report again on the Health and Safety Audit to the next meeting of the Board of Governors.	Chair	
13.	AG agreed to check that all statutory data was in place on the new website.	AG	
17.	The Head of School agreed to make further enquiries with PCC about the need for academies to complete the persistent absenteeism return.	Head of School	