

Mary Rose Academy

Minutes of the Board of Governors Meeting



Date: Tuesday 11 July 2017 Time: 5.00pm
Location: Mary Rose Academy

Present:	Mark Mitchell (MM) (Chair)	Co-opted Governor
	Alison Beane (AB)	Executive Headteacher
	Alistair Gray (AG)	Co-opted Governor
	Rosie Lakin (RL)	Co-opted Governor
	Chris Green (CG)	Parent Governor
	Leone Hill (LH)	Co-opted Governor
	Jane Dutton (JD)	Staff Governor
	Hazel Mellors (HM)	Parent Governor
Apologies:	Natalie Horn (NH)	Staff Governor
	Mary Ive (MI)	Parent Governor
In Attendance:	Lorraine Swanson	SAT Business Operations Director
	Karen Frost	Clerk to Governors

1 Welcome and Apologies

- 1.1 The Chair welcomed everyone to the meeting. Apologies for absence were received and accepted from Natalie Horn and Mary Ive.
- 1.2 The Chair reported that Trevor Sapey had resigned from the Governing Body. Governors thanked Trevor for all of the astonishing work he had done for the school both as a member of the Governing Body and as a volunteer in the school.

2 Declarations of Pecuniary Interest

- 2.1 There were no declarations of pecuniary interest relating to the agenda.

3 Minutes of the Previous Meeting

- 3.1 Minutes from the meeting held on 16 May 2017 had been distributed in advance. They were agreed to be a true record and signed by the Chair.

Signed:.....

Date: 26 September 2017.....

4 Matters Arising

4.1 Governors reviewed the status of actions agreed at the last meeting:

- 10: A briefing about the Sixth Form would be included on the next agenda.
- 1: The vacancy for a Parent Governor would be re-advertised.
- 5: The Trust Wide governor safeguarding training had been held.
- 9: The Executive Headteacher reported that a decision had been made to increase the amount of non-agency supply cover as it was cheaper. At the moment, the Trust couldn't afford to employ staff specifically to provide cover across the Trust.
- 9: Funding issues had been raised with the Local Authority including issues relating to the Albert Annexe and the Nursery.

5 Executive Headteacher's Report

5.1 A Headteacher's report to governors dated Tuesday 11 July 2017 had been received in advance of the meeting. The Executive Headteacher highlighted key points from the report.

5.2 Academy Strategic Plan

5.2.1 The Senior Leadership Team had completed a formal evaluation of the 16/17 strategic plan using a range of evidence. The evaluation would be circulated to governors in advance of the next meeting along with the new strategic plan for approval.

5.3 Outcomes

5.3.1 Initial analysis on the summer term data was extremely positive for progress across the school including for Pupil Premium and Looked after Children. Less interventions had been needed this year.

5.3.2 Governors asked what the reasons were for needing less interventions. The Executive Headteacher said she thought it was to do with the nature of teaching and because staff knew the children so well it had become instinctive. The teams were also more settled which led to better consistency.

5.3.3 Next year the school would report more formally on progress towards the EHCP targets.

5.4 Quality of Teaching, Learning and Assessment

5.4.1 Areas of strength and areas of focus remained the same as had been reported at the last meeting. Next year's strategic plan would still have a target around communication.

5.4.2 Governors asked what programme new staff went through to develop skills with communication. The Executive Headteacher explained that every member of staff received a formal induction programme that included taster sessions to get them up to speed as soon as possible. They were then given the opportunity to attend more in-depth training sessions and there was also a detailed training programme that ran across the year.

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Date: 26 September 2017.....

5.5 Personal Development, Behaviour and Welfare

5.5.1 The number of behaviour incidents had continued to be low.

5.5.2 Attendance remained at 93%.

5.6 Leadership and Staff Development

5.6.1 The school's NQT had passed her NQT year with flying colours and the school's School Direct trainee had qualified as a teacher.

5.7 Wider Learning Environment

5.7.1 Mary Rose Academy was still providing support for other schools including Redwood Park Academy. A lot of progress was being made at Redwood Park Academy.

5.7.2 The outreach service (PSENSP) continued and had been fully utilised. Next year the PSENSP team would also be providing CPD as part of the service again.

5.7.3 The Trust had been part of the process for a bid to help improve outcomes for pupils on SEN support in the mainstream.

5.8 Number on Roll

5.8.1 The school had 146 pupils on roll. Four pupils would be joining the school in September 2017.

5.8.2 Discussions had been held with the Local Authority about nursery places. The school needed seven children in the nursery for it to be cost effective but at one point there was only one child. It had been agreed to keep the nursery open and hoped that there would be at least five children in the nursery next year.

5.9 Staffing Update

5.9.1 Jo Petch was starting as Head of School in September 2017. Governors thanked Annie Williams for taking on the role of Acting Headteacher during the summer term saying the transition had appeared to be seamless.

5.10 10th Anniversary

5.10.1 An art exhibition had been held to celebrate the 10th anniversary which had been fantastic. Governors were shown pictures of the art work.

JD entered the meeting

5.10.2 The summer celebration and BBQ had been very successful and raised £5,500.

5.11 IT Infrastructure

5.11.1 Changes were being made to the IT infrastructure over the summer term to bring all of the schools in the Trust in line.

5.12 Sixth Form Curriculum

5.12.1 The school had completed a review of the sixth form curriculum. Governors would be receiving a presentation about it at the next meeting. All sixth form students would have the chance to take part in three businesses which would either be food, horticultural or upcycling. An online shop would be started for the upcycling products.

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Date: 26 September 2017.....

5.13 Safeguarding

- 5.13.1 Governors were given an update on the number of children on roll with child protection plans.
- 5.13.2 It was agreed to invite Annie Williams to the next meeting to give an overview of the level of pastoral support provided.
- 5.13.3 The safeguarding systems continued to be very robust and training was updated every term.
- 5.13.4 The Chair of Governors continued to check the Single Central Register regularly. Everything was up to date.

6 **Transition Arrangements**

- 6.1 Three children were coming from Cliffdale Primary Academy and one child was coming from Willows Nursery. As part of the transition process, teachers went to visit the schools the children were coming from. Following discussion with the current school and families, a transition programme was put into place that worked in the best possible way for each child's needs.
- 6.2 An update on transition from sixth form would be given at the next meeting.

7 **Health and Safety/Premises Update**

- 7.1 The Business Operations Director gave an update on Health and Safety. Fire drills continued to be held on a termly basis and regular site inspections continued. The school bought into an SLA with the Local Authority who audited the school at the end of March and received a very positive response.
- 7.2 There had been no Riddor reportable accidents. One ongoing insurance issue was continuing which was regarding an incident pre-conversion in 2013.

8 **Governing Body Matters**

- 8.1 Governors noted the vacancies for a Parent Governor and Co-opted Governor. There were also vacancies for Vice Chair of Governors and Chair of the LPPS committee.
- 8.2 A cross trust safeguarding training session had recently been held. Governors were encouraged to book onto training courses as part of the subscription to Newport Educational.
- 8.3 The list of link governors was reviewed and updated.

9 **Report from Learning, Progress and Pupil Support Committee**

- 9.1 Minutes from the meeting of the LPPS committee held on 3 May 2017 had been distributed in advance of the meeting.
- 9.2 CG gave a verbal report from the meeting of the committee held on 8 June 2017.

LH left the meeting

Signed:.....

Date: 26 September 2017.....

9.3 This term, the committee had seen examples of interventions used and how they worked. It had been good to see the progress made by children as a result of the interventions.

10 **Teaching School Update**

10.1 The Teaching School was still being commissioned by the Portsmouth Education Partnership to provide the school improvement function for the City. The Teaching School had 25 specialist leaders of education who could provide support.

10.2 One of the biggest successes has been with Schools Direct. There has been a big increase in the number of Schools Direct trainees over the last couple of years. Next year there would be 48 and an additional 10 in the Isle of Wight as well.

11 **Solent Academies Trust Update**

11.1 The Chair gave a report from the Solent Academies Trust which was looking into various opportunities for expansion.

11.2 At their last meeting, the Board had considered the budget for 2017/18. There was still uncertainty about the funding as the Local Authority was in the process of reviewing the top up bandings.

11.3 It would be a challenge to set a balanced budget for Mary Rose Academy in 2017/18 and more difficult again for the next financial year.

12 **Items for the Next Agenda**

- Briefing about vocational developments in the Sixth Form.
- Update on pastoral support – Annie Williams

13 **Date of the Next Meeting**

13.1 The date of the next meeting would be Tuesday 26 September 2017 at 5.00pm.

Signed:.....

Date: 26 September 2017.....

Summary of Actions

Minute	Action	By whom	Target Date
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	May 17

Signed:.....

Date: 26 September 2017.....