

Mary Rose Academy

Minutes of the Board of Governors Meeting



Date: Tuesday 16 May 2017 Time: 5.00pm
Location: Mary Rose Academy

Present:	Mark Mitchell (MM) (Chair)	Co-opted Governor
	Trevor Sapey (TS)	Co-opted Governor
	Alison Beane (AB)	Executive Headteacher
	Alistair Gray (AG)	Co-opted Governor
	Mary Ive (MI)	Parent Governor
	Chris Green (CG)	Parent Governor
	Leone Hill (LH)	Co-opted Governor
	Jane Dutton (JD)	Staff Governor
	Annie Williams (AW)	Head of School, Associate Member
	Hazel Mellors (HM)	Parent Governor
	Natalie Lunn (NL)	Staff Governor
Apologies:	Rosie Lakin (RL)	Co-opted Governor
In Attendance:	Lorraine Swanson	SAT Business Operations Director
	Karen Frost	Clerk to Governors

1. Constitution and Membership

It was reported that the Parent Governor vacancy had been advertised but there had been no response. It was in the process of being re-advertised.

2. Welcome and Apologies

The Chair welcomed everyone to the meeting, particularly Annie Williams, the acting Head of School. Apologies for absence were received and accepted from Rosie Lakin.

3. Declarations of Pecuniary Interest

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

4. Minutes of the Previous Meeting

Minutes from the meeting held on 14 February 2017 had been distributed in advance. They were agreed to be a true record and signed by the Chair.

Signed:.....

Date:....11 July 2017.....

5. **Matters Arising**

Governors discussed the following matters arising:

- 10. A briefing by Paul Hoggett, Head of Sixth Form, would be an item on an autumn term agenda.
- 5: Trust wide governor training on safeguarding had been arranged for Monday 19 June 2017 at 5.00pm.

6. **Executive Headteacher's Report**

An Executive Headteacher's report dated Tuesday 16 May 2017 had been received in advance of the meeting.

The Executive Headteacher drew attention to key points in the report:

a) **Outcomes for pupils**

The outcomes report for the spring term had been really positive. Interventions had been put in place where needed. The LPPS committee had looked at previous interventions and seen the impact they were having which showed they were working.

b) **Quality of teaching, learning and assessment**

AW reported that learning walks had been carried out in the spring term with a particular focus on communication. The school had been pleased with what was seen. Governors reviewed the strengths that had been identified during the walks as well as the areas of focus and next steps.

Governors said it must be quite a challenge to ensure that everyone was using the same signs and symbols. AW said that the school used a programmed called Board Maker for signs and symbols which had various options for each sign. This did cause problems with consistency and so the plan was to create a master version of Board Maker that only contained the symbols used by the school.

The next tranche of learning walks would take place in the summer term.

Governors drew attention to one area that had come to light during the learning walks which was that there had been very little evidence of children being taught how to sign. AW said that this had been picked up and staff training sessions were being held.

The assessment wheel was now being trialled by staff.

c) **Personal Development, Behaviour and Welfare**

The number of behavioural incidents continued to be low. AB said she thought practice in the school was excellent, particularly the way members of staff problem solved together.

Three pupils were receiving high levels of support, one of whom had been transferred to the Albert Annexe.

Signed:.....

Date:....11 July 2017.....

Attendance was currently 93%, this didn't include two children who had been on long term sick leave.

d) **Leadership and Development**

Lisa Bolton and Sally Rogers had both completed their National Programme for Senior Leadership. Governors passed on their congratulations.

The CPD programme was going well and the joint Solent Academies Trust CPD day held on 17 March 2017 had been very successful.

e) **Wider Learning Environment**

The school was continuing to provide support for other schools, Redwood Park Academy in particular. The outreach service (PSENSP) was still working at capacity. Additional consultants had been trained so that more work could be taken on.

f) **Pupils**

It was noted that the number of pupils listed as being on roll in the Executive Headteacher's report included children at the Albert Annexe.

The pressure on numbers continued. Between Mary Rose and Cliffdale there had been 52 requests for 18 places for September. AB was speaking to the SEN team about what could be done.

g) **10th Anniversary**

Governors noted the events being held for the 10th anniversary.

6. **Safeguarding Update**

The Chair reported that he had completed a check of the Single Central Register which was all in order. Safeguarding training was booked for governors in the summer term. All staff had received safeguarding refresher training.

7. **Governor Training Update**

The Chair said that the Trust had taken out a year's subscription to Newport Educational for governor support and training and that as part of the subscription, governors could book onto any training courses they liked.

8. **Report from Chair of the Learning, Progress and Pupil Support Committee**

The minutes from the meeting of the LPPS committee held on 25 January 2017 had been distributed in advance of the meeting. The Chair of the Committee gave an oral report from the meeting held on 3 May 2017.

The committee was now receiving a good level of information from the school which was clear and easy to understand.

Committee members had reviewed the latest pupil data as well as the results of the recent learning walks. As the term had progressed it had been possible to see that interventions were working and having a positive impact.

Signed:.....

Date:....11 July 2017.....

It was clear that there was a large volume of work that staff were having to complete and governors were keen to emphasise their appreciation of the enormous amount of hard work that members of staff were putting in to have the success the school was having.

9. **Report from the Solent Academies Trust Board**

The Chair reported that at the last meeting of the Solent Academies Trust Board there had been one aspect of the Trust's finances that had concerned the Board. Mary Rose Academy was predicted to have a deficit at the end of the financial year; an in year deficit of £74,000 and an overall deficit of £25,000. The Board asked a number of questions about the deficit and identified a couple of issues.

The provision at Albert Annexe was costly to run as having enough staff and leadership cover in place was expensive. However, it was an important provision and closure would have a significant negative impact on the special needs provision in Portsmouth. Without the Albert Annexe, children would have to travel out of the City. The school was in constant dialogue with the Local Authority about funding pupils properly and was keen to keep the provision open but the Trust Board needed to make sure that it didn't overspend. It was agreed that a letter would be sent to the Local Authority to alert them to the implications of closure.

Action: MM/AB/LS

In addition to the funding issues, there had also been a very significant spend on supply staff at the Mary Rose Academy. The factors causing this included: a number of long term sickness absences, the need to use supply staff to cover the Albert Annexe and some sickness absence issues.

To tackle the overspend on supply, work was being done across the Trust to ensure that all schools had the same absence management systems in place. Consideration was being given to the health and wellbeing of staff and the school was looking at strategies for reducing absence across the school. Additionally, the school had some of their own supply staff so didn't always need to use agency staff.

Governors asked whether the school had considered employing a small number of staff to provide cover across the Trust rather than having to call in supply staff. It was agreed to look into this as a possibility.

Action: AB/LS

In terms of school funding in general, the Chair reported that schools were facing a significant reduction in school funding in future years.

10. **Date of the Next Meeting**

The next meeting of the Local Governing Body would be Tuesday 11 July 2017 at 5.00pm.

There being no further business, the meeting was closed

Signed:.....

Date:....11 July 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
1.	Advertise the vacancy for a Parent Governor.	NK	May 17
5.	Organise a trust wide governor training session on safeguarding for the summer term.	MM	July 17
9.	Look into employing a number of staff across the Trust to provide cover.	AB/LS	July 17
9.	Send a letter to the Local Authority about the funding issues with the Albert Annexe	MM/AB/LS	July 17

Signed:.....

Date:....11 July 2017.....