

Mary Rose Academy

Minutes of the Board of Governors Meeting



Date: Tuesday 26 September 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
	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
	Chris Green (CG)	Parent Governor

In Attendance:	Jo Petch (JP)	Head of School
	Karen Frost (KF)	Clerk to Governors

1 **WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting, particularly Jo Petch who was attending her first meeting. Apologies for absence were received and accepted from Natalie Horn, Chris Green and Mary Ive.

2 **DECLARATIONS OF PECUNIARY INTEREST**

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

Declaration of interest forms for 2017/18 were completed and the register of interests was updated.

3 **MINUTES OF THE PREVIOUS MEETING**

Minutes from the meeting held on 11 July 2017 had been distributed in advance. They were agreed to be a true record and signed by the Chair.

4 **MATTERS ARISING**

The Chair reported that it had been decided to include a presentation about the Sixth Form on the next agenda.

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5 EXECUTIVE HEADTEACHER'S REPORT

A Headteacher's report to governors dated 21 September 2017 had been received in advance of the meeting. The format for the report had been revised and in future the report would be written by the Heads of School for Local Governing Body meetings. Governors were asked for any comments or feedback on the new format and contents.

AG entered the meeting at 5.10pm

The Executive Headteacher drew attention to key points in the report. The academy's current assessment was that it remained outstanding across all areas.

The school had 145 pupils on roll with an approved number of 132. 55 pupils were in receipt of Pupil Premium. 20 pupils were on the EAL register. The number of EAL pupils was gradually increasing. There were 3 LAC in the school. The number of leavers in July 18 was only going to be 6 which was going to have implications for admissions to the school in September 18 with very few places available. In particular, there were likely to be 32 pupils in the sixth form which will be very difficult to manage in terms of accommodation and timetabling.

A staffing update was included in the report. Governors said they were surprised by the number of teachers in the school. The Executive Headteacher said that the number of teachers was calculated against the number of classes, the amount of PPA the school needs to build in and the various leadership responsibilities held by teachers across the key stages. All teachers had their full teaching allocation.

Governors noted that there were 3 Teaching Assistants joining and only 1 leaving and asked whether this was due to the school being short of Teaching Assistants by the end of last year or whether it was a planned change in the total Teaching Assistants needed in the academy. The Executive Headteacher said that some Teaching Assistants had left over the summer or just as the new term started, the school had in fact decreased the number of TA's due to budget pressures.

Governors asked whether the apprentices were Teaching Assistants or admin. The Executive Headteacher said there was one of each.

Governors noted that the staff retention appeared to be good. The Executive Headteacher said there were times when the turnover was higher. The induction for Teaching Assistants had been improved as they tended to have a slightly higher turnover. The Head of School explained that Teaching Assistants had a 6 month probation period that included regularly scheduled meetings. The induction process was very much personalised and included a training programme.

5.1 Review of Academy Strategic Plan for 2016/17

Governors reviewed progress towards the 2016/17 strategic plan. It was noted that both the Ofsted inspection and Challenge Partners review in 2016/17 had supported the academy's own judgements.

Governors asked whether the academy had heard about the NPQML following the ending of Purda. The Executive Headteacher said that the information had been released. Only one application had been received from a member of staff at Redwood Park Academy.

Governors said the academy had been successful at developing middle and senior leaders internally through National College and other programmes. Building capacity through the academies in the Trust to support each other and support other academies in the future

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was an important part of the strategic plan. The Executive Headteacher said the academy had started a wider leadership programme.

Governors noted the ITT and School Direct programmes. There were two School Direct trainees this year and two NQTs who had been through the programmes in the last couple of years. Governors said they thought this had been successful. The Executive Headteacher said the academy might have to consider offering non-salaried School Direct places next year due to issues with the budget.

Governors asked for a briefing on the changes to the Curriculum at a future meeting. It was agreed to add it to the agenda of a spring term meeting.

Governors reviewed engagement with parents and carers. It was noted that governors had only received 84% in the annual survey for their engagement with parents and carers. Governors discussed methods of improving their engagement with parents. The Chair said that in the last self-evaluation exercise governors had decided to try and attend some of the parent coffee mornings. Other suggestions included governors attending parents' evenings, talking to parents at performances and including contributions from governors in the newsletter.

Action: MM to write an article for the next newsletter in December 17.

The Executive Headteacher reported that the academy was monitoring the levels of staff sickness absence. Back to work interviews were held and were rigorous. The level of support offered had also been increased.

Last year there had been a focus on sensory integration which would be built on further this year.

Governors asked whether the issues identified in the Care Quality Commission visit had been addressed. The Executive Headteacher said they had, the academy had new policies and procedures that were being rigorously followed.

5.2 **Safeguarding**

The Chair reported that he had completed a check of the single central register. Some information about the qualified teacher status of an NQT was delayed in arriving but other than that the register was fine. The Chair had asked about the process for how the academy knew whether NQTs had successfully completed their teacher training programme so that all the paperwork could be demonstrated. The NQT lead for Portsmouth confirms this was at the end of their programme. This is run by the Teaching School which Mary Rose leads.

The Executive Headteacher reported that the new Head of School was qualified to be the Designated Safeguarding Lead.

RL was thanked for having attended the recent Safeguarding Training on behalf of governors.

5.3 **Pupil Outcomes and Progress for 2016/17**

A data report on the pupil outcomes and progress for 2016/17 had been distributed in advance of the meeting.

Governors noted that the outcomes report was generally overwhelmingly positive. Three areas were being pursued to ensure that assessment is robust. Questions being followed were:

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- Were the targets sufficiently challenging?
- Why was achievement in speaking less than the other strands in English?
- Why was achievement in some aspects of science less than 90%?

There would be a focus on robust target setting to ensure the targets were challenging enough. The data from CASPA inferred that the target setting is robust as the school is in line with special schools nationally.

Governors noted that speaking was one of the areas being pursued and asked whether the non-verbal pupils had been excluded from the data. The Executive Headteacher said they hadn't but that wasn't the answer.

Governors asked whether there were any areas the academy would like governors to monitor. The Executive Headteacher said there were no specific areas but governors were welcome to look at any areas.

Governors noted there were no differences between groups of pupils including Pupil Premium pupils. This demonstrated that Pupil Premium was being spent effectively. Reports on the plans for Pupil Premium spend and Primary PE and Sport Funding would be discussed at the next meeting.

Governors reviewed the CASPA report which showed the academy was making excellent progress when compared to similar schools. This report reduced the concerns with the areas that were being pursued.

The Executive Headteacher reported that all but one of the leavers had gone on to college and it was hoped that she would start college in the near future. The school is monitoring this along with social care

Governors congratulated staff for the overwhelmingly positive outcomes.

6 SEF

An updated SEF would be distributed to governors.

Action: JP/AB

7 STRATEGIC PLAN 2017/18

A copy of the key focus areas for 2017/18 was distributed at the meeting. The key areas had been decided as a result of the school self-evaluation which was articulated in the SEF, following staff input and following an SLT conference.

7.1 Leadership and Development

Areas of focus included:

- Further developing new leaders.
- Refining the induction, coaching and support for new teachers and teaching assistants.
- Implementing and evaluating the newly designed curriculum.
- Ensuring the increased Primary PE and Sport Premium is used effectively.

Cliffdale Primary Academy was in the process of piloting the new style of curriculum. It was very cross curricular and encouraged creativeness and engaging pupils with what prepares

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them for the future and what motivates them. Pupils would be learning through projects and ideas that they found engaging.

A different and innovative curriculum with more of a vocational focus had been introduced to the sixth form. Three business had been set up – Café, horticulture and upcycling/recycling and each student had chosen one. The curriculum was radically different but staff were very excited about it. It included even greater links to the community and transition to adulthood.

Governors asked how they could become involved. The Executive Headteacher said it would be interesting if governors could visit the sixth form to find out how the staff and students were finding the new curriculum. RL volunteered to carry out the visit.

Action: RL

Governors were also invited to participate in coaching staff and to visit to see how the new curriculum was being developed throughout the academy.

Governors asked whether there would still be links to accreditation in the sixth form. The Executive Headteacher said that there would and that at the end of the year, each student would each be matched to the right accreditation.

8 GOVERNING BODY MEMBERSHIP

The Chair gave an update on developments across the Trust. The Department of Education was trying to ensure clear lines of accountability from MATs which was having an impact on the Trust. The Trust Board met with the Deputy Regional Schools Commissioner in February 2017 and following the meeting decided to strengthen and expand the Board of Trustees and to increase the number of Members of the Trust.

The Scheme of Delegation had also been reviewed following the meeting and would be presented to the Board for approval at their next meeting. The Department of Education was looking for greater separation between the Members, Board of Trustees and Local Governing Bodies. At the moment the Board of Trustees included the Chairs of the Local Governing Bodies but in time this would end.

The next steps would be to fill vacancies on the Local Governing Bodies and the Board of Trustees.

Governors noted that there were currently vacancies on the Mary Rose Academy Local Governing Body for a Co-opted Governor and a Parent Governor. Alistair Gray's term of office was coming to an end in December 2017 at which point he would be stepping down from his role on the Local Governing Body as he had recently joined the Board of Trustees. Natalie Horn's term of office was also coming to an end in December 2017.

Action: JP/AB to run an election for a staff governor and parent governor.

The proposed Scheme of Delegation included a strong role for the Local Governing Bodies with a focus that included providing support/challenge for the academy leadership team, monitoring progress of pupils, outcomes, behaviour, attendance and engagement with parents, staff and the local community.

Although the Department of Education required greater accountability from Boards of Trustees there was also a need for greater accountability downwards as well and close working with parents, carers and the local community. Consideration would need to be

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given to how the Trust Board maintains an overview of the Local Governing Bodies and the system of communication.

Governor were asked to consider whether they felt there was still a need for the Local Governing Body to have a committee focusing on pupil progress or whether the Local Governing Body could consider this as part of its meetings.

Jo Petch was unanimously appointed as an Associate Member.

9 GOVERNOR TRAINING

Governors were reminded of the training available through Newport Educational.

10 ITEMS FOR THE NEXT AGENDA

- Briefing about vocational developments in the Sixth Form.
- Update on governors' engagement with parents.
- Reports from governor visits.
- Pupil Premium Funding Report and Primary PE and Sports Funding

11 DATE OF THE NEXT MEETING

The date of the next meeting would be Tuesday 5 December 2017 at 5.00pm.

Summary of Actions

Minute	Action	By whom	Target Date
1.	Distribute updated SEF to governors.	JP/AB	Oct 17
2.	Write an article for the next newsletter.	MM	Dec 17
3.	Visit the sixth form to see how the new curriculum is being received by staff and students.	RL	Mar 18
4.	Run an election for a staff governor and parent governor.	JP/AB	Dec 17

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