

Mary Rose Academy

Minutes of the Board of Governors Meeting



Date: Tuesday 5 December 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
	Mary Ive (MI)	Parent Governor
	Sarah Jeffery-Chipps (SJC)	Staff Governor
	Hazel Mellors (HM)	Parent Governor
Apologies:	Jane Dutton (JD)	Staff Governor
	Chris Green (CG)	Parent Governor
In Attendance:	Jo Petch (JP)	Head of School
	Mel Walton (MW)	Assistant Headteacher
	Hannah Richardson (HR)	Assistant Headteacher
	Karen Frost (KF)	Clerk to Governors

1 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting, particularly SJC who was attending her first meeting. Apologies for absence were received and accepted from JD and CG.

2 DECLARATIONS OF PECUNIARY INTEREST

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

3 THE SIXTH FORM

HR attended the meeting to give governors an update on the new curriculum in the Sixth Form. Last summer, the Academy undertook a review of the Sixth Form curriculum with the help of an external consultant. In particular, the Academy looked at whether the curriculum was giving pupils the skills they needed on leaving and supporting them to make a valuable contribution to society.

As a result of the review, a different curriculum was produced which focused on work and employment, community relationships, independent/interdependence and health. Three businesses had been set up and each pupil had joined one of the businesses which included a café, horticulture and upcycling. Students worked in the business on three days of the week and on the other two they focused on independent living, community projects and

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health. The new curriculum already appeared to be having a positive impact on pupils' progress.

Governors asked whether the horticultural business was supplying produce to the café. HR said that they had supplied a little but were mainly keeping their produce to make chutneys etc so they were able to make a profit.

Governors were shown examples of the work being carried out in the three businesses and said it was great to see evidence of what was happening. Governors were invited to order food or drink at the Café.

Governors asked whether the Academy would be offering apprenticeships and internships. HR said it was something that could be considered in the future but it was still early days for the businesses.

Governors said it was good to see the Sixth Form move beyond simple accreditations but asked whether the life skills fed into accreditations. HR said all pupils undertook two core accreditations, one accreditation based around the businesses and another based around their social and personal development. On top of the core accreditations, there were a number of short courses or other accreditations that students could take, ie, BTEC food studies. The additional accreditations were personalised to the pupils.

Governors asked whether the café was open to the public. AB said it wasn't as it could present a safeguarding issue.

Governors voiced concern that PCC had recently relaunched their autism strategy but employment wasn't a part of it.

Governors thanked HR for her presentation.

HR left the meeting at 5.40pm

4 **CPD PLAN 2017/18**

A report on CPL for 2017/18 was received in advance of the meeting.

MW went through the report, drawing attention to key points. The Academy had a rolling programme of CPD which was structured around the key strategic priorities.

Examples of the Teaching Assistants' induction programme was brought to the meeting. The programme had been put together with the assistance of the HR team. Teaching Assistants were on 5 month probationary periods during which they were given any support necessary.

Governors were given information about plans for the inset days and were given a copy of the staff development meeting programme.

Governors said the CPD programme was very impressive. The Trust had a strong commitment to CPD and it was important for it to continue. It was noted that the recent Challenge Partners review at Redwood Park Academy commented about how much the Trust values CPD.

Governors thanked MW for her presentation.

MW left the meeting at 5.55pm

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5 **MINUTES OF THE PREVIOUS MEETING**

Minutes from the meeting held on 26 September 2017 had been distributed in advance. They were agreed to be a true record and signed by the Chair.

6 **MATTERS ARISING**

Governors reviewed the progress towards actions agreed at the last meeting:

1. The SEF had been distributed to governors.
2. In progress.
3. RL had visited the Café and would make further visits to the other businesses in the Sixth Form.
4. Elections for the Staff Governor vacancy had been held and the newly elected governor SJC was in attendance. A call for nominations for a parent governor had been sent out to parents but no one had responded. JP was asked to seek nominations again in the new year.

The Chair reported that he would be visiting the Academy to check the Single Central Register on 11 December 2017.

7 **HEAD OF SCHOOL'S REPORT**

A Head of School report, dated November 2017, was received in advance of the meeting.

The Chair announced that the Academy had recently been awarded with a Sports Mark platinum medal. This was a significant accolade for Mary Rose Academy and a huge tribute to staff at the Academy and across the Trust for their ambition and belief that there was nothing the pupils couldn't do. The Chair said he was immensely proud to be able to make the announcement and passed on congratulations to all staff involved.

Governors asked how the review of the curriculum was progressing. The Head of School explained that the Academy was looking at making the curriculum more relevant and personalised but still broad, exciting and engaging. Clifdale Primary Academy was piloting the new curriculum this term. Mary Rose Academy would be working on the new curriculum in the spring term. One area being looked at was how to match assessment with the Academy's values. EHCP and learning targets would be linked together so that there was a clear view of the progress pupils were making. It was agreed to look at examples of the new curriculum at a summer term meeting of the LGB.

Governors asked about Attention Autism. The Head of School explained that it was an approach that helped pupils with autism give and share attention. It was used in a large number of schools and had produced positive results. A number of staff had been trained in the approach which was being used across the Trust. It was agreed to include an item about Attention Autism on the next agenda.

Governors asked about engagement with parents and whether courses for parents were still ongoing. The Head of School confirmed that they were, for example a Makaton course

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was coming up which would be followed by PECS in the spring term and possibly sensory integration in the summer term.

Governors asked why there appeared to be a high level of staff absence for Teaching Assistants. The Head of School said it was a lower figure than the same point last year but still needed to improve. The leadership team was working with the HR team to reduce absence. Governors asked whether return to work interviews were held after every absence and noted that they were. A further meeting was held if Teaching Assistants went on to have 2-3 absences during which there would be a conversation about why they had been absent and they would be set targets to improve their attendance.

Governors asked about the behaviour log and it was agreed to include further analysis on behaviour in the next Head of School report so that governors were able to judge whether the Academy was able to sustain improvements in behaviour. It was noted that there were currently no concerns with behaviour.

Action: JP

Governors noted progress made against the strategic objectives.

a) Pupil Premium Funding

A pupil premium funding evaluation for 2016/17 and plan for 2017/18 was received in advance of the meeting.

Governors said the report was very comprehensive and demonstrated the impact of the spend. There was no significant difference between the performance of pupil premium pupils and non pupil premium pupils who all achieved the same kinds of outcomes.

Governors particularly liked the case studies which provided a qualitative assessment of the impact of the spend but asked whether there was any way the pupils in the case studies could be identified, particularly as the report was on the Academy website. The Executive Headteacher said the reports had been checked very carefully to make sure pupils couldn't be identified.

b) Primary PE and Sports Funding

A primary PE and sports funding evaluation for 2016/17 and plan for 2017/18 was received in advance of the meeting. The amount of funding received had been doubled for 2017/18.

Governors said the reports were comprehensive and the evaluation for 2016/17 gave a good idea of the impact of the spend across the Academy.

Governors asked about the start of day activities. The Head of School gave some examples of the types of activities which varied across the Academy and were personalised for pupils.

The Executive Headteacher said one of the objectives in the plan for 2017/18 was to increase the amount of outdoor equipment to extend the opportunities available for pupils outside. This would also be supported by fundraising and support from the Friends of the Academy.

8 **SEF**

An updated SEF was received in advance of the meeting.

Governors suggested adding in information about governor monitoring of safeguarding to the Leadership and Management section of the SEF.

Action: JP/AB

Governors suggested some amendments to the Sixth Form section of the SEF.

Action: JP/AB

Governors said that overall, they felt the SEF gave a very good overall sense of the level of activity across the Academy.

Governors asked whether the Academy had considered turning the Sixth Form into a College. The Executive Headteacher said that a 16-25 provision was something to consider.

9 **GOVERNING BODY MATTERS**

a) **Governing Body Membership**

It was noted that there were vacancies for 2 Co-opted Governors and 1 Parent Governor.

AG said he would advertise the Co-opted Governor vacancies via Shaping Portsmouth.

Action: AG

It was agreed that JP/AB would advertise the Parent Governor vacancy again and that AB would write to the Mary Rose Trust.

Action: JP/AB

b) **Reports from governor visits**

Governors would be invited to attend learning walks in the spring term.

Action: JP

c) **Update on governors' engagement with parents**

Governors asked for the dates of parents' coffee mornings to be sent out to them. The Chair suggested that governor attendance at the coffee mornings would be a good opportunity for governors to engage with parents.

Action: KF

d) **Governor training**

The latest list of training courses being provided by Newport Educational had been distributed to governors in advance of the meeting. Governors were encouraged to book any training courses they were interested in attending.

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10 **REPORT FROM LEARNING, PROGRESS AND PUPIL SUPPORT COMMITTEE**

Minutes from the meeting of the Learning, Progress and Pupil Support Committee held on 8 June 2017 had been received in advance of the meeting.

Governors asked about the Bubbles Ethos. The Head of School explained that it was part of everything the Academy did. Governors were invited to attend the annual training held on the Bubbles Ethos every September.

It was noted that the committee had met again on 23 November 2017 during which they met with SHOUT!.

11 **ITEMS FOR THE NEXT AGENDA**

- Attention autism

12 **AOB**

Governors thanked the staff team for all of their hard work and said it was a privilege to be governors at the Mary Rose Academy.

13 **DATE OF THE NEXT MEETING**

The date of the next meeting would be Tuesday 6 February 2018 at 5.00pm.

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Summary of Actions

Minute	Action	By whom	Target Date
1.	Write an article for the next newsletter.	MM	Dec 17
2.	Visit the sixth form to see how the new curriculum is being received by staff and students.	RL	Mar 18
3.	Include further analysis on behaviour in the next Head of School report.	JP	Feb 18
4.	Add information about governor monitoring of safeguarding to the Leadership and Management section of the SEF.	JP/AB	Mar 18
5.	Make suggested amendments to the Sixth Form section of the SEF.	JP/AB	Mar 18
6.	Advertise the Co-opted Governor vacancies on Shaping Portsmouth.	AG	Dec 17
7.	Re-advertise the vacancy for a Parent Governor.	JP/AB	Dec 17
8.	Write to the Mary Rose Trust about the vacancy for a Co-opted Governor.	AB	Dec 17
9.	Send governors dates for the learning walks.	JP	Jan 18
10.	Send out the dates of parent coffee mornings.	KF	Dec 17

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