

Mary Rose Academy

Minutes of the Board of Governors Meeting



Date: Tuesday 6 February 2018 Time: 5.00pm
Location: Mary Rose Academy

Present:	Mark Mitchell (MM) (Chair)	Co-opted Governor
	Alison Beane (AB)	Executive Headteacher
	Chris Green (CG)	Parent Governor
	Jane Dutton (JD)	Staff Governor
	Leone Hill (LH)	Co-opted Governor
	Sarah Jeffery-Chipps (SJC)	Staff Governor
	Hazel Mellors (HM)	Parent Governor
Apologies:	Mary Ive (MI)	Parent Governor
	Rosie Lakin (RL)	Co-opted 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. Apologies for absence were received and accepted from Rosie Lakin and Mary Ive.

2 DECLARATIONS OF PECUNIARY INTEREST

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

3 MINUTES OF THE PREVIOUS MEETING

Minutes from the meeting held on 5 December 2017 had been distributed in advance. They were agreed to be a true record and signed by the Chair.

4 MATTERS ARISING

Governors reviewed the progress towards actions agreed at the last meeting and noted that all were in progress apart from actions 3 and 10 which had been completed.

Governors asked if the Pupil Premium and Sports Premium reports had been put on the school's website. The Executive Headteacher confirmed that they had.

Signed:.....

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5 **HEAD OF SCHOOL'S REPORT**

A Head of School report, dated 6 February 2018 was received in advance of the meeting.

Governors asked if there had been any progress with coaching the coaches. The Executive Headteacher said that the Head of School for Clifdale Primary Academy was trying out a course to see if it would be useful and something that could be rolled out.

The Executive Headteacher reported that a working party of staff representatives from each of the schools in the Trust had met to discuss the curriculum. The aim was to make the connections between EHCPs and the curriculum more obvious.

Governors asked about staff absence levels and whether the school was seeing any results from taking a more robust approach. The Executive Headteacher explained that for teachers the absence was not casual absence. The school had worked very hard with teaching assistants. Governors asked if the school would soon start to see results. The Head of School said that in comparison with last year, there was a very slight reduction in absence. The Executive Headteacher said she hoped that by the next meeting the school would begin to see an improvement in the absence figures for teaching assistants. It might be worth governors carrying out a focused visit to look at absence.

Action: Governors

Governors asked how the school monitored absence. The Head of School explained the process used. The Executive Headteacher said it was also about staff wellbeing. Because the school had to reduce staff it has meant people were having to work harder and the school needed to use agency staff. This was impacting on people's resilience.

Governors asked if the school received a good service from CAMHS. The Executive Headteacher said it was excellent although the service was always very stretched.

Governors drew attention to the use of CPOMs. The system had helped to find links between social and behavioural issues.

Governors asked whether the incidents listed would be recorded on Behaviour Watch. The Head of School said they would.

a) Pupil Outcomes

Governors reviewed the 'Autumn Term Pupil Outcomes' data report that had been distributed in advance of the meeting.

Governors asked whether additional interventions had been put in place for those pupils working towards their expected progress. The Head of School said they had for those pupils in the red section which was only a small number.

Governors drew attention to the Key Stage 2 data for measurement in particular as 17% of pupils were working below expected progress. JD said she wasn't concerned with the data at this stage. The school knew who the pupils were and strategies were in place.

Governors asked whether the Key Stage 2 cohort had higher needs than those in Key Stage 3. JD said pupils were coming into Key Stage 2 with more challenging behaviours than ever before. Governors asked whether this was reflected in the targets. JD said more use was made of sensory circuits and attention autism. Governors asked whether

this was something the Key Stage hadn't experienced before. JD said that they had used Attention Autism in certain circumstances but not in such a rigorous way.

Governors asked about the data for Key Stage 4. Both Spoken Language and Statistics showed 100% of pupils were working towards expected progress. SJC said that there were only 2 pupils in Statistics and 3 in Spoken Language. All pupils were working at higher levels so there were fewer boxes to tick.

Governors asked if there were any concerns coming out of the analysis of sub-groups. The Head of School said there wasn't.

Governors reviewed the accreditation data and asked how many pupils in Key Stage 5 were working towards an accredited programme. The Executive Headteacher said it was 100%.

Key Stage 4 accreditation data would be included in future reports.

b) Highlights of the Term and Dates for the Diary

Key dates were noted including:

Rock Challenge:	28 February 2018
Joint CPD Day:	16 March 2018

HM had attended the parent/carer Makaton session and said it had been really useful.

The Italy Ski Trip had been held and was amazing. The pupils had mixed well and been resilient.

The Special Olympics had been successful.

c) Safeguarding

The Chair said he would be carrying out a check on safeguarding before the next Local Governing Body meeting.

6

SAT BOARD

a) Update from SAT Board

The Chair reported that the SAT Board of Trustees had been expanded to ten members and two committees had been introduced. One focusing on audit and finance and the other on standards. The Standards Committee would be looking at pupil progress across the Trust so would not be duplicating the work of the Local Governing Bodies.

The budget at Mary Rose Academy continued to be challenging but discussions were underway with the Local Authority about additional funding for the Albert Annexe. The projected overspend was less for this year than it was for last year.

b) Scheme of Delegation

Governors noted the updated SAT Scheme of Delegation for 2017/18 that had been received in advance of the meeting.

Signed:.....

Date: 8 May 2018.....

7 **COMMITTEE STRUCTURE**

Governors discussed whether to continue with an LPPS committee. It was felt that there was some overlap between the work of the LPPS committee and the Local Governing Body. Now the Local Governing Bodies didn't focus on finance, there was more time to focus on learning, standards and pupil progress at meetings and it would be useful for all governors to be involved in discussions about those areas.

It was agreed there would still be a need for a group of governors to continue to meet with the Shout! representatives regularly as it was important for governors to engage with pupils. Some dates would be arranged.

Action: JP

Reducing the amount of governor meetings would free up governor time to carry out more visits or attend more school events. Governors also suggested doubling up the link governors.

After discussion, it was agreed not to continue with the LPPS committee.

8 **GOVERNING BODY MATTERS**

a) **Re-appointment of Co-opted Governors**

Governors unanimously re-appointed Leone Hill and Rosie Lakin as Co-opted Governors for a 3 year term, starting from 1.04.18.

b) **Vacancies for Governors and Term of Office Dates**

Governors discussed the vacancies for governors and term of office dates that were coming up. Consideration was given to reducing the number of governors on the Governing Body to 10 in line with the other schools in the Trust. It was agreed that the Clerk would circulate a possible constitution.

c) **Vice Chair of Governors**

It was agreed to put forward Leone Hill as Vice Chair of Governors to the SAT Board for approval.

9 **GOVERNOR VISITS**

It was agreed to circulate all completed governor visit forms to all governors.

10 **GOVERNOR TRAINING**

Governors were reminded to book themselves onto any training courses they would like to attend.

11 **ITEMS FOR THE NEXT AGENDA**

- Attention autism
- Review link governors
- Skills audit

Signed:.....

Date: 8 May 2018.....

12 **DATE OF THE NEXT MEETING**

The date of the next meeting would be Tuesday 8 May 2018 at 5.00pm.

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
11.	Organise dates for small group of governors to meet with Shout!	JP	May 18
12.	Carry out a focused visit to look at absence.	A governor	May 18

Signed:.....

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