

# Mary Rose Academy

## Minutes of the Board of Governors Meeting



Date: Tuesday 8 May 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 ATTENTION AUTISM

JD gave a presentation about Attention Autism; an intervention strategy being used to help with the development of joint attention skills. JD explained what the strategy was and how successful it was being. Nine classes were using it and not all were specialist Autism classes as the strategy could be used effectively for pupils with a range of special needs. Governors were given a demonstration.

Governors asked what staff did if pupils didn't want to join in with the activities. JD said that sometimes pupils would be given the chance to try the activities on a 1-1 basis rather than as a group. Once pupils knew what to expect and what would happen they were more likely to have a go.

Governors said that the basis of good teaching was engagement and that the strategy appeared to achieve engagement. Governors thanked JD for her presentation.

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#### 4 VISION AND VALUES

The Executive Headteacher gave a presentation about the Academy's vision and values and the next steps. Governors noted the Academy's vision which described how pupils would be on leaving the Academy. The Trust had been working on finding a system that would evidence pupils' progress towards achieving that vision.

The Trust was also in the process of developing the curriculum. It would be designed for the pupils, driven by their individual profiles and linked with their Education, Health and Care Plans (EHCP). The Solent Academies Trust (SAT) values would be embedded in it (communication, resilience and personal health and well-being).

To evidence how well the academies were doing in terms of embedding the values, the Trust had purchased some software called Earwig which acted like an electronic work file. Governors were shown some examples of pupils' learning journeys from the new software. In the future, parents would be able to access it and every pupil's EHCP would be on the system so that the Academy would be able to track progress against EHCP targets.

Governors asked whether there would be any staff who might need additional training and support with the new software. JP said that all teachers in the Trust had received training on the software which was then followed up in the individual academies. There were also champions across the schools who could provide support.

Governors asked whether it would be quite time consuming for staff to input evidence into the system. JP said she thought the new system was a lot less time consuming for staff and as a result more evidence was being uploaded into it. The system also fed into the annual review reports and end of year reports to families. The Executive Headteacher said she was confident that the new curriculum would be very focused and relevant. JD said that overall staff felt that the system was a positive way forward and they liked the way it brought everything together.

Governors were invited in to have a look at the system in more detail.

**Action:** CG/HM

#### 5 NEW CONSTITUTION AND APPOINTMENT OF CO-OPTED GOVERNOR

It was noted that at their last meeting, the SAT Board of Trustees had approved the new constitution for the Mary Rose Academy. The size of the Governing Body had reduced from 12 governors to 10 and included:

- 4 Co-opted Governors
- The Executive Headteacher
- 2 Staff Governors
- 3 Parent Governors

The Chair reported that Chris Green had come to the end of his term of office as a Parent Governor and proposed appointing Chris as a Co-opted Governor which would fill the current vacancy. The proposal was unanimously approved by governors.

This left a vacancy for 1 Parent Governor. It was agreed that JP would advertise the vacancy and forward on the details of any interested parents.

**Action:** JP

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## 6 MINUTES OF THE PREVIOUS MEETING

Minutes from the meeting held on 6 February 2018 had been distributed in advance. They were agreed to be a true record and signed by the Chair.

## 7 MATTERS ARISING

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

1. Ongoing.
2. Completed.
3. Completed.
4. Completed.
5. Completed.
6. No longer needed.
7. In progress.
8. No longer needed.
9. Completed.
10. Completed.
11. In progress.
12. Ongoing.

The Chair reported that, Following the last meeting, he had carried out a safeguarding check of the single central register and that everything had been satisfactory.

## 8 HEAD OF SCHOOL'S REPORT

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

JP reported that the Academy had 2 Looked after Children (LAC) on roll. Personal Education Plans (PEPs) were in place for both. There was a new system in place for E-PEPs.

All pupils with a 'children with disabilities team social worker' would be moved from Team around the Child meetings (TAC) to Child in Need meetings (CIN) over the next few months. This brought the system in line with Hampshire. CIN meetings would be chaired by social care.

Governors said it would be important to monitor both of the changes to ensure that no pupils slipped between the cracks during the transition to the new systems.

It was agreed that MM would meet with JP to go through these new safeguarding arrangements in more detail.

**Action: MM**

Governors asked about the level of staff absence as the absence for Teaching Assistants (TA) was still more significant than for teaching staff and asked whether anything further could be done to reduce the level of TA absence. JP said the Academy would take on more TAs to relieve the pressure on those in post if more funding was available as the team was

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fully stretched. Overall though, if the member of staff who had been absent for 100 days was taken out of the figures, the level of absence was significantly better than last year.

Governors asked whether the Academy could report on the number of absences as well as the number of days. JP said she did have that information.

It was agreed that MM would meet with JP to go through the absence information.

**Action: MM**

a) **Pupil Outcomes**

A pupil outcomes report for the spring term was distributed at the meeting. It was noted that the report was very positive again. Interventions had been put in place for any pupils not on track to achieve their targets to ensure they made the progress needed.

JP reported that the Academy was giving thought as to how to report on both outcomes and progress towards the values.

Governors asked about geometry in the upper school which had 10% of pupils working below expected progress. JD explained that the 10% related to 2 pupils. One of the pupils had interventions in place across the board. The other 'below expected progress' outcome had resulted from an inputting error, which had since been rectified.

Governors asked whether there was anything in the report that the Academy was surprised about. JP said there wasn't.

Governors asked whether the Academy was being ambitious enough in terms of target setting. JP explained that the autumn term had been long which had helped to embed progress. This had been followed by the spring term when most progress was made. This might explain why more pupils were exceeding their targets. It was also felt that some school improvement strategies were beginning to have an impact.

9 **CAREERS REPORT**

The updated Department for Education statutory careers guidance had been distributed in advance of the meeting. The Executive Headteacher reported that all statutory requirements were in place. The Academy had an independent careers advisor who met with all Year 14 pupils and the majority of Years 13, 12 and 11. Pupils could have more than one session if needed. In Years 9 and 10, the Careers Advisor's focus was on getting to know the pupils.

Parents also had access to the careers advisor and parents in the sixth form were given information about the opportunities available and encouraged to have aspirations to help and support pupils in to pathways where they could be successful.

Governors said the guidance stated that pupils from the age of 11 should have an encounter with employment each year and asked whether pupils in the Academy were provided with that. The Executive Headteacher said a range of visits were provided for pupils. The new vocational approach to sixth form meant that students worked in businesses and through that two students had demonstrated that they would have the opportunity to get into part time employment. What was needed, was for employers to realise that pupils from the Academy could add value and do meaningful things.

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Governors asked who the careers providers were. The Executive Headteacher said they were provided through PCC.

## 10 TRANSITION

It was noted that transition was underway and that transition processes were in place. Seven pupils were coming into secondary and six into lower school. It was agreed to include a full report on the transition processes at a governing body meeting in the autumn term along with any data available about the progress of students who had left the year before.

**Action:** Clerk

Governors asked how many Year 11 pupils were moving onto Sixth Form College. The Executive Headteacher explained that all pupils stayed in the Academy until Year 14.

Governors asked how many KS3 pupils were coming from mainstream primary schools. The Executive Headteacher said none were.

The Executive Headteacher said there would be 32 students in the Sixth Form next year which would make accommodation difficult. The Local Authority were aware of the issues.

## 11 SAT BOARD

### a) Update from SAT Board

The Chair reported that the SAT Board were in the process of updating the vision and developing a new strategic plan.

### b) Updated Terms of Reference

A copy of the updated terms of reference for the Governing Body was received in advance of the meeting.

### c) AGB Code of Conduct

The proposed Code of Conduct for Academy Governing Bodies was received in advance of the meeting. Governors were asked to let the Clerk know if they had any comments.

### d) Governor Training

The Chair reported that the Trust Board had decided not to renew the SLA with Newport Educational. However, induction and training were important for governing bodies. It was agreed to complete the skills audit and plan any future training on the results of that.

The Executive Headteacher suggested sending out a questionnaire to governors to give them the opportunity to feed into the strategic planning process.

**Action:** AB

## 12 GOVERNING BODY MATTERS

### a) Governor visits

Completed governor visit forms had been received in advance of the meeting. Governors were informed of key events in the summer term:

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- Parents' Evening on 7 June 2018
- Sports Day on 26 June 2018
- Mary Rose Family BBQ and Fun on 30 June 2018

b) **Governor link roles**

The governor link roles were reviewed and updated.

c) **Skills audit**

Governors were asked to complete the skills audit by the end of May 2018.

**Action:** All governors

13 **ITEMS FOR THE NEXT AGENDA**

- Recommendation for the appointment of the Chair of the AGB.

14 **DATE OF THE NEXT MEETING**

The date of the next meeting would be Tuesday 3 July 2018 at 5.00pm.

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## Summary of Actions

<b>Minute</b>	<b>Action</b>	<b>By whom</b>	<b>Target Date</b>
1.	Write an article for the next newsletter.	MM	Dec 17
2.	Organise dates for small group of governors to meet with Shout!	JP	May 18
3.	Carry out a focused visit to look at absence.	A governor	May 18
4.	Visit the Academy to see the Earwig system.	CG/HM	Sept 18
5.	Advertise the Parent Governor vacancy and forward on information from any interested parents.	JP	June 18
6.	Meet with JP to go through safeguarding.	MM	June 18
7.	Meet with JP to go through the absence data.	MM	June 18
8.	Add an agenda item about transition processes to an autumn term agenda to include an update about the progress of students who left the year before.	KF	Dec 18
9.	Send a questionnaire out to governors to give them the opportunity to feed into the strategic planning process.	AB	July 18
10.	Complete the skills audit by the end of May.	All Govs	June 18

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