

Mary Rose Academy

Minutes of the Board of Governors Meeting



Date: Tuesday 3 July 2018 Time: 5.00pm
Location: Mary Rose Academy

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

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 8 May 2018 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:

1. In progress.
2. In progress.
3. Completed.
4. In progress
5. Completed.
6. Completed.

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7. MM reported that he had met with the Head of School to go through the staff absence data and how it was monitored. He said it was important to have a balance between allowing staff to take time off to recover from genuine illness and monitoring absence/looking for patterns. As a result of the meeting, he was confident that the school was managing absence well and monitoring it effectively.

Governors asked what information he had looked at to come to that opinion. MM said he had been through absence reports and processes.

Governors asked about staff motivation levels and whether there were any issues with stress. The Head of School said staff workload had increased. There were more pupils with more complex needs but no significant amount of extra staff. The Chair said there was no easy solution to the problem, it would need to be addressed by working smarter. The Head of School said that a recent staff survey identified that 100% of staff were happy to be working in the academy.

Governors asked if there were any members of staff on long term sick. The Head of School said there was one.

Governors asked if there was any link between members of staff being absent regularly and then leaving their job. The Head of School said there was no link, apart from in cases of persistent absence which led the academy to follow processes that could lead to staff leaving.

- 8. In progress.
- 9. In progress.
- 10. In progress.

5 IMPROVEMENT PRIORITIES

A copy of 'a governor's guide to school improvement planning' and a copy of a document called 'the role of governors in school improvement planning' were distributed in advance of the meeting.

Governors were expected to be involved in the self-evaluation process and in the development of the school strategic plan. The development of the improvement priorities should be a joint process between the Headteacher and the SLT. It would be important for the governing body to identify ways in which this could be achieved. One idea would be for governors to be invited to join in with meetings of the SLT when they were discussing the strategic plan.

Action: JP

It was also the role of governors to monitor progress towards the school strategic plan, and one way of achieving this would be to link governors to a particular aspect of it. The link governors could then carry out visits to monitor progress throughout the school year which would then feed into the development of the next year's priorities.

Governors asked about overlap between the academy's priorities and the SAT priorities. The Chair explained that the SAT board would focus more on resources and would receive aggregate 'high level' data on pupil progress and outcomes in each of its academies. The role of the Academy Governing Body would be to help to set the academy's improvement plan and to monitor the extent to which the agreed priorities were achieved. Governors

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would need to keep in mind the core objectives of all the schools within the Trust, which were to develop and promote pupils' resilience, communication skills and health and wellbeing.

6 ADMISSIONS

The Chair reported that the school was expecting to have 149 pupils on role from September 2018. Although overall numbers had increased, the nursery remained short in numbers.

Governors asked about the future of the sixth form provision. The Head of School said there would be an increase in the numbers of students in sixth form next academic year. The academy was continuing with the offsite provision at Craneswater.

Governors asked whether there was an additional accommodation in other academies in the Trust that could be used. The Head of School said there wasn't.

The Chair said he remained confident that the academy would be able to meet the needs of the pupils. The Trust regularly talked with the Local Authority about accommodation. In the future, the Trust would like to grow the sixth form provision.

Governors asked whether there was any other alternative sixth form provision locally. The Chair said that local colleges had introduced additional provision over the last few years but they weren't able to offer appropriate programmes to meet the learning needs of pupils with certain complex needs and they couldn't offer full time study.

The Head of School said the academy was admitting pupils with more complex needs and sometimes the needs of pupils already on roll became more complex as they moved up through the key stages. As a result of funding pressures, the school had almost the same numbers of staff despite the increase both numbers of pupils and the complexity of needs. It was important to be mindful of the pressure on staff as a result of this.

Governors asked if it had been envisaged that the school would grow when it was built. The Chair said it wasn't. The building was originally intended to be for 108 to 112 pupils.

7 SAFEGUARDING

MM reported that he had met with the Head of School to discuss issues raised at the last meeting relating to the capacity of the LA's children's social care services to respond effectively to safeguarding concerns affecting our pupils - see below. He also reported that he had checked and signed off the single central register.

a) Safeguarding Update

A safeguarding report was received in advance of the meeting covering training, attendance, exclusions, referrals, joint agency working, policy review dates, strengths and areas to develop.

Governors asked whether all of the DSLs had received refresher training. The Head of School confirmed they had.

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Governors discussed concerns around the capacity of children's social care. The Head of School said any concerns were chased up if necessary. Governors said they wanted to be reassured about capacity as safeguarding issues needed to be monitored and followed through. It was important everyone understood how important the school's role was in terms of safeguarding and that the DSLs and leadership team were closely following and monitoring safeguarding issues. The Head of School said she believed good communication was in place both in the school and across the Trust.

Governors asked how many concerns had been referred to the Multi Agency Safeguarding Hub (MASH). The Head of School said there had been four referrals for four pupils. Governors asked whether there was still a LADO and noted it was Gill Birtwell.

Governors asked how they could be reassured that the school was safeguarding the children. MM said it was his role as safeguarding governor to monitor processes.

Governors asked whether the number of referrals to CAMHS was high. The Head of School said she would like the number to be higher but there was a waiting list.

Governors said they had found the safeguarding summary report useful and asked for it to be updated on a termly basis. It was also suggested to have safeguarding as a separate standing agenda item.

b) Report to Governors on Looked after Children (LAC)

A report from the designated teacher for LAC was received in advance of the meeting. Governors noted that there were two LAC on role, both of whom were doing well in terms of behaviour, attendance and progress.

Governors asked if the children were in stable placements and noted they were.

8 STAFFING

a) Update on Quality of Teaching and Assessment

A report on the quality of teaching and assessment was received in advance of the meeting.

The Chair noted that the overall quality of teaching across the school was judged to be outstanding and that the evidence forming this judgement had been gained from learning walks, lesson observations, challenge partners, work scrutiny, monitoring and pupil progress data.

The areas to be developed further for 18/19 included:

- Challenge for the more able pupils.
- Evidencing progress.
- Focussed independent learning.

Governors asked how the school identified more able pupils. The Head of School said pupils were identified as more able if they learnt new skills particularly quickly, were capable of more challenge or if a particular talent was spotted. Pupils might be engaging in a particular area which could be enhanced even more.

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Governors asked about the thematic approach. The Head of School said the school used topics as a vehicle for learning. This helped keep learning broad, exciting and stimulating.

Governors asked whether the school offered coaching or whether it was mentoring. The Head of School said it could be both. Coaching had been found to be effective but sometimes mentoring was used.

Governors said they had found the report to be really useful. It identified what was going well, what evidence there was to support that and areas for further development.

b) **Plans for Staffing Structure**

The Head of School reported that the staffing structure wouldn't be changing much for the next academic year. Staffing would be very tight due to the increased number of pupils and increasingly complex needs. As a result, there wouldn't be the capacity for the same amount of coaching next academic year.

9 **HEALTH AND SAFETY/SITE**

The Chair gave an update on the situation with the Craneswater site. Issues with the building had been reported to PCC who had arranged a condition survey. This had been completed and the results weren't good. Initially, PCC had said the academy would need to move to another site but, as yet, they hadn't been able to identify a suitable alternative. Instead, they were now looking at the costs of work needed to bring the building up to the required standard.

Governors asked if the building was still safe. The Chair said it was still safe in the event of a fire but it wasn't weather proof.

10 **GOVERNING BODY MATTERS**

a) **Governor Membership**

It was noted the governing body was currently full but there would be a vacancy for a co-opted governor as MM would not be continuing for another term of office.

Governors thanked MM for all his work and support as Chair of Governors. He had put a lot in and been a really good Chair setting high standards and being thought provoking. MM said he had been delighted to have been given the opportunity.

It was noted that the governing body would also need a new Safeguarding Link Governor from the start of the autumn term. MI expressed an interest in this role.

b) **Chair of Governors**

Governors were asked to consider whether they would like to take on the role of Chair of Governors for agreement at the next meeting.

c) **Skills audit**

Governors were reminded to complete their skills audit forms which would then be collated so that the results could be discussed at the next meeting.

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d) **Governor Visits Policy**

Governors were reminded to complete a governor visit form when carrying out visits.

The Chair said he had attended the recent parents' evening. All of the parents had said how wonderful the school was. It had also been good to see the Sixth Form shop, which had been impressive.

He suggested governors think about how they could work more closely with parents and carers, one way was to attend events.

11 **ITEMS FOR THE NEXT AGENDA**

- Recommendation for the appointment of the Chair of the AGB.
- School improvement monitoring and involvement.
- Safeguarding report.
- Range of accreditations in place
- Results of skills audit.

12 **DATE OF THE NEXT MEETING**

The date of the next meeting was to be confirmed.

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Date:

Summary of Actions

Minute	Action	By whom	Target Date
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.	Visit the Academy to see the Earwig system.	CG/HM	Sept 18
4.	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
5.	Complete the skills audit by the end of May.	All Govs	June 18
6.	Invite governors to meetings of the SLT when strategic priorities are being discussed.	JP	Nov 18

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Date: