

Mary Rose Academy

Minutes of the Board of Governors Meeting



Date: Tuesday 2 October 2018
Location: Mary Rose Academy

Time: 5.00pm

Present:	Lisa Charlton (LC) (Chair)	Co-opted Governor
	Mary Ive (MI)	Parent Governor
	Jane Dutton (JD)	Staff Governor
	Alison Beane (AB)	Executive Headteacher
	Sarah Jeffery-Chipps (SJC)	Staff Governor
	Hazel Mellors (HM)	Parent Governor
	Rosie Lakin (RL)	Co-opted Governor
	Dawn Jones (DJ)	Parent Governor
Apologies:	Leone Hill (LH)	Co-opted Governor
In Attendance:	Jo Petch (JP)	Head of School
	Karen Frost (KF)	Clerk to Governors

1 WELCOME AND APOLOGIES

The Clerk opened the meeting and apologies for absence were received and accepted from Leone Hill.

2 RECOMMENDATION FOR CHAIR OF THE ACADEMY GOVERNING BODY (AGB)

Lisa Charlton was introduced and recommended as the Chair of the AGB. Governors agreed to appoint Lisa Charlton as a Co-opted Governor for a term of three years.

(LC took the Chair for the rest of the meeting)

3 DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest relating to the agenda. Governors completed pecuniary interest forms for the new academic year and the pecuniary interest register was updated.

4 MINUTES OF THE PREVIOUS MEETING

Minutes from the meeting held on 3 July 2018 had been distributed in advance. They were agreed to be a true record and would be signed by the outgoing Chair.

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5 MATTERS ARISING

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

1. Completed.
2. JP would send dates of SHOUT! meetings.
3. In progress.
4. In progress.
5. In progress.
6. In progress.

6 HEAD OF SCHOOL REPORT

A Head of School report and a pupil outcomes report were received in advance of the meeting. The Head of School highlighted key areas in the report, in particular the proposed strategic priorities for 2018/19.

a) Leadership and Management

It was noted that the strategic priorities included a focus on the new curriculum and agreed to add in a presentation about the new curriculum to the spring term meeting of the governing body.

Governors asked how the school was collaborating with the Willows. The Executive Headteacher gave an update on the progress of Willows joining the Trust.

b) Teaching, Learning and Assessment

The Head of School said the levels of staff absence were better than at the same point last year. A lot of work had been undertaken over the last year to minimise staff absence which appeared to have had an impact. Governors asked who staff phoned into when they were sick. The Head of School said it was usually a member of cover staff or the answer phone. Governors said it was important to consider the impact on the team when people were off sick as it had a massive effect on them. However, governors also said it was important that members of staff didn't come into work when they were genuinely sick. Governors asked whether staff were offered the flu jab. The Head of School said they were and that it was free to staff.

The introduction of the new EHCPs was discussed and concerns were raised about inconsistencies in the quality of them. These concerns had been raised with the Local Authority.

Governors asked whether parents were being given any communication about the new curriculum and how it linked with the EHCPs. The Executive Headteacher said parents would be part of the process and would be asked for their contributions as part of the EHCP review meetings and parents evening meetings. Governors said it had been nice to see information about qualifications on children's EHCPs as previously they hadn't been curriculum based.

c) Personal Development, Behaviour and Welfare

The Head of School said a recent staff survey highlighted that staff felt they needed more support and training with managing challenging behaviour and so this had been

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included in the new strategic plan. A consultant, Colin Troy, had presented at a recent inset day session and run a behaviour support 'clinic' in the afternoon.

Governors asked whether any impact had been seen following the inset training and 'clinic'. The Head of School said there had been impact and gave an example. Staff had really valued the process.

The Head of School reported that a new procedure and school policy had been put in place for school staff to receive and store pupils' respite medications in school. This was due to a change from Solent NHS Trust. Governors asked how the school knew that children were bringing in medication. The Head of School said medication came in with the children and that staff knew what to expect and from who. Governors asked whether staff could quickly get to medication in an emergency situation. The Head of School said the school had a policy that any medication needed would be available within three minutes. The medicine cabinet was accessible, all staff were trained and knew where the key was and members of staff had radios.

Governors asked whether there was a target for attendance and noted that it was a minimum of 93%.

Governors raised concerns about the shared transport for the Albert Annexe as this didn't appear to be in the best interests of children using the transport. The Executive Headteacher said this had been raised with the Local Authority.

d) **Outcomes**

A pupil outcomes report for 17/18 was received in advance of the meeting.

e) **SEF**

The SEF would be discussed at the next meeting of the governing body. It was agreed that LC would arrange for some governors to be part of the review process.

Action: LC

It was agreed that LC and AB would meet to review the link governors and bring a proposal to the next meeting.

Action: LC/AB

7 **SAFEGUARDING**

The school would be completing a formal safeguarding audit this term and it was agreed that governors would take part in the process.

Action: LC

8 **PUPIL PREMIUM**

A report on the spend of the Pupil Premium was tabled at the meeting. It was noted that the academy received approx. £61,000 of pupil premium funding which was a large part of the budget. There was no gap between pupils eligible for pupil premium funding and those not eligible.

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Governors asked whether eligibility for the pupil premium was based on Free School Meals. The Executive Headteacher confirmed that it was the same principle.

Governors asked whether the school could provide support for school uniforms and discussed whether it would be worth setting up sale of second-hand uniform. It was suggested that the Friends of Mary Rose could be asked to look into this although noted that the school didn't have any storage space.

Governors were asked to read through the report and to bring any questions to the next meeting for discussion.

9 **SPORTS PREMIUM**

An evaluation of the Primary PE and Sport Funding spend for 2017/18 and an action plan for 2018/19 were tabled at the meeting. The school had been allocated £17,000 of funding for 18/19.

Governors were asked to read through the report and to bring any questions to the next meeting for discussion.

10 **STAKEHOLDER ENGAGEMENT**

Governors discussed stakeholder engagement. It was agreed that the Chair would organise a parent survey.

Action: LC

It was agreed that RL would work with the Head of School to carry out some pupil interviews.

Action: RL

The Head of School reported that the staff survey had been completed. The results would be circulated to governors for discussion at the next meeting.

Action: JP

11 **GOVERNING BODY MATTERS**

It was noted that there was a vacancy for one Co-opted Governor. The Chair proposed reviewing the results of the skills audit once it was completed so that recruitment of the new governor could be targeted to fill any identified skills gaps.

12 **GOVERNOR TRAINING**

Training on the topic of 'Holding Leaders to Account' was being held on Wednesday 3 October 2018 at 5pm.

Safeguarding training for governors would be organised for later in the autumn term.

It was noted that Lisa Charlton, Rosie Law, Mary Ive and Jo Petch were all safer recruitment trained.

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13 **GOVERNOR VISITS**

The Chair said it was important that all governors knew their school well and governors were reminded to complete governor visit forms.

JP left the meeting at 6.55pm.

14 **POLICIES**

a) **Staff Handbook**

Governors were given a copy of the Staff Handbook for 2018/19.

b) **Keeping Children Safe in Education**

Governors were asked to read the new Keeping Children Safe in Education so they would be able to sign to say they had read it at the next meeting.

15 **ITEMS FOR THE NEXT AGENDA**

- GDPR Briefing
- SEF
- Link governors and governor monitoring plan.
- Agree the Pupil Premium and Sports Premium plans.
- Results of the parent survey.
- Results of the staff survey.
- Complete signing sheet to confirm governors have read Keeping Children Safe in Education.

16 **DATE OF THE NEXT MEETING**

The date of the next meeting was Tuesday 4 December 2018 at 5.00pm.

There being no further business, the meeting was closed at 7.00pm.

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Summary of Actions

Minute	Action	By whom	Target Date
1.	Organise dates for small group of governors to meet with Shout!	JP	May 18
2.	Visit the Academy to see the Earwig system.	CG/HM	Sept 18
3.	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
4.	Complete the skills audit by the end of May.	All Govs	Dec 18
5.	Invite governors to meetings of the SLT when strategic priorities are being discussed.	JP	Nov 18
6.	Arrange for some governors to be part of the SEF review process.	LC	Oct 18
7.	Meet to review the link governors.	LC/AB	Dec 18
8.	Organise governor involvement in the safeguarding audit.	LC	Oct 18
9.	Carry out a parent survey.	LC	Dec 18
10.	Work with the Head of School to carry out some pupil interviews.	RL	Dec 18
11.	Circulate the results of the staff survey.	JP	Dec 18

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Date: