

Mary Rose Academy

Minutes of the Board of Governors Meeting



Date: Tuesday 5 February 2019
Location: Mary Rose Academy

Time: 5.00pm

Present:	Lisa Charlton (LC) (Chair)	Co-opted Governor
	Alison Beane (AB)	Executive Headteacher
	Hazel Mellors (HM)	Parent Governor
	Jane Dutton (JD)	Staff Governor

Apologies:	Dawn Jones (DJ)	Parent Governor
	Sarah Jeffery-Chipps (SJC)	Staff Governor
	Leone Hill (LH)	Co-opted Governor

In Attendance:	Jo Petch (JP)	Head of School
	Karen Frost (KF)	Clerk to Governors

1/19 WELCOME AND APOLOGIES

Everyone was welcomed to the meeting. Apologies for absence were received and accepted from DJ, SJC and LH.

2/19 DECLARATIONS OF PECUNIARY INTEREST

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

3/19 MINUTES OF THE PREVIOUS MEETING

Minutes from the meeting held on 4 December 2018 had been distributed in advance. They were agreed to be a true record and were signed by the Chair.

4/19 MATTERS ARISING

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

1. Completed.
2. Completed.
3. In progress.
4. Completed.
5. In progress.
6. In progress.
7. In progress.
8. The Chair had met with the Head of School to go through staff absence and reported being satisfied with the actions being taken.

Signed:.....

Date:

- 9. Completed.
- 10. In progress.
- 11. In progress.

5/19 **HEAD OF SCHOOL REPORT**

A Head of School report was received in advance of the meeting.

The Executive Headteacher gave an update on pupil numbers. There were a large number of children who met the criteria for Mary Rose Academy but only space for five of them. A meeting had been held with representatives from the Local Authority to discuss the issue of space and consider possible solutions.

There were also issues with funding for the Mary Rose Academy. The Chair of the Trust was working with the Local Authority to seek additional funding for three pupils with complex needs who required two teaching assistants each. The funding currently being received for the pupils wasn't covering the costs of the staff required. The Chair suggested consideration be given to identifying other pupils whose funding wasn't covering the costs of providing the necessary support.

Referring to the Head of School report, governors asked what benefits there had been from the Executive Headteacher and Head of School attending the Challenge Partners national conference. The Head of School explained, saying it had been a useful and inspiring day. The Trust had presented one of the workshops about a recent SEN project. It had proved to be one of the most successful projects supporting SEN pupils in mainstream schools and would now, hopefully, be rolled out to approx. 90 schools. Governors asked whether this would have any impact on the Trust. The Executive Headteacher said it wouldn't.

Governors asked about the outcome of the review of EHCP targets. The Head of School said that some of the targets needed to be made more SMART.

Governors asked why the curriculum budgets were being reduced and what impact it would have. The Executive Headteacher said the curriculum budget was being cut by £10,000 but felt the school was very well resourced and any necessary items would be provided.

Governors asked when the interim appraisals would be completed. The Head of School said they would be completed by next half term. Governors asked about the appraisals for teaching assistants. The Head of School said their appraisals were completed by teachers but that interim appraisals didn't take place for teaching assistants. It was agreed there would be a benefit in introducing interim appraisals for teaching assistants.

Action: JP

Governors asked about the appraisal process for office staff. It was agreed that the Chair would take this forward with members of the office team.

Action: LC

Governors asked how the school captured positive comments from families. It was agreed the Head of School would speak to the office team about putting a system in place.

Action: JP

Governors said how impressed they were that pupils were given the opportunity to go on a ski trip.

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Governors asked about the Future Sounds Music Project. The Head of School explained about the project and said a report would be provided in a future meeting once the project was finished.

Governors asked about the staff development session. The Head of School explained what the session had covered and said it had been really well received.

6/19 **PUPIL OUTCOMES REPORT**

A pupil outcomes report had been received in advance of the meeting.

Governors asked what the B Squared system entailed and noted it was a system that base lined where the children were with regards to English and maths. appropriate targets could then be set and progress monitored on a termly and annual basis. From September 2019 this will be superseded by Earwig. If targets were being exceeded, stretch targets were set. Interventions were put in place if targets weren't being met. Governors asked whether Earwig would change the way the academy assessed progress in future and noted it would.

Governors asked when staff identified pupils who weren't on track. The Head of School said officially it was the end of the autumn term and then again at the end of the Spring Term but teachers knew their pupils well and so there were no surprises.

Governors asked how many targets were amended following the analysis by SLT. The Head of School said that some targets were amended but a record of how many wasn't kept. It was agreed this might be useful to keep in future.

Action: JP

Referring to page 8 and page 10 of the report, governors asked whether the targets would be adjusted for the pupils mentioned as having changing medical needs. The Head of School said she didn't believe the targets needed adjusting at this stage.

Governors asked what type of interventions were being put in place for pupils who had not met their targets in the measurement strand. The Head of School said the senior leadership team were working with the teachers to make sure suitable activities were in place.

Governors asked whether it was the same pupil across the board that wasn't on track in KS3. The Head of School said there were a couple of pupils involved, one of whom wasn't on track in all areas. The pupil involved had a very personalised curriculum and was now beginning to make better progress.

7/19 **SAFEGUARDING**

The Chair reported that she was working through the Safeguarding Audit with the Head of School.

8/19 **CHALLENGE PARTNERS REPORT**

The report from the Challenge Partners review held on 28-30 November 2018 had been received in advance of the meeting. It was noted that it was a very positive report.

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Governors asked whether staff had been given the chance to see the report and noted that they had.

Governors said how impressed they were with the innovative sixth form curriculum work.

It was agreed that the governing body would write to staff to congratulate them on such a positive report.

Action: LC

9/19 **HEALTH AND SAFETY**

It was noted that a Health and Safety audit had been booked for the spring term.

The Executive Headteacher gave an update on progress with the Trust wide wellbeing project.

10/19 **GOVERNING BODY MEMBERSHIP**

There were two vacancies for co-opted governors and one for a parent governor.

11/19 **ITEMS FOR THE NEXT AGENDA**

- Curriculum presentation.
- Home-school agreement.
- Results of parent, pupil and staff surveys.

12/19 **DATE OF THE NEXT MEETING**

The date of the next meeting was Tuesday 11 June 2019 at 5.00pm.

There being no further business, the meeting was closed.

Signed:.....

Date:

Summary of Actions

Minute	Action	By whom	Target Date
1.	Carry out a parent survey.	LC	Dec 18
2.	Circulate the results of the staff survey.	JP	Dec 18
3.	Provide a breakdown of where the EAL pupils come from.	SJC	Feb 19
4.	Put in place a system for parents to meet with more than one teacher at parents' evenings.	SJC/JP	Feb 19
5.	Meet to review the training and induction processes for governors.	LC/KF	Feb 19
6.	Advertise the parent governor vacancy.	LC	Feb 19
5/19 a	Introduce interim appraisals for teaching assistants.	JP	June 19
5/19 b	Speak to members of the office team about appraisals for office staff.	LC	June 19
5/19 c	Speak to the office team about putting in place systems for collating and recording positive comments from parents.	JP	June 19
5/19 d	Put in place a system for tracking how many targets are amended following analysis by SLT.	JP	June 19
8/19	Write to staff to congratulate them on the positive outcome from the Challenge Partners visit.	LC	June 19

Signed:.....

Date: