

Mary Rose Academy

Minutes of the Board of Governors Meeting



Date: Tuesday 4 December 2018 Time: 5.00pm
Location: Mary Rose Academy

Present:	Lisa Charlton (LC) (Chair)	Co-opted Governor
	Leone Hill (LH)	Co-opted 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: Jane Dutton (JD) Staff Governor

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

1 WELCOME AND APOLOGIES

Everyone was welcomed to the meeting. Apologies for absence were received and accepted from Jane Dutton.

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 2 October 2018 had been distributed in advance. They were agreed to be a true record and were signed by the Chair.

4 MATTERS ARISING

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

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

Signed:.....

Date:

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

5 **HEAD OF SCHOOL REPORT**

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

Governors asked how the % of EAL (English as an Additional Language) pupils compared with Portsmouth. The Executive Headteacher said that it was in line with the local area but had increased over the last few years. Governors asked whether the school had the right level of support in place. The Head of School said there was. The support from EMAS was superb. Governors asked how this level of EAL impacted on liaison with parents. The Head of School said interpreters were used when needed. It was suggested the school could provide a further breakdown of data to include where the pupils came from.

Action: SJC

Governors asked why there were vacancies in the nursery but the school was full. The Executive Headteacher explained that the nursery places weren't ringfenced. This wouldn't have the same impact once the Willows Nursery joined the Trust.

Governors asked what the impact had been of staff attending the SSIF SEND conference. The Head of School said the impact of the SEND project had been huge. It had enhanced coaching skills and understanding of a range of practice. It had benefited the outreach work and provided opportunities to share good practice.

Governors asked what the impact of the rainbow planning had been. It was agreed to include a presentation about the curriculum on the agenda at the next meeting and to discuss this in more detail then.

Governors asked whether there was normally such a high percentage of parents that didn't attend parents' evenings. The Head of School explained that a large number of the cohort had recently attended an annual review and so wouldn't have come out again to the parents' evening. Chasers were sent to any parents who hadn't attended. Governors noted that the number of parents attending parents' evening had significantly increased from last year. The new system for booking appointments may have contributed towards this.

Governors asked whether it would be possible to change the booking system so that parents were able to make appointments with more than one of their child's teachers. It was agreed to put in place a system for this at the next parents evening.

Action: JP/SJC

Governors asked about the high levels of staff absence. It was agreed the Chair would meet with JP to look into the breakdown and analysis.

Action: LC

Governors asked whether there was a target for pupil attendance. The Head of School said they would like attendance to be at 94%. The school averaged 93%.

It was agreed that the Chair of Governors would write to KT to thank her for all her work on the Wave 105 Cash for Kids Sports Challenge which had made a positive impact on staff wellbeing.

Action: LC

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Date:

The Head of School reported that the school had recently had its Challenge Partners review. The review had been really useful and the results were very positive. The report from the review would be circulated for discussion at the next governing body meeting.

a) **Quality of Teaching Report**

A quality of teaching report was received in advance of the meeting. Governors asked how the school had formalised the way in which all members of the leadership team logged their drop ins and feedback to teachers. The Head of School said a form had been introduced for feedback from learning walks which was then filed.

Governors asked whether Challenge Partners had confirmed that teaching was excellent. The Head of School said they had.

Governors asked whether the quality of teaching was impacted when teachers were on long term absence. The Head of School said teachers that came back from long term absence were supported and given informal coaching if needed.

6 **SAFEGUARDING**

The Head of School confirmed that the safeguarding audit had recently been completed. There were no areas of concern.

A draft Safeguarding Policy had been distributed in advance of the meeting. Governors suggested the following amendments:

- Page 6 – amend to read Executive Headteacher and update the name of the Chair of Governors.
- Amend the list of policies at the back so that they match the names of policies in place at the Trust.
- Amend 13.4 to read ‘In the event that the Chair of the Governing Body is ‘not’ contactable on that day.

Governors asked what training volunteers were given when they came into school. The Head of School said that they had the same induction session as every member of staff. It was agreed that the Chair and Clerk would meet to review the training and induction available for governors.

The policy was approved subject to the amendments above being made.

7 **PUPIL PREMIUM AND SPORTS PREMIUM PLANS**

The Pupil Premium and Sports Premium plans had been received in advance of the meeting.

Governors asked whether there were any other opportunities provided for pupils who could not take part in physical activities. The Head of School said there was a sensory club and music club. The Executive Headteacher said break times were staggered so that pupils with the most complex needs had a different time from pupils who were more challenging.

Governors approved both the Pupil Premium and Sports Premium plans.

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Date:

8 **TRANSITION**

The Head of School reported that the new pupils had settled in well and were all very confident.

Governors asked whether the school received all the information it needed about those pupils who came in from schools outside of the Trust. The Head of School said that the school re-baselined on entry. The Executive Headteacher reported that all medical information came through.

The Head of School reported that a new parents coffee morning had been run for the first time this year and positive feedback had been received following it.

A discussion took place about transition arrangements for pupils who on the rare occasion transfer to the school mid year. The Head of School confirmed that meetings with parents would happen on an individual basis to ensure they did not miss out on any crucial information.

9 **STAKEHOLDER ENGAGEMENT**

It was agreed to discuss the staff survey results at the next meeting.

10 **HEALTH AND SAFETY**

It was noted that the Health and Safety audit hadn't yet taken place. This would be organised for the spring term.

11 **GOVERNING BODY MEMBERSHIP**

There was currently a vacancy for a parent governor and a co-opted governor. It was agreed that the Chair would draft an advert for the parent governor vacancy which would be advertised early in the spring term.

Action: LC

The skills audit had been completed. The results would be used to inform recruitment of new governors.

12 **GOVERNOR VISITS**

Governors were reminded to complete visit forms for any visits they completed. The Chair reported that she was in the process of drafting a new governor visits policy which would be distributed for discussion once completed.

13 **WELLBEING**

The Chair said it was important for governors to consider pupil and staff wellbeing. It was agreed to discuss this in more detail at the next meeting.

Signed:.....

Date:

The Executive Headteacher reported that a senior member of staff from Cliffdale Primary Academy would be taking the lead on a wellbeing project throughout the Trust.

14 **ITEMS FOR THE NEXT AGENDA**

- Curriculum presentation.
- Staff survey results.
- Governor roles and governor monitoring.
- Governor visit policy.
- Wellbeing.
- Home-school agreement.

15 **DATE OF THE NEXT MEETING**

The date of the next meeting was Tuesday 5 February 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.	Invite governors to meetings of the SLT when strategic priorities are being discussed.	JP	Nov 18
2.	Arrange for some governors to be part of the SEF review process.	LC	Oct 18
3.	Carry out a parent survey.	LC	Dec 18
4.	Work with the Head of School to carry out some pupil interviews.	RL	Dec 18
5.	Circulate the results of the staff survey.	JP	Dec 18
6.	Provide a breakdown of where the EAL pupils come from.	SJC	Feb 19
7.	Put in place a system for parents to meet with more than one teacher at parents' evenings.	SJC/JP	Feb 19
8.	Meet with JP to go through a breakdown of staff absence.	LC	Feb 19
9.	Write to KT to thank her on behalf of governors.	LC	Feb 19
10.	Meet to review the training and induction processes for governors.	LC/KF	Feb 19
11.	Advertise the parent governor vacancy.	LC	Feb 19

Signed:.....

Date: