

Dorset Studio School

Minutes of the Governors meeting held on Thursday 4 June 2015, 4.00pm

Governors (GB)	*Kaye Chittenden; *Clare Davison (Director/Vice Chair); *Andy Daw; Ken Dutton (Parent Governor); *Michael Foley (Director); *Mark Gibbens (Chair); *Avril Harrison; *David Humphreys (Director); *Robert Lasseter; Caryl Lewis (Principal)/*Annetta Minard (Acting Principal); *Jim Tirrell (Director)
Other Attendees	Vanessa Gifford (KMC Clerk); Chris Pedder (Deputy Principal, Finance & Corporate Services KMC)

* *Indicates actual presence at this meeting*

AGENDA ITEM		ACTION
1.	DECLARATIONS OF INTEREST Representatives of Kingston Maurward College (KMC) and The Thomas Hardy School (THS) reaffirmed their standing declaration of interests in items relating to the financial / legal relationships between those sponsoring bodies and the Dorset Studio School (DSS).	
2.	APOLOGIES Apologies for absence were received from Ken Dutton (Parent Governor).	
3.	MINUTES OF THE MEETINGS HELD ON 23 MARCH 2015 The Governing Body (GB) APPROVED the minutes of 23 March 2015 as a true and accurate record and APPROVED them for website publication.	
4.	MATTERS ARISING FROM THE MINUTES It was NOTED that although one of the Parent Governors had now resigned, parents were still keen to start a Parent Teacher Association and would start in the academic year.	
5.	DORSET STUDIO SCHOOL – PRINCIPAL The details in this report were NOTED , and the following recommendations were APPROVED to give continuity to the learner experience: <ul style="list-style-type: none"> • The additional responsibility for the Lead Learning Coach for half a term. • The start date of 21 April 2015 for Dr Minard. 	





	<ul style="list-style-type: none"> • Dr Minard be appointed Acting Principal from 1 June 2015. <p>The Principal KMC advised that the College would continue to communicate with the DSS Principal to seek to further understand the issues with her absence.</p>	
<p>6.</p>	<p>ACTING PRINCIPALS REPORT</p> <p>The Acting Principal gave an update on various items and the following was NOTED:</p> <p>Student Progress The Acting Principal considered that the existing student data needed to be clarified, and she had worked on standardisation across the board. To enable the Acting Principal to establish the progress of the students, formal examinations had been held under strict examination conditions to give a true reflection of their abilities. These exams were currently being marked and results should be known at the end of the week.</p> <p>The Acting Principal had put English Literature back into the curriculum, and she had marked the exam papers herself and considered that there was a normal distribution of ability, with 7 – 8 gifted students and 5 – 6 special needs.</p> <p>Going forward, the Acting Principal expected targets to be reviewed every half term as acceleration was necessary to push the students to the required levels.</p> <p>The GB APPROVED an ambitious attainment target of 55%. This would be closely monitored by the members. 55% was the national average, and the Acting Principal considered this to be a realistic target by the end of the academic year. The GB was pleased to receive this important data. The Principal KMC advised that the Acting Principal had come a long way in a very short time, and now governors had a clearer picture of where the DSS stood. It was agreed that the next meeting would receive the attainment results from the formal examinations, and would set targets for Years 10 and 11.</p> <p>Quality Assurance The Acting Principal presented details of the quality assurance timetable for the rest of the academic year. The following was noted:</p> <ul style="list-style-type: none"> • Students had been placed into ability groups with a SENCO supporting special needs • Work book scrutiny would be carried out as there was a lack of consistency in marking and assessment. • Performance management would link with lesson observations. • Examination grades would be uploaded for English, Maths, Science and Language based studies. <p>Curriculum The Acting Principal considered there to now be a smaller group of staff committed to the ethos of the DSS. She considered that the current staff had the diverse ability to</p>	<p>AM</p>





carry out teaching in English and maths, and English Literature would be introduced, as she considered this assisted with English Language, although some students would not attain good grades. The GB questioned the ability of current staff who were not English and maths specialists, and the Acting Principal considered that the DSS essentially required flexibility and she felt that the current staff had this. When interviewing future staff the Acting Principal would look for flexibility across subjects. She advised that she would be reviewing all job descriptions, as staff were unsure of their roles, and she was keen to involve and communicate with staff so that they felt involved. The Acting Principal considered that she needed 4 weeks to complete this review.

The GB was pleased to see the new timetable with enhanced land based studies. There was concern that no time for planning for the academic year had been included, but the Acting Principal assured members that this planning had already commenced with a morning a week set aside for forward planning. At this time the students were outside on land based activity, and this gave time for the staff to plan.

The Acting Principal advised that she had spent a lot of time talking to Section Leads and Unit Managers at KMC to liaise over resources. KMC staff were keen to get outcomes and were willing to work with DSS.

The GB questioned the CPD of staff and the Acting Principal had found no recorded evidence, but going forward she would be linking this to performance management, with lesson observations informing what training was necessary.

Summer 2 Provision

The Acting Principal had introduced a robust curriculum, with students being very clear about what lessons to attend. It was noted that numbers were now down to 39 from 52, in 3 blocks instead of 4. The new timetable would now be trialled for the last half term with standards being set and there would be a meeting with staff at the end of the week to see how the new timetable had worked.

The Acting Principal had found that some students were leaving early on a Friday afternoon, but others remained until 4.45pm, which was seen as unfair by those left in school, but felt unable to change this at the present time. However she had introduced exciting outdoor activity on a Friday afternoon to try and encourage students to stay.

The GB was delighted with the new timetable as it was in line with the original concept of the DSS and what students had applied for. The Acting Principal advised that land based activity would be blended in across the board, rather than being set in one lesson, to give employability skills. The GB questioned work experience as the original thought had been for students to complete a week of work experience. The Acting Principal advised that this would cause transport problems and she considered there to be enough work experience on site at KMC for the current intake, with students feeling part of teams as time progressed. As the students got older their work experience could be nearer to home. The GB was pleased with the integrated learning within the CREATE





	<p>framework, and were delighted with the distance travelled in a short time. The GB understood that there was more work to do, but the DSS now had a good basis to move forward.</p> <p>The Acting Principal advised that she had consulted with parents on the timetable and what she was trying to achieve, and the response was positive. Staff were currently being very strict, with high expectations, but this was giving returns. It was considered that the students required barriers and there was a real 'buzz' in the school.</p> <p>The curriculum analysis was NOTED for Years 9, 10 and 11 with the teaching requirements. The following points were noted:</p> <ul style="list-style-type: none"> • Rural Craft would now be within the curriculum, which included blacksmithing, floristry, landscaping artwork, hurdling etc. • The Acting Principal considered geography to more appropriate, and had dropped history. • The timetable would require a further week to enable all of the land based activity. • The teaching requirements were in 45 minute blocks, with a lot of support from KMC. A lot of sessions would be doubled to fit in with the KMC schedule. <p>Post 16 The Acting Principal advised that she had talked to professionals and employers, and had a vision which required agreement to enable the prospectus and marketing to be carried out, with a statement for parents. The current intake was not clear of the vision with some students wanting to be accountants or lawyers, however this would not compromise the land based ethos of the DSS. There had been a clear message from the KMC staff that they wanted the DSS to be successful and were keen to integrate.</p> <p>There was a robust discussion on the provision of A levels and meeting the needs of the students. Although this provision was 5 years off, the Year 9 intake required clear information on the routes. It was agreed that the graph gave clear pathways with what will be delivered. The Head of THS had concerns on the delivery of A levels at the DSS when THS was a centre of excellence, with best results being with large sixth forms. It was agreed that a meeting would be arranged between the Acting Principal, Principal of KMC and the Head of THS to discuss further with more information.</p>	<p>VG</p>
<p>5.35pm</p>	<p><i>Andy Daw left and the meeting remained quorate.</i></p>	
	<p>The Post 16 discussion continued with the hope that the DSS, KMC and THS could work together, as land based experience was favourable to employers. It was noted that the RVC considered that currently many post graduates did not have enough animal experience. It was noted that UCAS looked at what differentiated one application from another and work experience added value.</p> <p>It was agreed that the whole framework was an excellent starting point, but important</p>	





	<p>conversations needed to be take place, as the DSS recruited Dorset wide. The principle of the pathways was agreed, with the clear understanding that a professional route was being undertaken.</p> <p>Uniform/Logo/School Name The Acting Principal suggested that the name of the DSS should include its specialism. After discussion it was agreed that it would be discussed with the Marketing Team at KMC but should be along the lines of the Dorset Studio School (Land & Environment).</p> <p>It was also agreed that shirts and blazers were not fit for purpose with land based studies, therefore it was agreed that the Acting Principal would introduce more appropriate uniform for this activity.</p>	
6.20pm	<i>Robert Lasseter left and the meeting remained quorate.</i>	
7.	<p>MANAGEMENT ACCOUNTS TO 30 APRIL 2015</p> <p>The Management Accounts to 30 April 2015 were NOTED, with the following points:</p> <ul style="list-style-type: none"> • A reduced operating surplus was noted due to staffing and transport. • The EFA allocation for 2015/16 had not been received but the Deputy Principal, Finance & Corporate Services KMC, agreed to investigate. 	CP
6.25pm	<i>Avril Harrison left and the meeting remained quorate</i>	
8.	<p>ADMISSION POLICY</p> <p>The Acting Principal reminded members that the current Admissions Policy was administered through the Local Authority. She considered that the DSS would have more ownership and control if it undertook admissions itself, and understandably the infrastructure had not been in place for 2014/15.</p> <p>Members AGREED to review the Admissions Policy for 2015/16 Proposed: James Tirrell Seconded: David Humphreys APPROVED</p>	
9.	<p>OFSTED/SELF EVALUATION</p> <p>The Acting Principal advised that the Monitoring Visit by the DfE would be at the end of June 2015, and she was working on the information for the visit.</p>	
6.35pm	<i>Kaye Chittenden left and the meeting remained quorate.</i>	
10.	<p>TRANSPORT</p> <p>The Acting Principal updated the GB on the transport issues at the end of the academic year, with KMC finishing its year four weeks prior to the DSS. She had asked the Business Manager to obtain quotes for alternative modes of transport, including taxis, as</p>	





	there could be cheaper alternatives. There would also be conversations with Nordcat, one of the current transport companies used by KMC.	
11.	<p>POLICIES</p> <p>The following policies were APPROVED:</p> <ul style="list-style-type: none"> • Child Protection Policy <ul style="list-style-type: none"> ▪ Code of Conduct ▪ Raising a Genuine Concern (Whistleblowing) Policy ▪ Safer Recruitment Policy ▪ Children Missing Education Policy • Complaints Policy • Sickness & Absence Management Policy <ul style="list-style-type: none"> ▪ Attendance Management Policy <p>It was agreed that a Policy list would be presented to the next meeting for delegation of approval for all required policies.</p>	VG
12.	<p>NEW BUILD UPDATE</p> <p>The Acting Principal advised that the building was looking good and ahead of schedule. However, she had an issue that no changing rooms had been included in the layout, which gave health and safety issues. It was agreed that the Acting Principal would obtain costs to turn an area into changing and shower facilities, as there would be no capital allocation for 3 – 4 years as a new school. There was concern that the contractors had stated that KMC would be providing facilities, as this would not have been agreed as the current facilities were not ‘fit for purpose’. It was agreed that minutes of build meetings should be investigated, and a discussion with the Project Manager.</p> <p>The KMC Estates Manager had raised an issue with the width of the road and turning circle. It was noted that Mott MacDonald had paid for the road and had no further money available. It was suggested that it would cost £17K to improve.</p> <p>The Acting Principal agreed to contact the DfE for more capital for both projects, as they were safeguarding issues.</p>	AM AM
13.	<p>GOVERNING BODY</p> <p>The appointment of Peter Edwards to the Governing Body was APPROVED from 1st July 2015.</p> <p>Proposed: Clare Davison Seconded: James Tirrell APPROVED</p>	





14.	CURRICULUM & EDUCATIONAL PERFORMANCE COMMITTEE Following discussion, it was AGREED to review the governance structure of the DSS at the next meeting, including the size of the Board. In these circumstances the consideration of the Committee Terms of Reference was postponed until the next meeting. It was also AGREED to cancel the Finance & Resources Committee scheduled for 11 June 2015 to allow the Acting Principal time to prepare the Budget 2015/16 and for the Monitoring Visit by the DfE. The draft minutes of the Curriculum & Educational Performance Committee held on 16 April 2015 were NOTED .	Clerk
15.	ANY OTHER BUSINESS FOR REPORT There was no further business reported.	
16.	DATES OF FUTURE MEETINGS 2014/15 The following dates were AGREED : <ul style="list-style-type: none">• 9 July 2015 – Full Board	
<i>The Meeting closed at 7.05pm with no further business</i>		

Chair Date

