



## Dorset Studio School

### Minutes of the Governors meeting held on Thursday 9 July 2015, 4.00pm

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

\* *Indicates actual presence at this meeting*

AGENDA ITEM		ACTION
	<p>As this was the last meeting of the academic year the Chair took the opportunity to recap on the first year of the Dorset Studio School. He acknowledged that it had been a turbulent year but he was confident that with a new Principal, new building and new cohort to join the existing students, the DSS would move forward.</p> <p>The Chair reported on his meeting with the Inspector from the DfE on the action plan, and suggested that issues were now moving forward at great pace. It was noted that governance would be a key issue in the future, with structures to be reviewed, to enable the DSS to develop to 'Outstanding'. He was confident that the current Board Members had the skills set to achieve this, and thorough analysis of data would be required.</p>	
<b>1.</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>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).</p>	
<b>2.</b>	<p><b>APOLOGIES</b></p> <p>Apologies for absence were received from Kaye Chittenden, Peter Edwards and Avril Harrison.</p>	
<b>3.</b>	<p><b>MINUTES OF THE MEETINGS HELD ON 4 JUNE 2015</b></p> <p>The Governing Body (GB) <b>APPROVED</b> the minutes of 4 June 2015 as a true and accurate record and <b>APPROVED</b> them for website publication.</p>	





4.	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>The following matters were <b>NOTED</b> from the minutes:</p> <ul style="list-style-type: none"><li>• The Chair reported that at the recent Parents Evening there was interest in starting a PTA in the new term.</li><li>• The outgoing Principal had reached the end of her notice period, therefore Dr Minard was effectively the Principal going forward.</li><li>• The Chair was pleased to note that DSS students were having lessons and work experience across the KMC campus, and the relationship was working well.</li><li>• The meeting between the Principal and the Sponsors had been held and Post 16 arrangements had been agreed.</li><li>• It was agreed that the DSS would now be known as The Dorset Studio School – Land and Environment.</li></ul>	
5.	<p><b>ACTING PRINCIPALS REPORT</b></p> <p>The following points were <b>NOTED</b> from the Acting Principals Report:</p> <p><b>Individual Target setting and tracking</b></p> <ul style="list-style-type: none"><li>• Every student would have a plan to reflect their ability, with each group having a Senior Leader assigned to it for mentoring:</li><li>• A Raising Attainment Plan</li><li>• A Raising Achievement Plan</li><li>• A Raising Aspiration Plan</li><li>• The Principal shared the documents and reports used to monitor progress.</li><li>• The Principal presented an Academic Mentoring and Progress Monitoring Timeline, to ensure that the GB were aware of the reporting progress for quality assurance.</li></ul> <p><b>Development Plan</b></p> <ul style="list-style-type: none"><li>• The Principal would keep the GB advised of any comments or additions to the Development Plan</li><li>• The Principal advised that attendance was a problem, but she was clear on the actions necessary to reach the target of 95%.</li><li>• The GB noted the Leadership Responsibilities for the delivery and impact of the Studio Development Plan – 2015/16.</li></ul> <p><b>Post 16</b></p> <ul style="list-style-type: none"><li>• It had been agreed that the DSS would specialise in the Technical Baccalaureate (TB) rather than A levels at Post 16. The Principal had checked with universities, who would accept a triple distinction for entry. Members were concerned that parents would not understand the TB, however the Principal advised that it was new, but had been given status by the government as an alternative to A levels. It was currently not being delivered in Dorset so would add to the uniqueness of the DSS. The Principal had been presenting it to new parents and advised there had been much interest, with it meeting the needs of employers. The GB</li></ul>	





	<p>suggested it was important to carry out the groundwork, to ensure that the qualification worked. The Principal advised that she was networking and talking to other parties to develop the professional routes.</p> <p><b>Target setting</b></p> <ul style="list-style-type: none"> <li>• The Principal advised that targets for the current Year 9 gave issues. The SIMs database was not up to date but she was getting to the bottom of the problems, and getting a feel for the priorities.</li> <li>• English – patterns could be identified but there was an issue with attainment for boys.</li> <li>• Maths – this was a real issue with very few students reaching their targets. The Principal was identifying more maths tutors and support staff as some of the teaching had previously been poor. Those students identified as ‘Gifted and Talented’ were being taught as a separate group.</li> <li>• SEN – these students were doing as well as mainstream, some having issues with social interaction.</li> <li>• Free School Meals – English was good; Science 43% and maths 57%.</li> <li>• The Principal considered that the 65% target was achievable.</li> <li>• The Principal advised that two further students were leaving at the end of the term, but for the right reasons, and it was hoped that everything would settle down for the new Academic year.</li> <li>• The Principal suggested that the partnership work with the sponsors was starting to work now that all parties knew and understood the pathways.</li> </ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>• The GB noted the Leadership Responsibilities for the delivery and impact of curriculum and support areas.</li> <li>• The Key Stage 4 Land Based Curriculum was shared with the GB, who agreed that it was a good basis for land based delivery.</li> <li>• Subject areas were now assigned ‘Points’ rather than ‘Levels’ and this was being worked through.</li> </ul> <p>The GB was pleased with the work that had been carried out to make improvements and thanked the Principal for sharing the necessary information. It was agreed that there was still much work to do to raise standards but the DSS was now going in the right direction.</p>	
<p>6.</p>	<p><b>MANAGEMENT ACCOUNTS TO 31 MAY 2015</b></p> <p>The Management Accounts to 31 May 2015 were <b>NOTED</b>, with the following points:</p> <ul style="list-style-type: none"> <li>• The forecast was a £43K operating surplus, which reflected the additional costs relating to the appointment of the new Principal.</li> <li>• There had been additional transport costs due to a longer school year and not being able to utilise the College transport. The Principal advised that she was looking to arrange work placements for this period in the future with work being evidenced.</li> </ul>	





<p>7.</p>	<p><b>BUDGET 2015/16</b></p> <p>The Deputy Principal, Finance &amp; Corporate Services KMC, advised the GB that he was developing the relationship with the DSS, and in future the Budget report would be more substantial with narrative to give further information. He was planning to develop reporting further with the Principal and Business Manager. The headlines <b>NOTED</b> were:</p> <ul style="list-style-type: none"> <li>• The Budget 2015/16 was tight, due to a lesser number of students for the current year than originally projected.</li> <li>• The surplus from 2014/15 had been utilised.</li> <li>• The Principal would be investigating extra funding throughout the year as she considered that the DSS was unique and there would be opportunities to bid for further funding.</li> <li>• It was acknowledged that 2015/16 would require careful monitoring, but staff utilisation would become more cost effective the following year.</li> <li>• The GB requested that the SLA's with KMC for facilities and staff should be separated out within the report.</li> <li>• It was agreed that the budget for marketing was higher for the initial year due to the launch of the DSS. Going forwards marketing should be from positive press releases to gain a higher profile.</li> <li>• The Principal advised that the applications for 2015/16 were around 50, including two students entering Year 10.</li> <li>• It was noted that funding was based on the number of students registered in September.</li> <li>• Currently the number of students on Free School Meals (FSM) was below the national benchmark.</li> </ul> <p>Following scrutiny the Budget 2015/16 was <b>APPROVED</b>.</p>	<p>CP</p>
<p>8.</p>	<p><b>OFSTED/SELF EVALUATION</b></p> <p>It was noted that a report from the recent monitoring visit had not been received to date. It was agreed that many improvements had been made from the previous report, but there was still a lot of work to do. Members thanked the new Principal for her work in raising standards so quickly.</p>	
<p>9.</p>	<p><b>CODE OF CONDUCT</b></p> <p>The GB <b>AGREED</b> to <b>ADOPT</b> the Governors Code of Conduct.</p>	
<p>10.</p>	<p><b>GOVERNING BODY</b></p> <p>The GB considered the structure of the Board, and the following was <b>AGREED</b>:</p>	





	<ul style="list-style-type: none"> <li>• The GB would appoint up to 15 members as per the Articles of Association, although would keep to the present number for the time being for stability.</li> <li>• Members would meet for Full Board meetings only, but the requirement for Committees would be reviewed as the DSS increased numbers.</li> <li>• The appointment of the two statutory Parent Governors was agreed, as there appeared to be interest from the new intake.</li> <li>• It was agreed to terminate the appointment of the current Parent Governor due to a DBS application not being completed as requested.</li> </ul> <p>The Clerk advised that Standing Orders would be drawn up over the summer and presented to the next meeting for consideration and approval.</p>	<b>VG</b>
<b>11.</b>	<p><b>POLICIES</b></p> <p>The schedule of Statutory Policies required by Education legislation was <b>NOTED</b>. It was agreed that the GB would determine and approve the policies highlighted in red, and all other were operational to be determined by the Principal and the SLT.</p>	
<b>12.</b>	<p><b>NEW BUILD UPDATE</b></p> <p>The Principal advised that the new building was progressing well and it was hoped the handover was on schedule for the beginning of August. Staff would be meeting through the summer to move and get the new building ready for the start of term. It was envisaged that all furniture would have been delivered, and ICT equipment would be ‘up and running’.</p> <p>It was noted that the Principal had highlighted the need for changing rooms to the DfE due to the health and safety implications, and was pleased to report that agreement had been reached for the funding of a block of uni-sex showers by the DfE.</p> <p>It was also noted that work on the ‘turning circle’ would commence the following week. The GB was pleased with progress and everything would be ready for the start of term.</p> <p>The Clerk updated members that she was still liaising with the Lord Lieutenants office regarding the official opening of the DSS, and would report back in due course. It was agreed that this would be a GB led event.</p>	
<b>13.</b>	<p><b>MEETING DATES 2015/16</b></p> <p>The following meeting dates for 2015/16 were <b>APPROVED</b>:</p> <ul style="list-style-type: none"> <li>• Thursday 24 September 2015 at 4pm</li> <li>• Thursday 26 November 2015 at 4pm</li> <li>• Thursday 28 January 2016 at 4pm</li> <li>• Thursday 24 March 2016 at 4pm</li> </ul>	





	<ul style="list-style-type: none"> <li>• Thursday 19 May 2016 at 4pm</li> <li>• Thursday 7 July 2016 at 4pm</li> </ul>	
14.	<p><b>ANY OTHER BUSINESS FOR REPORT</b></p> <p>It was noted that the Support Services Manager at KMC had been the Acting Safeguarding Lead for the DSS until it was established. It was agreed that this situation would continue until September when the Lead Learning Coach would have completed her training and would take over as Designated Lead.</p> <p>The Principal KMC was thanked for the use of 'Stickleford' whilst the new build was being completed.</p>	
<p><i>The Meeting closed at 5.55pm with no further business</i></p>		

Chair ..... Date .....

