



## Dorset Studio School

### Minutes of the Governors meeting held on Thursday 24 September 2015, 4.00pm

<b>Governors (GB)</b>	*Kaye Chittenden; *Clare Davison (Director/Vice Chair); *Andy Daw; *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)	
* <i>Indicates actual presence at this meeting</i>		
<b>AGENDA ITEM</b>		<b>ACTION</b>
<b>1.</b>	<b>DECLARATIONS OF INTEREST</b>  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).	
<b>2.</b>	<b>APOLOGIES</b>  Apologies for absence were received from Mike Foley.	
<b>3.</b>	<b>MINUTES OF THE MEETINGS HELD ON 9 JULY 2015</b>  The Governing Body (GB) <b>APPROVED</b> the minutes of 4 July 2015 as a true and accurate record and <b>APPROVED</b> them for website publication.	
<b>4.</b>	<b>MATTERS ARISING FROM THE MINUTES</b>  The following matters were <b>NOTED</b> from the minutes: <ul style="list-style-type: none"> <li>• The Clerk reported that three nominations had been received for the role of Parent Governor to date, with a closing date of the following Monday, therefore an election would be held.</li> <li>• The Deputy Principal, Finance &amp; Corporate Services KMC advised that the SLA's with KMC for facilities and staff would be separated out in reports going forward in the new financial year.</li> </ul>	<b>CP</b>





<p>5.</p>	<p><b>ANNUAL APPOINTMENT OF CHAIR AND VICE-CHAIR</b></p> <p>Mark Gibbens was nominated and <b>AGREED</b> as Chair to the Governing Body for the academic year 2015/16.</p> <p>Clare Davison was nominated and <b>AGREED</b> as Vice Chair to the Governing Body for the academic year 2015/16.</p> <p><b>Proposed: Andy Daw</b>  <b>Seconded: Robert Lasseter</b>  <b>APPROVED</b></p>	
<p>6.</p>	<p><b>PRINCIPALS REPORT</b></p> <p>The following points were <b>NOTED</b> from the Acting Principals Report:</p> <ul style="list-style-type: none"> <li>The Principal thanked governors for their assistance at Dorset County Show. A lot of interest had been generated, and prospective parents were still being shown around the school.</li> </ul> <p><b>Timetable</b></p> <ul style="list-style-type: none"> <li>It was noted that Year 10 Work Placements were going well, but it was still early days.</li> <li>Governors discussed how employers would be found for placements, and the Principal advised that employers wanting a placement would apply through the network and the website.</li> <li>It was noted that many placements were with KMC at the present time to build employability and personal skills, and it was agreed that the process should not be rushed as the students needed to be prepared.</li> <li>The Principal advised that small changes had been made to the Timetable following feedback which was possible as the school was still small.</li> <li>It was noted that Project Based Learning (PBL) would not happen overnight, it required steady progress to enable staff and students to understand the concept.</li> <li>PBL would be integrated into other lessons, with all homework being monitored and recorded.</li> </ul> <p><b>Inset Days</b></p> <ul style="list-style-type: none"> <li>The programme for the September 2015 Inset Days was <b>NOTED</b>.</li> <li>The GB noted that the programme backed up the Development Plan, which was in place with responsibilities assigned.</li> <li>It was <b>NOTED</b> that the Lead Learning Coach had completed her training as Designated Safeguarding Lead, and all members had received the document "Keeping Children Safe in Education", with a PREVENT update.</li> </ul> <p><b>Year 9 Baseline profile</b></p> <ul style="list-style-type: none"> <li>The Principal advised that Year 9 had settled well in their first 8 days of school.</li> <li>The gender split was noted with an awareness of the male domination, which</li> </ul>	





	<p>could continue due to the specialism of the school. However, the like-minded girls had given positive feedback and the male domination was not felt around the school.</p> <ul style="list-style-type: none"> <li>• The Principal advised that the SEN support was below the national average, with good teaching being utilised before extra support was provided.</li> <li>• The Pupil Premium was NOTED and evidence of how this funding was used would be provided in due course for governors to monitor. This funding is allocated for students who required support to accelerate their learning.</li> <li>• The GB noted that there were two 'Looked after Children' (LAC) on the register, one in each year group.</li> <li>• The Principal reported that early indications showed that the Academic profile on Year 9 was:             <ul style="list-style-type: none"> <li>- 29% with 3 levels of progress</li> <li>- 65% with 4 levels of progress</li> </ul>             The Principal agreed to provide details on the new system of levels 1 – 8 at the next meeting.           </li> <li>• The Principal considered the intake to be an interesting profile and suggested that there was now awareness and change in perception on the ethos of the DSS, and the right students were now enrolling for PBL.</li> </ul> <p><b>Development Plan</b> The Development Plan 2015/16 was NOTED, with no further amendments since the previous meeting.</p>	AM
7.	<p><b>MANAGEMENT ACCOUNTS TO 31 JULY 2015</b></p> <p>The Management Accounts to 31 July 2015 were <b>NOTED</b>, with the following key points:</p> <ul style="list-style-type: none"> <li>• The Deputy Principal, Finance &amp; Corporate Services KMC advised that he was still finalising the end of year position for 2014/15.</li> <li>• The variance on staff pay was accepted due to the high level of leadership costs during the turbulent period.</li> <li>• It was noted that non-pay was within budget, however work would have to be carried out on travel costs as this was the most significant overspend. The Principal advised that KMC staff were working well with the DSS to share the transport arrangements. It was agreed to re-visit the legal responsibility of Dorset County Council to provide transport for the under 16's, and it was agreed to pursue and invite DCC to visit and follow up with a letter from the Chair of Governors.</li> <li>• It was agreed that the DSS and KMC would work together to be clear on the Service Level Agreements (SLA's), as the Budget for 2015/16 was tight. The Principal advised that she would be cutting spend on supply teachers and the Senior Leadership Team would be stepping in to cover.</li> <li>• Further income could be expected from the local authority for SEN top-up, however this would not be significant. It was noted that recruitment of students for 2015/16 was slightly better than forecast.</li> </ul>	AM/VG





	<ul style="list-style-type: none"> <li>The Principal advised the GB that start-up funding would cease after 3 years, but understood that there would be enhanced Post 16 funding which she would explore with the EFA due to the subject specialism.</li> <li>The Deputy Principal, Finance &amp; Corporate Services KMC advised that a 50 year depreciation period had been implemented within the accounts, and maintenance costs would be low for the first few years.</li> <li>It was agreed that recruitment for 2016/17 was vital, as this would put an ease on staffing costs within the budget.</li> <li>The Principal advised that the current Year 10 had dropped 38 students, but had now risen to 41 with some new enrolments.</li> </ul>	
<b>8.</b>	<p><b>EXTERNAL AUDITORS</b></p> <p>The appointment of Mazars as External Auditors for the accounts year ending 31 August 2015 was <b>APPROVED</b>.</p>	
<b>9.</b>	<p><b>CORPORATE RISK REGISTER</b></p> <p>The draft Corporate Risk Register was considered and the following points NOTED:</p> <ul style="list-style-type: none"> <li>Risk 3 – to separate Health, Safety and Welfare from Safeguarding, having two risks.</li> <li>Risk 15 – to add accommodation as fit for purpose</li> <li>Add a risk of failure to introduce industry partners.</li> </ul> <p>It was agreed that the Principal and the Deputy Principal, Finance &amp; Corporate Services KMC, would score the risks and bring back to the GB for agreement, with the Principal advising the preventative measures. Representatives from THS were also requested to check their Risk Register to ensure that all risks were captured.</p> <p>The Deputy Principal, Finance &amp; Corporate Services KMC explained the scoring process of the Risk Register which would inform the Strategic Plan.</p>	<p><b>AM/CP</b></p> <p><b>KC</b></p>
<b>10.</b>	<p><b>DfE MONITORING VISIT</b></p> <p>The GB <b>NOTED</b> the 3<sup>rd</sup> Term Visit Report from the DfE Inspector, with the Action Plan. The following points were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>The GB considered that the report recognised that the DSS was moving forward.</li> <li>The Inspector would be returning after half term to look at the key priorities for areas of development.</li> <li>It was noted that the first report had never been shared with the GB.</li> <li>The new Principal had caught up, and it was considered that many of the action points had been carried out, and the DSS was now in a 'different place'. A complete progress cycle would be available for the next visit.</li> <li>The Principal advised that every 6 weeks each student was assessed, and governors were required to be involved in visiting the school to observe and</li> </ul>	





	<p>verify the teaching and learning. The Principal and Clerk were requested to provide a template for governors to work to during visits, would should be made by appointment. The Principal and Clerk would also itemise areas for link governors to be assigned to, to provide support.</p> <ul style="list-style-type: none"> <li>The GB was informed that a provisional Employers event had been arranged for the 19 November 2015, and members were requested to put forward names of potential employers to invite.</li> </ul>	<p><b>AM/VG</b></p> <p><b>AM/VG</b></p> <p><b>All</b></p>
<b>11.</b>	<p><b>STANDING ORDERS</b></p> <p>The Standing Orders for the GB were <b>APPROVED</b> as a good starting point, with some slight amendments. The following points were agreed:</p> <ul style="list-style-type: none"> <li>A maximum term of 12 years would be set for Governors to bring encourage fresh ideas.</li> <li>The Deputy Principal, Finance &amp; Corporate Services KMC would be appointed the Chief Financial Officer</li> <li>The Clerk be appointed as Company Secretary.</li> <li>Meetings would not be carried out by telephone or video links.</li> <li>The use of the Independent Appeals Panel at THS would be explored for appeals.</li> </ul>	
<b>12.</b>	<p><b>APPRAISAL POLICY</b></p> <p>The Appraisal Policy was considered and <b>APPROVED</b>.</p> <p>It was agreed that the Chair, Principal and James Tirrell would carry out the probation and appraisal reviews of the Principal, supported by an external adviser for appraisals. The Clerk would pursue THS for details of its adviser.</p> <p>The Principal advised that the policy had been shared with all staff for performance reviews, and the process would be implemented by the end of October. The process forms were circulated to members for information.</p>	<p><b>VG</b></p>
<b>13.</b>	<p><b>NEW BUILD UPDATE</b></p> <p>The Principal advised that there had been a few snagging issues which were being resolved, and further social space would be required as the school grew.</p>	
<b>14.</b>	<p><b>PROSPECTUS</b></p> <p>The new Prospectus was shared with the GB, the Principal advised that it had been kept to a minimum to whet appetites. Governors were pleased to note the Post 16 work coming through and the clear pathways across the partnership with KMC and the THS. The Principal acknowledged there was a long way to go for Post 16, but she was endeavouring to ensure that the whole route served its purpose as a professional route</p>	





	<p>to qualifications and jobs. Applications for post 16 would commence in 2016/17, so the offer had to be good.</p> <p>The Principal KMC advised the GB that she had recently visited the Hinkley C project by EDF, and suggested that this would offer massive employability and skills over the next 2 – 3 years.</p>	
<b>15.</b>	<p><b>ANY OTHER BUSINESS FOR REPORT</b></p> <p>No further items were reported.</p>	
<b>16.</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 26 November 2015 at 4pm</li> <li>• Thursday 11 February 2016 at 4pm (amended date)</li> <li>• Thursday 24 March 2016 at 4pm</li> <li>• Thursday 19 May 2016 at 4pm</li> <li>• Thursday 7 July 2016 at 4pm</li> </ul>	
<p><i>The Meeting closed at 5.55pm with no further business</i></p>		

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

