

Dorset Studio School

Minutes of the Governors meeting held on Thursday 26 November 2015, 4.00pm

Governors (GB)	*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); *Martha Vipond (Parent Governor); *Alex Williams (Parent Governor)
Other Attendees	*Vanessa Gifford (KMC Clerk); *Chris Pedder (Deputy Principal, Finance & Corporate Services KMC)

* *Indicates actual presence at this meeting*

AGENDA ITEM		ACTION
1.	<p>DECLARATIONS OF INTEREST</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> <p>The Chair welcomed the two new Parent Governors to their first meeting.</p>	
2.	<p>APOLOGIES</p> <p>Apologies for absence were received from Clare Davison, Andy Daw, Avril Harrison and Mike Foley.</p>	
3.	<p>MINUTES OF THE MEETINGS HELD ON 24 SEPTEMBER 2015</p> <p>The Governing Body (GB) APPROVED the minutes of 24 September 2015 as a true and accurate record and APPROVED them for website publication.</p>	
4.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>The following matters were NOTED from the minutes:</p> <ul style="list-style-type: none"> The Principal advised that the DSS was below the national average of 24% for SEN support. The Principal reported that she had made further enquiries with Dorset County Council regarding transport, and was concerned that this could be a problem moving forward. The issue was that the DSS had no catchment area, and 	





	<p>funding by Dorset County Council would require a fundamental change. It was agreed that this was a wider issue, and the Principal agreed to contact the Studio Schools Trust and the DfE to ask them to investigate, as the issue was disadvantaging learners, and the problem would not disappear as more new free schools were anticipated. It was agreed that pressure was required nationally to change the system, with rural schools having more of a problem. It was noted that Post 16 learners were not funded in any case, but SEN and disadvantaged learners received funding.</p> <ul style="list-style-type: none"> • The Principal confirmed that issues with the new building were being responded to by Kiers in a timely fashion. • The Principal and Deputy Principal, Finance & Corporate Services KMC would present the Corporate Risk Register to the next meeting. 	<p>AM</p> <p>AM/CP</p>
<p>5.</p>	<p>APPOINTMENT OF PARENT GOVERNORS</p> <p>The results of the election for two Parent Governors were NOTED, with the appointment of Martha Vipond and Alex Williams to the Governing Body.</p> <p>It was noted that parents should receive an update on the appointment of the Parent Governors. The Clerk agreed to produce a report for the next Newsletter detailing all members of the Governing Body.</p>	<p>VG</p>
<p>6.</p>	<p>PRINCIPALS REPORT</p> <p>The following points were NOTED from the Principals Report:</p> <p>Student Progress Autumn 1 Year 9</p> <ul style="list-style-type: none"> • The Principal advised that she would report a snapshot of student progress, to the Governing Body, every half term with a more detailed analyses for the end of term examinations. • It was noted that the most important aspect of monitoring was student progression. • Formal examinations had taken place at the end of the Autumn Term to familiarise the students with the formality, including the use of individual desks. • The Principal reported that there was an issue with reading and writing with boys. It was noted that a lot of intervention and support had been implemented. • It was noted that unusually maths outcomes were better than English. • The GB was pleased to note that there was little differentiation between the children with SEN and those without. More SEN is attributed to social, emotional and behaviour need, rather than academic need. • Members requested that future reports include absolute numbers, as some outcomes were skewed by insignificant numbers. 	





Year 10

- Year 10 outcomes were looking promising with less differentiation.
- The Principal reported that SEN had been split into smaller groups, which had made a difference to their learning.
- It was noted that the national average for the attainment of 5 A-C equivalence, including English and maths, was 51%. It was pleasing to note the trajectory for the end of Year 11 with the current figure at 40% with a target of 65%.

Overall Work Scrutiny Outcomes

It was noted that an analysis was detailed within the DfE Inspection Report presented under Item 11.

The Raising Achievement Plan (RAP) was considered, with the following points made:

- The DfE had considered that there were outstanding factors in English during the recent monitoring visit.
- It was suggested that consistency was required in the land-based teaching, with teachers and lectures having different approaches.
- Work scrutiny was carried out every 6 weeks and was used as the main source of judgement.

Academic Action Plan Update

The following points were noted during discussion on Planning Provision:

- The benefit of a small school enabled the sharing of information across the staff.
- Every learner not making expected levels of progress has a Subject Action Plan.
- The GB asked how learners were 'stretched' and the Principal advised that learners were put into ability groups, with all groups being regularly screened. A 'Gifted and Talented' Group provided the mechanism to 'stretch' learners to the best of their ability.

School Ethos and Culture Update

The Principal had provided a notice board for members to note that land and traditions were being upheld with events throughout the school. These included Harvest, Remembrance, A 'Prevent' discussion relating to badger culling and a Romanian visit, celebrating global citizenship.

It was **NOTED** that the Chair, Principal and the Lead Learning Coach had recently completed 'Prevent' training.

Post 16 Provision

The Principal reported that it was proving very difficult to market and gain interest for Post 16 provision to start in September 2016. More work would be carried out but being a new school and new qualifications the public were unsure of the offer.

Staff would visit local schools and present to Year 11's, emphasising the development of partnership to meet the skills shortage. The Principal considered that the programmes





	were the correct way to go but more time may be required to explain the Technical Baccalaureate qualifications, which fitted a niche market. Further open evenings would be held to the public to see the offer. It was suggested that the DSS look at 1 or 2 strands for September 2016 rather than the full provision. It was noted that the minimum number would be around 12 for the first year, and would be a decision the GB would have to make if there were less applicants. It was noted that if there were not enough applicants a decision would have to be made around March 2016 on the viability of the provision for September, or whether to continue as a 'loss leader'.	
7.	<p>SELF EVALUATION FORM (SEF)</p> <p>The Self-Evaluation Autumn 2015 was NOTED as a working document which would continue to be developed throughout the year.</p> <p>The GB viewed the document and supported the judgements which are 'Good' in all areas. The Principal had now observed all staff, with 90% of learning being graded as 'Good'. The senior leadership team had recently increased, which increased capacity to raise standards.</p>	
8.	<p>ACCOUNTS 2014/15</p> <p>The Deputy Principal, Finance & Corporate Services KMC reported that unfortunately the External Auditors had been unable to complete the accounts in time for the GB to give sufficient scrutiny. Therefore it was AGREED that a further meeting would be scheduled for Thursday 10 December at 5pm to approve the Accounts 2014/15.</p>	
9.	<p>MANAGEMENT ACCOUNTS TO 31 OCTOBER 2015</p> <p>The Management Accounts to 31 July 2015 were NOTED, with the following key points:</p> <ul style="list-style-type: none"> • It was acknowledged that it was early days into the new financial year, and there were some timing issues, especially with the purchase of uniform. • It was agreed that it would be necessary to keep focused to keep on the right side of the budget. • The GB requested details on Pupil Premium and the Deputy Principal, Finance & Corporate Services KMC, agreed to split the figures to make it clearer, as it was currently included within the income. • The GB requested that the level of risk on not achieving the budget be incorporated within the management accounts. • The Deputy Principal, Finance & Corporate Services KMC informed the meeting that income was based on 85 students and there would be no clawbacks. He considered there could be a small amount of additional funding for SEN. 	
10..	<p>CORPORATE RISK REGISTER</p> <p>It was NOTED that the Principal and Deputy Principal, Finance & Corporate Services KMC</p>	AM/CP



	would populate the Corporate Risk Register for the next meeting.	
11.	<p>DfE MONITORING VISIT</p> <p>The GB CONSIDERED the 4th Term Visit Report from the DfE following the Advisors visit on 21 October 2015. The following points were made:</p> <ul style="list-style-type: none"> • The GB was pleased to note that it was reported that the leadership was supported by increasingly effective governance, however there were some actions that the Clerk would be putting in to place in due course. • The Principal suggested that further work was required on attendance. She had initiated early triggers within the Action Plan with absence patterns being identified. It was agreed that the report should be amended to read an Attendance Target of 95% (rather than 96%) as agreed by the GB. It was acknowledged that being a small school 1-2 students missing would skew the attendance figures. The Principal advised that the figure for the previous week was 92.6% and would be monitored weekly. <p>The Chair congratulated all concerned on a very positive report.</p>	VG
12.	<p>ADMISSIONS POLICY</p> <p>During consideration of the Admissions Policy members requested an update on current applications for 2016/17. The Principal advised that 40 applications had been received to date. It was agreed that it would be useful, for future reference, to receive comparative numbers year on year. The Principal advised that the school now had 3 years of data which could be used for marketing and promotion. It was also agreed to link to demographics.</p> <p>The Admissions Policy and Arrangements was APPROVED.</p>	AM
13.	<p>ATTENDANCE POLICY</p> <p>The GB agreed that Attendance should be promoted amongst parents using letters and presentations.</p> <p>The Attendance Policy was APPROVED.</p>	
14.	<p>SENIOR LEADERSHIP TEAM STRUCTURE</p> <p>The GB NOTED the Senior Leadership responsibilities, which the Principal advised covered the development plan and ensured that senior staff were aware of their role.</p>	





<p>15.</p>	<p>LINK GOVERNORS</p> <p>Link Governors were AGREED for specific areas within the school. It was agreed that a working group would be set up to take Employer Engagement and Land Specialism forward.</p> <p>The Report Form was AGREED with initial meetings focusing on quality assurance and raising awareness. Once completed, the forms should be returned to the Clerk for the records.</p>	
<p>16.</p>	<p>HR SERVICE LEVEL AGREEMENT (SLA)</p> <p>A letter dated 15 October 2015 regarding the HR Service Level Agreement from the HR Manager at Kingston Maurward College was CONSIDERED. The Deputy Principal, Finance & Corporate Services KMC advised members that the College had to ensure there were clear mechanisms in place for Safeguarding following the withdrawal from the SLA by the DSS. It was noted that this was required by the College due to residential students on the campus under the age of 18.</p> <p>It was suggested that the GB should have been informed of the withdrawal in advance to ensure value for money, and the Principal advised that it had been discussed with the Directors and the level of expenditure was no more that £1,500.</p> <p>It was agreed that in future the Principal would have delegated powers regarding any changes to the SLA's, but the changes would be reported to the GB within the Principals Report.</p> <p>It was AGREED that the Principal be authorised to sign the letter dated 15 October 2015.</p>	<p>AM</p>
<p>17.</p>	<p>ANY OTHER BUSINESS FOR REPORT</p> <p>The Chair reported that an Employer Engagement event had been scheduled for 10th February 2016 to explain the ethos of the DSS. Relevant employers would be invited and help was required in compiling a list.</p> <p>It was agreed that a small group would form an Employer Engagement Working Group and meet to take this forward.</p>	<p>ALL</p>
<p>18.</p>	<p>MEETING DATES 2015/16</p> <p>The following meeting dates for 2015/16 were NOTED:</p> <ul style="list-style-type: none"> • EXTRA MEETING – Thursday 10 December at 5pm • Thursday 11 February 2016 at 4pm (amended date) • Thursday 24 March 2016 at 4pm 	





Dorset
Studio School

- | | | |
|--|---|--|
| | <ul style="list-style-type: none">• Thursday 19 May 2016 at 4pm• Thursday 7 July 2016 at 4pm | |
|--|---|--|

The Meeting closed at 6.10pm with no further business

Chair Date

