

Dorset Studio School

Minutes of the Governors meeting held on Thursday 19 May 2016, 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)	
* <i>Indicates actual presence at this meeting</i>		
Prior to the meeting the Governing Body RECEIVED Safeguarding Training.		
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). There were no further declarations of interest.	
2.	APOLOGIES Apologies for absence were received from Jim Tirrell and Martha Vipond	
3.	MINUTES OF THE MEETINGS HELD ON 11 FEBRUARY 2016 The Governing Body (GB) APPROVED the minutes of 11 February 2016 as a true and accurate record and APPROVED them for website publication. The Clerk advised all governors that in future the website would have to include their attendance.	
4.	MATTERS ARISING FROM THE MINUTES The following matters were NOTED from the minutes: <ul style="list-style-type: none"> The Principal advised that planning for transport provision in 2016/17 was well underway, with costings being undertaken. A Five Year forecast was requested, but accepted that this would be difficult. It 	





	<p>was noted that although current numbers did not correlate with the original bid the DfE monitoring visits had not raised concerns. It was agreed that the GB would require a view on the future, therefore it was agreed to provide three scenarios with the agreed projections inserted, funding landscape changes and the budget/forecast adjusted. It was agreed that the main aim of the DSS was to provide educational excellence and to deliver a focussed offer. It was agreed that different scenarios and the assumptions within, would be analysed, although there is no natural catchment area for the DSS.</p>	<p>AM/CP</p>
<p>5.</p>	<p>PRINCIPALS REPORT</p> <p>The following points were NOTED from the Principals Report:</p> <p>External Evaluation Report</p> <p>The Principal explained that she was using external verifiers to verify the key judgements across the school’s self-assessment. The Verifier who had carried out the current review had worked across DASP, was a moderation partner and had been an Ofsted inspector. The following points were NOTED from the report:</p> <ul style="list-style-type: none"> • A Key Safe for safeguarding documents had been actioned immediately • The Link Governors for Safeguarding had met with the SLT Safeguarding Lead and the safeguarding Audit would be presented to the next meeting. • It was considered that the report was accurate and the DSS was in a good position bearing in mind the insecurities at the beginning of the year. • The Principal advised that the DfE Inspector would be visiting this term and would be focusing on the land-based curriculum including work experience. • The Principal was congratulated for the great strides forward that had been made, and for how the students had communicated showing they were happy with the environment. • The SEN Link Governor advised that he had recently made a visit and a report would be completed. He added that he considered the data analysis software as incredible and all systems were strong. • Governors questioned “command word feedback” and the Principal advised that it was where marking would make a simple remark that did not necessarily reflect the quality of the piece of work. For example – “good work” without stating why or how to improve it. Teachers had to be more precise and avoid ‘woolly’ feedback, with a definite explanation of what was required. • The Principal advised that the evaluation had been carried out straight after the holidays and there was no SEND provision in place, as the school was between SENCO’s at the time. There was a temporary appointment in place and a good new appointment would be starting in September. The SEN Link Governor advised that he had entered an English lesson during his visit and noted that the range of abilities varied but the teacher had the full attention of all students. • It was noted that all lessons were well planned and structured. There was now a focus on attendance and behaviour. 	





SEF Update

The Principal advised that the Action Plan linked to the Development Plan and she was constantly self-evaluating. The necessary actions were highlighted, and she acknowledged that more work was required with the use of TA's, to make in class support more effective. The Principal required more support for academically able students and there was currently a Teaching School funding bid in place to enable this.

The Principal suggested that CPD for staff was difficult with the longer working day at the school. However, staff now met every Thursday morning to go through an established programme that links to the Development Plan, with a Performance Management System in place to register training needs.

It was noted that all Governors were now up to date with Safeguarding training.

Year 9 Action Plan in partnership with Dorchester Area Schools Partnership (DASP)

The Action Plan was NOTED and the Principal advised on the importance of a small school to work with others, as all schools had the same issues and could work as a team to address these issues. The GB agreed that this highlighted that the Principal was aiming to improve the progress of year 9 students.

Bid/Action Plan in partnership with The Thomas Hardye School (THS), as part of the Teaching School status

The Principal advised that the THS was now a Teaching School and accountable for teacher training. The Principal had bid for staff training as a new studio school, a governor from THS, noted that staff leading this initiative had been very impressed with the provision, following a visit.

The Bid would provide funding to THS for DSS to access the outcomes and key priorities within the bid. The Principal advised that if successful it would provide funding for extra support to deliver the Development Plan. It highlighted the direction of travel made, where DSS was going and showed collaboration.

The Principal advised that progress from entry would be required and it was important to measure progress from individual starting points. There were real problems with dyslexia, with 50% of students having special needs. The Principal emphasised that there were few behaviour issues, but the learning difficulties had not been picked up earlier and analysis had highlighted further problems. Recent examinations had also highlighted a further six students that would require extra access arrangements in place. The cost of this was discussed and the Principal advised that she had made a funding bid to Dorset County Council, with some success, however costs would have to be considered by the new SENCO.

It was **NOTED** that more English and maths had been prioritised in vocational studies, and the school looked for every opportunity to embed English and maths.





Curriculum 2016/17

The Principal advised that she was constantly updating the curriculum, to ensure that all children achieve in relation to Progress 8. She also suggested that although Rural Craft was the right idea, a bigger entity was required, and Rural Conservation had been included working with Countryside Rangers. It was noted that English had been increased with reviews and actions being linked together.

The Principal was currently considering Post 16 curriculum and was awaiting the results of a consultation on the E-Baccalaureate which would deduce whether Modern Foreign Languages would be required, although there was a strong case that Studio Schools and UTC's would not include them in provision.

It was **NOTED** that a new land-based qualification had just been included in performance tables for C&G. The Principal considered this to be a robust qualification and would provide further details at the next meeting on how it was broken down. She considered the Scheme of Work to be interesting; the current Year 9's would start as soon as possible and the intake for September 2016 would commence from the beginning.

The GB questioned whether IT was embedded in the curriculum. The Principal advised that it had been taken by the current year 10 but was likely to be integrated throughout the curriculum in future.

It was agreed that the requirements of employers should be considered and any new qualification should deliver a framework that included the required skills through project based learning.

Academic Update

It was noted that this report highlighted national anomalies between outcomes at Levels 4 and 5 because this would be changing over the next two years. Levels of progress would be counted and needs would have to be evidenced. The Principal advised that DSS were 1.73 points away from the Progress 8 target, however the target was for the end of Year 11 so she was pushing on individual progress with a lot on intervention. It was noted that student numbers were increasing in year.

The Principal advised that some Year 10 students were currently at the Learning Centre from before her arrival but she is aiming to keep all current Year 9 students at DSS. The Principal questioned that this provision was acceptable, but this was an inherited issue, and was costing the DSS. It was noted that Year 10 was -1.3 from the Progress 8 target, with a Value Added Score of 972 which was positive at this stage but needed to progress to 1000 and above by the end of year 11.

Staffing Update

The Principal advised that appointments had been made to every vacancy with incredible standards. The new appointments were experienced and would be able to 'hit the ground running', and all had an awareness of the way the DSS worked. The GB

AM





	questioned turnover of staff and the Principal suggested it was low with the new appointments being made for the increase in numbers. The only recent loss was the SENCO.	
6.	<p>DEVELOPMENT PLAN</p> <p>The Governing Body MONITORED the DSS Development Plan and the following points were NOTED:</p> <ul style="list-style-type: none"> • The Principal had updated the plan with a RAG rating. • Work in the classroom on planning and marking had really moved forward • The GB questioned unauthorised absences, and the Principal agreed to check the figure. She suggested that calling home on the first day of absence had made a difference, with reasons for absence known. It was agreed to circulate a report on authorised/unauthorised absence. 	AM/VG
7.	<p>MANAGEMENT ACCOUNTS TO 31 MARCH 2016</p> <p>Revised Management Accounts to 31 March 2016 were NOTED, reflecting an up to date funding position. The following key points were NOTED:</p> <ul style="list-style-type: none"> • The Deputy Principal, Finance & Corporate Services KMC advised that overall the position was acceptable, however advised that pay costs would need to be monitored. • The current position had been impacted by the submission of some late charges by THS. • The Income stream is strong and agreed that a comparison against plan was useful. • The Principal advised that one science teacher was from an agency and had now been appointed to the staffing at the DSS. She was currently negotiating with the Agency reading this. • The GB questioned the pre-opening figure of £130K, as the bid had been for £135K – the Deputy Principal, Finance & Corporate Services KMC agreed to check. • Caretaking had been budgeted on assumed activity and the DSS was now being charged for actual work which was less than budget, possibly due to lower student numbers. It was agreed to check the figures. • It was noted that staff costs had risen by 20%, and it was suggested that the National Insurance contribution was low in comparison. The Deputy Principal, Finance & Corporate Services KMC considered that the figures were masked by £29K due to the recharge by THS. He suggested that the flow through of staffing to the Budget for 2016/17 would need to be monitored. • Governors questioned any feed in on tariff from the solar panels and the Deputy Principal, Finance & Corporate Services KMC explained that the project had been too late for the feed in tariff but money was being saved on electricity. • From 2016/17 students would be paying the full transport rate. The DSS was currently paying the differential, but the Principal emphasised that when the 	<p>CP</p> <p>CP</p>





	<p>amount was broken down it related to approximately £2 a journey. It was agreed that mechanisms to pay by instalments should be ensured.</p>	
8.	<p>POLICIES</p> <p>The following Policies were APPROVED:</p> <ul style="list-style-type: none"> • Child Protection Policy • Anti-Bullying • Allegations 	
9.	<p>EMPLOYER ENGAGEMENT</p> <p>It was agreed that the Governing Body would consider the Employer Engagement Policy in due course.</p> <p>The Principal advised that currently Year 9's were on site for work experience with KMC and Year 10's were going off site at the end of term and one day a week next year. It was pleasing to note that the level of employer support was exceptional and they were very positive, with all students on a land-based placement other than three, who had different career aims.</p> <p>The CREATE framework would be assessed when students were in the work place. Employers were selected from the EDP database but others would be required in the future. Training was provided on health and safety, what to do in the event of illness and who to talk to if there were any problems on placements. A full health and safety programme would be implemented before work experience started.</p> <p>It was agreed that a recent Employer Engagement evening had been a success, with all employers welcomed. There had been a potential mis-match of employer expectations on what the students could undertake, therefore these had to be made clear, with a full appreciation of the health and safety implications.</p>	
10.	<p>CORPORATE RISK REGISTER</p> <p>The Corporate Risk Register was considered and it was agreed to include "cost control measures" as a preventative measure in place for Risk 2, and to include governor development and training. The Clerk reminded governors that training was available within the DCC Governance subscription.</p> <p>It was then considered that the Risk Register was robust with the risks in the correct order, therefore it was APPROVED.</p>	
11.	<p>ANY OTHER BUSINESS FOR REPORT</p> <p>It was reported that senior managers from Talbot Heath School had recently visited the</p>	





	<p>DSS and were very impressed with the building, its utilisation and staff, but they were particularly impressed with the enthusiasm and conduct of the students. This was pleasing to hear from other professionals.</p> <p>It was agreed that the website should be scrutinised to ensure that it met with the requirements of Ofsted. The Clerk agreed to undertake this during the summer.</p> <p>It was agreed to consider Post 16 provision at the next meeting, as it looked unlikely that it could be delivered in 2016/17, and any interim arrangements should be agreed to ensure the quality of provision.</p>	
12.	<p>MEETING DATES 2015/16</p> <p>The following meeting dates for 2015/16 were NOTED:</p> <ul style="list-style-type: none">• Thursday 7 July 2016	
<p><i>The Meeting closed at 6.05pm with no further business</i></p>		

Chair Date

