

Dorset Studio School

Minutes of the Governors meeting held on Thursday 29 September 2016, 5.00pm

Governors (GB)	Kaye Chittenden; *Andy Daw; *Peter Edwards; *Michael Foley (Director); *Mark Gibbens (Chair); *Avril Harrison; *Robert Lasseter; *Annetta Minard (Principal); *Luke Rake (Director); *Jim Tirrell (Director); *Martha Vigar (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>		
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>There were no further declarations of interest.</p>	
2.	<p>APOLOGIES</p> <p>Apologies for absence were received from Kaye Chittenden.</p> <p>Luke Rake, the new Principal of KMC was introduced to members.</p>	
3.	<p>MINUTES OF THE MEETINGS HELD ON 7 JULY 2016</p> <p>The Governing Body (GB) APPROVED the minutes of 7 July 2016 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"> • An SEN Report would be presented to the next meeting to allow the new SENCO time to establish herself. • The Chair was liaising with others to form an industry sub-group 	





	<ul style="list-style-type: none">The Clerk reported that a Skills Audit Survey had been sent out in the summer and she was awaiting a couple of responses.	
5.	<p>ANNUAL APPOINTMENT OF CHAIR AND VICE CHAIR</p> <p>Mark Gibbens was nominated and AGREED as Chair to the Governing Body for the academic year 2016/17.</p> <p>Luke Rake was nominated and AGREED as Vice Chair to the Governing Body for the academic year 2016/17.</p> <p>UNANIMOUSLY APPROVED</p>	
5.45pm	<i>Avril Harrison joined the meeting</i>	
6.	<p>PRINCIPALS REPORT</p> <p>The following points were NOTED from the Principals Report:</p> <p>Quality Assurance</p> <p>The Principal explained that quality assurance was the biggest issue to ensure that assessment provided a framework for all teaching and learning. She had formalised a six week progress cycle with formal exams at the end of each term. An action plan was produced for each student which was teacher specific which linked in to the Raising Achievement Plan (RAP). There was an intervention plan in place to ensure every student progressed.</p> <p>It was noted that each head of department provided the content of each module, explaining what knowledge was gained and the skills focus. The assessment criteria was presented in advance to the Principal. Target grades were set from an initial baseline test, and it was noted there would be a big challenge with the new grading structure that had been introduced.</p> <p>It was noted that the Principal was making comparisons on 'Progress 8' with Thomas Hardy School to give quality assurance. Each student had a progress tracking sheet, and received an in-depth assessment every three weeks and was aware of the expectations. TASK was looked for in each piece of work: Thinking; Accuracy; Solutions; Knowledge.</p> <p>The Principal ensured that there was a consistent approach on presentation and marking without students becoming reliant on members of staff. The use of dictionaries was encouraged to make students more self-resilient. Students corrected their own errors and these were checked again. Staff held 'yellow folders' which held the data on each student and this was made available. Members questioned data protection and the Principal gave reassurance that the folders were the responsibility of the teachers and they held</p>	





	<p>information that was open and known by all and contained no sensitive personal information.</p> <p>The Principal outlined the new Grading structure and boundaries to the Board.</p> <p>To ensure that all assessments were fair, the plans and assessments were monitored by the SLT, with the Principal undertaking an overall quality assurance by random checking of work to ensure there were consistent outcomes and standardisation across all subjects. An example of a completed curriculum plan was presented to members.</p> <p>Attendance It was noted that there was an improvement in the overall attendance rate with it currently being at 95.38%. There was a concern with Year 11 at 93.86% but this was being carefully monitored.</p> <p>The Principal suggested that it would be useful if a member could meet with the Vice-Principal to scrutinise the procedures to ensure that the school was doing all it could on attendance. The Chair agreed to carry this out.</p> <p>Staffing Update The Principal reported that there was an excellent team, who had all been observed. However, there was an issue with recruitment of Science and maths teachers, with the Principal currently standing in.</p> <p>It was noted that although half the school had special needs the behaviour was good and students were working hard, and teachers were changing their teaching styles to meet the needs of students.</p> <p>SEN Update The Principal reported that a good SENCO had been appointed working three days a week. It was noted that a report would be presented to the Board at the next meeting.</p> <p>Student Numbers The Principal reported that there were currently 132 students registered at the DSS, as two dual registrations had now been remove. There were also 6 Traineeships being undertaken.</p> <p>Members stated that they had concerns that the DSS had not reached the target of enrolment set out in the pre-opening plan, and queried whether funding was dependant on those numbers. The Principal explained that funding was allocated on the actual numbers enrolled at the school, and she was working within the budget for staffing and only appointing staff for the number of students enrolled. She was optimistic that the numbers were within catchment, but it would take another year for the school to gain a reputation, with parents of current Year 6 students looking at the options. The Principal was working with Dorchester Area Schools Partnership (DASP) to ensure that parents were</p>	<p>MG</p>
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	<p>aware of the choice and options available. During the planning stages for the DSS it was assumed that the transport links would be available, although it was noted that 1/3 of the current numbers were local, and 2/3 from elsewhere. The plan that was put forward in the planning stages was to ensure financial viability for the worst case scenario, and had to be predicted for the opening of a new school. The GB would be informed of the numbers for September 2017 in March 2017 to allow time for contingency plans to be put in place. The Principal considered it to be worth persevering and being consistent, with a potential good Ofsted inspection outcome assisting with the promotion and marketing of the DSS, along with a set of good progress results. The Principal advised that the work experience being undertaken by the current students was exceptional and employers were starting to understand the ethos of the school.</p> <p>It was agreed that the management accounts would have to be carefully monitored to ensure that a deficit did not come to fruition.</p> <p>The Principal highlighted that Post 16 provision would have to be considered in due course to ensure that it met the needs of the students, and it was vital that the three organisations worked together.</p>	
6.30pm	<i>Mike Foley left the meeting and it remained quorate</i>	
7.	<p>SAFEGUARDING</p> <p>The GB CONSIDERED the draft Child Protection Policy and noted that the Dorset County Council template had been utilised.</p> <p>It was agreed that additional thought should be given to the safeguarding process around work experience, and it was agreed that a Governor would assist the Assistant Principal in looking at the process to add another layer of security into the process.</p> <p>The Clerk confirmed that all Governors had been sent the Appendix to 'Keeping Children Safe in Education' which was required reading.</p> <p>The Child Protection Policy was APPROVED.</p>	AD
8.	<p>MANAGEMENT ACCOUNTS TO 31 AUGUST 2016</p> <p>The Management Accounts to 31 August 2016, reflecting the up to date funding position, were SCRUTINISED. The following key points were NOTED:</p> <ul style="list-style-type: none"> • The Operating Surplus showed a surplus of £19K against the budget, however the Deputy Principal, Finance & Corporate Services KMC, advised that this figure should improve for the year end accounts as the DSS was awaiting a recoverable Rate rebate of £20-25K which the Business Manager was chasing. • There was a carry forward of £100K from the Pre-Opening grant 	





	<ul style="list-style-type: none"> • The GB expressed concern that the DfE could claw back the surplus, but the Principal assured members that if it was ring-fenced for capital expenditure this was acceptable. • The Principal explained Dual Registration to the GB and advised that after the current year this would not appear in the accounts as it would be unlikely to occur in the future. • The variance from the post opening grant was attributed to the subject specialisms. 	
<p>9.</p>	<p>FINANCIAL PLAN</p> <p>The Three Year Financial Forecast 2016/17 through to 2018/19, and key assumptions were NOTED, with the following points made:</p> <ul style="list-style-type: none"> • The Principal, Deputy Principal, Finance & Corporate Services KMC and the Business Manager had met to consider how low numbers could be for the DSS to remain viable, and had produced the presented scenarios. • It was noted that a census of student numbers was undertaken in October and January, and the January figure counted for funding. • It was confirmed that the Budget figure for 2016/17 in the left hand column was the actual figures that would require monitoring. • The Chair confirmed that he would continue to work on establishing an Industry Steering Group to look for partnership grant funding. • It was noted that the payments to KMC were the biggest spend which related to the Service Level Agreements that were in place for various services, and the overarching access to the KMC site. It was acknowledged that the original bid had included more areas that could be shared which had not been possible, but it could be possible to discuss more shared facilities and joint bids in the future. Shared sports facilities were required on the campus, this was agreed by the Principal of KMC. • The highest current need for sharing, was space for examinations, as DSS cannot operate them from the school building. • The GB would continue to monitor the finances, especially after March 2017 when the numbers would be consolidated. 	
<p>10.</p>	<p>WORK EXPERIENCE/EMPLOYER ENGAGEMENT</p> <p>The Assistant Principal presented a display of student work and the outcomes of their work experience. Members were pleased to see the exciting projects that students were involved in and how project based learning was being delivered within the CREATE framework.</p>	





	The Principal agreed to send a 'Parents Pack' to all members advising of the curriculum and qualification mix for the year. It was agreed that the school should stick to its principles regarding the provision of Modern Foreign Languages.	VG
14.	CORPORATE RISK REGISTER The Corporate Risk Register was CONSIDERED and the following points NOTED : <ul style="list-style-type: none">• It was agreed to add further mitigation regarding Health & Safety and Safeguarding during Work Experience.• It was suggested adding the failure of the building to deliver future needs. It was noted that further space would require additional lease agreements with KMC.	
15.	ANY OTHER BUSINESS FOR REPORT No further issues were discussed.	
<i>The Meeting closed at 8.00pm with no further business</i>		

Chair Date

