

Dorset Studio School

**Minutes of the Governors meeting
held on Thursday 8th December 2016, 4.00pm
(Relocated to KMC due to power failure)**

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)

* *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>There were no further declarations of interest.</p>	
2.	<p>APOLOGIES</p> <p>Apologies for absence were received from Andy Daw and Avril Harrison.</p>	
3.	<p>MINUTES OF THE MEETINGS HELD ON 29 SEPTEMBER 2016</p> <p>The Governing Body (GB) APPROVED the minutes of 29 September 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"> The Principal suggested that a strategic plan should be considered at the next meeting to consider recruiting from Year 7. 	AM
5.	<p>PRINCIPALS REPORT</p> <p>The following points were NOTED from the Principals Report:</p>	





Data Analysis

The meeting should have received an electronic update for the data analysis but due the power failure around the campus the Principal updated verbally.

- The Principal reported that the targets for Year 11 varied considerably with the new national gradings that have been introduced. This is particularly since the majority of students were on the C/D borderline which has been changed to 4/5 and could potentially be harder to attain. There are only 2 students in the higher band, therefore the most academically able classes in the school, equate to the middle band in many other schools.
- The Principal considered the current target of 55% 5 A8 – C with English and Maths to be very ambitious and suggested that the raised threshold in relation to KS2 outcomes, reflected 35% which was a concern. However, she considered that an ambitious target of 45% should be set to allow for value added but the GB should be aware of the possible outcomes.
- It was noted that Year 11 students were a full level away from their target on arrival, as identified through baseline testing. It was confirmed that they had all been tested in Year 9 and were a level lower than expected on entry. Results had highlighted that the ability of 70% of these students had worsened before arriving at the DSS, and 60% had learning difficulties.
- It was confirmed that Year 10 were -1.2 away from targets and Year 9 -0.5, on arrival, thus the 2019 cohort are more academically able.
- The Principal emphasised that the GB needed to be aware that the attainment for Year 11 students was much lower than elsewhere. 41.9% was the national average, with the DSS currently at 8.3%. It was acknowledged that this had been a difficult cohort, but a strong intervention programmes had been introduced. Many of the students had previously never completed work at home, with many going home to work in the family business. The Principal stated that this issue was a reality and the students learning required acceleration to make the grades. She also confirmed that Years 9 and 10 would not have issues to this extent, but this was the original year 11 who had lost a year of education, due to an erratic start to the school. The Principal reminded governors that the grades would be published and the DSS probably would not be where it would like to have been, which could affect future recruitment.
- The Principal advised that with the changes in the grading system for this academic year, it was making it difficult for schools to predict outcomes. Teachers of English and maths were having difficulty knowing the levels for 4/5 as the guidance was late being circulated and exam papers were expected to be harder. However, regardless of national uncertainty, teachers were constantly measuring progress and the aim is still for each child to make above age expected progress from their starting points.
- The Principal confirmed that disadvantaged students were doing well and making good progress.
- It was noted that every student was expected to make at least 0.25 of a grade progress every progress cycle, in order to attain their target grade. Thomas Hardy





were working in partnership with the school to standardise work and share curriculum development. Every six weeks a progress cycle was completed which was discussed at the SLT meetings.

- It was agreed that as many events and visits as possible should be held to ensure that prospective parents and employers could see the good work that was being carried out. The Principal informed the GB that a good meeting had been held that day with Wessex Water, with the students being involved. It had been considered to be a very good event and feedback had been exceptional.

Attendance

The Principal reported that attendance was stabilising and was now slightly higher than on the report at 95.3%, considerably higher than the previous year. It was noted that there were still some persistent absences but the majority were working with CAMHS.

Curriculum Model

The following points were **NOTED**:

- Timetabled provision for English and maths had been doubled as it was vital that the students improved their literacy and numeracy skills.
- The Principal was considering taking students for Animal Care earlier as those taking this subject already had a good understanding of animals.
- The Principal reported that the DSS had stopped assessing the CREATE framework and was now delivering the City & Guilds Diploma in Employability skills Level 2.
- The most academically able students were being offered the opportunity to undertake the ECDL (IT).
- The Principal advised that there would be further changes the following year with extra literacy being critical.

External Validation

The Principal advised that the External Validation Report had only just arrived and it would be circulated to all members. She advised that the reviewers had spent a whole day at the DSS and the findings had been presented to her and the Principal (KMC) at the end of the day. The following points were **NOTED**:

- The reviewers had been aware of the journey the school had made but were positive with feedback, and the consensus of opinion was that the school performed to a robust Grade 2 overall. Behaviour had been described as impeccable.
- Further validation exercises would be carried out to ensure that the DSS was prepared for Ofsted.





<p>6.</p>	<p>DEVELOPMENT PLAN</p> <p>The Development Plan 2016/17 was CONSIDERED and the following points NOTED:</p> <ul style="list-style-type: none">• The Development Plan set out how the DSS endeavoured to offer the best provision and ensure that land-based curriculum was integrated.• The Principal advised the Plan was ambitious to ensure that the offer was good.• It was noted that Amber areas highlighted that some action had been taken, but with no outcome as yet. Red areas indicate that no actions had yet been taken. <p>The GB APPROVED the Development Plan 2016/17.</p>	
<p>7.</p>	<p>EXTERNAL AUDITORS AUDIT COMPLETION REPORT FOR THE YEAR ENDED 31 AUGUST 2016 INC MANAGEMENT REPRESENTATION LETTER</p> <p>The Deputy Principal, Finance & Corporate Services KMC highlighted that this had been a challenging end of year process due to the implementation of the FRS102 accounting standards which had to be adopted. In principle this had not impacted on the accounts but had caused more work to be undertaken, especially with the presentation.</p> <p>The following points were NOTED during consideration of the External Auditors Audit Completion Report for the year ended 31 August 2016 including Management Representation Letter:</p> <ul style="list-style-type: none">• The key headline from the report was that the audit had provided an unqualified opinion.• The fixed asset value had been overstated the previous year, with an element of VAT having been posted. It was confirmed that the reversal now appeared in the current accounts.• FRS102 standards now included the accrual of holiday pay, but the annual leave year for the DSS matched the end of year accounts at 31 August.• There were no leasing arrangements• The Deputy Principal, Finance & Corporate Services KMC confirmed that full projections of cashflow would now be produced going forward.• Intangible fixed assets had been included.• The other additional element within the accounts was the deficit of the Local Government Pension Scheme, which had to be shown under FRS102. The Deputy Principal, Finance & Corporate Services KMC confirmed that the Teachers' Pension Scheme was not part of the Scheme.• It was suggested that the External Auditors should present the findings to the GB but agreed that bearing in mind the cost and materiality it was not necessary.• The Deputy Principal, Finance & Corporate Services KMC confirmed that the outstanding items were all now in place.• The point regarding the telephone system within the matters discussed with management was discussed and agreed at the time.• It was noted that the only recommendations were of low risk and nothing significant, and highlighted the need for improved regular communication.	





	<ul style="list-style-type: none"> The failure of internal controls with regard to a £300 credit card fraud following the theft of the card was noted. The Deputy Principal, Finance & Corporate Services KMC advised that the introduction of FRS 102 had caused a lot of extra one off work which had not been accounted for in the Service Level Agreement. It was noted that Thomas Hardye School appointed accountants to complete its year end. <p>The External Auditors Audit Completion Report for the year ended 31 August 2016 including Management Representation Letter were APPROVED.</p>	
8.	<p>FINAL ACCOUNTS 2015/16</p> <p>The final accounts for 2015/16 were APPROVED, following an explanation of the FRS102 changes within the Statement of Financial Activities. An operational surplus of £55K was NOTED.</p>	
9.	<p>MANAGEMENT ACCOUNTS TO 30 SEPTEMBER 2016</p> <p>The Management Accounts to 30 September 2016, reflecting the up to date funding position, were SCRUTINISED. The following key points were NOTED:</p> <ul style="list-style-type: none"> It was noted that funding for capital builds and any changes to the building would not be available due to the building being new. It was confirmed that there would be no clawback from the EFA 16 – 19 provision, however there would be an impact next year due to lagged funding. Confirmation regarding a £23K rates rebate was awaited but had been agreed. The Principal advised that she was trying to get the point of no dual register students. 	
6.10pm	<p><i>Kaye Chittenden, Mike Foley and Alex Williams left the meeting and it remained quorate.</i></p>	
10.	<p>POLICIES</p> <p>The following policies were APPROVED:</p> <ul style="list-style-type: none"> SEN Policy Referral to DBS Code of Conduct Safer Recruitment 	
11.	<p>GOVERNORS' ACTION PLAN</p> <p>The Governors' Action Plan was NOTED, and the following points made:</p>	





	<ul style="list-style-type: none"> • The Chair had met with the Vice Principal on Attendance and confirmed that a good job was being undertaken. Incentives for 100% attendance had been implemented. • The Safeguarding Action still had to be completed. • The Transport Action had been completed • The SEN Lead Governor confirmed that he had met the new SEN Co-Ordinator. • The Principal and the Principal KMC had met to discuss the use of shared space and resources which they would look to implement in the future. • The Parent Governor advised that he had met with the Assistant Principal to discuss Bio Security which required more rigour to ensure that students understood the issues. He confirmed that Hand washes, boot washes, uniform, wash-down and lockers were all in place but improvements could be made. Two companies had been approached to provide bio-secure handles for doors which gave immediate anti-bacteria treatment and this would be followed up. It was suggested that a certain type of wellington boot should be considered and the policy was being considered. The Parent Governor agreed to provide a further update in the new year. 	AD
12.	<p>EXAM ACCOMMODATION</p> <p>The Principal highlighted the lack of suitable accommodation to enable students to undertake GCSE exams, with the possibility of having to shut the school for exams to take place, as there was no room for lessons and exams. The issues had been discussed with the Principal KMC with the possibilities being considered, although there was no under-utilised space due to KMC now having to deliver English and maths GCSE's. However it had been agreed that a pragmatic solution would be sought although it would be a challenge.</p>	
13.	<p>WORK EXPERIENCE/EMPLOYER ENGAGEMENT</p> <p>It was NOTED that the DSS was arranging conferences to network with employers and it was agreed that an informal meeting would be held to discuss the issues in the industry. It was agreed that the Assistant Principal was working tirelessly on work experience with many student potentially progressing onto KMC.</p>	
14.	<p>TRANSPORT</p> <p>The GB NOTED the letter sent to Dorset County Council as part of its Travel Consultation. The Principal agreed to chase a response as there was a fear it was not being considered, with a general consensus that the policy did not make sense and was un-workable, with a complete lack of equality. It was suggested that officers be invited to a meeting to discuss, and Members of Dorset County Council also being lobbied. It was agreed that the main issue for Dorset was access and transport which questioned the LEP priorities, with the need for a transport infrastructure to be considered.</p>	AM





15.	CORPORATE RISK REGISTER The Corporate Risk Register was CONSIDERED and no points made.	
16.	ANY OTHER BUSINESS FOR REPORT The following points were NOTED : <ul style="list-style-type: none">• The Principal (KMC) advised that he had recently met with Deborah Croney, the DCC Cabinet Member for Learning and Skills, and had also visited the DSS. He advised that the discussions were beneficial to both organisations as she was also a member of the LEP.• A Parent Governor advised that her son would be leaving the DSS during this academic year, and questioned whether she would be able to continue as a Parent Governor and the Clerk agreed to check and clarify.	VG
17.	2016/17 The following dates were NOTED for 2016/17: <ul style="list-style-type: none">• 16 February 2017 NOW 9 FEBRUARY 2017• 30 March 2017• 18 May 2017• 6 July 2017	
<i>The Meeting closed at 6.45pm with no further business</i>		

Chair Date

