

Dorset Studio School

Minutes of the Governors meeting held on Thursday 18th May 2017, 4.00pm in the Dorset Studio School

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 Kaye Chittenden, Peter Edwards, Mike Foley, Robert Lasseter and Jim Tirrell. Apologies were also received from Chris Pedder (Deputy Principal (Finance & Corporate Services) KMC.</p>	
3.	<p>MINUTES OF THE MEETINGS HELD ON 30 MARCH 2017</p> <p>The Governing Body (GB) APPROVED the minutes of 30 March 2017 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:</p> <ul style="list-style-type: none"> The Senior Leaders of both the DSS and KMC had met and all KMC Risk Assessments for the campus shared. It was noted that the Risk Assessments would be adapted to fit across the wider age range. The Principal was confident that all 	





	<p>areas were covered. A culture of embedding health & safety had to be developed to ensure it was outstanding. It was noted that two members of staff had recently completed health & safety training.</p> <ul style="list-style-type: none"> • It was noted that the parent governor would be meeting staff to follow up on bio-diversity the following week. • The Principal KMC was reassured that the campus was appropriate for younger students with measures in place for their health and safety. Once notice of an inspection was given there would be a sharing of information to evidence that the processes were in place for both organisations. 	
<p>5.</p>	<p>PRINCIPALS REPORT AND SENIOR LEADERS REPORT</p> <p>The GB had previously received copies of the report. The principal advised that she was constantly triangulating data and outcomes to ensure depth of analysis. It was important to have a baseline from which to evaluate progress, particularly since year9 was not a natural intake year. It is necessary to demonstrate actual progress from entry compared to progress from KS2.</p> <p>As previously advised the Principal re-iterated that Year 11 outcomes would not be where she would like them to be as this was the first year of grading and the students had a difficult year 9.</p> <p>It was agreed that a Pupil Premium Update would be available for the next meeting.</p> <p>Senior Leaders Reports</p> <p>Senior leaders gave a presentation on their roles and the progress that had been made this year. The presentations from the Senior Leaders are attached to these minutes as a confidential Annex.</p>	<p>AM</p>
<p>6.</p>	<p>DEVELOPMENT PLAN</p> <p>The updated Development Plan 2016/17 was NOTED, and the Principal advised that the actions that were still amber were waiting for the end of year analysis.</p> <p>The GB questioned whether Travel & Tourism was still fit for purpose and the Principal advised that three subjects were required from the bottom grouping of the performance tables and these vocational employer based qualifications fitted with the school specialism. Land-based was a new qualification that is also now included in the group. Animal and Land-based subjects were non-negotiable for the students of the DSS, with the 3rd subject being a choice. It was confirmed that all subjects were now exam based and the Principal would be reviewing Travel and Tourism in due course.</p>	





7.	MANAGEMENT ACCOUNTS TO 31 MARCH 2017 The Management Accounts to 31 March 2017, reflecting the up to date funding position, were SCRUTINISED and NOTED . It was noted that the Principal was meeting regularly with the (Deputy Principal Finance & Corporate Services) KMC to ensure good communication.	
8.	DRAFT BUDGET 2017/18 The initial draft Budget for 2017/18 was SCRUTINISED , with the following points NOTED : <ul style="list-style-type: none">• It was acknowledged that the Budget 2017/18 would be tight. The Principal advised the GB that all areas were adequate but there would be no surplus funding for spending on items that were not in the budget. Currently, she he had been realistic with student numbers.• The Principal would look for natural wastage for staff for the school to avoid redundancies.• It was noted that from September 2018 a fairer funding formula would be introduced, that should benefit The Studio School.• It was noted that the draft Budget was in a positive position due to utilising the carry-over from 2016/17 which gave a negative net effect as the reserves had been used. It was acknowledged that the draft Budget would require further work being approved at the next meeting.• The reserves had been kept to counteract potential sixth form claw back. The Principal confirmed that a specialist grant was still being received and she was working with the EFA to maximise all funding streams.• It was noted that the PAN for 2017/18 was 45 per year group and there were currently 40 applications for September 2017, with 40 being used for budget purposes.• It was also confirmed that 2 students were joining Year 10 in September 2017.• The Principal confirmed that the school had to be cautious as it did not want to set a deficit budget.• It was noted that the DSS now attended the KMC Open/recruitment events to share the ethos of the school and this was a benefit to both organisations.• It was suggested that a 'Good' Ofsted was required to assist with marketing the DSS, however in the meantime KMC and THS would be used to assist with publicity. It was AGREED that the draft Budget 2017/18 would be reviewed for the next meeting.	
9.	GOVERNORS' ACTION PLAN/TRAINING/SKILLS AUDIT The Governors' Action Plan was NOTED , and the following points made: <ul style="list-style-type: none">• Priority 3 was now complete so would be rated as 'Green'.• The Principal KMC added that regarding the Apprenticeship Levy, he was in constant conversations with employers and would ensure that the DSS and KS4 was mentioned at any opportunity alongside KMC.	





	The Skills Audit for 2017/18 of the GB was NOTED , and it was pleasing to note that the skills, knowledge and expertise of the current governors completely covered the necessary areas, and there were no skills gaps.	
10.	<p>POLICIES</p> <p>The following Policies were APPROVED:</p> <ul style="list-style-type: none"> • Freedom of Information • Sex and Relationship Education Policy • First Aid Policy • Supporting Pupils with Medical Conditions • Code of Conduct • Allegations Policy • Safer Recruitment • Data Protection Policy • Health & Safety Policy 	
11.	<p>CAPITAL UPDATE</p> <p>There was no Capital update due to purdah, however the Principal advised that what she had expected, once the full examination period commenced, had happened. Due to inadequate building provision the School had become an Exams Centre, with no access to toilets; walls having to be covered to hide displays; and students not taking exams had to be taken off site. It was noted that the school could not comply with its statutory requirements for students and staff, which was unacceptable. The Principal had contacted the DfE again to advise them of the situation. It was also noted that if notice from Ofsted was received during the exam period there was nowhere to house the inspectors.</p>	
12.	<p>WORK EXPERIENCE/EMPLOYER ENGAGEMENT</p> <p>This had been covered with the Senior Leadership presentations.</p>	
13.	<p>CORPORATE RISK REGISTER</p> <p>The Corporate Risk Register was CONSIDERED and AGREED that due to the current inadequacies of the building to undertake examinations that Risk number 7 should score more highly to become Risk No 2 for the DSS.</p>	
13.	<p>ANY OTHER BUSINESS FOR REPORT</p> <p>The following points were NOTED:</p> <ul style="list-style-type: none"> • The Principal KMC advised that Queen Elizabeth School, Wimborne, had put in a UTC proposal for Engineering. This could impinge on the DSS and KMC and both organisations should be mindful of the implications and monitor. 	





	<ul style="list-style-type: none">• It was noted that there was ELF funding available from the LEP particularly for skills themes. The Principal agreed to look into the process, and was advised that the contact was David Walsh the Economic Lead, and the Principal of KMC would forward the details.• The Principal KMC advised that he had access to a national collection of poultry and Dexters. He was working with the Trustees of the estate to transfer some to KMC. They would also then be available for the DSS and make an interesting biology resource.	AM LR
14.	2016/17 The following dates were NOTED for 2016/17: <ul style="list-style-type: none">• 6 July 2017	
<i>The Meeting closed at 6.45pm with no further business</i>		

Chair Date

