

Dorset Studio School

Minutes of the Governors meeting held on Thursday 6th July 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 Lasseater; *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		Challenge and 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, Mike Foley, Avril Harrison, Robert Lasseater, Luke Rake and Martha Vigar.</p>	
3.	<p>MINUTES OF THE MEETINGS HELD ON 18 MAY 2017</p> <p>The Governing Body (GB) APPROVED the minutes of 18 May 2017 as a true and accurate record and APPROVED them for website publication.</p>	
4.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>There were no matters arising.</p>	
5.	<p>PRINCIPALS REPORT</p> <p>End of year Data Analysis The following points were NOTED from the reports:</p>	



	<p>Year 9 Progress 8 for Year 9 was looking positive at 31.83 overall. At the end of 2016/17 this year group are 0.37 away from the expected progress for the end of year 11. This represents strong progress in relation to baseline on entry.</p> <p>The average attainment score for year 9 by the end of the year is 3.18</p> <p>Year 10 Progress 8 for Year 10 was also looking positive at 39.18 overall, +0.16 ahead of the expected outcome for year 11. The Principal advised that this year group was ahead of the current Year 11's and expected to be 0.5% above by the end of the year.</p> <p>The average attainment score for year 10 by the end of the year is 3.91</p> <p>Year 11 The Governing Body is well aware of the legacy issues around Year 11, and success needs to be judged in a variety of ways. The Governors questioned the results in Science and the Principal confirmed that all students had completed this subject, with some of the year group taking the core last year. Therefore, all children have taken double Science. The GB was advised that 2 students had not attended examinations for mental health reasons, but all Year 11 students had a destination and there would be no NEETs. The reports and feedback from work experience had been good.</p> <p>Students were expected to be on borderline 3/4 for attainment overall, a Progress 8 score of of 0.0 would be in line with the national average but this is a challenging target.</p> <p>The average attainment score for year 11 by the end of the year is 3.98</p> <p>Attendance The attendance summary was NOTED. The Principal confirmed that all absences were followed up by letter but there were some mental health issues. The Governors would like to know more about the support provided by the LA, this will be discussed in the new year.</p> <p>Pupil Premium Report The Pupil Premium Report was NOTED with no significant gaps being noted between the progress of disadvantaged children and their non-disadvantaged peers. This is also the case for non-disadvantaged children nationally. A report on the annual spend would be presented to the next meeting once the financial year was complete. The Principal reported that high attainers had a gifted action plan, with one student having been placed into the higher year group and was thriving. Year 11 results will be provided after the summer and baselines and targets for all years will be presented at the first meeting in the Autumn term.</p>	<p>AM</p> <p>Have all children taken double Science as this is not clear in the document?</p> <p>Is mental health becoming an issue at the school</p> <p>How are Pupil Premium children progressing?</p> <p>AM</p>
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	<p>CPD The CPD Programme for the end of term was NOTED, the programme related to individual appraisals, the Development Plan and operational issues for the new academic year.</p> <p>Curriculum Plan The curriculum plan for 2017/18 was NOTED, and the Principal confirmed there were no significant changes in content but the time allocation was different. The time allocation for English had increased as the ability of students to produce extended writing is a key priority. A head of Literacy has also been appointed to raise standards across the whole school. The GB was also informed that no formal examination was taken with Religious Education but that it was included in the curriculum for year 9 and 10 and was part of the wider provision for year 11, for example conferences. Prep was no longer included for year 9, as this provided more time for the core curriculum and students needed to get into the habit of learning and preparation at home.</p> <p>Calendar 2017/18 The Calendar for 2017/18 was NOTED.</p> <p>The Principal had also provided a summary of numbers expected for September 2018, which showed 41 students, however 51 had attended that days Transition Day, so numbers are very likely to increase.</p>	<p>Is RE still included in the curriculum even though it is not taken as a GCSE?</p> <p>What are the realistic intake numbers for 2016/17?</p>
<p>6.</p>	<p>DEVELOPMENT PLAN</p> <p>The updated Development Plan was NOTED, and the following points made:</p> <ul style="list-style-type: none"> • A full impact analysis of the Senior Leadership roles would be presented to the GB in the next term. This will provide more strategic information in relation to the delivery of the Development Plan. • More work still had to be carried out with numeracy but literacy had made good progress. • Some land-based crafts were not now being completed, as the subject had not met the needs of the school. • The DSS had progressed a long way in integrating other subjects into the land based provision but the Principal confirmed there was still work to be carried out. • Employment skills were more integrated into the curriculum but not yet taken on by all staff. 	
<p>7.</p>	<p>MANAGEMENT ACCOUNTS TO 31 MAY 2017</p> <p>The Management Accounts to 31 May 2017, reflecting the up to date funding position, were SCRUTINISED and NOTED, with the following points made:</p> <ul style="list-style-type: none"> • The EFA clawback had been built into the Budget for 2017/18. • Income was positive compared with the budget for 2016/17. 	<p>Is the clawback likely to take the</p>



	<ul style="list-style-type: none"> • There was a £35K overspend in teaching costs, this was mainly due to the long term illness of the Maths teacher, which required supply cover. • Non-pay was better than budget for the year. • A £65K operating surplus was forecast for 2016/17. • The Cashflow 2015/16 through to 2017/18 was noted, with the yellow line demonstrating the impact of the clawback on the cash position. The Principal was waiting for a response from the EFA in relation to the payback structure for the claw back. Also, confirmation was requested that increased pupil number funding would be repaid in June. If confirmed, finances would be tight but a deficit was not predicted. 	<p>school into deficit?</p> <p>What caused the overspend in teaching costs?</p>
8.	<p>DRAFT BUDGET 2017/18</p> <p>This item was taken at the end of the meeting.</p>	
9.	<p>AUDIT STRATEGY MEMORANDUM FOR THE YEAR ENDING 31 AUGUST 2017</p> <p>The Deputy Principal, Finance & Corporate Services KMC advised that the DSS could consider appointing its own External Auditor but it was agreed that it was a convenience to utilise the same company as KMC.</p> <p>The Audit Strategy Memorandum for the year ending 31 August 2017 was APPROVED.</p>	<p>Is the external auditing company providing good value for money?</p>
10.	<p>GOVERNORS</p> <p>Action Plan</p> <p>It was noted that the action regarding Health & Safety was on-going. The Staff Governor was working with the SLT to look at standards across the board. The current actions were:</p> <ul style="list-style-type: none"> • Open farm troughs • Students were using gloves, but hand sanitisers would be in place for the new academic year. <p>Governance Support</p> <p>It was AGREED that the governance support with Eversheds would be continued for 2017/18, but the SLA with Dorset County Council for Governance Support would not be renewed. Governors could still book individual courses through the Clerk.</p> <p>It was AGREED that the electronic system Governors' Virtual Office (GVO) be purchased to service the GB. This system has been in operation for the last year at KMC and is supporting governance at the College.</p>	<p>AW</p> <p>How would Governors access training if required?</p> <p>Have KMC Governors found the new system to be helpful?</p>



<p>11.</p>	<p>LOOKED AFTER CHILDREN (LAC)</p> <p>LAC Policy It was agreed that the paragraphs ‘Scope’ and ‘Definition of a Looked after Child’ were the wrong way round, and the Principal agreed to check.</p> <p>The LAC Policy was APPROVED subject to this change.</p> <p>LAC Annual Report The LAC Annual Report was NOTED. The GB questioned whether the student who was trialling Wey Valley School had settled. The Principal advised that this had not been successful and the student had been excluded, and would return to the DSS for Year 11 at Level 1 with a support package.</p> <p>The Link Governor for Safeguarding added that she had completed a Safeguarding Audit with the SLT and considered a good job was being carried out.</p> <p>The Clerk advised that the Work Programme for 2017/18 would be presented to the next meeting.</p>	<p>Is there a semantics mistake in the policy? AM</p> <p>How had the LAC student in year 10 responded to the move to Weyvalley? VG</p>
<p>12.</p>	<p>CAPITAL UPDATE</p> <p>The Principal advised there was no further update but she was still pursuing the matter.</p>	
<p>13.</p>	<p>WORK EXPERIENCE/EMPLOYER ENGAGEMENT</p> <p>The Principal circulated a report on Work Experience for information and advised that an update would be presented to the next meeting. However, the Principal advised that Year 10’s block work experience had highlighted that the employment skills of the students were good.</p>	<p>AM</p>
<p>5.10pm</p>	<p><i>Kaye Chittenden left the meeting and it remained quorate.</i></p>	
<p>14.</p>	<p>CORPORATE RISK REGISTER</p> <p>The Corporate Risk Register was CONSIDERED and the following points AGREED:</p> <ul style="list-style-type: none"> • It was agreed that any changes from the discussion on the Budget 2017/18 below should be incorporated. • Risk 3 should read “Failure to recruit and retain to student number target” • Risk 5 should be ranked higher by making the mitigation -1, with a Net Score of 15. 	<p>Is the failure to recruit now becoming a higher risk? CP</p>
<p>15.</p>	<p>ANY OTHER BUSINESS FOR REPORT</p> <p>The following points were NOTED:</p>	



	<ul style="list-style-type: none"> The Principal advised that the DSS would be represented at the Dorset County Show. 	
14.	<p>2017/18 MEETINGS</p> <p>A full list of dates for 2017/18 was circulated for information, with the dates of Full Governing Body meetings being:</p> <ul style="list-style-type: none"> 19 October 2017 7 December 2017 1 February 2018 19 April 2018 17 May 2018 28 June 2018 	
8.	<p>DRAFT BUDGET 2017/18</p> <p>The Budget for 2017/18 was SCRUTINISED and CONSIDERED, and the following points noted during the discussion:</p> <ul style="list-style-type: none"> 131 students had been forecast in the budget There had been a clawback of £68K from the EFA for the under recruitment of pre 16 students. Although post 16 clawback had been expected, this was not the case for pre 16. Apparently the Funding Agreement was based on estimated numbers, but members agreed that this needed to be made clear and explicit. As there had been no clawback in earlier years this had not been expected. It was agreed to request the Academy Trust to write formally to the DfE setting out the implications for a small school. Although there may have been implications in the small print of the Funding Agreement, it had not been made clear. The Principal had written to the DfE requesting that the clawback be spread over 6 months, but had received no response. She explained that the DfE would deliver further funding for increased numbers next year; this would make adjustments easier. There had been assumption that funds would be added in June 2018 as 37 students for 2017/18 had been forecast and the DSS was expecting 46+. The EFA had also claimed back funding for two students on Traineeships as they had been on work experience on the day the Census had been taken. The Principal had challenged this and was awaiting a reply. The Principal advised that she would be continually sourcing areas for income generation to enhance the Budget. There was specialist grant funding still to be claimed of around £40-60K. This could be utilised for equipment and furniture requirements rather than from the Budget income. The Principal advised that there were also 2 new students entering Year 10, therefore she expected funding to be increased by around £28K for the overall intake. 	<p>Is the EFA aware of the impact of the claw back on the budget?</p> <p>Has the EFA been supportive in this matter?</p>



	<ul style="list-style-type: none"> • The Deputy Principal, Finance & Corporate Services KMC advised that all surplus to date had been utilised within the Budget for 2017/18, therefore, he recommended that once recruitment was known it should be re-visited with a possible re-forecast. • The GB thanked the Principal and Deputy Principal, Finance & Corporate Services KMC for their careful thought in preparing the Budget 2017/18, but considered it to have been a useful exercise in looking at efficiencies. The Principal advised that all spending would be closely monitored, but was adamant that a deficit had to be avoided if the school was seen to be viable. Numbers were increasing year by year and the DSS have to manage this difficult year. • It was considered that the implementation of a 6th Form had been an unrealistic task before the pre 16 cohort had reached year 11. This had been one of the main reasons for financial difficulty but is unlikely to the case in the future. <p>Following thorough discussion the GB APPROVED the Budget 2017/18, with the Risk Register adjusted accordingly, and for it to be carefully monitored through the year.</p> <p>Proposed: Jim Tirrell Seconded: Peter Edwards APPROVED</p>	
<p><i>The Meeting closed at 6.05pm with no further business</i></p>		

Chair Date

