

Dorset Studio School

Minutes of the Governors meeting held on Thursday 7th December 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)	
* <i>Indicates actual presence at this meeting</i>		
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 Peter Edwards.</p> <p>The Chair advised the GB that Peter Edwards had resigned as a Governor due to his forthcoming move out of the County. The Clerk also reported that the Academy Trust Members were looking to appoint Tim Stephens of Wessex Water as an independent Member of the Trust.</p>	
3.	<p>MINUTES OF THE MEETINGS HELD ON 19 OCTOBER 2017</p> <p>The Governing Body (GB) APPROVED the minutes of 19 October 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 arising were NOTED:</p> <ul style="list-style-type: none"> With regard to the clawback Avril Harrison advised that she had found two references within old emails agreeing the feasibility study, however she agreed to look through the archives at the school to try and find further evidence. The Principal advised that a response had been received from the DfE in response to the letter written about the clawback. The Clerk advised that she had not 	AH



	<p>received a copy for the information of the Members so the Principal agreed to forward a copy.</p> <ul style="list-style-type: none"> The Work Schedule had been updated following the previous meeting. 	AM
5.	<p>PRINCIPALS REPORT</p> <p>Progress and Attainment Reports The following points were NOTED:</p> <p>Year 9</p> <ul style="list-style-type: none"> There had been an increase of students in Year 9 from the beginning of term and the number now stood at 56. Year 9 were -1.48 away from their year 11 target in relation to progress 8. This represents a better progress measure than previous year groups and is an indication of a more able cohort. Literacy skills were stronger than maths although no students were currently at the Levels 4 and 5 in either subject. In relation to national averages this is a predominantly middle ability intake. Progress 8 is therefore better than attainment 8 at this stage and GB will monitor Attainment 8 and Progress 8 as the year progresses. <p>Year 10</p> <ul style="list-style-type: none"> There are currently 38 students in Year 10, who are monitored every 6 weeks for progress and attainment Progress 8 was currently showing as -0.25, which is a positive position for the year group in relation to national averages. The average grade for the cohort is just under 4. It was noted that Level 5 was now required as a 'Pass'. <p>Year11</p> <ul style="list-style-type: none"> There were 55 students in Year 11 who were making positive progress and were above where they were expected to be but below the national attainment level. Progress was currently showing as +0.04 Further work was required in Maths to increase attainment, and the Principal advised that this was the current focus. Regular cross over meetings were being held to ensure that as many students as possible achieved 5 good passes, including English and Maths. This was looking positive for grade 4 but the change to grade 5 as the expected, will make more difficult for many to achieve. The pass rate at this level for 2017 was 6%, although progress was in line with the national average. <p>Pupil Premium students were making good progress and there is no indication of a significant gap between disadvantaged and non-disadvantaged students in any year group.</p> <p>Pupil Number Update The following points were NOTED:</p> <ul style="list-style-type: none"> The Autumn Term in 2017 had commenced with a total of 140 students and then following the successful Ofsted inspection, numbers had risen to 160, across the years, for the start of January 2018. 	



	<ul style="list-style-type: none"> • The Principal also reported that there were 90 applications for September 2018 including second choices. 55-56 of these were first choice applications with a PAN of 75. This was the highest number of applications there had been since the start-up of the school. • The GB agreed that the increase in applications was good for the budget with the lagged funding formula. • It was pleasing to note that parents having to pay £1K a year for transport to the school was not making a difference to applications. The Principal KMC advised members that KMC would be initiating focus groups to concentrate on key areas, transport being one. He suggested that it may be useful to have a member of the DSS staff on this group as pragmatic choices may have to be made. • The Principal advised that due to the increase of numbers in-year the timetable had been amended from January 2018, to increase the classes in year 9 from two to three. <p>Curriculum amendments</p> <p>The revised timetable for 2018 was NOTED, with the following points made:</p> <ul style="list-style-type: none"> • Although the timetable had been split due to the increase in students there was no requirement for extra staff, however there was a problem with accommodation, for example the IT suite now had to be utilised as a classroom. • The focus for the year was on literacy therefore smaller groups within each year group had been initiated. An additional literacy session had also been added, totalling 7 hours of English every week. • Intervention had been rolled through the timetable. • The Land-Based specialism of the school was important with extended projects on Work Experience. It was noted that some universities would take project work as UCAS points. Students were really enjoying the specialism which was equivalent to 3 A levels, plus added value through the EPQ. • The Deputy Principal was running the Extended Project Qualification (EPQ) for Post 16 students and governors could assist as supervisors. <p>Attendance</p> <p>It was noted that the current attendance rate was 96.2% with the school target being 97%.</p> <p>Pupil Premium</p> <p>The report on Pupil Premium Performance for the Autumn Term 2017 was NOTED. The Principal advised that the disadvantaged students were making the same progress as others, and did as well as disadvantaged students nationally. It was also noted that ‘Gifted’ students did better, but the GB should continue to monitor all characteristic groups, as the number of SEN registered within the school was large. It would also be necessary to evaluate pupil premium spending at the end of the year.</p> <p>Governors questioned whether the school had any ‘Looked after Children’ (LAC’s) and the Principal advised that there were 3-4 and would present the data at the next meeting.</p> <p>It was agreed that Pupil Premium data would be presented every term and a Special Needs Report was just being completed which would be presented to the next meeting.</p>	<p>AM</p> <p>AM</p>
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<p>6.</p>	<p>DEVELOPMENT PLANNING</p> <p>The Principal updated the GB on the pre-consultation investigation into enrolling students into Years 7 and 8, and the situation locally. She circulated the actions so far and the following points were NOTED:</p> <ul style="list-style-type: none"> • It was noted that there could be £2.7m available towards education from developers who were looking to develop land at Crossways but this was likely to have already been committed. • It was noted that from September 2018 students would be completing T Levels which would be challenging due to the uncertainties, thus making it difficult for Dorset Studio School to provide a viable sixth Form. • The intention of the proposal was not to add to the total of students at the DSS but to change the provision of Post 16, to the provision of years 7 and 8. This would meet the needs locally and provide a seamless transmission to KMC or THS. • Governors discussed the travel to learn time for students and agreed it could be a long day for year 7, however the school had to be flexible in its expectations and not make the timetable too rigid in the early years, and welcome students at any stage. However it was noted that many students attended after school care if parents were working. • There would be 4 – 6 weeks of formal consultation, starting on 8th January. • This proposal was about the changing landscape of education in Dorset and the provision at the DSS would provide an 11-18 option in partnership with KMC/THS. • The GB discussed the possibility of completing a Strategic Plan to provide clarity for direction of travel and to measure success for the next 3-5 years. It was agreed to complete the consultation in the first stage and to gauge the views of stakeholders. The results of the consultation would provide the evidence that was required and the plan would be completed if the bid was successful. • It had been agreed to invite the new Schools Commissioner to visit the school but it was agreed to invite at a later stage once the consultation was completed. <p>The GB AGREED to commence the consultation.</p>	
<p>7.</p>	<p>EXTERNAL AUDITORS AUDIT COMPLETION REPORT FOR THE YEAR ENDED 31 AUGUST 2017 INC MANAGEMENT REPRESENTATION LETTER</p> <p>The Deputy Principal (Finance & Corporate Services) KMC advised that this document had been further updated that afternoon by the External Auditors and he would circulate a final document to all members.</p> <p>The report had provided an unqualified report and included management responses. The mis-statements had included two elements of clawback; the general annual grant (GAG) and the clawback for reduced numbers, which had been the previous years' income.</p> <p>The DSS was in a good position going forward into the next academic year and the GB APPROVED the External Auditors Completion Report for the year ended 31 August 2017 including the Management Representation Letter.</p>	<p>CP</p>



5.15pm	<i>Luke Rake left the meeting and it remained quorate.</i>	
8.	<p>FINAL ACCOUNTS 2016/17</p> <p>Whilst scrutinising the Final Accounts 2016/17 the following points were NOTED:</p> <ul style="list-style-type: none"> • The Deputy Principal (Finance & Corporate Services) KMC circulated a Reconciliation of August 2017 Management Accounts to the Statutory Account 2016/17. • An updated version of the Final Accounts would be uploaded to GVO. • The governors expressed concern on the terms of office of the GB as many were appointed at the same time at the start-up of the DSS. The Clerk advised that this was a matter for the Members of the Academy Trust who would consider it in due course. • It was noted that cash should be utilised to avoid any clawback. 	CP/VG
5.40pm	<i>Mike Foley left the meeting and it remained quorate.</i>	
8.	<p>FINAL ACCOUNTS 2016/17 CONTINUED</p> <ul style="list-style-type: none"> • It was noted that the negative position with the GAG was due to the clawback and would disappear for 2017/18. • Cash in bank was expected to be around £200K and would be set aside for any capital project. <p>The Final Accounts 2016/17 were APPROVED.</p>	
5.45pm	<i>Andy Daw left the meeting and it remained quorate.</i>	
9.	<p>MANAGEMENT ACCOUNTS TO 30 OCTOBER 2017</p> <p>The Management Accounts to 30 October 2017 were NOTED, and the following points made:</p> <ul style="list-style-type: none"> • The £100K carry forward from 2016/17 had been wiped by the clawback. • There continued to be tight control of the budget with the DSS working towards delivering the budget for 2017/18. • It was agreed to re-visit the 3 year schedule at the next meeting due to the positive enrolments. • A report on current cashflow was circulated and the DSS was in a good position. 	CP
10.	<p>WORK EXPERIENCE/EMPLOYER ENGAGEMENT</p> <p>It was NOTED that all Year 11's were currently out on work experience for one day a week. 90% of students had carried on with their previous employers and around 40% students had Saturday jobs or employment with the same company.</p>	



11.	<p>CAPITAL UPDATE</p> <p>The Principal informed that GB that the DSS could now apply to the ‘Condition Improvement Fund’ now that it had received a ‘Good’ Ofsted Report. There was a lot of work to be undertaken to get a bid in by 14 December 2017, but the Principal proposed to apply for several projects which included extension, to the current school building and a MUGA. The Principal circulated proposed plans and quotations, which had utilised current capital funds. A Sports Hall was also aspirational. It was noted that the Principal would join the KMC Property Group to ensure there was full communication between the two organisations. The Principal advised that once the bid was submitted she would keep the pressure up with the DfE.</p>	
6pm	<i>Kaye Chittenden left the meeting and it remained quorate.</i>	
12.	<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 it was important to have Risk 14 in place and the Deputy Principal (Finance & Corporate Services) would liaise with the Principal KMC on wording. 	CP/LR
13.	<p>ANY OTHER BUSINESS FOR REPORT</p> <p>The following points were NOTED:</p> <ul style="list-style-type: none"> • The Principal advised that an SLA had recently been agreed with KMC for the services of the Examination Officer. • Car Parking would require addressing in due course but was not possible at the current time. 	
14.	<p>2017/18 MEETINGS</p> <p>The following dates were NOTED:</p> <ul style="list-style-type: none"> • 1 February 2018 • 19 April 2018 • 17 May 2018 • 28 June 2018 	
<i>The Meeting closed at 6.15pm with no further business</i>		

Chair Date

