

Dorset Studio School

Minutes of the Governors meeting held on Thursday 28th June 2018, 4.00pm in the Dorset Studio School

Governors (GB)	*Kaye Chittenden; Andy Daw; *Mark Gibbens (Chair); *Avril Harrison; Robert Lasseater; *Annetta Minard (Principal); *Luke Rake (Member); *Jim Tirrell (Member); *Martha Vigar; 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 Martha Vigar and Alex Williams.</p> <p>The Chair thanked all governors on reaching the last meeting of the academic year and for the excellent Year 11 Celebration evening which had been held at KMC. He considered that all the work over the last few years was coming to fruition and resulting in an excellent school for land-based studies.</p>	
3.	<p>MINUTES OF THE MEETINGS HELD ON 19 APRIL 2018</p> <p>The Governing Body (GB) APPROVED the minutes of 19 April 2018 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 from the minutes of 19 April 2018.</p>	
5.	<p>PRINCIPALS REPORT</p> <p>Performance Analysis</p>	



Pupil Premium funding: a breakdown of pupil premium spending for the year was presented. The Principal confirmed that Pupil Premium was monitored during every progress cycle with a spend analysis, against outcomes. Spending had to be for the benefit of the students. The Principal advised that progress for those student with Pupil Premium was better for each year group, than their non-disadvantaged peers and non-disadvantaged children nationally. Future objectives for pupil premium funding:

- General progress, with specific emphasis on English and maths
- Ensure that educational activities were accessible to all disadvantaged students
- Utilise Pupil Premium funds to target extra-curricular activities to enable students to attend.

The GB considered that the Pupil Premium spend had been worthwhile and was an impressive spread across all areas.

- The GB noted that there were 1-2 persistent bad attenders. There could also be a future issue as dual registration was no longer an option as current Learning Centre students would be returned to schools. It was confirmed that Dorset Studio School did not have any students returning from the Learning Centre.
- The Principal reported that ARROW had been used successfully for intervention.
- It was noted that numeracy would be targeted next year to improve confidence as well as results.
- The Principal confirmed that Year 9 students had been provided with revision guides with homework being set for both Years 9 and 10 for the summer break with timescales.
- All parents had been informed of the homework that had been set.

SEND Annual Report: the Principal reported that SEND students were not performing as well as those with Pupil Premium, and would be a priority action for 2018//19. The percentage of SEND students for 2017/18 was 53%, but it had been 60% for the previous year, although this was still above the national average the school would have to monitor progress, as the number of EHCP's was increasing. It was noted that many hours of assistance were required with restricted finance and with the EHCP being a legal document it stated the support that was necessary. The Principal added that she was not concerned about the number of students with SEND, but adequate finance should be allocated. She added that it was unlikely that there would be too many more plans due to the summer holidays, as the school only had 15 days to respond. The Principal agreed to monitor the progress through Year 10, with further staff having been trained with ARROW. The next steps within the report were **NOTED**.

Summer Outcomes for Years 9 and 10

Year 9

- The Progress 8 score for Year 9 was noted as -0.64
- The English and maths threshold for attaining Level 4 or above was 29%. The Principal advised that there would be intervention in maths as this progress was now holding the school back.

Year 10

- The Principal advised that the Progress 8 score for Year 10 was being -0.02



	<ul style="list-style-type: none"> • There were 8 students predicted to obtain Level 4 on English and maths and 2 predicted to obtain Level 5. • It was noted that small gains had been achieved from the previous year, and teachers were consolidating the work. <p>Pupil Numbers: the Principal confirmed the following:</p> <ul style="list-style-type: none"> • 74 applications had been received for Year 9 in 2018/19. The timetables had been completed based on three year groups. It was noted that 35% of applications were from student in local middle schools and 65% from other schools. The Principal confirmed that many applications were from the Weymouth area, however this was before the recent inspection results. • An additional 4 students had applied for Year 10 in 2018/19, the current number being 61. • An additional 3 students had applied for Year 11 in 2018/19, the current number being 40. It was noted that this movement was unusual but all had genuine reasons to change schools but understood there would be two terms of intense work ahead. • The total number of student for 2018/19 would be 180, with 10 in the 6th form, with the budget being on track. It was confirmed that the ESFA funding for the 6th form was not included in the budget in case of any clawback due to low numbers. • The Principal reminded the GB that it had to be conscious of the Admissions Policy now that the school was reaching full capacity. It was agreed that this would be considered at the first meeting of the new academic year as it would require 18 months to progress through the system. <p>Attendance: the current attendance rate was noted as 95.2% which was an acceptable position. There had been a slight increase (0.8%) on the same time the previous year, with slight improvements every year. There had been a lot of work put into getting the students into school and it was acknowledged that travel had an impact in Dorset. The Principal advised that the school was very firm on attendance as the students had longer holidays than most schools. Slight gaps were noted for the Disadvantaged and SEN students, although the figures had improved from the previous year. The Principal advised that good attendance was backed up with a rewards system. It was noted that attendance data was regularly monitored by the local authority.</p> <p>Performance Management: the Principal confirmed that all appraisals of the Senior Leadership Team had been completed. The Chair also advised that he had completed the appraisal of the Principal along with a Member of the Academy Trust, and it had been a positive meeting with no issues.</p>	
6.	<p>DEVELOPMENT PLANNING</p> <p>The Principal advised that the Years 7 and 8 Bid to the DfE had been unsuccessful. The result had been discussed with the Members who were taking action forward. Representations would be made to the Regional Schools Commissioner, following the limited response that had been received. The GB unanimously supported any action and</p>	



	requested that all correspondence be uploaded to GVO for information. There was strong feeling that the response should be followed up, and communication kept open.	VJG
7.	<p>MANAGEMENT ACCOUNTS TO 31 MAY 2018</p> <p>The Management Accounts to 31 May 2018 were NOTED and the following points made:</p> <ul style="list-style-type: none"> • The Deputy Principal, Finance & Corporate Services KMC, confirmed that the additional in-year Pupil Adjustment Number funding of £71K had been received, and had been included in the Budget. • It was noted that there were 2-3 issues on expenditure, including examination fees and dual registration which the Principal agreed to follow up. It was noted that examination fees would only increase as more students enrolled at the DSS. • It was noted that the cash position was £190K. 	AM
5.30pm	<i>Kaye Chittenden left the meeting and it remained quorate.</i>	
8.	<p>AUDIT STRATEGY MEMORANDUM</p> <p>The Audit Strategy Memorandum for the year ending 31 August 2018 was considered with the significant risks and key judgement areas being:</p> <ul style="list-style-type: none"> • Management override of controls • Revenue recognition • Going concern assessment and financial plan • Defined benefit pension scheme assumptions <p>The Audit Strategy Memorandum for the year ending 31 August 2018, and Letter of Engagement were APPROVED.</p> <p>The GB agreed that now the school was growing successfully an Audit Committee should be implemented. The Clerk agreed to produce Terms of Reference and organise membership for 2018/19.</p>	
9.	<p>BUDGET 2018/19</p> <p>The Deputy Principal, Finance & Corporate Services KMC presented the Budget for 2018/19 based on actual application numbers for September 2018 of 172, although he advised that the actual allocation from the ESFA would be based on the previous year's figure of 130, therefore an in year payment would be made. The following points were NOTED during the discussion:</p> <ul style="list-style-type: none"> • The GB questioned the zero figure for Dual Registration as the school had budgeted for this in previous years. The Principal advised that dual registration was an absolute last resort and she would check the status of any current students. • The Clerk considered that some budget should be set aside for Governance as the GVO system had to be paid for and any training that was required by Governors. The Deputy Principal, Finance & Corporate Services KMC agreed to include. 	AM CP



	<ul style="list-style-type: none"> • It was acknowledged that it was a challenging budget and if the Bid for Years 7 and 8 was approved this would assist in the future. • The GB questioned whether there was a 'Parental Contribution Fund' and the Principal advised there was not. It was also noted that it was also difficult to establish a Parent Teacher Association due to the scattered locations across all of Dorset. <p>The GB APPROVED the Budget 2018/19 subject to the amendments mentioned above.</p> <p>It was agreed that some in depth conversations would have to be had on capital funding if the five year group proposal was approved by the DfE, although the Principal suggested that this could be 18 months away subject to any decision.</p> <p>The Cashflow Report was NOTED, with the Budget 2018/19 being highlighted in red and showing a decline for the first few months of 2018/19, but once the census figures had been accepted this would improve with the additional allocation of funding.</p>	
<p>10.</p>	<p>SAFEGUARDING ANNUAL REPORT 2017/18</p> <p>The Safeguarding Link Governor confirmed that she had met with the Designated Safeguarding Lead (DSL) to carry out an audit and was pleased to report that a lot of actions had been completed from the previous year. She considered that safeguarding within the school was excellent and supported any training that the DSL required to keep up to date with her skills. The GB agreed to undertake further training when updates were required. It was noted that the grade descriptors had been uploaded to GVO for information, and that 'Keeping Children Safe in Education' was being updated and had been received in draft form, with the revised guidance to commence in September 2018.</p> <p>The Safeguarding Link Governor was thanked for her support.</p>	
<p>11.</p>	<p>GENERAL DATA PROTECTION REGULATIONS (GDPR) POLICY</p> <p>The GDPR Policy was considered noting that the Data Protection Officer should be an independent person and not the Business Manager. It was noted that this was an issue across all schools with the Dorset Area Schools Partnership not being able to assist. The Principal and the Principal KMC agreed to discuss further, and to establish whether a Governor could carry out the role.</p> <p>Subject to the above the GDPR Policy was APPROVED.</p>	<p>AM/LR</p>
<p>12.</p>	<p>WORK EXPERIENCE/EMPLOYER ENGAGEMENT</p> <p>The 2017/18 Work Experience Programme was NOTED, although the Principal KMC advised that the KMC animal numbers were incorrect. The Principal advised that Natural England had spoken to the school that day and the name of the DSS was spreading, with</p>	



	Years 9 and 10 currently out with employers with positive feedback. The KMC Open Day had also been a good event for the DSS.	
6.05pm	<i>Robert Lasseter left the meeting and it remained quorate.</i>	
13.	<p>CAPITAL UPDATE</p> <p>The Principal advised that she was utilising the unused element of the Specialist Funding, as the DfE had advised that it could be used for improvements to the building. During the summer work would be undertaken to sub-divide some areas with glass partitions. The IT area would be closed in, and a small office set up. A barn for outdoor recreation was being investigated with KMC subject to any LEP funding that may arise.</p> <p>The GB was advised that the LEP was inviting bids for an Innovation Grant and they had to be in by 28 September. The Principal KMC reminded the GB that the College was working on a Masterplan for the estate and there should be liaison for any further land use. It was agreed to discuss and scope out any potential bid.</p> <p>The Principal advised that she was investigating the possibility of becoming a Teacher Training Centre for Forest Schools. She had discussed the idea with DASP and the interest was encouraging.</p>	AM/AH
14.	<p>CORPORATE RISK REGISTER</p> <p>The Corporate Risk Register was CONSIDERED and agreed that there were currently no new risks, however it was agreed to have a discussion at the next meeting regarding changing the PAN, as there was a risk of increased numbers following the recent Ofsted reports at surrounding schools, and parental choice.</p> <p>It was suggested that the GB should hold a Strategy session to discuss the way forward and it was agreed to wait until the result of the Year 7 and 8 Bid.</p>	VJG
15.	<p>ANY OTHER BUSINESS FOR REPORT</p> <p>There was no further business NOTED.</p>	
16.	<p>2018/19 MEETINGS</p> <p>The schedule for 2018/19 meetings was APPROVED.</p>	
<i>The Meeting closed at 6.20pm with no further business</i>		

Chair Date

