

## Dorset Studio School

### Minutes of the Governors meeting held on Thursday 6<sup>th</sup> December 2018, 4.00pm in the KMC Principal's office, Kingston Maurward House

<b>Governors (GB)</b>	*Kaye Chittenden; *Andy Daw; Mark Gibbens (Chair); *Avril Harrison; *Robert Lasseter; *Annetta Minard (Principal); *Luke Rake (Member); Jim Tirrell (Member); Martha Vigar	
<b>Other Attendees</b>	*Vanessa Gifford (KMC Clerk ); *Chris Pedder (Deputy Principal, Finance & Corporate Services KMC)	
* <i>Indicates actual presence at this meeting</i>		
<b>AGENDA ITEM</b>		<b>Challenge and Action</b>
<b>1.</b>	<p><b>DECLARATIONS OF INTEREST</b></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>	
<b>2.</b>	<p><b>APOLOGIES</b></p> <p>Apologies for absence were received from Mark Gibbens, Jim Tirrell and Martha Vigar.</p> <p>The Vice Chair took the Chair in the absence of the Chair.</p>	
<b>3.</b>	<p><b>MINUTES OF THE MEETINGS HELD ON 4 OCTOBER 2018</b></p> <p>The Governing Body (GB) <b>APPROVED</b> the minutes of 4 October 2018 as a true and accurate record and <b>APPROVED</b> them for website publication.</p>	
<b>4.</b>	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>The following matters arising were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• The Clerk was still pursuing the setting up of the Audit Committee.</li> <li>• The Principal KMC had drafted a risk around the failure of KMC to maintain viability and the GB agreed for it to be included in the Risk Register, with appropriate scoring. The GB noted that KMC was in a robust position, and all the preventative measures were in place.</li> </ul>	<b>VG</b>



<p>5.</p>	<p><b>PRINCIPALS REPORT</b></p> <p><b>Year 9 baseline analysis</b> The Principal advised that Year 9 had only been in the school for six weeks and full baseline testing was currently being carried out and the results would be presented to the next meeting. The current position was that these students were -1.19 for Progress 8.</p> <p><b>Years 10 and 11 progress reviews</b> Year 10: the Principal was content with progress with the Progress 8 being -0.54, which was half a grade higher than this time last year, and Attainment 8 being 31.03. She confirmed that land-based results had been good, with the students having undertaken GCSE written papers and she agreed to present the results at the next meeting. Year 11: the Principal reported that Progress 8 was positive at +0.22 which was in line with national average. Progress was being regularly monitored, especially within English and maths which was moving forward positively.</p> <p><b>Year 11 targets</b> The Year 11 targets were <b>NOTED</b>, with the short term impact being recognised. The Principal confirmed that targets had been set for every subject. The baseline for all students in Year 11 had been 2.1, with it currently standing at 3.9 and an achievement target of 4.3. The Principal added that English currently stood at 25% with the aim of 40% and maths currently at 14%, and a target of 35%. She recognised that these targets were ambitious, but aspirational. The target attainment for disadvantaged students was 4.2, with it currently at 4. The Principal advised that SEND was important with the Autumn 1 Review showing progress at 3.5 which was half a grade away from target. She confirmed that English was 6% away, maths 10% and English and maths combined 5% away. The Principal stated that she would be monitoring this. There were 7 high attainers, with a progress 8 score of -0.55 with some issues around attendance, social and emotional. Progress 8 for middle attainers was 0.47 and low attainers 0.49, so these two groups were progressing well with the high attainers being a concern. The Principal also confirmed that she would be sharing the process for monitoring progress to the Members for quality assurance, which was a further check for rigour.</p> <p><b>Pupil Premium</b> It was encouraging that the DSS was well ahead of other schools nationally, and the following points were noted for each year: Year 11: these students were capable in relation to their baseline prior attainment, with the gap for Progress 8 score being positive at 0.13. The gap was also positive at 1.35 for Attainment 8. English was positive and maths negative, with the Principal KMC adding that the College had the same challenges. Year 10: this group's attainment was weak, with the gap for Progress 8 being -0.83 and Attainment 8 -5.29, highlighting that progress was better than attainment at this stage. Year 9: the data highlighted that students were now entering the school at a higher level with the gap for Progress 8 being -0.1, and Attainment 8 -2.6, with the student being 6 weeks into their first year at the school.</p>	<p>AM</p>
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	<p><b>Attendance</b> The Principal advised that attendance was not where she would like it to be but confirmed that staff were rigorous with the early intervention strategy. The GB questioned whether the non-attenders travelled to school by bus with the long day causing pressure. The Principal had not considered this and agreed to investigate. It was noted that there was varied parental support on attendance with the early intervention having made some difference.</p> <p><b>Changing of Profile of Year 9</b> The GB noted the interesting change in the profile of Year 9 with the male/female split which showed the demographic breakdown. It was agreed that this correlated with the DSS brand, as with KMC. Land-based was not just about agriculture but covered the sciences and animals, which included equine. It was reported that many students were starting to self-select to attend the DSS, rather than parental preference. It was also noted that SEND was declining. It was agreed that the reputation of the school continued to progress and staff were enjoying the opportunity to work with high-achievers.</p> <p><b>Applications update</b> The pupil numbers across the school were <b>NOTED</b>, with there being 130 first and second choice applications for September 2019.</p>	<p><b>AM</b></p> <p><b>AM</b></p>
<p>6.</p>	<p><b>EXTERNAL AUDITORS AUDIT COMPLETION REPORT FOR THE YEAR ENDED 31 AUGUST 2018 INC MANAGEMENT REPRESENTATION LETTER</b></p> <p>The External Auditors Audit Completion Report for the year ended 31 August 2018 was <b>CONSIDERED</b> and the following points <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• The Auditor had confirmed that there were no significant matters that remained outstanding.</li> <li>• The Significant Risks and key areas of management judgement were: <ul style="list-style-type: none"> <li>* Management override of controls</li> <li>* Revenue Recognition</li> <li>* Going Concern assessment and financial plan – it was noted that this was currently a hot topic nationally and the GB had to be confident that the prior data endorsed the future projections. The Deputy Principal, Finance &amp; Corporate Services KMC, advised that he was awaiting confirmation from the DfE on the additional learners. On the assumption that the GB concurred with the anticipated funding, the GB confirmed that it considered the DSs to be a going concern and the Auditors had agreed based on the assumptions.</li> <li>* Defined benefit pension scheme assumptions</li> </ul> </li> <li>• The small number of Internal Control Recommendations were NOTED, and the Auditor had confirmed that questions had been answered at the time of the audit.</li> <li>• The Auditors had confirmed that the Audit had been carried out smoothly and they had worked well with the Principal and Business Manager.</li> </ul>	



	<ul style="list-style-type: none"> <li>It was noted that the Summary Misstatements had been adjusted, but the accounts did not require any amendments.</li> </ul> <p>The External Auditors Audit Completion Report for the year ended 31 August 2018 including the Management Representation Letter was <b>APPROVED</b>.</p>	
<p>7.</p>	<p><b>FINAL ACCOUNTS 2017/18</b></p> <p>The Reconciliation of August Management Accounts to the Statutory Accounts 2017/18 was <b>NOTED</b>, with the following points made:</p> <ul style="list-style-type: none"> <li>The Reconciliation included the ‘brought forward’ position to give a net surplus position. The GB agreed that it was un-sustainable to keep carrying forward the surplus but agreed that student numbers going forward were positive, so the long term position was robust. The Deputy Principal, Finance &amp; Corporate Services KMC confirmed that the surplus built into the Budget for 2018/19 was not reliant on any carry-forward. The GB questioned whether surpluses could be generated with a three year group school, and it was confirmed that it was possible but there would be risks as the internal recharges to KMC would increase with more students so the position would require monitoring. The Principal agreed that in another two years the school would be educationally sound with the increased student numbers and currently it was being managed with tight financial control which was not comfortable, however it was agreed that a lot of other schools were in the same position. More student numbers would change the ratios.</li> </ul> <p>The Financial Statements for the year ended 31 August 2018 were <b>CONSIDERED</b>, with the following points <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>The reporting of Relevant union officials was a new requirement.</li> <li>The number of meetings reported in the Governance section required amendment.</li> <li>An Audit Committee had been agreed but had to be implemented.</li> <li>The main element for the reduction in cash was the clawback to the DfE which was reflected in the 2016/17 financial statements.</li> <li>Cashflow was being continually managed carefully with tight controls, noting that the additional funding for extra students should be paid in February 2019. It was noted that schools were not permitted to go into an overdraft position.</li> </ul> <p>The Financial Statements for the year ended 31 August 2018 were <b>APPROVED</b>, with confirmation that the DSS was a ‘Going Concern. It was agreed that the Vice-Chair would sign the accounts in the absence of the Chair.</p>	
<p>8.</p>	<p><b>MANAGEMENT ACCOUNTS TO 31 OCTOBER 2018</b></p> <p>The Management Accounts to 31 October 2018 were <b>SCRUTINISED</b>, and the following points <b>NOTED</b>:</p>	



	<ul style="list-style-type: none"> <li>The Budget for 2018/19 had assumed £1118K funding for students, but the projection was now £1157K for the additional student numbers, with the cash being paid later in the year.</li> <li>The projection for transport was a gross position of £110K. It was agreed the relationship with KMC with transport was positive to ensure the buses were economic for both parties.</li> <li>It was anticipated that pay costs would be £20K higher than budget. It was reported that the Business Manager had made some savings within the support areas to help mitigate.</li> <li>There were no issues with non-pay.</li> <li>The original surplus within the Budget 2018/19 was £20K and it was anticipated that it could increase up to £50K with tight controls in place.</li> <li>It was confirmed that the £33K contingency fund had not been utilised at this stage.</li> </ul>	
4.15pm	<i>Kay Chittenden joined the meeting.</i>	
9.	<p><b>COMPLAINTS POLICY</b></p> <p>The reviewed Complaints Policy was <b>APPROVED</b>.</p> <p>It was noted that the Behaviour Policy would be reviewed by the SLT and recommended to the GB in due course.</p>	
10.	<p><b>DEVELOPMENT PLANNING</b></p> <p>The letter from the Assistant Director of Schools &amp; Learning, Dorset County Council (DCC) dated 27<sup>th</sup> November 2018 was <b>NOTED</b>, and the GB was pleased that DCC was fully supportive for the bid to take Years 7 and 8. The Assistant Director had been impressed with the DSS at his visit and had made a strong case to the Regional Schools Commissioner in support of the bid, for her to re-consider. The Principal was required to re-submit a strong case to support the basic need for Years 7 and 8 emphasising the uniqueness and effective work of the DSS.</p> <p>It was noted that the KMC Corporation had discussed the issue and had agreed that it was not strategically beneficial to have a MAT on the College campus. The basic requirement was capital funding which should be investigated, to ensure that the facilities were fit for purpose.</p>	
11.	<p><b>WORK EXPERIENCE/EMPLOYER ENGAGEMENT</b></p> <p>It was <b>NOTED</b> that the recent Employer Engagement Newsletter had been circulated to the GB which had included all updates.</p>	



12.	<p><b>EXCLUSIONS</b></p> <p>This item was not discussed due to a current on-going case, and the requirement for independence.</p>	
13.	<p><b>CORPORATE RISK REGISTER</b></p> <p>The Corporate Risk Register was <b>NOTED</b>, with the inclusion of the new risk agreed in Item 4. It was agreed there were no new risks and when formed, the Audit Committee would carry out a full review of the Register.</p>	
4.35pm	<p><i>Robert Lasseter left the meeting and it remained quorate.</i></p>	
14.	<p><b>ANY OTHER BUSINESS FOR REPORT</b></p> <p>The following further business <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• The Clerk reported that there had been one application for the role of Parent Governor so it was not necessary to undertake an election. Unfortunately the candidate had been unable to make this meeting but the Clerk would meet her to undertake an induction to the GB, and she would be appointed to start before the next meeting.</li> </ul>	
15.	<p><b>2018/19 MEETINGS</b></p> <p>The dates for 2018/19 meetings were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• 7 February 2019</li> <li>• 2 May 2019</li> <li>• 4 July 2019</li> </ul>	
<p><i>The Meeting closed at 4.40pm with no further business</i></p>		

Chair ..... Date .....

