

## Dorset Studio School

### Minutes of the Governors meeting held on Thursday 3 October 2019, 4.00pm in the Dorset Studio School

<b>Governors (GB)</b>	*Kaye Chittenden; *Andy Daw; *Mark Gibbens (Chair); *Avril Harrison; *Robert Lasseter; *Joanne Manley (Parent Governor); *Annetta Minard (Principal); *Luke Rake (Member); Jim Tirrell (Member); Martha Vigar
<b>Other Attendees</b>	*Vanessa Gifford (KMC Clerk ); *Catriona Wood (Deputy Principal, Finance & Commercial Services KMC)

\* *Indicates actual presence at this meeting*

AGENDA ITEM		Challenge and Action
1.	<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>	
2.	<p><b>APOLOGIES</b></p> <p>Apologies for absence were received from Jim Tirrell and Martha Vigar.</p> <p>Catriona Wood, the Deputy Principal (Finance &amp; Commercial Services) KMC was welcomed to her first meeting.</p>	
3.	<p><b>MINUTES OF THE MEETINGS HELD ON 2 MAY 2019</b></p> <p>The Governing Body (GB) <b>APPROVED</b> the minutes of 2 May 2019 as a true and accurate record and <b>APPROVED</b> them for website publication.</p>	
4.	<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>• Item 8: The Principal and Avril Harrison had not had the opportunity to meet.</li> <li>• Item 8: The Principal had not invited the new Cabinet member for Skills of Dorset Council as yet, although the Principal KMC advised that he had met with the Childrens' Director of Dorset Council and Richard Drax MP and had included talks and a tour around the DSS.</li> <li>• Item 8: Avril Harrison confirmed that she had sourced the capital documents from the original bid for the school.</li> </ul>	



	<ul style="list-style-type: none"> <li>The Principal KMC advised that he had recently had a meeting with the College Regional Representatives of the ESFA and had had a useful conversation with them around the Dorset Studio School and the capital issues.</li> </ul>	
<b>5.</b>	<p><b>ANNUAL APPOINTMENT OF CHAIR AND VICE CHAIR</b></p> <p>Mark Gibbens was nominated and <b>AGREED</b> as Chair to the Governing Body for the academic year 2019/20.</p> <p>Luke Rake was nominated and <b>AGREED</b> as Vice Chair to the Governing Body for the academic year 2019/20.</p> <p><b>UNANIMOUSLY APPROVED</b></p>	
<b>6.</b>	<p><b>RATIFICATION OF ELECTRONIC DECISIONS FOLLOWING CANCELLED MEETING OF 4 JULY 2019</b></p> <p>The GB <b>RATIFIED</b> the following electronic decisions:</p> <p><b>Approvals:</b></p> <ul style="list-style-type: none"> <li>Audit Strategy Memorandum for the year ending 31/8/19</li> <li>Budget 2019/20</li> <li>Child Protection Policy 2019 – it was noted that Paul Green was currently the Designated Safeguarding Officer and was mentoring Paul Chapman, as the new appointment.</li> </ul> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>Management Accounts to 30 May 2019</li> <li>Safeguarding Annual Report 2018/19 – it was noted that this incorporated new points from ‘Keeping Children Safe in Education’ and the Clerk reminded all Governors that they should read Section 1.</li> <li>Pupil Premium Report</li> <li>SEND Annual Report</li> <li>Employer Engagement Report</li> </ul>	
<b>7.</b>	<p><b>PRINCIPALS REPORT</b></p> <p>The following points were <b>NOTED</b> from the Principal’s Report:</p> <p><b>Results 2019</b></p> <ul style="list-style-type: none"> <li>English and maths thresholds <ul style="list-style-type: none"> <li>* Combined level 4 = 37%</li> <li>* Combined Level 5 and above = 10%</li> </ul> </li> <li>The results for Geography and Science, which had been identified in the Ofsted Report, were better across the board than the previous year. Governors questioned what the gender split was and the Principal advised that girls do well but she would provide this information at the next meeting. The Principal advised</li> </ul>	<b>AM</b>



	<p>that the Geography teacher had left mid-term and she had now appointed a new teacher and Travel and Tourism had been incorporated within the Geography lessons, and progress was improving.</p> <ul style="list-style-type: none"> <li>• Technical subjects were strong which was to be expected with the school's specialism. The GB requested assurance that the academic subjects were the core focus of the teaching staff and the Principal agreed advising that Year 7 would now have a stronger impact.</li> <li>• Attainment 8 score was noted as 3.7 and the Principal advised that she would like it to be 4.</li> <li>• Progress 8 Results had just been published and the score was +0.23.</li> <li>• It was noted that Progress for disadvantaged/pupil premium students was 0.17.</li> <li>• Progress for high attainers was an issue and the Principal stated there had to be improvements and this was a key priority this year.</li> <li>• It was agreed that the future looked positive, with there being a high percentage of girls enrolled which was good for the ethos of the school.</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• The target for attendance was 97%, and the weekly summary report was noted.</li> <li>• There were persistent issues around mental health, but the Principal advised that there was a robust system in place which was adhered to.</li> <li>• The current attendance figure was 96% and the GB questioned authorised and unauthorised attendance. The Principal advised that there had been 4.54% Authorised and 0.57% unauthorised absences recorded for 2018/19.</li> </ul> <p><b>Cohort Profiles</b></p> <ul style="list-style-type: none"> <li>• It was noted that a third of the students received Pupil Premium.</li> </ul> <p><b>Pupil Numbers</b></p> <ul style="list-style-type: none"> <li>• The current Pupil numbers and gender split was noted.</li> </ul>	
<p>8.</p>	<p><b>TO APPOINT CHIEF FINANCIAL OFFICER</b></p> <p>The GB <b>APPROVED</b> the appointment of Catriona Wood, Deputy Principal (Finance &amp; Commercial Services) KMC as the DSS Chief Financial Officer.</p>	
<p>9.</p>	<p><b>DRAFT END OF YEAR ACCOUNTS TO 31 AUGUST 2019</b></p> <p>The management accounts for the end of June and July were <b>NOTED</b>, with the following points made:</p> <ul style="list-style-type: none"> <li>• The accounts to the end of August 2019 were currently being worked on to complete the end of year.</li> <li>• The Chief Financial Officer advised that she had not been alerted to any extraordinary issues and the DSS was currently £50K ahead of budget.</li> <li>• Pension adjustments and depreciation still had to be factored into the accounts.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Due to the rapid intake of students in Years 7 and 8 there were cashflow implications, therefore the Principal was carefully monitoring all expenditure including staff costs. Initial funding had been received for 133 students but the additional funding would not be received until February 2020. The Principal agreed to provide the Chief Financial Officer with the profiling of monthly income.</li> <li>• Going forward the Chief Financial Officer advised that she would provide the balance sheet and cash position.</li> <li>• The GB questioned the number of students who were dual registered and the Principal advised that there were none, however there was a £10K contingency.</li> </ul>	<b>AM</b>
<b>10.</b>	<p><b>ANNUAL LETTER TO THE TRUST’S ACCOUNTING OFFICER</b></p> <p>The Annual Letter to the Trust’s Accounting Officer was <b>NOTED</b>.</p> <p>It was noted that the Clerk would chase up an External Member for the introduction of an Audit Committee.</p>	<b>VG</b>
<b>11.</b>	<p><b>LGPS PENSION UPDATE</b></p> <p>The LGPS Pension Update was <b>NOTED</b>, with the following points made:</p> <ul style="list-style-type: none"> <li>• The valuation would be included in the financial statements.</li> <li>• The Chief Financial Officer had not challenged the assumptions but would consider in 2020.</li> </ul>	
<b>12.</b>	<p><b>DEVELOPMENT PLANNING</b></p> <p><b>Curriculum</b> The Principal shared details of the Year 7 and 8 Curriculum Report detailing the aims and objectives. The GB was requested to consider this and make any comments at the next meeting.</p> <p>The Principal explained that it followed the new Education Inspection Framework (EIF) for Ofsted inspections, with the criteria being covered by <b>Intent; Implementation; and Impact</b>.</p> <p>A sample of the Year 7 Timetable was also shared.</p> <p><b>Accommodation</b> The Principal explained that she was continuing to work on the accommodation issues in the background and shared a list of deficiencies with the current building. The document was intended for the Regional Schools Commissioner and the DfE to detail the actions necessary to make the school legal and workable for the number of students. A high priority action was the provision of a medical room which was a legal requirement.</p> <p>It was agreed that in the original submission for the DSS the intention around enrolling a 6<sup>th</sup> form had included these students being off-site for the majority of their work, within the working environment. With Years 7 and 8 now being accepted at the school, the</p>	<b>ALL</b>



	<p>number of current admissions was very close to the agreed PAN but these students had to be on site due to their age.</p> <p>At the last Open Day 425 people had attended with no marketing, therefore the GB would have to make some strategic decisions about the PAN and Admissions in the very near future.</p> <p>The Principal KMC added that the KMC Corporation had approved the College Masterplan in May and this would be uploaded to GVO for interest. It was acknowledged that to take any capital projects forward, funding was required in the first instance, and any capital project by the DSS would require joint decisions to be made as land was in the ownership of the College. It was acknowledged that there were significant challenges especially with KMC growing as well.</p> <p>The Principal KMC suggested that the school could work with the College counselling support and to liaise with the Assistant Principal (Student Experience &amp; Progression).</p> <p>With all the challenges it was acknowledged that this was an exciting period for the school with good staff being appointed, keen students and the ongoing action plan. It was agreed to review the Risk Assessment at the next meeting.</p> <p>It was agreed that the DSS had to stand independently and not keep relying on KMC as statutory responsibilities stood with the Dorset Council.</p>	AM
6.10pm	<i>Robert Lasseter and Joanne Manley left the meeting and it remained quorate.</i>	
<b>13.</b>	<b>WORK SCHEDULE 2019/20</b>  The Work Schedule for 2019/20 was <b>APPROVED</b> .	
<b>14.</b>	<b>WORK EXPERIENCE/EMPLOYER ENGAGEMENT</b>  It was noted that there was now a core group of employers with a full programme. There was also a lot of partnership working between DSS and KMC. The Principal advised that Year 11's were currently on extended work experience, and a formalised observation process would be investigated.	AD/TDH
<b>15.</b>	<b>CORPORATE RISK REGISTER</b>  It was <b>NOTED</b> that the Chief Financial Officer would update the Corporate Risk Register for the next meeting.  No additional risks were <b>NOTED</b> .	CW
<b>16.</b>	<b>ANY OTHER BUSINESS FOR REPORT</b>	



	<p>The following further business <b>NOTED:</b></p> <ul style="list-style-type: none"> <li>• The Members of the Academy Trust were investigating the appointment of some new governors now that the school was growing and to give some fresh thoughts and ideas.</li> <li>•</li> </ul>	
<p><b>12.</b></p>	<p><b>2019/20 MEETINGS</b></p> <p>The dates for 2019/20 meetings were <b>NOTED:</b></p> <ul style="list-style-type: none"> <li>• 5 December 2019</li> <li>• 6 February 2020</li> <li>• 30 April 2020</li> <li>• 25 June 2020</li> </ul>	
<p><i>The Meeting closed at 6.30pm with no further business</i></p>		

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

