

Dorset Studio School

Minutes of the Governors meeting held on Thursday 5 December 2019, 4.00pm in the Dorset Studio School

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

* *Indicates actual presence at this meeting*

AGENDA ITEM		Challenge and Action
5.	<p>NPQH MOST ABLE PROJECT</p> <p>This item was taken prior to the formal proceedings of the meeting.</p> <p>The Vice Principal outlined the details of his project for the National Professional Qualification for Headship (NPQH). The project was ‘The development of an enhanced provision and strategy to improve outcomes for our most able learners’.</p> <p><i>The Vice Principal left the meeting.</i></p>	
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>Andy Daw advised that he had an addition to his Register of Interests with part time work for City & Guilds.</p>	
2.	<p>APOLOGIES</p> <p>Apologies for absence were received from Kaye Chittenden, Avril Harrison, Robert Lasseter and Joanne Manley.</p> <p>Jane Thomas, the new Parent Governor, was welcomed to her first meeting.</p>	
3.	<p>MINUTES OF THE MEETINGS HELD ON 3 OCTOBER 2019</p> <p>The Governing Body (GB) APPROVED the minutes of 3 October 2019 as a true and accurate record and APPROVED them for website publication. However, it was AGREED to</p>	



	withdraw the 'Staffing' paragraphs from Item 12 of the open minutes as they were Confidential.	VG
4.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>The following matters arising were NOTED:</p> <ul style="list-style-type: none"> • The Clerk was still pursuing an Independent Member for the Audit Committee. • The Principal had updated the Risk Register and it had formed part of the pack submitted to the DfE. 	
6.	<p>PRINCIPALS REPORT</p> <p>The following points were NOTED from the Principal's Report:</p> <p>Year 11 Progress</p> <ul style="list-style-type: none"> • The Principal advised that she had considered the work/life balance of staff and where in the past there had been 6 assessment points a year, this was now reduced to 3, although there would be 6 in any intervention process. • The Principal considered that raising the profile of the high attainers was paramount, and then the culture of others would follow. • Year 11 overall was being pushed to get a level 5 for Attainment 8, and outcomes show there was no differentiation between girls and boys. The SEN average on arrival at the school had been considerably low, and was now 3.8 overall. The overall Attainment 8 was noted as 4.3 which was above the targeted benchmark and highlighted consistency of teaching. Maths was currently holding back the progress of English, more work needs to be completed in this subject. Maths had a target of 37% and was currently at 18%. Overstaffing in maths will enable increased intervention across the school but particularly in year 11. As highlighted within the timetable these subjects had been allocated extensive time, as their development is a key priority for the school. • Progress 8 across all 3 attainment groups was 0.4. • High Attainers form a small group of 5 students. An ambitious target had been set and this group was ½ grade away. There was a whole school focus on high attainers and intervention was extensive to try and meet the target. The Principal acknowledged that it was difficult to teach these 5 students as they were in a mixed group but were being streamed as much as possible. • Middle attainers were the bulk of this year group with very little difference between them and the high attainers, however, progress was being made to raise the performance of the most able students. • The Principal considered that low attainers were thriving with progress currently at ½ a grade above Progress 8, for the whole year group. <p>Attendance</p> <ul style="list-style-type: none"> • The Principal advised that attendance was slightly below where she would have liked it to be. No problems had been identified for in terms of procedures and 	



	<p>correct processes are being undertaken. Letters are being sent to parents/carer's and meetings are being held for persistently absent children.</p> <ul style="list-style-type: none"> The Principal was concerned that there was little support for highly anxious children and school phobia in the county now that The Learning Centres had taken on a new role. The GB questioned whether the long day was affecting Years 7 and 8 and the Principal advised the issue was currently being analysed and she would bring the results to the next meeting. These student could finish the school day at 4pm but this would present issues with the buses, however there could be other ways to consider. <p>Student Numbers</p> <ul style="list-style-type: none"> The numbers for each year group were NOTED. It was noted that 10 students had withdrawn, which was to be expected with the school's specialism. The Principal advised that there was a waiting list for spaces but she was encouraging 12/13 new enrolments to commence in January and the local middle school children to join in September. The Principal advised that Year 8 would be full moving forward and currently there were 95 applications for 75 places in September 2020, so the school would be over subscribed. The GB agreed that the school should explore the possibility of setting its own Admissions Policy. The Principal agreed to investigate as there was an 18 month lag for implementation. <p>Years 7 and 8 Curriculum</p> <ul style="list-style-type: none"> There were no further points to make following the presentation of this paper at the last meeting. <p>Exam Schedule</p> <ul style="list-style-type: none"> The Principal shared the timetable for the mock examinations which were currently being undertaken. <p>Geography and Science update</p> <ul style="list-style-type: none"> The Principal assured the GB that the issues around the main subjects of Geography and Science, highlighted in the Ofsted Report, were being addressed and were now well staffed. Specialists had been appointed in both departments and the teaching quality was strong. The reports on each subject were NOTED. 	AM
7.	<p>EXTERNAL AUDITORS AUDIT COMPLETION REPORT FOR THE YEAR ENDED 31 AUGUST 2019 INC MANAGEMENT REPRESENTATION LETTER</p> <p>The External Auditors Audit Completion Report for the year ended 31 August 2019 including the Management Representation Letter was CONSIDERED and the following points NOTED:</p> <ul style="list-style-type: none"> The Deputy Principal, Finance & Commercial Services KMC advised that there was a minor adjustment to be made on page 18 relating to VAT. 	



	<ul style="list-style-type: none"> The GB concurred with the External Auditor that the DSS was a 'Going Concern' based on all the evidence. The significant matter around pensions was noted but considered not material for the DSS. The External Auditor advised that the majority of control points from the prior year had been cleared. However it was noted that there is a need to keep information on file to show eligibility to work in the UK, without this being on file to show that documents had been seen, the school could be fined. There was one new 'medium risk' internal control recommendation for 2018/19, recommending that staff ensure that receipts are maintained for all expenditure incurred including credit cards. <p>The External Auditors Audit Completion Report for the year ended 31 August 2019 including the Management Representation Letter were APPROVED.</p>	
8.	<p>FINAL ACCOUNTS 2018/19</p> <p>The Trustees Report and Financial Statements for the year ended 31 August 2019 were CONSIDERED and the following points NOTED:</p> <ul style="list-style-type: none"> The GB was pleased to note that the issues around the capacity of the building were included in the introduction and agreed that this should be incorporated at every opportunity. <p>The Trustees Report and Financial Statements for the year ended 31 August 2019 were APPROVED.</p>	
9.	<p>MANAGEMENT ACCOUNTS TO 31 OCTOBER 2019</p> <p>The Deputy Principal, Finance & Commercial Services KMC advised that Management Accounts were unavailable at the time of the meeting but would be uploaded to GVO as soon as they had been completed.</p>	CW
10.	<p>CODE OF CONDUCT</p> <p>The Code of Conduct for Trustees was APPROVED noting that the template from Eversheds, Governance advisers, had been utilised.</p>	
11.	<p>STANDING ORDERS</p> <p>The revised Standing Orders were APPROVED, agreeing that the maximum term of office for a Chair should be six years.</p>	
12.	<p>DEVELOPMENT PLANNING</p> <p>The Principal updated the GB on the accommodation issues and the following points were NOTED during the discussion:</p>	



	<ul style="list-style-type: none"> • Accommodating students in classrooms was proving to be very difficult and without the temporary support of KMC the school would not be able to manage. • The Principal had taken every opportunity to bring this to the attention of other organisations including Dorset Council; the Regional Schools Commissioner; and the DfE, but there was no capital funding available. • Dorset Council had completed a ‘Net Capacity Assessment’ which the Principal was currently analysing and would bring further information to the next meeting. However, it appeared that this assessment had suggested that the capacity of the current building was 170, which translated to 33 students per year group. • There was no disabled adult toilet facilities or a sick room which was against all the regulations. • Dorset Council had considered that the DSS was just a ‘hub’ and the Principal advised that the education brief had been fully circulated, advising that numbers were in line with the PAN. There had been no control by the GB over the initial bid, with the DfE having complete control with Kiers, the contractor. • The Principal advised that developers had advised against extending around the existing school and this would block light from the main room. • Dorset Council was assisting to make a strong case to the DfE advising that a new school was required as the current building could not be adapted and was not fit for purpose. • The GB considered that pressure should be put on those organisations that had statutory responsibilities eg Health & Safety with Dorset Council. The Principal advised that as an academy, and not a maintained school, the DSS was not so much a responsibility for the Dorset Council. • Consideration would have to be given to mobile classrooms. • The Principal raised awareness on staff morale, as the staff had nowhere they could go to work quietly. • There were strategic risks for the DSS and KMC and required some rapid considerations to resolve the issues, with KMC now receiving complaints from its students. • It was questioned whether an alternative type of provision eg UTC, could be explored, where capital was available, and the Principal agreed to investigate. <p>It was AGREED that the Principal would explore the use of temporary classrooms, which would accommodate 30 students in each. However, it was noted that this would not solve the issue as planning permission was unlikely to be for permanent use due to the protected status of the campus. The Principal KMC stated that extensions to the DSS had been included in the KMC Masterplan which had been submitted to the local authority. It was agreed that the Dorset Council would support the DSS with any discussions with the DfE, and the fact that the DSS was so successful should act in its favour.</p>	<p style="text-align: center;">AM</p> <p style="text-align: center;">AM</p> <p style="text-align: center;">AM</p>
<p>5.50pm</p>	<p><i>The Principal KMC and Deputy Principal (Finance and Commercial Services) KMC left the meeting and it remained quorate.</i></p>	



<p>13.</p>	<p>SCHOOL RESOURCE MANAGEMENT SELF-ASSESSMENT</p> <p>The School Resource Management Self-Assessment Tool Checklist was CONSIDERED and APPROVED.</p>	
<p>14.</p>	<p>WORK EXPERIENCE/EMPLOYER ENGAGEMENT</p> <p>The November 2019 Newsletter was presented, and the following points NOTED from the discussion:</p> <ul style="list-style-type: none"> • It was agreed that the Employer Engagement Process would be shared with the GB at the next meeting and the Assistant Principal be invited to give a presentation. • The Chair confirmed that the Employer Engagement Groups was meeting twice a term to verify the engagement with rural activities. • The intended destinations of Years 10 and 11 were being monitored, and it was noted that all students had aims and ambitions. • It was important for the students to gain their Progress 8 subjects as a number were considering self-employment. • The Principal advised that she was reviewing the Travel & Tourism qualification to possibly offer a Business qualification. Members suggested there was an LEP skills gap in food and tourism, so considered it appropriate for the DSS to offer a Tourism qualification, possibly with a 'rural' theme, although there was still a place for an 'Enterprise' qualification. • It was agreed that there was 'Intent' around the curriculum package to enable progression through to KMC. • It was agreed that this would be considered further at the February Strategy session. 	<p>AM</p>
<p>15.</p>	<p>CORPORATE RISK REGISTER</p> <p>It was NOTED that the Chief Financial Officer would update the Corporate Risk Register for the next meeting.</p> <p>It was agreed that the issues around the capacity of the building should now be reflected higher on the risk register, with the failure to recruit becoming not such a risk. No additional risks were NOTED.</p>	
<p>16.</p>	<p>ANY OTHER BUSINESS FOR REPORT</p> <p>The following further business NOTED:</p> <ul style="list-style-type: none"> • It was questioned whether any funds had been forthcoming from the Dorset County Show and the Principal advised that nothing had been received. • 	



17.	2019/20 MEETINGS The dates for 2019/20 meetings were NOTED: <ul style="list-style-type: none">• 6 February 2020• 30 April 2020• 25 June 2020	
<i>The Meeting closed at 6.15pm with no further business</i>		

Chair Date

