

Dorset Studio School

Minutes of the Governors meeting held on Thursday 25 June 2020, 4.00pm held virtually via Zoom due to Covid-19

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

* *Indicates actual presence at this meeting*

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 interests declared.</p>	
2.	<p>APOLOGIES AND INTRODUCTIONS</p> <p>The Chair took the opportunity to thank the staff for the extraordinary work they were doing in challenging times, providing activities for 30 children of key workers and online learning for all students.</p> <p>The Principal added that she had continued to lobby the DfE regarding the accommodation and also thanked KMC for its support and assistance. She also advised that she had not yet enacted the Vice-Principal as Principal of the school, whilst she carried out an Executive Head role, but this would occur in the new academic year.</p> <p>Apologies for absence were received from Avril Harrison and Joanne Manley. It was noted that the Clerk was expecting the new Parent Governor to her first meeting and had received no apologies.</p>	
3.	<p>MINUTES OF THE MEETINGS HELD ON 5 FEBRUARY 2020</p> <p>The Governing Body (GB) APPROVED the minutes of 5 February 2020 for the GB meeting and the Strategy meeting as a true and accurate record and APPROVED the non-confidential minutes for website publication.</p>	



<p>4.</p>	<p>MATTERS ARISING FROM THE MINUTES</p> <p>The following matters arising were NOTED:</p> <ul style="list-style-type: none"> • A review of the Admission Policy was currently on hold and would be reconsidered when the accommodation issues were sorted. • The Clerk agreed to check that the Education Inspection Framework (EIF) had been uploaded to GVO. • The benchmark data had been presented to the Audit & Finance Committee. • Link Governor visits would be organised when it was appropriate and following the current guidance. 	<p>VG</p>
<p>5.</p>	<p>RATIFICATION OF ELECTRONIC DECISIONS</p> <p>The following decisions were RATIFIED following electronic approval:</p> <ul style="list-style-type: none"> • Terms of Reference for the Audit & Finance Committee • Letter of Engagement and Terms of Reference for the Governance Review carried out by ICCA – Education & Skills. 	
<p>6.</p>	<p>PRINCIPALS REPORT</p> <p>The following points were NOTED from the Principal's Report:</p> <p>Year 11 Outcomes</p> <ul style="list-style-type: none"> • The Principal advised that the results for year 11 had been teacher led with potential grades assessed and then moderated with the THS. All outcomes had been evidenced. • It was noted that vocational examinations had taken place prior to lockdown. • The Principal advised that OfQual would review the grades and check that they were in-line with ability and previous outcomes, and had the power to change in either direction. • National assessments were reported as being 0.3 – 0.6 above what the DfE had expected. • The results were expected in August as normal. <p>Student Numbers</p> <ul style="list-style-type: none"> • Year 7 was full with a waiting list • Year 8 – full • Year 9 – slightly down • Year 10 – 63 students • Year 11 – 71 students • The Student Numbers for 2020/21 were expected to be around 360, with 348 places being funded. The funding for the additional numbers would be made in the Spring term, following the October census. 	



	<p>Current Programme of Learning</p> <ul style="list-style-type: none"> • It was noted that vulnerable students were attending the school daily and numbers fluctuated between 10 – 15. • The School had been flexible and students of key workers were also attending so the school had not closed at any time. • Staff were attending on a rota basis, and were otherwise working from home setting work and marking. • Currently there were three staff members shielding, with two of them working from home and the other not working. • Year 10 had now re-commenced physical attendance from 9am – 12 noon each day, and had been allotted their own space, equipment and outside area. To give staff a break the Senior Leaders were monitoring the break times. When the students arrived at school at 9am they had to wait outside until they were let in. Staff supervised all entry and exits from the school to ensure social distancing. It was noted that 50% of year 10 students were currently attending across all ability groups. They were undertaking lessons in English, maths. Science and Geography however they were not covering new activity as this would not be fair on the rest of the year group. • Some intervention had been provided to students if parents had reported that they were struggling with online learning. 	
<p>7.</p>	<p>DEVELOPMENT PLAN</p> <p>The updated Development Plan was NOTED, with the following points made:</p> <ul style="list-style-type: none"> • The Principal reported that all the required documentation had been submitted to the DfE and this had been reported to The Minister. The Principal has been advised that it is the intention to keep the school open. • An appropriate resolution had still to be found and the Principal was currently negotiating with numerous different officers. • £58K had been agreed by the DfE to change the area where the lockers were to changing facilities, but this was just a start to what was required. • It was agreed that a resolution had to be found as the School did not want to be in the same position next year and the Principal advised that she had emphasised this to the DfE that any current actions were for the short term and a long term decision had to be made. • It was agreed that the School had completed everything that had been requested for The Trust Review. • As yet, despite a year of negotiation, there is no forward plan available. • Governors noted that they would need to take more action including meeting the local MP. 	<p>MG</p>
<p>8.</p>	<p>MANAGEMENT ACCOUNTS TO 31 MAY 2020</p> <p>The Management Accounts to 30 May 2020 were discussed and the following points NOTED:</p>	



	<ul style="list-style-type: none"> • The projections were based on the April figures • There was a positive variance in income mainly due to the increased student numbers. • A surplus position was projected for the end of the financial year. 	
<p>9.</p>	<p>BUDGET 2020/21</p> <p>The Budget 2020/21 had been reviewed by the Audit & Finance Committee and RECOMMENDED for approval. The following points were NOTED:</p> <ul style="list-style-type: none"> • Income was based on 348 students, with costs based on this number so there could be positive variances. • The Principal advised that the school had been particularly stringent as numbers were unknown but now numbers were looking extremely positive and the school was close to being full. • It was noted that KMC had agreed to lease the Courtyard Rooms to the School for 2020/21 which would enable the school to operate properly. It would be self-contained at one end of the campus which should improve relationships between DSS and KMC students. It had been emphasised to the DfE that the leasing of classrooms from KMC was only a temporary resolution due to Covid-19. The cost of the rooms will be £40,000. • DSS and KMC had investigated other means of providing rooms to the school and as a result, Governors were confident that the rooms were being leased to the school at cost. • A related party transaction form would be returned to the ESFA. • £40K would be included in the Budget as a grant, from the ESFA. This would take the form of a draw down each month. • The GB AGREED that this was a good short term resolution and thanked KMC for its support, and noted that the lease would be presented to the GB for approval in due course. • The Principal advised that the school was now fully staffed and departments were being developed. • Food would be provided solely for the DSS students within the Courtyard Classroom complex which would solve one of the friction points between the students. <p>The Budget 2020/21 was APPROVED.</p>	
<p>10.</p>	<p>WORK EXPERIENCE/EMPLOYER ENGAGEMENT</p> <p>The Principal advised that the current pandemic had been problematic for work experience. The school was currently contacting all employers that had been used in the last year to find out whether they would continue to take students. It was agreed that this could have implications on the way the school operated. The Principal advised that a member of staff had been appointed specifically for Employer Engagement and she was</p>	



	currently working through the contacts so that the position was known for September. It was noted that potential NEET students would be prioritised.	
11.	<p>AUDIT & FINANCE COMMITTEE</p> <p>Minutes of the meeting held on 29th April 2020 The Minutes of the meeting held on 29th April 2020 were NOTED.</p> <p>Governance Review The recent Governance Review undertaken by ICCA – Education and Skills was NOTED, with only a couple of minor recommendations. One of these recommendations was to consider appointing another chair to the Committee due to the conflict of interest with the Principal of KMC. It was therefore agreed that Avril Harrison would take the Chair going forward.</p> <p>It was noted that the Committee had met for the second time earlier that day and had reviewed the Budget 2020/21, Management Accounts and Risk Register, where there was work to be done to incorporate the risks of Covid-19 which were currently on a separate Risk Assessment which was uploaded on GVO for information.</p> <p>The Committee had concurred that the finances of the school were robust and the school was viable. It was aware of the risks and additional costs of Covid-19.</p> <p>It was also agreed that it had to be agreed how much of a risk the current situation was with accommodation for 2021. The Principal advised that there was still a lot going on and she would keep in touch with the DfE over the summer to pursue, and a revised Risk Register would be developed and presented in the Autumn Term. This would take into account the temporary risks around Covid-19 and the accommodation issues. The DSS would have to consider not to enrol Year 7 if the school did not have the capacity in 2021 but an update would be provided in September 2020.</p>	
12.	<p>CORPORATE RISK REGISTER</p> <p>This item was covered in the previous item.</p>	
13.	<p>ANY OTHER BUSINESS FOR REPORT</p> <p>The following business was NOTED:</p> <ul style="list-style-type: none"> • The GB questioned how staff morale was and the Principal advised that all staff had worked at full capacity and had all been working during the lockdown and attending school on a rota basis. It was considered that the school had been supportive and had received thank you letters and had union support. • The Principal advised that Mental Health would have to be further considered and addressed in the new academic year. A Parents newsletter had been shared with the GB and the school had been accessible to all parents if there were any issues, and any concerns were taken confidentially. The work that was being carried out at home was to consolidate learning. The Principal had also appointed Welfare 	



	<p>support who was well qualified to undertake the role. A pastoral system was also being introduced with the Heads of Year and the Principal agreed to report on how this was working in September.</p> <ul style="list-style-type: none"> • The GB questioned when numbers would be known for 2021/22 and the Principal advised that applications would commence in September/October 2020 and the school would have to decide quickly whether it held any open events, as it may not be possible to recruit more students for 20/21 without further accommodation assurances from the DFE. It was agreed that this would be an Agenda item for September. • Governors agreed to assist with any lobbying and the Principal KMC advised that he had invited Chris Loder MP to the College and would update him on the school informally. • The Clerk advised that she had attended several training webinars on GVO as many improvements had been made to the system to make it a governance one-stop shop. Once all the required data had been populated the Clerk would update governors further. • Kaye Chittenden advised the GB that she was retiring from THS at the end o this academic year but it was agreed that she would stay on the GB as her skills and expertise were invaluable. 	<p>AM</p> <p>VG</p>
17.	<p>2020/21 MEETINGS</p> <p>It was AGREED to circulate the dates for 2020/21 as soon as the Principal and Clerk had had the opportunity to set them.</p>	
<p><i>The Meeting closed at 5.00pm with no further business</i></p>		

Chair Date

