

MINUTES

BOARD: Full Governing Board of

SCHOOL: Dorset Studio School

DATE: 28th April 2022

TIME: 4 pm

VENUE: Virtual

ATTENDED: Kaye Chittenden – Acting Chair
Mark Gibbens (MG)
Paul Green – Principal
David Humphrey (DH)
Annetta Minard – Executive Principal
Rosie Pike (RP)

ALSO PRESENT: Tracey Richards – School Business Manager
Stacey Fountain - Clerk

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

The meeting commenced at 4.05 pm

Item					
1	Declarations of Interest No pecuniary or personal interests were advised for any agenda item for this meeting.				
2	Apologies for absence - Apologies were received from Joanne Manley and Andrew Daw. KC has agreed to Chair the meeting in Andrew's absence.				
3	Minutes: The minutes of the previous meeting on 10 th February 2022 were approved and signed ACTION – Safeguarding to be added to all future Dorset agendas.				
4	Matters Arising from the Minutes:				
	<table border="1"><thead><tr><th>Item</th><th>Action</th><th>Action personnel</th><th>Status</th></tr></thead></table>	Item	Action	Action personnel	Status
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	8	All governors are to complete a skills audit by the next FGB meeting.	TR	TR to send to all governors
	12	Literacy action plan to be discussed at the next FGB meeting.		Part of the agenda,
	16	Safeguarding to be added to all future agendas.		Ongoing.
5	<p>Management accounts to 31st March 2022: To receive an update for information.</p> <p>TR confirmed that the accounts provided were up to and including 31st March 2021. The school have received additional PP income of £9131 and £16,945 additional SEN top-up funding. These increases are since the last budget the governors reviewed. Dorset has received their first payment of reinvestment for Poundbury costs, they have also received an EFSA phase 3 ICT project repayment. Dorset Studio school have received a mental health grant of £1200. This will be used for the school to obtain a senior mental health leader in schools. The school have decided to make 2 staff senior mental health leaders as the qualifications cost £800 each so will be a small cost to the school. The music hub has received £600 post-Covid and they are deciding how best to use this funding.</p> <p>Budget monitoring: TR explained that the school has received £445,000 additional grant income more than originally budgeted, this includes the additional costs of the Poundbury site and the ICT project with EE.</p> <p>The budget monitoring report shows that the school have overspent by £94,848 on support staff at present. This report is based on income details before understanding the cost of the Poundbury site.</p> <p>The new finance system is being implemented and at the next meeting, TR will provide details of the revised budget using this system to account for the Poundbury income and Expenditure</p> <p>The Executive Principal reassured governors that the budget provided was before the known costs of Poundbury. Now that more information has been provided from the DfE the budget will be updated accordingly.</p> <p>Q – A governor asked how the new finance system is working and finances are being managed for Poundbury? A – TR confirmed that now the finance system is in place it is getting easier to produce costs for the sites. She added that Poundbury has been difficult but having the new finance system in place is will make it accessible to track the budget.</p> <p>Q – A governor asked how the school are spending the PP funding? A – The Executive Principal explained that the school have to provide an annual report of PP expenditure and a version is available to the public on the Dorset Studio School website. The Executive Principal agreed to provide more detail on PP spending at the next FGB meeting.</p> <p>ACTION – PP spending report to be presented at the next FGB meeting.</p>			

	<p>Cashflow – The accounts are showing a surplus of £70,910 and this includes the Poundbury reimbursement. Cash flow is stable.</p> <p>Staffing – a support staff member has left and been replaced. The school cook has also left and been replaced. An education welfare officer has started and is based at Poundbury. Two cover supervisors have been recruited, one for each site. 2 additional support staff have been employed and are supporting intervention plans for EHCP and PP children. A safeguarding Officer is starting on 9th May 2022. There is a vacancy for a business administrator.</p> <p>A copy of the school resources management tool was provided to the governors. TR explained that no changes have been made to this. The school’s resources management tool was approved by the governors.</p> <p>Buildings Poundbury site mugger has been installed. This can now be used for outdoor sports whilst examinations take place in the hall. A risk assessment has been carried out and a policy is being put in place for the MUGA. IT is near completion. The school telephone number has been changed. If anyone rings the old number, they will reach a voice message providing the correct number. Server work is being completed the week of this meeting. All risk assessments are being reviewed and compiled onto one staff drive.</p> <p>Covid 19. There are no longer any DfE guidelines in place for schools. Schools have been advised to continue to work under NHS guidance and if staff have symptoms or test positive, they are to refrain from working for 5 days or until they no longer show symptoms. Students are advised to not attend school for 3 days. All Covid-19 related attendance codes have been removed.</p>
6	<p>Student progress and welfare To receive an update including:</p> <ul style="list-style-type: none"> • Whole school progress Spring 2. – The Principal provided the governors with an overview of Progress 8 figures between 2017 and 2019. The figures for 2020 and 2021 were arrived at through Teacher Assessed Grades and are not being compared nationally. It was explained that these figures give an indication of the progress made by students during their time at the school and therefore can be used as one measure to compare schools nationally. Progress 8 at Dorset Studio school improved from -0.18 (Average) in 2017 to 0.19 (Average) in 2019. The DfE has confirmed that progress 8 scores will not be used as a comparative measure this academic year, as some examinations in schools have been taken early, with results arrived at through Teacher Assessed Grades. These may not enable a comparative reflection of results. <p>Year 11 students have made significant progress in the last half term. The current progress score is 0.12. Historical tracking has tended to suggest that the Spring 2 grade has been closest to the eventual grade. There are a range of interventions in place, particularly in Mathematics whereby additional staffing has been secured to allow small group intervention.</p>

Nationally, there has been an increase in the number of students assessed as SEMH, and suffering from associated anxiety. This is the first time Dorset Studio School have, for example, had to provide examinations off site for students. The school have made some arrangements for some students to sit their examinations at home or in an alternative centre.

Key stage 3 students, nationally, did not sit SATs examinations last academic year due to Covid-19. The school would typically use these results in order to make projections about eventual GCSE success. Without them, we have used a range of methods to review the students' progress, arriving at a method to suggest a progress score for Key Stage 3 students. This shows that all Key Stage 3 Cohorts have made the appropriate progress, with each year group being at a level above the previous. Documentation was provided in advance to the governors

Subjects –The improvement programme in English and Mathematics remains in place. A disappointing English mock exam result has been analysed with the head of Department. There was one particular question that students had performed less well on and this has been explored.

The Executive Principal added that Geography has ceased progress. This was an issue raised at the last Ofsted visit. The Geography teacher left and a supply teacher has been in place. There is now a new team of geography specialists and they have made a vast improvement in this department. It was noted that all subject mocks have been externally moderated once.

- **Pupil Premium/SEND progress report** – Sen students are showing progression.

PP students are performing at national expectations. In recent years, the school's PP students have improved their progress scores.

- **Attendance** – Throughout Covid-19, the DfE measured attendance nationally on set dates. In January 2022, Dorset Studio school were better than the national average. In November/December 2021, Dorset Studio School had a COVID spike and this affected their attendance.

Q - A Governor asked if the attendance officer role will manage this data?

A – The Principal confirmed that they will and they will focus on the daily admin of attendance including sending letters to families and arranging attendance meetings. All support staff will receive a half termly impact report. They are now being involved in a range of roles including attendance.

- **Pastoral support** – The school have reviewed the pastoral revision currently available. There are 2 pastoral support officers and they are reasonable for re-engaging students in their learning. The school have appointed 2 safeguarding support officers. Their skill sets allow the Safeguarding lead (Paul Chapman) to work more operationally and analyse the effectiveness of the team.

A house system was introduced before the Covid-19 lockdown but the school was not able to start properly.

The school have reviewed the house system in place since returning to school and agreed that the pastoral support team cannot run the house system, teach lessons and provide pastoral support effectively. A house system will remain in place but a pastoral leader will be responsible for supporting a year group each.

	<p>The local authority has used a student at Dorset Studio School as a case study. The local authority was provided with all relevant documentation and they were pleased with the comprehensive documents.</p> <p>Q – A governor asked if there are any Safeguarding concerns at the school?</p> <p>A – The school have hired an experienced person which means the SENCO can work more strategically in his role. The SENCO can now put actions in place rather than focus on operational needs.</p> <p>All staff know how to report any concerns that they may have and to ensure actions are in place. The 'My Concern' tool is working well in the school. Nationally, schools had a significant priority earlier this academic year on sexual harassment. All staff carried out relevant training for this and peer on peer abuse. Students feel more comfortable speaking to staff now and they feel empowered to speak out.</p> <p>ACTION – The Governors requested headline Safeguarding figures at the next FGB meeting.</p>
7	<p>Accommodations update: To receive an update on current negotiations with the DfE</p> <p>The Executive Principal confirmed that there have not been any changes since the last FGB meeting. Due to the sites being some distance away from each other, staff meetings have to take place after school.</p> <p>The Executive Principal had a discussion with the DfE the day before this meeting and has a meeting on 5th May 2022 to discuss again. She has also discussed her concerns with the Regional School Commissioner team.</p> <p>It has been confirmed that they are going to the treasury to get the additional funding (although £5 million was agreed upon 2 years ago). The school were assured an update would be provided in April 2022; this has now been changed to June 2022.</p> <p>All staff continue to make the 2 locations work as best as possible for the children and make sure it doesn't affect them or their learning.</p> <p>The school have recently taken year 9 children to the site they will be attending in September 2022 to get used to their surroundings.</p> <p>The Executive Principal added that the DfE will be completing a 12-month review of the Poundbury site before the end of term.</p> <p>The Health & Safety unit is now complete. DH added that this acts as a base for pupils to prepare and get changed before commencing their outdoor activities.</p> <p>The Executive Principal is looking at inclusion hubs and how this could benefit the students and give them the support they need as the school are also expecting 38 EHCP students to join next academic year. A meeting has been booked to discuss the implementation of this.</p>
8	<p>School Resources Management Self-Assessment 2022 – This has been completed. No further conversations took place.</p>
9	<p>Admissions: To consider changes to the admission policy</p> <p>Update on adjudicator communication –</p> <p>It was explained that last year, the appeals process had to be applied and this year, it is happening again. The school have received a complaint. Twins applied to the school but only one got in. There is nothing in the current admissions policy stating that they must take siblings. They have explained to the family that they can appeal.</p> <p>An adjudicator is reviewing the admissions policy.</p>

	<p>The Principal added that the school need to consider: 1 – The understanding of the admissions policy by parents. 2 – the complexity of the oversubscription criteria 3 – random selection for any remaining spaces.</p> <p>The Executive Principal added that the school will work with the local authority once the adjudicator has finished their review.</p> <p>ACTION – Governors to review the admissions policy at future meetings. KC and MG to support the school in reviewing the policy once feedback is received from the adjudicator.</p>
10	<p>Ofsted research visit – The school have taken part in research for Ofsted. They have been asked to review CPD in place for staff. The staff took part in this research as well as SLT and middle leaders. Ofsted provided good feedback at the end of the day.</p>
11	<p>Policies – to approve – all available on Governor Hub: Capability Policy Children Missing Education Policy Children with Health needs who cannot attend school Designated Teacher Policy DSS policy - Relationship and Sex Education Policy Health & Safety Policy Investment Policy NQT Induction Policy SEND Information Report SEND Policy Supporting Pupils with medical conditions Whistleblowing policy</p> <p>All policies were approved by the governors.</p>
12	<p>Development plan Governors need to complete the section in red at the end of the plan, they also need to complete a skills audit Skills audit. TR will send the skills audit to all governors.</p>
13	<p>Any Other Business. MAT update. The Executive Principal fed back to the Board that she had met with the Chair and Vice Chair of the Governors and there was an agreement that she would meet with the Chief Executive of The Wessex MAT. This follows on from the meeting that the MAT subcommittee had already had with him.</p> <p>The meeting between the Executive Principal and the Chief Executive took place last week and it was very productive. As a small school Dorset Studio School would benefit from being part of a larger organisation and The MAT is also keen to explore this further.</p> <p>The White paper – The Executive Principal explained that the government white paper recently released, strongly supports that all schools should join a MAT. This is something that the Board had discussed in detail previously, with regular updates</p>

	being provided to the RSC. Governors agreed to progress towards completing pre due diligence with the Wessex MAT and to run an application process alongside the building project. Action – The Executive Principal will now progress the application.
	Meeting Dates It was agreed that the next meeting will be on 16 th June 2022
	The meeting was adjourned by the Chair at 5.52 pm

Matters arising from the minutes of the Ful Governing Board held on 28th April 2022.

Item	Action	Actionee	Status
3	Safeguarding to be added to all future Dorset agendas.	Clerk	
5	PP spending report to be presented at the next FGB meeting.	Clerk	
6	The Governors requested headline Safeguarding figures at the next FGB meeting.	Clerk	
9	Governors to review the admissions policy at future meetings. KC and MG to support the school in reviewing the policy once feedback is received from the adjudicator.	Clerk	

Outstanding items:

Item	Responsible	Status
All governors are to complete a skills audit by the next FGB meeting.	TR	TR to send to all governors

