

Dorset Studio School

Minutes of the Governors meeting held on Thursday 4th October 2018, 4.00pm in the Dorset Studio School

Governors (GB)	*Kaye Chittenden; Andy Daw; *Mark Gibbens (Chair); Avril Harrison; *Robert Lasseter; *Annetta Minard (Principal); *Luke Rake (Member); *Jim Tirrell (Member); *Martha Vigar; Alex Williams (Parent Governor)	
Other Attendees	*Vanessa Gifford (KMC Clerk); *Chris Pedder (Deputy Principal, Finance & Corporate Services KMC)	
<i>* Indicates actual presence at this meeting</i>		
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 declarations of interest.</p>	
2.	<p>APOLOGIES</p> <p>The Chair welcomed everyone to the new academic year and thanked the Principal for a good start and for the building work that had been carried out during the summer, which had made a huge difference.</p> <p>Apologies for absence were received from Andy Daw.</p> <p>The Clerk advised that the Parent Governor had stated that he would not be continuing in the role. It was agreed that the Clerk would write to all parents at the start of the new academic year, hoping to appoint two Parent Governors.</p>	
3.	<p>MINUTES OF THE MEETINGS HELD ON 28 JUNE 2018</p> <p>The Governing Body (GB) APPROVED the minutes of 28 June 2018 as a true and accurate record and APPROVED them for website publication.</p>	
4.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>The following matters arising were NOTED:</p> <ul style="list-style-type: none"> The Principal KMC advised that the Sponsors and Principal had met, and expressed their disappointment over the Regional School Commissioner's (RSC) decision for 	



	<p>the Years 7 and 8 Bid. It was acknowledged that the response letter had suggested the decision could still be considered at a later date but not currently and other options should be considered, including joining the THS MAT. It was agreed that conversations would be had with the boards of KMC and THS, for the DSS GB to be informed. It was agreed that the challenge would still be Years 12 and 13 and the GB agreed that a 5 year school was the preference for viability, but not the current age range. It was also noted schools were not allowed to sub-contract Post 16 provision in its entirety.</p> <p>It was agreed that conversations with DCC to gain its support were important especially with current plans for housing within the area. The Sponsors and the Principal would be meeting a DCC representative in due course.</p> <p>A full explanation of a Multi Academy Trust (MAT) was provided for governors to understand the implications. It was agreed that the DSS needed to maintain its identity as a very 'A' typical set up. It was questioned whether some work could be undertaken with the media to show studio schools in a positive light as there was currently a lot of negativity in relation to Studio Schools but DSS was a positive story.</p>	
<p>5.</p>	<p>ANNUAL APPOINTMENT OF CHAIR AND VICE-CHAIR</p> <p>Mark Gibbens was nominated and AGREED as Chair to the Governing Body for the academic year 2018/19.</p> <p>Luke Rake was nominated and AGREED as Vice Chair to the Governing Body for the academic year 2018/19.</p> <p>UNANIMOUSLY APPROVED</p>	
<p>6.</p>	<p>PRINCIPALS REPORT</p> <p>KS 4 Outcomes, including characteristic groups and subject residuals: the Principal advised that she had undertaken a checking exercise of the outcomes and presented an analysis of the 2018 examination results. She added that there would be 5 changes that would impact the results that would not be included in the current published results but would be included at a later date.</p> <p>The outcomes had shown that the school was making progress in line with national averages, with disadvantages students making progress above national expectations. This means there is no gap between this characteristic group and non-disadvantaged children nationally.</p> <p>The Principal advised that Geography was the weakest subject but she was aware and taking action. A new Science Head of Department had recently been appointed who would progress Science further.</p>	



	<p>Maths and English will continue to be the key priority, particularly with those students who can meet the threshold in both subjects.</p> <p>The Principal advised that she was teaching Maths to the Top group of Year 11 to push them due to the long term absence of staff.</p> <p>Attainment is lower than the national average but it is in line with targets and as expected with a cohort of 60% special needs.</p> <p>It was acknowledged that the school had to concentrate on resilience with students to gain confidence when looking at exam papers rather than panicking.</p> <p>It was noted that there was a national focus on closing the gap for disadvantaged students however the DSS had exceeded its target. The Principal advised that ‘middle attainers’ would need to be a focus going forward as ‘low attainers’ are more likely to achieve their full potential at DSS. Parents had been pleased with the results and there had been many positive comments on the day.</p> <p>Attendance: the Principal advised that Attendance was average and was currently being driven forward. If students missed lessons they would be handed the work and would receive an instant letter, and fines for holidays during term time were implemented.</p> <p>Intake 2018: Student numbers were NOTED with in-year enrolments across all years. It was noted that the extra students would not be funded until January/February putting a strain on the cashflow, which would have to be monitored carefully. The GB questioned where students were enrolling from and the Principal suggested that 43% were local, with the others from across the County. It was confirmed that KMC had facilitated a further classroom for use by the DSS as it could not have managed without and this would facilitate the land-based studies.</p>	
7.	<p>DRAFT END OF YEAR ACCOUNTS TO 31 AUGUST 2018</p> <p>The draft end of year accounts to 31 August 2018 were noted with the Deputy Principal, Finance & Corporate Services KMC advising that any adjustments would be made for the final version to be approved at the next meeting. He advised that the accounts were currently showing a £67K deficit with some adjustments to be made including a capital sum of £25K, and a large amount of uniform was being held in stock. The Principal disagreed with these figures and will work with the Deputy Principal, Finance & Corporate Services KMC to resolve some issues. The GB acknowledged that this year was always going to be difficult due to the clawback, with the main issue being the gap in staffing costs.</p> <p>Cashflow – the Deputy Principal, Finance & Corporate Services KMC advised that this currently stood at £190K and would continue to decline because of the underfunding for the additional students. It was noted that some cash was due but had been accounted for in the accounts. The Deputy Principal, Finance & Corporate Services KMC advised that income for 172 students had been allocated within the budget, with current student numbers being 198 and the budget being set on potential student numbers of 182.</p>	



8.	<p>DEVELOPMENT PLANNING</p> <p>This item had been discussed earlier in the meeting.</p>	
9.	<p>ANNUAL LETTER TO THE TRUST’S ACCOUNTING OFFICER</p> <p>The Annual Letter to the Trust’s Accounting Officer was NOTED.</p>	
10.	<p>TERMS OF REFERENCE – AUDIT COMMITTEE</p> <p>The Terms of Reference for the Audit Committee were APPROVED with Avril Harrison as the Chair and Luke Rake as a Member. The Clerk would endeavour to find an independent member.</p>	VG
11.	<p>WORK SCHEDULE 2018/19</p> <p>The Work Schedule for 2018/19 was APPROVED and agreed that the monthly accounts would be uploaded to GVO regularly.</p>	
12.	<p>WORK EXPERIENCE/EMPLOYER ENGAGEMENT</p> <p>The Work Experience Policy was updated to provide for larger groups, with students coming back into the school at the end of the day. The Principal confirmed that Safeguarding was working well across the campus and was being monitored. It was agreed that Work Experience was key and why the student attended the school and the upward trend in attitude and skills level was continuing.</p> <p>The GB questioned whether sufficient work experience was being sourced and the Principal confirmed that there was no student without a place. It was also noted that community projects were being recognised and governors suggested that external placements were used for marketing and the Principal confirmed this was happening. It was confirmed that work was being undertaken to ensure students were involved with Dorchester Show and sponsorship was being sourced to provide DSS fleeces. Contact would be made with other shows in the area to get students involved.</p>	
13.	<p>CAPITAL UPDATE</p> <p>The Principal confirmed that she was investigating a bid for capital funding but was not optimistic as the school was classed as new, although not fit for purpose. The Principal had engaged local builders to look at small areas that could be improved. The GB was reluctant to utilise cash with the current cash flow situation.</p> <p>It was agreed that conversations would be had with DCC to enforce the fact the DSS was meeting rural need.</p>	



<p>14.</p>	<p>CORPORATE RISK REGISTER</p> <p>The Corporate Risk Register was CONSIDERED with no changes made. It was suggested that any changes with Brexit could be a risk but agreed that this was currently incorporated in Risk no 14, with mitigation in place. It was agreed that the Principal KMC would draft a risk around the failure of KMC to maintain viability.</p>	<p>LR</p>
<p>15.</p>	<p>ANY OTHER BUSINESS FOR REPORT</p> <p>There following further business NOTED:</p> <ul style="list-style-type: none"> • The Principal confirmed there were no dual registrations. • The Principal advised that DASP were not looking to appoint a shared GDPR Data Protection Officer so the responsibility would fall to each individual school. It was also noted that KMC were in the same position who had carried out significant work towards being GDPR compliant. The position of DPO would continue to be explored and currently remained with Tracey Richards, Senior lead for Business and Finance. The Principal confirmed that external and internal training had been provided for staff. • It was agreed that the GB had to be robust with its Admission Policy and over recruitment. The Principal advised that she was awaiting any progress with Years 7 and 8 before reviewing as the document could only be updated within 3 months. The GB agreed that it had to ensure the appeals process was robust, as the school was now a credible alternative choice. It was agreed to review the Admissions Policy as soon as possible. 	
<p>16.</p>	<p>2018/19 MEETINGS</p> <p>The dates for 2018/19 meetings were NOTED:</p> <ul style="list-style-type: none"> • 6 December 2018 • 7 February 2019 • 2 May 2019 • 4 July 2019 	
<p><i>The Meeting closed at 5.55pm with no further business</i></p>		

Chair Date

