

## MINUTES

**BOARD:** Full Governing Board **of**

**SCHOOL:** Dorset Studio School

**DATE:** 7<sup>th</sup> December 2021

**TIME:** 4 pm

**VENUE:** Virtual

**ATTENDED:** Kaye Chittenden (KC)  
Andy Daw – Chair  
Mark Gibbens (MG)  
Joanne Manley (JM)  
Dr Annetta Minard – Executive Principal  
Paul Green – Principal

**ALSO PRESENT:** Tracey Richards – School Business Manager

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 4.04 pm

Item	
1	<b>Welcome and Introductions</b> Those present were welcomed by the Chair.
2	<b>Procedural items:</b> <b>2.1 Apologies for absence</b> – All were present for the meeting.  <b>2.2 Confirmation of Quorum</b> - The meeting was confirmed as quorate  <b>2.3 Declarations of interest for this meeting</b> - No pecuniary or personal interests were advised for any agenda item for this meeting
3	<b>Any other business:</b> The Principal would like to discuss a letter he wishes to send to the local authority.
4	<b>Minutes:</b> The minutes of the previous meeting on 10 <sup>th</sup> July 2021 were approved and signed. It was approved at the previous meeting that AD would become Chair and KC would become Vice-Chair. This needs to be updated on the previous minutes.

	<p><b>ACTION – The Chair will update the minutes of the previous meeting to confirm that he was approved as Chair and KC was approved as Vice Chair.</b></p>
	<p><b>Matters Arising from the Minutes:</b> None were discussed during the meeting.</p>
	<p><b>Correspondence</b> The Chair confirmed he has received a written complaint which has been dealt with, with the Principal. The complainant asked for information under the freedom of information act.</p>
	<p><b>Financial Reporting</b> The School Business Manager provided the governor with financial reports in advance of the meeting. Income - She confirmed that the catering facilities are currently running at a loss due to new provisions in place and setting everything up. The school will receive funding from the DFE for this and the loss will be rectified once received. Expenditure - The report shows that the school are overspending on some support staff due to an increase in staffing duties and related costs. The school are awaiting more income from the DFE for this. Cash Flow Statement – It was explained to the governors that income is received over a different period. Some are received monthly, some quarterly and some 6 monthly. The school have a good cash flow in place. In October 2021 there was more expenditure compared to income. This is because the school have paid phase 1 and 2 ICT infrastructure fees but the school will receive capital income from the DfE for this. Staffing – Some staff have left the school. The school intend to recruit for these positions in January 2022. It was explained that there are 2 caretakers on the site and fire drills have been completed on both sites that went well. The school continue to follow Covid-19 guidelines and change procedures as needed. The school will ask all students to complete lateral flow tests before returning in January 2022.</p> <p><b>Q –</b> A governor asked how staff vacancies have impacted the workload on staff at the school? <b>A –</b> The Principal confirmed that the school did appoint a cover supervisor who unfortunately had to leave. Vacancies and absences have impacted the school staff. The School Business Manager added that recruitment is hard in schools nationally and supply staff are non-existent due to Covid-19 and being booked for long periods. The staff always have a reserve period on their timetable so no staff are losing planning and preparation time by covering.</p>
	<p><b>Update from the Executive Principal</b> Development Plan – The school continue to move forward with this. This year was the first year of the 3-year plan. The staff have spent time looking at the direction of the school and how to move forward. The key priorities will continue to remain the same. The staff have now provided action plans and these are streamlined into the school CPD. A training day will take place on 15<sup>th</sup> December 2021 and staff will then be consulted on the key priorities of the plan. The Executive Principal will then RAG rate the development Plan summary and provide this to the governors. The Head of English and Math’s want to improve numeracy and literacy. They have been asked to attend an SLT meeting and discuss what support they feel is needed.</p> <p>There is a waiting list for key stage 3 places and more year 9 and 10 children are joining the school. Before a student joins the school, the school ensure that the school can meet their needs and make the school's expectations clear to the students. Baseline testing is completed with all new students.</p>

The students and staff are still adapting to the split-site campus. TR and the Principal have managed the move well with timetables to reduce the impact on staff and students. Short term the school can continue with the split-site but this is not a long-term solution. The additional classrooms have supported this and the students have the necessary space for registration in groups.

The Executive Principal is working on a new bid to the DfE for a purpose-built school. All-natural heritage feedback has been completed and it has been agreed by Kingston Maurward to purchase 4 acres of land opposite the existing school. It is at the preplanning stage and the Executive Principal hopes to get a response by January 2022.

Health and Hygiene – The DfE was supposed to hand this over during the summer holidays but this did not happen. The handover is now planned for 20<sup>th</sup> December 2021.

The school have received an intervention grant. The government will fund 70% of tutors and the school will pay the additional 30%.

The school have various intervention schemes in place through government funding. Due to this, the school are employing a coordinator 3 days per week to complete the necessary reports on the interventions.

PP – It was explained that at the end of the last academic year, the PP gap had widened compared to the academic year beforehand. Due to this lots of literacy and numeracy work is being completed with these students. Students are receiving additional one to one support.

Access arrangements are being completed for PP and SEND students in years 9, 10 and 11.

An analysis has been completed on year 11 students' outcomes. The school worked with Thomas Hardy to provide external standardisation of the results. The PP students were on average half a grade lower than the non-PP students but this is not a significant difference.

Admission policy – this was discussed in depth last term and it had been agreed to review it again in the autumn term. The Executive Principal stated at the last FGB meeting that she did not feel it was the right time to change this due to the school being split across 2 sites and if it is was changed, local children may not get the spaces they wish for.

The governors agreed that this was still the case but it will be kept under review in preparation for the opening of the new school.

**Q** – A governor asked what percentage of children on the waiting list are from Dorchester?

**A** – The Executive Principal confirmed that only a small number of children are on the waiting list are from Dorchester.

Audit Committee – The audit committee reviewed the audit report and accepted this. The governors accepted the report.

**Update from the Principal**

	<p>Send report – 40% of the students have an SEN status. The national average for a school is 12%. 8.2% of the students have an EHCP in place compared to the national average of 3.7%.</p> <p>The reading recovery scheme is having a positive impact on students. The staff are doing lots of reading with them.</p> <p>Lesson observations have increased. The school are doing some CATS tests with students in the school as they have no prior attainment information data due to Covid-19. The CATS give the school the ability to understand where the students are at. All cohorts are all below average for reading and their spelling age when arriving at the school.</p> <p>The Principal is monitoring attendance every week. Covid-19 has impacted attendance at the school. In September 2021 the school started at 89%. In October 2021 it dropped to 73% but in November it increased to 86%. This tracks the pattern of Covid-19 cases. The school have averaged 2 new Covid-19 cases per week since the start of this term. Throughout the Covid-19 pandemic, the government are looking at attendance in all school on a named day and this is reviewed fortnightly. The school will be appointing an attendance and welfare officer at the school. This will allow the heads of houses to focus on pastoral care in the school.</p> <p>Year 11 have completed mocks exams. The results are currently being assessed and the Principal will provide the data at the next meeting. In previous years, the Principal has seen a regression when students have returned to school after the summer holidays. This summer the school provided the current year 11 students with work to complete during the summer holidays. Their data shows that there has been a slight regression during the summer holidays but is less than in previous years. Outcomes for the remaining years had been sent in advance, these were broadly in line with expectations and will be discussed in detail at the next meeting.</p> <p>In year 11 there are 4 students on the role that have not been in the school for 2 years. The Principal is working with the authority to find the best solution to enable these students to gain meaningful qualifications.</p> <p>The Principal confirmed that 2 students were permanently excluded last academic year.</p>
	<p><b>Update from the Chair</b> The Chair confirmed that he is visiting the staff soon after this meeting and will be completing Senior Leader performance management.</p>
	<p><b>Any Other Urgent Business</b> The Chair would like the next meeting to take place face to face in the school depending on Covid-19 restrictions. There are new governors potentially joining the governing body and all present governors felt it would be good to meet the new governors face to face.</p> <p>Pay Policy – The policy was approved by the governors.</p> <p>The Principal explained that the government are encouraging all schools to not permanently exclude children from schools. The Principal added that only he has the right at the school to permanently excluded a child and no one else at the school has the power to do this. The school must offer alternative options for a child at risk of permanent exclusion in advance including managed move, part-time timetables and pastoral support. Each case is reviewed with the local authority and they can consider moving a child to a specialist provision. It is important that a school is not off rolling a child inappropriately.</p>

	<p>The aim for a 0 permanent exclusion target is linked to there being fewer and fewer SEN provisions available for students in need and schools are being encouraged to provide more services for these children.</p> <p>The school currently have a child who was recently excluded. This student has refused to take his medication and threatened a member of staff. The school choose not to permanently excluded him at the time as they hoped to engage with him, his family and doctors and get him into school on his medication. The school applied for Alternative Provision for this child, which was denied by the local authority and they have asked the Principal to take the child back into the school. The Principal has confirmed that as per the child’s pediatrician letter, he is not suitable for mainstream schooling if he is not taking his medication. A letter is being sent to the local authority challenging their decision as they have not met their obligations for this child.</p>
	<p><b>The meeting was adjourned by the Chair at 6.05 pm</b></p>

**Matters arising from the minutes of the Full Governing Body held on 7<sup>th</sup> December 2021.**

Item	Action	Actionee	Status
	No actions were set during this meeting.		

**Outstanding items:**

Item	Responsible	Status
There are no outstanding items.		