

MINUTES

BOARD: Full Board of Governors Committee of

SCHOOL: Dorset Studio School

DATE: 8th December 2022

TIME: 4.00 pm

VENUE: Poundbury – Unit 8

ATTENDED: Andrew Daw (AD) – Chair
Kaye Chittenden (KC) – Vice Chair
Chris Biggs – Parent Governor
Archie Lasseter – Co Opted Governor
Paul Green (PG) – Principal
Annetta Minard (AM) – Executive Principal

ALSO PRESENT: Tracey Richards (TR) – Clerk / Business Manager

The meeting commenced at 4.15 pm

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.

Item	
1	<p>Welcome and Introductions</p> <p>The Governors welcomed Archie Lasseter as Co-opted Governor and Chris Biggs as Parent Governor.</p>
2	<p>Declarations of Interest</p> <p>Archie Lasseter declared that he is related to the Chair of Governors at Kingston Maurward College.</p> <p>Chris Biggs declared he has a student attending Dorset Studio School.</p>

3	<p>Apologies Apologies were received from new Co-opted Governor Kerry Aston and Rosie Pike (Parent Governor)</p>																				
4	<p>Minutes of the Meeting held on 29th September 2022 The minutes of the previous meeting on 29th September 2022 were approved and signed.</p>																				
5	<p>Matters arising from the Minutes:</p> <table border="1" data-bbox="237 817 1445 1122"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>A flow chart to show the attendance letter route and support staff working on this</td> <td>PG</td> <td>Completed</td> </tr> <tr> <td>9</td> <td>To invite DSL to the next FGB</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>13</td> <td>Insert the SEND destination students as a comparison with in the SEND report.</td> <td>DH</td> <td>Completed</td> </tr> <tr> <td>14</td> <td>Circulate potential governor details and respond to the candidate</td> <td>AM</td> <td>Completed</td> </tr> </tbody> </table>	Item	Action	Actionee	Status	7	A flow chart to show the attendance letter route and support staff working on this	PG	Completed	9	To invite DSL to the next FGB	Clerk	Completed	13	Insert the SEND destination students as a comparison with in the SEND report.	DH	Completed	14	Circulate potential governor details and respond to the candidate	AM	Completed
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6	<p>Principals Report</p> <p>A detailed report was circulated on GVO prior to the meeting.</p> <p><u>Progress</u></p> <p>The Progress score for the school will be -1.16</p> <p>DFE notes that it will not include our 'early claimed' vocational subjects in this year's progress scores. They are not including subjects taken early as they believe them to be 'covid impacted.' These will be published mid-year.</p> <p>As a result, the schools' published progress score, which has been based on 8 subjects previously, will only be based on 5.</p>																				

Q – A governor asked how do other schools compare to this?

A – A lot of schools will be affected, but this school will be hit hard, due to our vocational curriculum. On the compare schools’ website, it is rag rated and the school has always been positive and incrementally improving. So, this will now show a significant discrepancy.

Q – A governor asked whether it will affect potential parents looking at schools?

A – Yes this could happen, PG had contacted the DFE regarding this. Qualifications taken in year 10 won’t count. The school is looking at three challenging years of progress 8 scores ahead. A curriculum review meeting will now take place.

Awarding bodies have changed for Travel & Tourism but the awarding bodies are the same for Land based and Animal Care.

School Improvement Priorities

There has been an on-going programme of CPD to enhance learning and teaching across the school.

The school has built upon its rigorous quality assurance programme, expecting a greater sense of distributed leadership from the wider leadership team.

A framework has been put in place allowing the easy and accurate analysis of teaching and learning and demonstrating that teaching is good across each curriculum area, though highlighting with precision those areas which require greater attention. 44 classroom observations have taken place including joint observations, set to ensure rigor within the QA process.

We have built upon middle leadership development from last year, expecting leaders to QA their own areas and be responsible for evaluation and actions arising.

Q – A governor stated that when she last visited the school she saw evidence of school improvement.

Q – A new governor asked what are Middle Leaders

A – The staffing structure of the school was explained and that middle leaders take on extra responsibilities in a specific area of school life, for example Subject Lead, Head of Year. Middle leaders will spend a portion of their working time outside of the classroom and play an active role in developing school improvement.

Admissions

Current number on roll is 352, the PAN for the school is 375. There is mobility within the school, movement in and out of the school is something that Ofsted would discuss.

Leavers to date are 4 for Elective Home Education, 4 to rejoin previous school, 3 with attendance concerns, 2 others with concerns regarding transport costs.

The school is operating a healthy waiting list and currently there is the potential for 10 new pupils to join in January 2023. This will mean the school will be oversubscribed in the lower years.

AM explained the growing year groups will follow through the school, therefore the prediction numbers for students will be at full capacity.

Q – a governor asked whether there is competition within other schools?

A – The school is aware of the competition within the catchment area, however there are not a high number of students within the Dorchester area, the school attracts higher numbers from out of area due to the curriculum offer.

Q - A governor asked is there a specific year group where students are leaving?

A – It is a mixture, however leavers in year 9 are often looking for a different curriculum.

Attendance

Attendance to date is 90.3%. Attendance is a concern

Attendance approximately 2% below national average. This is significant. Attendance is approximately 3% above that of special schools nationally. Our cohort is skewed disproportionately with respect to number of PP (twice national average), SEN (three times national average), LAC (five times national average) and these are the vulnerable students who may find full attendance more challenging.

Our unauthorised absence tracks national averages, meaning that we do not seem to be experiencing a significant issue with absence that we have not agreed. We are authorising absence at a rate 3% greater than national averages. This reflects a significant number of students experiencing school related anxiety.

We have 3 students on roll who have not attended at all this year.

We have to date sent 142 letters (to 40% of the school cohort)

These have had a 60% success rate (ie attendance has improved since sending)

We have held 28 meetings with a further 6 scheduled. These have had a 53% success rate.

Prior to COVID the success of interventions was more like 75-80%.

Q – A governor asked if this is due to transport issues?

A – No not currently however this is something to consider and look at.

Q – A governor asked whether the authorised absence is a similar process in all other schools?

A – Yes the national guidelines are followed

Safeguarding

To date 126 safeguarding incidents have been reported, 3 students with a child protection plan.

All staff have received the Safeguarding training. At the Inset day in January all staff will take part in any updated training.

SEN

Number of pupils on the SEN register	39.2% SEN (138) NAT AV = 12% 10% EHCP (36) NAT AV = 3.5%
Number of LAC	7 (NAT AV WOULD BE 1-2 FOR A SCHOOL OUR SIZE)

Q – A governor asked why the numbers are more than the national average?

A – due to smaller numbers within the school, higher learning needs, curriculum offer. However, the students thrive.

Behaviour

Number of suspensions	4 FOR 10 DAYS (LOWEST OF 3 DORCHESTER SECONDARIES) LAST YEAR AT SAME POINT 10 FOR 25 DAYS
Number of permanent exclusions	0

Results

Mocks are now finished, progress score for year 10 is currently 1.11. Year 11 is 0.1

	<p><u>Parental Engagement</u></p> <ul style="list-style-type: none"> • New students / parents’ evening provided online for ‘new parents’ to raise issues, meet the staff • Second newsletter is currently under production • Parent consultation regarding parents’ evenings with the majority preferring a face to face event • Parent consultation regarding the SRE Personal Development Programme with a 95% approval rating. <p>A staff structure and SLT team responsibilities were handed out to all governors</p>
6	<p>Executive Principal</p> <p>Curriculum development</p> <p>The executive Principal outlined that the current accommodation concerns at Kingston Maurward for the new governors explaining that it is too small, the capacity is fit for 170 students, the PAN number for the full school is 375. A bid has gone to treasury for funding of a new build and are awaiting a response. This is now a risk of which has been raised at the Audit committee meeting.</p> <p>All exams going forward will now take place in year 11 due to the changes in qualifications we will no longer be able to take them early in year 10. This means exams will commence early in year 11 to enable all exams to be spread over the year, SLT are currently looking at the planning for this through the curriculum changes.</p> <p>The new KS3 provision has been interrupted throughout the covid pandemic, this is the first full year that the curriculum will be delivered and has been designed to ensure they are ready for the vocational learning.</p> <p>A Pastoral report is to be included on Principal report showing direct impact on outcomes in KS4, lots of practical lessons. Forest school has proven to be an expensive provision due to the staff ratio and the school is currently reviewing this provision and alternatives. An exact content of the Land environment curriculum throughout the school will be reviewed. Governors would be welcomed to come along to the next SLT curriculum meeting to discuss and plan the curriculum going forward. A date will be sent out governors for January 2023.</p> <p>A pilot intervention group in year 9 is commencing with timetable changes in January 2023, supporting the specific students who need a different curriculum .</p>

MAT update

Is it the right time to join a MAT? The school will only do this if it's right for the school. The majority of the DASP schools have now joined the Wessex MAT, so this could benefit the school. Mike Foley met with all staff and governors to discuss the process of joining the MAT. Executive Principal also met with staff, of which 5 members of staff raised questions, it was a comprehensive meeting. The staff who raised questions had received a one to one with Executive Principal to address any concerns. It was also tabled at a middle leader meeting and they were asked if they had any questions, of which nothing raised. Also discussed with unions. No come back from members. The next stage is to send a letter to parents, there is no need to go to consultation as we are not changing the status of the school. Parents will have until 9th January for any comments /questions. A copy of the letter was distributed to the governors

Q – A governor asked whether the school would be able to meet the financial commitments of the 5% to the MAT alongside the SLA for access of the KMC site, could this be an issue?

A – This has been discussed with the MAT, and a business case would need to put forward to review this. Looking at what's reasonable, how much are we using it? What is reasonable to pay.

Q – A governor asked how the current SLA is calculated?

A – The SLA is historic and therefore a scrutiny will happen going forward with the business case

Q – A governor asked that do the governors need to do anything further for the MAT

A - Governors need to agree the letter for parents before the end of term. If there is a need for a meeting this will be arranged. Due diligence is due to start with the MAT so the governors need to agree they are happy to proceed with this?

All governors **AGREED** for this to start

Accommodation update

DFE will be giving at update in December.

7	<p>Corporate Risk Register</p> <p>The Executive tabled the latest updated risk register.</p> <p>It was AGREED that this would be updated termly and presented at Audit and Finance Committee.</p> <p>Health & Safety remains to be a key risk from overcrowding and the split site. Governors are accountable for this to ensure they monitor student numbers in rooms. The level of risk needs to be measured.</p> <p>Financial status needs to be on the risk register due to staff pay increases for 2022/23 were not budgeted for as the government did not announce this until after budgets have been agreed. At present the school has a good stable cash flow to support this for 2022/23 but will need reviewing for 2023/24.</p> <p>Retention of staff is a risk as staff could leave due to overcrowding, split site. The school is starting to see this happen. Staff morale is a concern due to these reasons and travel issues and attending meetings across the split site.</p> <p>Kingston Maurward (Sponsor School) financial viability risk to move from a 2 to a 3. ACTION</p>
8	<p>Pay Policy</p> <p>TR advised that the Staff Pay Policy is still in draft as the STPCD was being finalised by unions. As soon as this is ready it will be put on GVO for ratification.</p>
9	<p>Management Accounts</p> <p>JC presented the management accounts for September and October.</p> <ul style="list-style-type: none"> • Pupil Premium received £22,101 • Reimbursement from the DFE for Poundbury costs £49,455.51 had been accrued as awaiting payment • SEN top up £27,276.37 received for the Autumn Term • School Led Tutoring £5339.25 received to date. <p>Expenditure for September and October was as expected within the agreed budget. ICT payment and reimbursement of £45,548.06 included the cost for the new INVENTORY safeguarding system. This will enable all staff and visitors to sign in on all sites.</p>

	<p>Staffing expenditure from November will increase due to the Teaching and Support staff pay increases. It will also include back pay for Teachers from September 2022 and support staff from April 2022.</p> <p>Due to the added expenditure the agreed budget has been revised to incorporate the changes and a new 4 year budget was tabled. This means the current projected end of year outturn is showing an in year deficit of £144,540.</p> <p>The KPI report is showing that 85% staff costs to the ESFA revenue income.</p> <p>Cash flow remains stable at this time.</p> <p>Finance Policy was circulated through GVO – the committee AGREED the policy</p> <p>Q – Governors asked if there would be additional funding received for the staff pay increases.</p> <p>A – JC confirmed that schools had not received confirmation of anything additional but the Government has announced schools will be receiving additional funding for 2023/24</p> <p>Q – Governors asked how the school would address the deficit if the funding was not received.</p> <p>A – TR stated that the school would continue to look at natural wastage throughout the current academic year and were also having a review of the curriculum if a reduction in staffing was required.</p>
10	<p>2022/23 Dates</p> <p>It was agreed that the next Finance & Audit meeting would take place on 9th February at 2.30pm</p>
11	<p>Any other business</p> <p>No other business was discussed</p>
	<p>The meeting finished at 410pm</p>

Matters arising from the minutes of the Full Governing Board held on 29th September 2022.

Item	Action	Actionee	Status
5	Reserve Policy to be amended to include %	TR	Completed
5	KPI financial table to be put into the annual accounts	TR	Completed
6	To appoint Internal Audit for IT review and cyber crime	TR	
7	To amend the risk register, Financial viability risk to move from a 2 to a 3	AM	
8	Pay Policy to be updated, ready for review	TR	