

# Dorset Studio School

## Meeting of the Full Board of Governors

### THURSDAY 22<sup>nd</sup> June 2023, 4.00pm, at Poundbury

### Minutes

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.

<b>Governors:</b>	Kaye Chittenden; Andy Daw; Mark Gibbens; Chris Biggs (Parent Governor); Rosie Pike (Parent Governors); Nicholas Spearing; Kerry Aston (Governor); David Humphreys (Staff Governor); Annetta Minard (Executive Principal); Paul Green (Principal) ,
-------------------	--

<b>In attendance:</b>	AD, MG, KA, AL, CB, DH, PG, NS, AM
-----------------------	------------------------------------

Item		Detail	
1.	Verbal	<p><b>Welcome</b></p> <p>The Chair of Governors welcomed all, and noted the announcement of the retirement of the Executive Principal Annetta Minard as of 31/08/2023. However, Annetta will take on a new role of Project Manager to continue to work with the new build and MAT. Therefore, the proposal is that the existing Principal Paul Green will be the head of the school from 01/09/2023.</p> <p>Annetta was thanked for her time and commitment to the school.</p> <p><b>DECLARATIONS OF INTEREST</b></p> <p>To <b>Note</b> any Declarations of Interest</p> <p>None to declare.</p>	Chair
2.	Verbal	<p><b>APOLOGIES</b></p> <p>To <b>Note</b> any apologies for absence</p> <p>The Clerk noted Kaye Chittenden and Rosie Pike sent apologies</p>	Chair
3.	Minutes	<p><b>MINUTES OF THE MEETINGS HELD ON 27<sup>th</sup> April 2023</b></p> <ul style="list-style-type: none"> <li>▪ To <b>Approve</b> minutes as a correct record</li> <li>▪ To <b>Approve</b> non confidential minutes for website publication</li> </ul>	Chair

		<p>Q – A governors asked for confirmation regarding page 5, (Projects and departments) what is meant by not under the Studio School umbrella?</p> <p>A – The Dorset Studio school was under the Studio School Trust, however this is no longer and the school is now part of the capital team and Free Schools.</p> <p>All minutes were confirmed as correct and <b>AGREED</b>.</p>													
4.	Minutes	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>School Partnership Project Report to be uploaded to GVO</td> <td>Clerk</td> </tr> <tr> <td>7</td> <td>Upload KMC SLA agreement to GVO</td> <td>Clerk</td> </tr> <tr> <td>7</td> <td>The Executive Principal will put the timeline and presentation onto GVO</td> <td>Executive Principal</td> </tr> </tbody> </table>	Item	Action	Actionee	6	School Partnership Project Report to be uploaded to GVO	Clerk	7	Upload KMC SLA agreement to GVO	Clerk	7	The Executive Principal will put the timeline and presentation onto GVO	Executive Principal	Chair
Item	Action	Actionee													
6	School Partnership Project Report to be uploaded to GVO	Clerk													
7	Upload KMC SLA agreement to GVO	Clerk													
7	The Executive Principal will put the timeline and presentation onto GVO	Executive Principal													
5	Verbal	<p><b>TO RECEIVE UPDATE FROM AUDIT &amp; RISK COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• <b>Budget 2023-24</b></li> <li>• <b>Management accounts 31/05/2023</b></li> </ul> <p><b>Budget</b> Andy Daw advised that he had chaired the Audit &amp; Risk committee meeting prior to the meeting in KC absence. The budget was discussed in full noting staff changes and planned expenditure.</p> <p>The budget is to be recommended for acceptance showing the 5-year plan by the governing body. The in year surplus will help to pay back some of the planned deficit for 2022/23.</p> <p><b>Q – A governor asked how the budget might change if the school joins the MAT?</b> <b>A – The school is responsible for their own budget, however, there will be a charge to the MAT of 5% cost from the GAG income whatever date it joins.</b></p> <p>It was noted that KC has requested to step down from the Audit and Risk committee, therefore there will be a space for the start of 2023-24. Governors to let the clerk know if they would like to be part of the committee. <b>ACTION</b></p> <p><b>Risk register</b></p> <p>Changes regarding the new college entity with regards to KMC were discussed and that the DFE are looking at a covenant with the college to ensure there is access for our students for the next 125 years. Change of entity of the college with a merge going forward.</p> <p>All governors <b>AGREED</b> to the budget.</p> <p><b>Q – A governor asked whether there are any risks joining the MAT going forward</b> <b>A – This will be covered in the Executive Principal report.</b></p>	Andy Daw												

6.	Paper	<p><b>PRINCIPALS REPORT</b></p> <p>To <b>Receive</b> the Principal’s Report on the following:</p> <p>A report was circulated prior to the meeting.</p> <p><b>Events</b></p> <p>There have been several events taking place:-          KS4 careers event          Sports Day          Year 11 Prom          Annual WOW day, including interviews with the rotary club and interviews for the students.</p> <p><b>Priorities.</b></p> <p>The predicted progress score is currently looking where we expected.</p> <p><b>Year 11 exams</b></p> <p>Over past years the school has never had any year 11’s miss an exam, however to note this year 10 students missed exams either through nonattendance or illness. This has never happened before, which is post covid. In the previous year some students took the exams at home.</p> <p>Table checking exercising has been carried out by PG, to look at any students to disapply. It is very hard to get a student successfully disappplied. 2 applications have been requested.</p> <p>Students were prepared for the exams well this year.</p> <p><b>School Improvement Priorities</b></p> <p>Pastoral system is currently being revised. The staff already in post of HOY to be rationalized to get more effective results therefore it is a suggestion to appoint Head of Upper and a Head of Lower school. To enhance the improvement of progress, attendance, behavior. They will be supported by pastoral office on both sites and tutor teams.</p> <p>A member of staff returning from maternity leave will take on the role of Gifted and Talented with a TLR</p> <p>EBSA students to be visited at homes to encourage them back to school. This will be</p>	Principal

	<p>carried out by school staff going forward and not external agencies.</p> <p>Please to announce that the most able students published in a poetry book this year.</p> <p><b>Q – A governor asked whether there is a cohort of G &amp; T?</b></p> <p><b>A – All schools identify the most able students, as we are measured externally. PHA, back to KS2 results, scores of above 110, our cohort is smaller than national averages. Our most able students have not always made the progress as we would expect, but narrowed year by year.</b></p> <p><b>Admissions</b></p> <p>To note the students on roll, and a healthy waiting list. Numbers are currently projected to remain the same or improve. They are marginally above last year at this time.</p> <p><b>Q – A governor asked if the number of student who have left are identified. Can we breakdown to which year groups etc?</b></p> <p><b>A – Yes this is tracked regularly. The main reasons are; transport costs, can be from any year group, return to their previous school. At present we are expecting 6 leavers from year 8 this year.</b></p> <p><b>Q – A Governor asked whether the Dorset County would assist if there is transport issues?</b></p> <p><b>A - No the Dorset Council wouldn't, only for students where our school is the closest.</b></p> <p><b>Q – A governor asked how the school know the reasons for leaving, are they cited?</b></p> <p><b>A – They are compiled from parent responses.</b></p> <p><b>Attendance</b></p> <p>Attendance remains stable, and is marginally below county average. The comparison of absent 11.2 % compared to Dorset to 12. % average. Persistent Absence is the same as last time with severe absence marginally higher than the Dorset average.</p> <p><b>Q – A governor advised that he had recently attended a regional commissioners briefing and this highlighted that attendance in the south west is the worst in the country. Would it be possible at the next meeting provide an overview in readiness for Ofsted. ACTION</b></p> <p><b>A – PG will go through this as a summary, and explained about deprivation areas.</b></p> <p><b>Safeguarding</b></p> <p><b>Q – A governor asked that it shows a reduction in the number of reports since the Spring term, is this normal or are cases not being reported?</b></p> <p><b>A – The First term is longer at 15 weeks compared to the Spring term (12 weeks).</b></p> <p>The DSL was absent for 2 weeks, so missing a detailed analysis, advised he will speak with him on his return with regards to the reduction to clarify. <b>ACTION</b></p> <p>SEN register was showing 40%, this had now increased to 43/44%, need to be aware that there are additional students.</p>	
--	--	--

		<p><b>Behaviour</b></p> <p>At present 37.5 days suspension has taken place which is in line with last year's figures, nationally significantly.</p> <p>Exclusions</p> <p>A permanent exclusion took place and an appeal meeting with governors was held on 19<sup>th</sup> June 2023 where the board upheld the decision. Parents were informed of the outcome and an option to appeal.</p> <p><b>Review of performance</b></p> <p>Following teaching observations, it was noted that 92% observed lessons were better, which is a positive.</p> <p><b>Cyber security.</b></p> <p>TR advised of internal audit due to take place in July</p> <p><b>Q – A governor asked whether governors should have a school email address and not personal and that is it standard practice for governors to have school email addresses.</b></p> <p><b>A – All documents are password Protected or encrypted however the Clerk will look into this. ACTION</b></p>	
7.	Paper	<p><b>EXECUTIVE PRINCIPAL</b></p> <ul style="list-style-type: none"> <li>• MAT and new school update</li> </ul> <p><b>Update on MAT and new school</b></p> <p>A document was circulated to governors prior to the meeting</p> <p>Current discussions with the DFE taking place to ensure the school represents what is needed;</p> <p>Parking The Vision Curriculum planning Meets students' needs Security IT , smart boards Health &amp; Safety Safeguarding</p> <p>AM is meeting again on the 3<sup>rd</sup> July with the DFE and the meetings will take place every 3 weeks to design the building, discussions with the technical team and project managers.</p>	Executive Principal

		<p>A brief will go out to companies to tender for the build. It is our opportunity to ensure the building reflects our curriculum needs including break out rooms, sensory rooms, adequate office spaces and meeting rooms. Showing how the vocational curriculum will be presented in the building.</p> <p><b>Q – A governor expressed the interesting opportunity of dfe guidance 2022 climate change strategy, in education and buildings being use. A good opportunity to take this this guidance on board</b></p> <p><b>A- AM responded that there are 2 things; guidance has to be included and should we need anything specific it could delay the building.</b></p> <p><b>Q – A governor asked with regards to the buildings heating, insulation lights, ev charge points, obviously being Eco?</b></p> <p><b>A - Yes the governing body will be kept up to date.</b></p> <p>A Building subcommittee will consist of Andy Daw, Mark Gibbens and Kaye Chittenden moving forward</p> <p><b>Q – A governors asked if the timeline to go to planning is in December 2023?</b></p> <p><b>A – the aim of this is yes but cannot confirm at this time</b></p> <p>A further discussion took place regarding the planning process for the specific site.</p> <p>Relationships between the school and college will continue, and when the entity goes forward.</p> <p><b>Q – A governor asked if new provider increased the SLA, what would happen&gt;</b></p> <p><b>A – The SLA needs to be in place but we need to be aware. The SLA is a mutual benefit to both providers, as it makes it a more effective 11 – 19 campus.</b></p> <p><b>Q – A governor commented that the school will need to ensure the curriculum matches the resources available.</b></p> <p><b>A - DH advised that the school is currently visiting external dairies, looking at robotic systems to ensure there is an alternative if required, but to keep in mind to deliver the curriculum and the qualifications.</b></p> <p>DSS is overwhelmed by the new structures of the new structure of the college. Therefore the option of the school to join a MAT would offer security.</p> <p><b>Q - A governor asked in the worst case, if the merge falls through, could KMC cease to be an education.</b></p> <p><b>A – The land ownership for the new build is currently taking place.</b></p> <p><b>Q – A governor asked for confirmation with regards to the formal covenant for our students to access the site?</b></p> <p><b>A - The college will take over ownership of the current building and the school will get take over ownership of the new land.</b></p> <p>AM expressed that a covenant is to protect us, it is between the secretary of state and the college. The school has security to have access to the site due to the need of Land based in the Dorset area as a specialist provision.</p>	
--	--	---	--

8.	Paper	<p><b>BUSINESS MANAGER REPORT</b></p> <p>The Business Manager circulated a report prior to the meeting.</p> <p>Health &amp; Safety</p> <ul style="list-style-type: none"> <li>1 accident reported where a student received a broken collar bone. All procedures were followed and actioned correctly.</li> <li>1 Teaching member of staff attended First Aid training to enable the French Trip to go ahead.</li> </ul> <p>Staffing</p> <ul style="list-style-type: none"> <li>All interviews for staffing in September have taken place</li> <li>Governors noted the current resignations of staff and contract changes which were <b>AGREED</b> by all governors</li> <li>Staff absence is currently 287.5 days, resulting in 21.66% staff absence.</li> </ul>	Business Manager
9	Verbal	<p><b>SAFEGUARDING COMPLAINT</b></p> <p>To receive an update regarding a complaint with the Local Authority and Ofsted</p> <p>The school was informed of safeguarding complaint from Ofsted. PG immediately informed the Chair of Governors and safeguarding governor. The local authority deployed the safeguarding and standards personnel to carry out the investigation. However, she left with no concerns. She will now write a report for her findings and forward to the school and Ofsted. The complaint was linked with the chemical burn.</p> <p>The response to this incident, was more than thorough and could not have been prevented.</p>	Principal
10.	Verbal	<p><b>ANY OTHER BUSINESS FOR REPORT</b></p> <p>To <b>Consider</b> Any Other Business for report only</p> <p>Next year's dates circulated. Upload</p> <p>2023 / 24 dates confirmed and to uploaded to GVO Clerk to <b>ACTION</b></p> <p>Expression of thanks to our SLT &amp; DH for the work in the absence of colleagues from governors</p> <p>Link governors calendar dates for meetings to take place <b>ACTION clerk</b></p>	Chair

Matters arising from the minutes of the Full Governing Board held on 22<sup>nd</sup> June 2023.

Item	Action	Actionee	Status
5	Governors to let clerk know if would like to join the Finance and Audit committee	Governors	
6	Would it be possible at the next meeting provide an overview of Attendance in readiness for Ofsted. <b>ACTION</b>	PG	
6	The DSL was absent for 2 weeks, so missing a detailed analysis, advised he will speak with him on his return with regards to the reduction to clarify. <b>ACTION</b>	PG/ PC	
6	Do Governors need to have school email addresses	The Clerk	
10	Link Governor visits to be calendared	The Clerk	