

Dorset Studio School

Meeting of the Full Board of Governors

THURSDAY 7 DECEMBER 2023 AT 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.

Governors:	Andy Daw; Kaye Chittenden; Mark Gibbens; Chris Biggs (Parent Governor); Rosie Pike (Parent Governors); David Humphreys (Staff Governor); Archie Lasseter; Nicholas Spearing; Paul Green (Principal)
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Item		Detail	
1.	Verbal	<p>WELCOME AND INTRODUCTIONS</p> <p>The Chair welcomed all and Annetta Minard for joining the start of the meeting to present an update with the school build project</p>	Chair
2.	Verbal	<p>DECLARATIONS OF INTEREST</p> <p>To Note any Declarations of Interest</p> <p>Nothing to declare</p>	Chair
3.	Verbal	<p>APOLOGIES</p> <p>To Note any apologies for absence</p> <p>The Clerk noted Kerry Aston sent apologies</p>	Chair
4.	Minutes	<p>MINUTES OF THE MEETINGS HELD ON 29th SEPTEMBER 2023</p> <ul style="list-style-type: none"> • To Approve minutes as a correct record • To Approve non confidential minutes for website publication <p>All minutes were confirmed as correct and AGREED.</p>	Chair

5.	Minutes	<p>MATTERS ARISING FROM THE MINUTES</p> <p>To Consider any matters arising from the minutes</p> <table border="1" data-bbox="383 365 1238 683"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>senior staff to identify suggested dates and times FOR Link Governor visits</td> <td>PG</td> <td>completed</td> </tr> <tr> <td>7</td> <td>Admissions Policy including the 10% selection criteria for next Governors meeting.</td> <td>PG</td> <td>tabled</td> </tr> <tr> <td>7</td> <td>Ofsted preparation list to be added to GVO</td> <td>Clerk</td> <td>uploaded</td> </tr> </tbody> </table>	Item	Action	Actionee	Status	5	senior staff to identify suggested dates and times FOR Link Governor visits	PG	completed	7	Admissions Policy including the 10% selection criteria for next Governors meeting.	PG	tabled	7	Ofsted preparation list to be added to GVO	Clerk	uploaded	Chair
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6	Verbal	<p>BUILDING & MAT UPDATE</p> <p>Annetta Minard delivered a presentation on the timeline of the new building project to update governors on the current position.</p> <p>site surveys have been taking place and now awaiting the final reports, however we are aware that nothing significant has been identified.</p> <p>Governors were briefed on the planning stages and application process and that the feasibility study is still under construction. Pre planning application is planned for early next term.</p> <p>Q - A governor asked whether the time line is within the planned timescale A – At present the project is running 2 months behind schedule</p> <p>Governors were given a presentation on the school brief, explaining that the brief is close to being completed and it is important to capture exactly what the school needs to deliver its specialism.</p> <p>Q – A governor asked whether it is a generic brief for the school? A – The complex capital team are working on the project as it is a specific school brief.</p> <p>Q – A governor asked whether there is a reason for the time length A – There is no particular reason, it is public services, and however the longer it takes it does have implications to the school.</p> <p>Next stages are:-</p> <ul style="list-style-type: none"> • Issue of the feasibility report • Procure a suitable contractor from the DfE framework. • Procurement process will begin spring 2024 and site visits will take place with potential bidders. The vision will be given to all bidder, a date is to be confirmed for this to take place. <p>Q – A governor asked whether the expectations are going to be within the tender process ? A – All bidders will be provided with the school brief, pre app application,</p>	A Minard																

		<p>vision and expectations. It will be a two way process to understand the expectations to ensure they can meet these and financial viable.</p> <p>Q – A governor asked with regards to the procurement process, where does the control sit with this? Is it the DfE leading this? A - Yes the DfE.</p> <p>Q – A governor asked what the timeline of the successful bidder is A – Currently this will be June time.</p> <p>A contractor will be appointed under a pre-construction services agreement, they will then apply for the final planning submission.</p> <p>Q – A governor asked who the architects for the project are. A - Gleeds architects</p> <p>There are discussions taking place with regards to the shared site agreement, the DfE are working on a shared agreement (Covenant).</p> <p>With regards to the school joining the Wessex MAT it was confirmed that the application will be discussed at the advisory board 13th December.</p> <p>Q – A governor asked what the timeline would be after it had been to the advisory board A – The Principal advised that the governing body would need to meet after the advisory meeting to review the MAT entry, to note that there would be budget implications in joining the MAT and the site share with KMC and Governors need to be aware of this.</p> <p>Q – A governor asked with regards to the Poundbury split site, where there is a delay in the building project whether the lease would be extended? A – Yes this will need to be a discussion with the DFE.</p> <p>Q - A governor asked for the plans to be uploaded to GVO. A – The clerk will upload ACTION</p> <p>The Chair Thanked Annetta Minard for her work. Annetta left the meeting</p>	Clerk
6.	Paper	<p>PRINCIPALS REPORT</p> <p>To Receive an update from the Principal on the following:</p> <p>The Principal circulated his report showing attendance and key aspects prior to the meeting and governors confirmed they had read it and were asked whether they had any questions.</p>	Principal

		<p>Q - A governor asked how the assembly on weapons and crime went with the students? A – It was delivered by the safer recruitment team and is was a good assembly.</p> <p>Q – A governor asked what the pupils awareness of knives was, is it an issue in land based school particularly? A - Incidents in school have been through naivety where a student had a multi tool and forgotten it was in their bag, these cases have been innocent. So in answer no issue.</p> <p>A governor stated that there has been an increase in knife crime in general.</p> <p>The principal gave a presentation on the following:-</p> <ul style="list-style-type: none"> • SLT capacity – this has reduced to 5 members in the SLT in September 2023 due to the retirement of the Executive Principal, however, due to staff absence this at times has reduced to 80% capacity, and of most recent due to a further absence the capacity as reduced to 66%. This is a risk of which governors need to be aware of. This means that the Principal is unable to progress the strategic work in this capacity. The Principal put to the governors a proposal to increase the SLT by a new member, however there will be budget implications with this. The budget is continuously being reviewed. As there is a project manager to lead the MAT entry and new build a further proposal is to use the reserve cash flow to fund this project for this financial year and 2024/25, this will enable an in year budget. <p>Q – A governor asked the budget amount for this? A – 70k</p> <ul style="list-style-type: none"> • The current numbers on roll from the October census is 359, the percentage of Pupil Premium and disadvantaged students are above national average significantly. The most able are reducing. <p>Q – A governor asked whether the increase in vulnerable children year on year due to the resources being greater now? A – Yes, the cohort profile has changed over the years.</p> <ul style="list-style-type: none"> • Profile of the school is changing, the SEND profile has increased to 50%. The vulnerable profile being 65% which in other schools is 20 – 25%. <p>Q – A governor asked if this is categorised changes? A – It is a lot coming through in year transfers,</p> <ul style="list-style-type: none"> • EHCP is currently 10%, this is increasing above national average, the school has a high vulnerable cohort which requires significant work. <p>Q – A governor asked whether the school receives additional funding? A – Yes funding is received but is not adequate. The county are running out of places for students.</p>	
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7	Verbal	<p>AUDIT & FINANCE COMMITTEE UPDATE</p> <p>The Chair of the Audit & Finance committee advised the board that the Annual External Audit had been presented by Mark Munro of Bishop Fleming and that the end of year accounts were finalised and that they had passed on tribute to the team with the efficiency on how it was conducted. There were no concerns that were noted, and the reserves were discussed and in a healthy position taking into account the 8-10% reserve level. A question had been raised by governors whether the school should look to invest the cash flow balance. The finance team will look at bank rates and the balance to identify going forward,</p> <p>It highlighted that the review of systems, internal and controls did not reveal any weaknesses. Recommendations made were shown in the management letter which were rag rated as green.</p> <p>The Auditors qualified the accounts on the basis of a non-going concern at present and will await the results of the advisory board. If this changes the report will reflect this. If the school does not join the MAT they would need to change this to a going concern.</p> <p>Management accounts</p> <p>The Chair confirmed that the management accounts were presented to the committee and there were no concerns. That the risk register is currently being updated by the Principal.</p>	Chair of A&F
8	Paper	<p>SCHOOL BUSINESS MANAGER REPORT</p> <p>The School Business Manger circulated the paper report prior to the meeting on GVO.</p> <ul style="list-style-type: none"> • Health & Safety – Fire drills had taken place on both sites. Link governor visit had taken place. • Cyber Breach – A security breach was identified via email and all procedures that were in place ensured a swift response was actioned and no threat and no further action • Support staff pay increased had now been awarded and backdated to 	Business Manager

		01/04/2023	
9	Verbal	<p>LINK GOVERNOR UPDATES</p> <p>The Principal thanked the link governors who have been able to attend meetings and represented the school. Special thanks to Nicholas for coming in at short notice with regards to legal matters. Governors are encouraged to visit as support is incredibly welcome. The following visits have taken place:-</p> <ul style="list-style-type: none"> • Kaye Chittenden - safeguarding • Nicholas – Health & safety & HR • Andy Daw – SEND • Mark Gibbens – employability, engagement event. 	Clerk
10	Paper	<p>POLICIES</p> <ul style="list-style-type: none"> • Admissions policy – a review for a criteria selection was discussed, however this is not shown with the schools funding agreement, therefore this change at present has been put on pause. • Pay Policy Agreed at Audit committee. • Antbullying policy changes to be posted on GVO for all governors to agree. 	Clerk
11	Verbal	<p>COMPLAINT TO GOVERNORS</p> <ul style="list-style-type: none"> • A formal complaint to Chair of Governors was received regarding bullying, it was felt there was a bullying culture and that the child was being victimised. The Principal investigated that there have been 14,000 positive points and 2,000 negative points this term of which 29 incidents relate to bullying which is 2%, 22 students being involved, 16 of these only once, and 6 students on more than 2 occasions so this identifies there is no culture. 	Chair
12		<p>SAFEGUARDING</p> <p>Kaye Chittenden had been into visit the school and met with the DSL. It had been noted that the SENTRY system had three members of staff documents missing. TR confirmed this had now been resolved.</p> <p>Q – A governor asked regarding the numbers of safeguarding incidents, it would be good for governors to know the capacity of the cases, which require escalation cases, reports to LADO etc.</p> <p>A – It was confirmed that no cases have gone to LADO this term. When the safeguarding governor visits the school, she checks the My concern logs and identifies things are being reported, these meetings take place with the DSL half termly.</p>	

10.	Verbal	<p>ANY OTHER BUSINESS FOR REPORT</p> <p>Destinations presentation was distributed prior to the meeting and will be an agenda item for the next meeting</p> <p>Meeting ended 6.30pm</p>	Chair
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Matters arising from the minutes of the Full Governing Body held on 07th December 2023

Item	Action	Actionee	Status
5	Upload new build plans to GVO	Clerk	
5	Upload school newsletters to GVO	Clerk	