

Manchester Creative Studio, Fourways House, 57 Hilton Street, Manchester M1 2EF
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MANCHESTER CREATIVE STUDIO BOARD MEETING
Tuesday 7th May 2013, 6.00pm

Present: Raja Miah (RM), Bernard Phillips (BP), Andy Lovatt (ALt), Liz Forrester (LF), Denise Proctor (DP), Ben Barsky (BB), David McCall (DM), Amina Lone (ALe), Max Larcombe (ML)

Apologies: Steve Kuncewicz (SK), Dave Barter (DB)

Chair: Raja Miah

Minutes: Max Larcombe

Minutes: RM welcomed everybody and gave an update as to what has happened since the Board last met and since the bid was approved.

- Received a letter from the DfE to show the bid has been approved
- Met with DfE at opening event on 2/5/13 including Lord Nash
- Met with EFA at opening event to discuss potential buildings
- RM confirmed that he would step down as chair of the board with DM taking the role.

Matters Arising: No matters arising.

Sites/Location: RM outlined the potential sites that have been put forward to the EFA as suggestions of where MCS could be based. It is crucial to define this as soon as possible so that parents know where the school will be and so that we can market it with facts rather than a concept. RM said he would like a site to be confirmed as a preferred option by the end of July at the latest.

DP suggested that the Ancoats Dispensary could be a potential site. There is a lot of community support behind it at the moment and it could be fit for purpose. Stephenson House might also be a possibility.

ACTION: DP to find out more information on both locations and send through to RM.

Budget: RM said that we have been given £300,000 as a start-up grant for the pre-opening phase.

BP gave an outline of what the £300k will cover including the Principle Designate salary and other recruitment/salary costs, legal fees, marketing, procurement costs.

The next step is to arrange the project management of the bid and that he would like to do this by creating a team of EM, ML, BP and LF from the Board to the project management team.

Board agree that the following engagement should be made to support the delivery.

- ML to work 2 days per week to lead employer engagement, curriculum development, marketing for pre-opening up to £20k.
- RM to develop MCS curriculum pathways and lead writing the education brief up to £17.5k (estimated 50 days)



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- LF to lead in matching the curriculum pathways to examining boards, and developing teaching competence and job descriptions up to £12k
- BP to lead on principal recruitment and staff appointments up to £12k

Location of project team is suggested by BP given the recruitment needs and operational needs of setting up the school.

ACTION: BP and RM to bring a draft of this budget to the next meeting.

APPROVAL: The Board agreed to RM, BP, ML & LF leading the project management team and more information will be circulated and/or brought to the next meeting with a budget attached to give more information on how the grant may be spent.

57 Hilton Street to be operational base of MCS up to opening.

RM to lead project team and advertise to recruit additional capacity to support the pre-opening activities..

Community Engagement: ALe said that community engagement is key in order to market to parents so they have confidence and trust moving to a new school without an existing track record.

ALt asked if the Studio Schools Trust is doing a wider campaign which helps to promote what Studio Schools are. ML and RM said no, not really as they mainly promote through word of mouth and low-level marketing which tends to be aimed at the education sector rather than the community.

ML said that at the MadLab Coder Dojo event on 5/5/13 there was lots of positivity about the MCS vision and good comments from parents about promoting it to home-schooled young people who could be an untapped market to speak to.

Admissions: BP said that we need to have an Admissions Policy agreed before the end of June. This was discussed with the DfE around multiple nodal points around Greater Manchester based on transport links and population size for 14-16 year olds, and a minimum entry criteria for 16-18 year olds. The 16-18 year olds might also be able to have an option of completing a course that MCS would design and deliver that would allow young people to attend who maybe don't have the right qualifications but do have the skills and talent in the creative sector.

RM asked ALe if she could complete a piece of research looking at how many secondary schools there are across the Greater Manchester local authorities including the population of Year 9 students next academic year.

ACTION: ALe to start this piece of work and complete before the next meeting for discussion.

Vision: DM suggested we could look at the vision of the school during the next meeting so that the Board have a shared view of what the vision is and can communicate it using the same language. An external facilitator would be useful for this process.



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ACTION: ML to source a facilitator for the next meeting.

Next Steps:

RM outlined some of the key next steps:

- Approve and send off the Articles of Association by the end of May 2013 (Circulated at the meeting and attached to the minutes).
- Decide upon and send the Admissions Policy to the DfE by the end of June.
- Define which members of the Board will be involved in which aspects of the pre-opening stage. Divide responsibilities based on skillset and workload.
- Reorganise the Governance of the Board to allow for members to be seconded to the project management team and a realistic working structure.

Chair: RM proposed that a new Chair of the Board be elected as he would be now leading the project management team.

APPROVAL: It was decided that DM would become the new Chair.

AOB: None

Next Meeting: It was agreed that the next Board meeting would be on Wednesday 12th June 18:00 at Fourways House. This meeting will focus on the setting a shared vision for MCS and idea generation around the marketing campaign.

CLOSED: 8.00pm