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**Minutes of the Manchester Creative Studio and Collective Spirit
Board Meeting 21st April 2015**

Location of Meeting: Manchester Creative Studio, 16 Blossom Street, Manchester, M4 5AW

Board Members: Shamim Miah, , Ben Barsky, Martyn Potts, Alun Morgan and Nimsha Mistry

Apologies: Max Larcombe and Steve Kuncewicz,

Clerk: James Spencer (JS) and Raja Miah

Meeting Convened: 6.00pm

Item 1.	Welcome and Introductions
Discussion	Max and Steve apologises for the meeting

Item 2.	Minutes from previous meeting -Confirm as true record -Amendments
Discussion	The recruitment budget was agreed at £35,000 not £15,000. Notes updated to reflect this.
Action	Value changed confirmed by the board and updates in board minutes.

Item 3.	Confirm to be true record.
Discussion	Record confirmed as accurate.

Item 4.	Matters arising
Discussion	No matters arising

Item 5.	Register of Interests
Discussion	No business new interests are declared.

Item 6. Update from Chair of Directors**Discussion**

Context to Manchester Creative Studio given by AM.

AM details the situation in regard to the Senior Manager.

AM highlighted that there were huge concerns around the attendance and that there were real concerns around authorised and unauthorised absences.

AM confirms management instruction around attendance at MCS issued to NB.

Reviews conducted into student numbers on site showed there was a considerable issue around information that is presented.

There were considerable concerns at this stage and a consideration was given to whether to bring the auditors into Manchester Creative Studio to investigate the discrepancy.

There was a general consensus that this approach should be tempered for the time being to look for a more effective intervention.

Furthermore it was confirmed that when the DFE attended the site there were two areas of real concern one was being attendance to the site.

The second area was the review of the student data and performance.

The DFE inspector on visiting highlighted serious concerns about specific areas.

AM and RM during the meeting with the DFE inspector found out that a report had been sent to the DFE without their review from the board.

The review showed that there were serious concerns in a number of areas

It was confirmed that the following key stages were rated as follows:-

- K4 Unsatisfactory
- K5 requires recruitment

The DFE inspector noted this as a being of great concern at this point.

The current Senior Management Team was discussed. It was confirmed that 2 weeks ago [REDACTED]

It was then further highlighted that [REDACTED]

On the back of this the Trust invited the DFE into the school to discuss the position. The DFE confirmed at this meeting the Trust should lead the action plan.

RM clarifies the actions that have been taken and there were issues around attendance, structure, and data. RM confirms some issues that he experienced in staff meeting.

AM confirms that the board took on the responsibility to solve the issue and this included Elizabeth Whitehead who was asked to bring experience to the team.

AM confirms that [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

MP asks about staff moral and the student understanding of what is happening..

The board agrees that MP should be actively involved in the school to allow a balance to be achieved with given the change in situation and ensure there is enough management capacity to support the school. RM confirms that this has been discussed with the DFE given the current sickness issues

MP gives some context from Collective Spirit and there experiences with starting a new school.

AM reassures the board about the position of future management and also the support that would be offered to staff.

MP asks when [REDACTED]

AM confirms that there has been a number of staff that have strongly supported the process.

AM confirms that there will be a meeting with staff on the 17th April 2015 where they will be notified of the changes in management.

RM details that parents will also be met to discuss the changes and give them re-assurance.

It is confirmed that DFE representative stated that the personnel issues were the decision of the board and that they would not engage in this process.

It is confirmed that future structure of the school will be looked at and reviewed in the May half term and a full time head teacher would be appointed to support the process to ensure that there is strong educational and structural systems in the school.

	<p>RM confirms the structure of EW's involvement to support MCS.</p> <p>EW has reduced her external commitments to support the school in the short-term. EW will attend the school for 3 meetings a week to support the school to deliver a consistent offer.</p> <p>AM confirms the school building and settlement agreement for MCS is no closer. There has been a number interaction's by the senior staff from the EFA around the monies owed.</p> <p>The contract sums are being challenged and penalty payments are being queried.</p> <p>RM confirms that by the next board meeting a decision should be made. AM details the NEC contract and how this is would be managed.</p> <p>AM gives context to the site and MCS [REDACTED]</p> <p>[REDACTED] AM gives update on the basement and the plans to renovate it following the failing of the plumbing system and the requirement for more space.</p> <p>Am confirms that arrangements around Collective Spirit Oldham and the business case for the site which is £419,000.</p> <p>AM confirms that there are freedoms in the contract to allow the ability to deliver improvements to the site. There will be a requirement to demolish the science block and improve the room onsite.</p> <p>AM confirms that has been great progress on block [REDACTED] following the agreement to take the strip out.</p> <p>It is felt by the board the site is improving slowly but hopefully in the long term this will be of an appropriate standard to other students good opportunities.</p>
Actions	<p>MP to support the process of aiding staff in the understanding of the transition.</p> <p>It is agreed by the board that EW with support the MCS.</p>

Item 7.	Update from Chair of Governors (Collective Spirit and Manchester Creative Studio)
Discussion	<p>SM confirms meeting was held in March at Collective Spirit:-</p> <ul style="list-style-type: none"> • Progress by Collective Spirit is excellent. It is felt that this is based on EW induction. • Pupils on free school meal and there is a normal differentiation of 8% but in Collective Spirit this is a 3% differentiation.

	<ul style="list-style-type: none"> • The school is oversubscribed moving into the 2015 – 2016 term. • Teacher Governor Claire Harewood • 3 working groups met and have been formally established. • New staff has been appointed. Maths and 2 Head of Faculty have been appointed. • Sarah Fletcher has left the school, which was an unfortunate loss. • The students qualified for the fencing nationals. <p>RM confirms that there Manchester Creative Studio is:-</p> <ul style="list-style-type: none"> • Recruiting for staff. • The new structure is shared with the Board. AM queries the structure. A financial discussion is undertaken and the potential claw back is detailed. AM details his expectations and what he believes that EFA's response will be.
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Item 8. Update on MAT structure.	
Discussion	RM gives an update on the MAT structure and where the submission is up to. RM confirms that he is awaiting confirmation of the new staffing structure before updating the MAT paper.
Action	RM to finalise the MAT paper.

Item 9. Any Other Business	
Discussion	<p>Estate plan and responsibility. Community engagement, encourage enterprise within both schools is discussed</p> <p>CCTV system at both schools and the additional land space is highlighted.</p> <p>The board feel that it is a major weakness of the not having fit for purpose CCTV systems.</p> <p>NM highlights this has been a confirm at the Health and Safety committee and needs to be rectified quickly. The board requests that this is solved immediately wi</p> <p>The Board agree that this should be made a priority given the openness of the site at MCS and the potential risks that can come from the location of the site.</p> <p>MP discuss Collective Spirit extended curriculum and says though it is very effective there he suggests having the person running the extended would aid that management of the site. The board agree to allocate a person to the provision to support its delivery.</p>

Action	Develop an estate plan AM CCTV system to be installed ASAP at MCS and also Collective Spirit. Additional support for the extended curriculum.
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Item 10.	Date of Next Meeting
Discussion	Future meeting to be held in 3 rd June 2015. 6pm Meeting to be held at:- Manchester Creative Studio, 16 Blossom Street, Manchester, M4 5AW