



**Minutes of the Manchester Creative Studio and Collective Spirit  
Board Meeting 25<sup>th</sup> August 2015**

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

**Board Members:** <sup>1</sup>Shamim Miah, <sup>2</sup>Ben Barsky, <sup>3</sup>Alun Morgan, <sup>4</sup>Nimsha Mistry <sup>5</sup>Max Larcombe,  
Alun Morgan and Steve Kuncewicz. <sup>6</sup>

**Apologies:** Martyn Potts

**Clerk:** James Spencer (JS) and Raja Miah

**Meeting Convened:** 6.00pm

= linked to  
Collective spirit  
Community trust Ltd.

<b>Item 1.</b>	<b>Welcome and Introductions</b>
<b>Discussion</b>	Welcome from chair and Martyn Potts apologise

<b>Item 2.</b>	<b>Minutes from previous meeting</b> -Confirm as true record -Amendments
<b>Discussion</b>	<p>MAT arrangements that across both schools. Raja Miah discuss the MAT arrangements and the process where the school is up to</p> <p><b>Estate plan</b> is discussed about investing our own money in the school additional allocation of money for Collective Spirit of [REDACTED]</p> <p>RM discusses the money challenges in Manchester Creative Studio.</p> <p>Turner and Townsend and Motts McDonalds are discussed.</p> <p>The procurement process is discussed and [REDACTED]</p> <p>[REDACTED]</p> <p>RM confirms the quotes are set up by the technical advisers to ensure clarity.</p> <p>Principal and Chair of Governing Body to have oversite of works that would take place.</p> <p>It is confirmed that the process would be develop a specification, request 3 quotes, engage the contract and monitor the contract. Which is something that the school has not been able to influence given the EFA's</p>

	involvement.
<b>Action</b>	Board agrees the process.

<b>Item 3.</b>	<b>Confirm to be true record.</b>
<b>Discussion</b>	Record is confirmed as correct.

<b>Item 4.</b>	<b>Matters arising</b>
<b>Discussion</b>	No matters arising.

<b>Item 5.</b>	<b>Register of Interests</b>
<b>Discussion</b>	No declaration of interest

<b>Item 6.</b>	<b>Update from Chief Executive</b>
<b>Discussion</b>	<p>Recruitment in the school at Manchester Creative Studio is very good.</p> <p>Principal Assistant Principal 3 Heads of Faculty. 1 IT teacher 1 History Teacher 1 Personal Coach</p> <p>AM confirms that the adverts were robust and the recruitment.</p> <p>RM runs through the support for [REDACTED] Principal standards. RM confirms that [REDACTED] will mentor [REDACTED] moving forward against the head teacher standards.</p> <p>RM runs through the student numbers at Manchester Creative Studio.</p> <p>RM confirms the admission policy to change and the year 9 students will potentially be resubmitted. It is felt that this approach will reduce the risk and challenges for the students.</p> <p>ML asks whose decision is this to make. RM confirmed that the business case would need to be developed. RM asks that he would like approval from the board from this.</p> <p>The board discuss about the process of changing the admissions policy and the value.</p> <p>RM details the Collective Spirit current position. RM details the school review that has taken place. RM details that the revised framework and</p>

	<p>the requirements.</p> <p>RM confirms that the concerns that he saw when he visited the school and the lack of some expected systems.</p> <p>RM discuss flight plans of students and levels of progress that the children should be making.</p> <p>Schemes of work are discussed and the issues around these. RM confirmed that he asked a number of questions at the meeting and there was a lack of continuity.</p> <p>IMYC is discussed and how this has been applied.</p> <p>AM discusses the lesson plans that he reviewed and confirms he had concerns about the lesson plans also.</p> <p>AM discusses the current position of the school and the issues of management.</p> <p>RM confirms that an independent HMI inspector will go into the school. There is also going to be a performance management framework and an action plan of key deliverables to be put in place for the school.</p> <p>RM confirms that the there has been a request for increase pay raises has been made for staff. RM then gives background to the staffing levels across the schools and also the Trust position on performance of staff.</p> <p>The current context of the school and some of the challenges.</p> <p>Shamim Miah gives additional context to the position and in regard to the school.</p> <p>The board discuss the new revised Ofsted framework within the school.</p> <p>SM discusses the schools current levels of progress for students within the school.</p> <p>RM discusses the principles of learning and the pedagogy. RM confirms that the government now want is for us to show how students have made progress.</p> <p>SM confirms that the key for us now is bring stability tot he school. ML details the parent perception and how this can sometimes be s</p> <p>SK suggests whether the there should be shared drive of to share information.</p>
<b>Actions</b>	<p>The board agree that the year 9 business case is a sensible approach for Manchester Creative Studio.</p>

	<p>Performance management framework to be developed that the teachers and school will work to.</p> <p>Another governing board meeting before the 20<sup>th</sup> September 2015.</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Item 7.</b>	<b>Update from Chair of Governors (Collective Spirit and Manchester Creative Studio)</b>
<b>Discussion</b>	No Update

<b>Item 8.</b>	<b>Procurement Board</b>
<b>Discussion</b>	<p>SK and BB discuss procurement exercise and information that has been shared with Board, Local Governing Body and Finance Committee.</p> <p>Documentation shared with board.</p> <p>BB details the issues of compliance around the tender process and the use of Sweeny Scofield as specialist procurement support.</p> <p>It is detailed that an OJEU advert was placed in the Journal by Scofield Sweeny.</p> <p>JS confirms the level of interest in this arrangement and the challenges given the cost profile that was available to all.</p> <p>It is confirmed by SK and BB that they have review the information presented and are happy to appointment Collective Spirit Community Trust as the provider.</p> <p>SK confirms that the intention is to ensure enough flexibility with the agreement to respond to the School needs and not being able to change the cost profile to match other priorities.</p> <p>BB details the monitoring arrangements that need to be put in place and the focus improving the service throughout the year.</p>
<b>Action</b>	Board agrees appointment of Collective Spirit Community Trust with an agreed monitoring package included to be signed off by the principals.

<b>Item 9.</b>	<b>Agree budget plans for coming year</b>
<b>Discussion</b>	<p>School budgets are shared for the current year.</p> <p>Staffing make up is run through in detailed it is queried about the high level of staffing at CS against the student number.</p> <p>RM details this make up and the educational requirements.</p>

	<p>It is confirmed that a number of posts have been accelerated to support LW at CS to ensure there is enough capacity.</p> <p>BB confirms that that budgets are appropriate and comparable following review.</p>
<b>Action</b>	Budgets agreed at board with monitoring to be continued 3 times a year via finance committee and governing bodies.

<b>Item 10.</b>	<b>Appoint responsible officer</b>
<b>Discussion</b>	<p>James Spencer details the roles of the responsible officer</p> <p>AM talks about the role of Sleigh and Story and the rigor they have brought to the school.</p> <p>AM details the audits that they conduct over the year and the essential requirement of the to ensure the school is improving and is financially transparent.</p> <p>JS confirms that there checks will again be around:-</p> <p>Income, expenditure, payroll and overall probity with recommendations being made on improvements.</p> <p>JS confirms that these audits will take 1 day each with a larger audit taking place at the end of each year across 1 month.</p>
<b>Action</b>	It is confirmed that Sleigh and Story continue in the responsible officer role.

<b>Item 11.</b>	<b>Review estate plan and set outcome for following year.</b>
<b>Discussion</b>	<p>The board discuss the estate plan and the challenges that presently persist.</p> <p>The board discuss the approach of how to best challenge their understandings and get the best outcomes for the students.</p> <p>See above</p> <p>It is recommended that an external resource or consultant is commissioned to manage any building work moving forward to ensure transparency and also the ability to develop a estate plan that is risk focused.</p> <p>AM details the basement works are progress well and that there has been a number of solutions put in place to restore the integrity of the building given [REDACTED] AM confirms that the drainage works</p>

	<p>have now been completed and that these have solved the flooding problems within the school.</p> <p>AM confirms that the basement should be ready for the start of the September 2015 term.</p>
<b>Action</b>	James Spencer to engage an external consultant.

<b>Item 12.</b>	<b>Confirm insurance arrangements</b>
<b>Discussion</b>	Insurance arrangements are agreed with EFA as this is current the best value arrangements and offers the most comprehensive cover available.
<b>Action</b>	Board Agree to continue with current arrangements.

<b>Item 13.</b>	<b>Review scheme of delegation and delegated powers.</b>
<b>Discussion</b>	Paper sent to governors and has been reviewed, it is agreed given the challenges around SLT that delegated powers should be temporally increased to support the day to day management.
<b>Action</b>	<p>Board agree to increase the delegated powers across the school.</p> <p>JS to take on Director of Ops across both schools. Cost approved for team of staff to support the schools.</p>

<b>Item 14.</b>	<b>Any other business</b>
<b>Discussion</b>	NA

<b>Item 15.</b>	<b>Confirm next directors meeting</b>
<b>Discussion</b>	TBC