



Manchester Creative Studio, Fourways House, 57 Hilton Street, Manchester M1 2EF
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MANCHESTER CREATIVE STUDIO BOARD MEETING
Wednesday 20th November 2013, 6.00pm

Present: David McCall (DM), Ben Barsky (BB), Liz Forrester (LF), Steve Kuncewicz (SK), Alun Morgan (AM), Max Larcombe (ML).

Apologies: Bernard Phillips (BP), Dave Barter (DB), Raja Miah (RM), Amina Lone (ALe), Denise Proctor (DP), Andy Lovatt (ALt), Robert Croll (RC), James Spencer (JS), Allyster Lee (AL)

Chair: David McCall

Minutes: Allyster Lee

Welcome:

DM welcomed everybody and self-introductions were made. Meeting joined by Stephen Bagnall (SB) from the DiE, Colin Hearn (CH) from ISG contractors, Tim Bramley (TB) from FDG architects and Marc Collett (MC), lead for Statutory Consultation. RM, ALe, ALt, RC, AL and JS send their apologies.

Building:

CH and TB presented the plans for the school building. The board felt they looked good and would create a professional environment that mirrored an industry workplace but had a good number of learning zones and flexibility for adapting to changing needs. After asking TB about the timescales, DM expressed concerns around ensuring it is ready to open on time and that regular reports need to be given back to the board against progress of construction milestones.

DM also asked AM to keep the board updated on progress about the planning as that could delay being ready on time.

AM told the board that it looked like the previous uncertainty from the owner of the building about the time it was taking to purchase the property had been resolved and things were progressing well.

Statutory Consultation:

MC presented a first draft of the statutory consultation report and talked through the structure and rational of the document. MC said that having analysed the full data set there were no other real issues raised by respondents in addition to those mentioned at the previous meeting. In total there were 210 completed responses with 96.7% agreeing that the Trust should enter into a funding agreement with the Secretary of State for Education.

ML said that the draft report has been circulated to the board to read. The board decided not to sign this off at this meeting but to carry it over to the next meeting to sign off pre-Christmas. MC suggested the board should agree and sign a resolution when signing off the report.

DM asked that the board look through the report (attached as an appendices) before the next meeting with the intention of signing it off at the meeting. On the agenda at the next meeting there should also be space to discuss the issues highlighted in the report and how they could be addressed.

ACTION: The board should come to the next meeting having read the consultation report and be provided with a summary of the key issues highlighted to discuss.

Minutes:

The board signed off the minutes from the previous meeting.

Studio School Director Recruitment:

LF reminded the board that the deadline for applications for the Studio School Director is Friday 22nd November. As at the 19th November there have been 45 enquiries for application packs and 10 completed applications received which is positive. SB mentioned this was above average for this role in Studio Schools.

LF said that the interviews would be a two-day process during week commencing 9th December, with a long list on day one followed by a short list on day two. She asked if any members of the board are interested in participating. ML explained the current plan for interviewing which included a written task, industry group session and education group session on day one, with individual interviews on day two.

DM said it would be useful to know the final interview process so that the board can understand who would be best placed to contribute to each of the sessions. DM also asked what the key skills, qualities and competencies that we are looking for in the Director as the interview process should be designed to try and understand this and will help inform who would be best placed to assess that in each session.

LF said once the project team agrees the process detail then it will be circulated to the board for them to indicate where they could contribute. The board indicated they would like to see the applications if appropriate. SK said the board would need to sign a resolution for the appointment and to award the first employment contract. ML suggested that the next board meeting should be arranged to tie in with when the appointment is anticipated to be made.

ACTION: Project team to finalise and circulate the interview process to the board who will then indicate where they can support. The board needs to approve the appointment.

Working Groups:

- Marketing & Student Recruitment

ML updated the board on the marketing and student recruitment. At the date of the meeting 19 applications have been received with 3 more anticipated in the next week and one parent meeting arranged for a set of current Year 9 twins next week. The received applications breakdown of key stage is five at KS4 and fourteen at KS5 with a gender balance of 7 male and 12 female.

2 employer and 3 community workshops have been run with good levels of success. We have 4 further employer workshops and 7 community workshops scheduled before Christmas, and are in the process of confirming 6 school workshops for current Year 11 students, ideally also before Christmas. The plan is then to reflect and assess the success of the marketing to Christmas and plan for the next stage of activity in the New Year.

LF mentioned a potential challenge is AL being away until early December as he is a key delivery figure for the school and community workshops. She suggested we might need to find a replacement to support. ML suggested advertising the opportunity to the StemNet Ambassadors coordinated by MOSI. DM suggested talking to the Young Rewired State mentors that supported young people during the YRS festival last summer.

- **Employer Engagement**

ML updated the board on the employer engagement. An employer advisory board has been formed and met for the first time on 6th November. The employers represented a range of specialisms across the sector and more are being recruited to ensure it is diverse. The first meeting was very positive and the board was introduced to MCS as well as spending time offering feedback on the sector skills map that has been developed.

On 14th November there were also workshops held with employers around each of the key specialism pathways which developed the skills map further and it is intended for the employers advisory board to sign off the skills map at the next meeting on 5th December. This skills map will form the backbone of the curriculum to ensure it is relevant to the industry. DM asked that a policy be written into the curriculum/education brief to say the skills map should be revised annually as the industry changes so quickly.

The other stage of working with employers is for them to contribute to developing example projects for the curriculum and creating a menu of ways employers can engage with MCS that will be suitable for businesses in the sector.

- **Curriculum**

LF shared that the first draft of the education brief has been written and submitted to the DfE and feedback has been received. This has highlighted a small number of items that need further work and this is currently being worked on. The aim is for a second draft of the brief to be submitted for feedback before Christmas with a final version to be signed off by the board at the January board meeting.

Project Management:

ML updated the board on progress against the project management plan as summarized by RM.

Project Management

Checkpoint two meeting scheduled for early January with a KIT meeting in early December. We have made progress against all the issues raised at the first checkpoint meeting.

Capital Programme

On schedule. Awaiting EFA to complete purchase. Plans confirmed with developers.

Marketing & Communications Strategy

Completion of the Web Page and Prospectus has slipped. We had issues with the web design company, which delayed the process. Web Page should be up by end of November with the prospectus to follow before Christmas.



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SB indicated that it could be beneficial to include the newly appointed Studio School Director in the prospectus so an early January print run would allow for this.

Statutory Consultation Process

On schedule as indicated earlier in the meeting.

Pupil Admissions

As of the board meeting we have 19 student applications.

Employer Engagement

Skills audit is in development. Employer led workshops for recruitment is on-going.

Employers secured for the employer advisory board and more coming on board as we progress.

Funding Agreement

Scheduled for January. All requirements currently on track.

SB said he would issue MCS with a potential Funding Agreement date so we could plan back from that. Likely to be late January.

Education Deliverables

First draft of the Education Brief produced and have received DfE feedback. Second draft will be produced for December board meeting. Work on-going on key policies.

Recruitment of Studio School Director

Advert went out last month with closing date on Friday 22nd November. Interviews scheduled for early December.

Other Staff Recruitment

Scheduled to commence in New Year once Studio School Director appointed.

Financial Deliverables

Policies & Procedures developed and in use. Asset Register up to date.

Operational Budget for the school shared with DfE and feedback received. Revised budget will be shared with second draft of Education Brief.

SB indicated that two financial plans will need to be submitted going into the funding agreement, one at 100% student recruitment and one at the minimum viable number of students required to meet the educational and financial delivery. SB said the board should consider carefully what a realistic minimum viable number of students is.

Governance

First Governor identified from arts school in Manchester Metropolitan University. Also interest from a number of key employers.

ACTION: Board agreed that the Governing Body should be added to the January board meeting agenda with a view to deciding the skills requirements of the Governing Body as well as the range of backgrounds/experience of the members.



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AOB:

There were no AOB's.

Next Meeting: It was proposed that the next board meeting would be on **Thursday 12th December at 18:00** at Fourways House. This meeting will focus on agreeing the Studio School Director appointment, signing off and discussing issues raised in the statutory consultation as well as an update on the project team work-streams.

CLOSED: 8.00pm

Appendix:

- Manchester Creative Studio School Consultation Report