



Manchester Creative Studio, Fourways House, 57 Hillon Street, Manchester M1 2EF  
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**MANCHESTER CREATIVE STUDIO BOARD MEETING**  
**Thursday 22nd May 2014, 6.00pm**

**Present:** Raja Miah (RM), Denise Proctor (DP), Allyster Lee (AL), Alun Morgan (AM), Max Larcombe (ML), Nicola Barthorpe (NB), Andy Lovatt (ALt), Steve Kuncewicz (SK), Amina Lone (ALe)

**Apologies:** David McCall (DM), Robert Croll (RC), Liz Forrester (LF), James Spencer (JS)

**Chair:** Alun Morgan

**Minutes:** Allyster Lee

**Welcome and Apologies:**

AM welcomed everybody - DM, RC, LF and JS send their apologies.

**Minutes:**

The board signed off the minutes from the previous meeting.

**Principal's Report:**

NB updated board on staff appointment, all but 2 teaching posts (maths and graphic communication) filled. Application deadline for industry and industry partnership managers is on 23<sup>rd</sup> May 2014. LF and NB set 16<sup>th</sup> June 2014 for designing induction training programme for staff, focusing on PBL and making sure the curriculum works. RM suggested working with Hyper Island to advise on live briefs for students.

NB has met with 37 students, now working on contacting local council across Greater Manchester for information on Year 11 school leavers to conduct direct marketing. SK offered to deal with any legalities surrounding sensitive data protection.

NB shared that the funding agreement has been officially signed and sealed, hardcopy yet to arrive but have been sent an online copy of agreement.

NB now working towards getting everything set up for readiness to open meeting (ROM) on 23<sup>rd</sup> June.

**Staff Recruitment:**

Partnerships managers, currently being advertised will join senior leadership team. NB to set another closing date for maths and graphic communication teaching posts. RM suggested having a contingency plan if unable to hire for these roles. NB has approached Manchester University, Manchester Metropolitan and Edge Hill requesting for potential candidates from trainee teachers.

**ACTION:** JS to re-advertise for maths and graphic communication roles. NB to draft contingency plans if fail to recruit right staff.



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**IT Procurement:**

NB said she has had the first initial meeting with Centerprise, going through what they had cost up against the reality of what is needed. NB asked the board about industry standard software needed for the school. RM suggested sharing with ML and ALt branches of the curriculum and live briefs that require specialist software and gaining feedback on what people in industry would be using.

**Building:**

AM informed the board that planning permission has come back. MCS will be allowed to open till 9pm on weekdays and 10am – 5pm on Saturdays.

Purchase of the property should be finalised by midday on 23<sup>rd</sup> May 2014. NB to send out a notification to the board when purchase is confirmed.

**Contingency Plans:**

RM shared concerns that the school will not be fully functional in first week of opening. Best plan is to hire out a venue and take students away as an induction week. SK suggested approaching UK Fast as they have an auditorium space that will be a perfect venue. Following that, RM suggested finding keynote speakers that can also deliver workshops for students.

**ACTION:** ML to make contact with UK Fast regarding venue hire during opening week and identifying key note speakers.

**Governance:**

RM shared with board that formal arrangements needed to be made to put in place the finalised governance structure. Members of governing structure need to be formally informed of their roles, responsibilities and what are expected of them.

**ACTION:** JS and NB to work on terms and reference for Governing Body. RM to finalise structure for central coordination team that will effectively handle the school's service level agreements.

**Launch Event:**

Board agreed to differ agenda item to next meeting due to lack of members present

**AOB:**

SK will be championing MCS at Weber Shandwick's Creative Conversation Day event on 18<sup>th</sup> June.

**Next Meeting:** It was proposed that the next board meeting would be on **Wednesday, 2nd July 2014, 6.00PM** at Fourways House.

**CLOSED: 7.15PM**