



Manchester
Creative
Studio

43

**Minutes of the Manchester Creative Studio
Local Governing Body Meeting 4th March 2015**

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

Board Members: Max Larcombe (ML) (Chair), Nimisha Mistry (NM), Gemma Horridge (GH), Liz Whitehead (LW), Matt Green (MG), Nicola Barthorpe (NB), Ben Barsky (BB), Robert Croll (RC) and Elle Fisher (EF)

Apologies: Natalie Gross (NG)

Clerk: James Spencer (JS)

Meeting Convened: 5.00pm

Item 1.	Welcome and Introductions
Discussion	All governors introduce themselves and give background on their experiences and interests in the school.
Key Note	NG sent her apologies.

Item 2.	Minutes from previous meeting -Confirm as true record -Amendments
Discussion	Notes from previous meeting held on the 24 th November 2015 are reviewed. ML gives an overview of the previous minutes. The following areas are covered. <ul style="list-style-type: none">• Roles and Responsibilities• Committees• Budget report.• Elect vice-chair• Register of interests• Gifts and Hospitalities• Employer Board• Principals report• Admission policy discussed.• ML highlighted the recruitment strategy needs reviewing.
Action	Review of admissions policy and consultation.

Item 3.	Matter arising
Discussion	Matters arising from the minutes is the renaming of the Sub-Committees to Committees.
Actions	All sub-committees renamed to be committees.

Item 4.	Governor Induction
Discussion	ML runs through the induction pack and highlights the key elements.
Key Note	<p>It is confirmed that Governors should take away pack to complete it and return it at the next committee meeting they attend.</p> <p>ML confirms all Governors have access to most of the documentation electronically in the Dropbox folder should anybody wish to review it further.</p>
Action	<p>All Governors to complete induction pack in consultation with ML.</p> <p>Additional pack to be created for Elle Fisher.</p>

Item 5.	Update from Chair
Discussion	<p>Max Larcombe discusses key elements from the Board of Directors meetings. There has been the appointment of two staff to support recruitment.</p> <p>James Mearns to support the day to day student recruitment exercises and to inform the schools marketing activities.</p> <p>Rosie Clayton is currently working 2 days a week and has a background from the Studio School Trust. Rosie will be supporting the marketing and student recruitment activities as well as supporting the school around its development.</p> <p>ML updates the group on the Multi-Academy Trust (MAT) structure and the process of approval.</p> <p>ML highlights the added value that the MAT structure will bring to the school. (Capacity, financial stability and support.)</p> <p>ML gives a background to the documentation that needs to be sent to the EFA for approval and the timeline for completion of this is suggested.</p>
Key Note	Submission to the EFA on MAT structure is pending this is being led by the Board of Directors.

Item 6.	Governor Training
Discussion	<p>Max discusses the training offered on the online Modern Governor e-learning platform.</p> <p>ML will send out the information on the key training that should take place. JS and ML to work together to identify key modules that Governors should look to complete.</p> <p>A deadline for completion is set for the next Governing Board meeting that will be held in July 2015.</p> <p>ML comments that Governors can be proactive around the e-learning system and complete as much as they would like to.</p> <p>Modules to complete by the next LGB meeting are:</p> <ul style="list-style-type: none"> - Introduction to Governance: Module One - Introduction to Governance: Module Two - Governing Body Meetings - School Governors' Questions Answered - School Governors and Social Media - Safeguarding: The Governors' Role - Safeguarding and Child Protection – An Introduction <p>Additional modules from the 'Governor Responsibilities' and 'Inspection, Safeguarding & Safety' sections could also be attempted.</p>
New Note	Any Governors have issues logging in they school contact JS for support.
Action	JS to send link to EF for modern Governor.

Item 7.	Election of Vice Chair
Discussion	<p>ML details what the responsibilities of the role would be and how this would fit within the Governance structure.</p> <p>ML confirms that nobody has so far nominated themselves for the vice chair role. ML discusses the skills audit may better inform this process.</p>
Action	Governors to be emailed the skills audit to complete. ML to review skills audit prior to circulation to ensure it meets all the requirements given the context of the new committees that are being set up.

Item 8.	Register interests.
Discussion	<p>These have been submitted by all Governors bar two.</p> <p>The document to be issued to the remaining two Governors for completion.</p> <p>It is confirmed that no Governors have any business interests that they need to highlight currently. It is confirmed at each meeting Governors will be</p>

	asked this question to ensure that there is no change in the position.
Key Note	No new interests to declare.
Action	Outstanding Governors to complete Declaration of Interests forms.

Item 9.	Industry /Curriculum Committee
Discussion	<p>ML describes the role of the Industry /Curriculum Committee and how this would fit into the schools structure. The Curriculum would be separated from the CPD Committee meetings so it has a dedicated space.</p> <p>ML highlighted that an employers advisory board will be re-established which NG and Amaze (employer partner) will support on. It is proposed this is held twice a year and that once a year it feeds into one of the Curriculum Committee meetings.</p> <p>The committee will then have the remit of supporting the development of the curriculum and ensuring it meets industry needs.</p>
Action	<p>NB to sit down with ML to confirm who should be a part of the committee and review this skills audit.</p> <p>NB to share the Create Framework and employer skills matrix prior to the teaching and learning meeting.</p>

Item 10.	Student Voice
Discussion	<p>ML asks RC to take up role of providing information to the Governing Body on the student voice. This can be from the student council and other student interactions to ensure the board is kept informed to the students perception within the school. This will allow an informed response to be developed to student needs or concerns.</p> <p>RC gives overview on the Student Council:</p> <ul style="list-style-type: none"> • Election • 1st meeting • Notes of the meeting shared with senior leadership team. <p>RC gives overview of KS4 student council:</p> <ul style="list-style-type: none"> • Students highlighted issues around IT and timetabling. RC believes these have now been resolved. • Students highlighted the positives of the environment and that they felt the site was amazing. <p>RC highlights that currently the students feel that the class sizes have been of great benefit.</p> <p>RC additionally felt all the resources for student and staff have improved.</p>

	<p>ML asks what would be the best way to feed this into Governing Body.</p> <p>ML suggests a short report (up to 2 pages) that is distributed at each LGB meeting. The report would cover an overview of student's views, general perception, and areas for improvement.</p>
Key Note	Board agrees that a two page report would be a prudent method of presenting the required information.
Actions	RC to develop a student report that can be presented to the board.

Item 11.	<p>Updates from Committee leads</p> <p>a. Health, Safety, Safeguarding and Inclusion</p> <p>b. Finance</p> <p>c. CPD, Performance and Quality Assurance</p>
Discussion	<p>NM gives updates on Health, Safety, Safeguarding and Inclusion.</p> <ul style="list-style-type: none"> • Updates on the Child Protection Policy, Behaviour and Rewards Policy, Health and Safety Policy. • Building update, signing in and out. • External visitors. • Looked at single central record. • CCTV needs picking up and is a concern. • Third floor is currently being used by a range of businesses. Confirmed that this was not issue for DFE. Basement will ultimately be used. • Fire evacuation and EVAC chairs were discussed and that it isn't a priority to purchase an EVAC chair in the short term. <p>RC raises a question about LADO. NB explains the responsibilities with the LADO. NM confirms that it is a checks and balance process.</p> <p>GH highlighted that the Attendance policy was reviewed and NB had highlighted the procedures that were complied with.</p> <p>BB highlights the position around finance.</p> <ul style="list-style-type: none"> • BB confirms that Finance meeting and confirms the report build up. • The claw back figure is discussed and that this will be claw back at the end of year. • BB confirms the cash surplus at the end of the year. • JS explains some of the budgets heading. The science lab is discussed and the challenges that this poses. • BB discussed the services outsourced to the trust. He highlights the perception of the costs and how it fits in with the schools moving forward. It is confirmed that the Trust managed the services due to no other provider coming forward to take these on. This arrangement is in place for one year. • BB highlights the psychological assessments and extended curriculums have not been provided yet. • ML confirms that this will be taken up a Director level.

	<ul style="list-style-type: none"> • CCTV is discussed and also the 4th Floor refurb. BB discusses what other elements would be a priority in looking to improve the school in the short term. • NB discuss the exam room compliance and the CCTV system (safeguarding). • EF brings up a question about Science Lab. JS gives context around the science lab and the current set up to deliver science. NB confirms that a proposal has been submitted for the science lab and it is hoped that this will progress shortly. • BB confirms that the finance position is in his opinion, under control. <p>MG updates on the Curriculum Group.</p> <ul style="list-style-type: none"> • Terms of reference has been discussed • Teaching learning policy discussed – MG highlights that performance and quality flows from this framework. It is confirmed that a draft Teaching and Learning policy would be developed. • Matrix approach to training is discussed. • CPD program should reflect the creative industries. • Schemes of work are discussed and the particular challenges around non-core subjects that are cross cutting. • Exam qualifications and which are applicable. <p>MG highlights that a curriculum committee would be set up with representatives from multiple back grounds to ensure that it was reflective of the school vision.</p> <p>MG comments that a set of recommendations be set out by the Governing Body around qualifications.</p>
Action	<p>ML to raise at Board of Directors the agreement by LGB to install additional CCTV.</p> <p>MG to further review terms of reference with the group.</p>

Item 12.	Update from Principal
Discussion	<p>NB runs through Principal report</p> <ul style="list-style-type: none"> • Meeting with high performing secondary school has been undertaken. NB confirms that CPD package has been set up and that there is more work on this area. • Second term monitoring visit is highlighted and this was seen to be a positive experience but there are a number of items that need addressing. NB highlights what DfE representative reviewed. NB confirms that DfE representative reflected that we were on the right track. • Reflected positively on Safeguarding. • Reflected positively on SEF. • Reflected that robust plan in place. • Reflected that high performing partner school was a good position. • Highlighted that a lot had been put in place following previous visit.

	<ul style="list-style-type: none"> • Asked to put together an action plan to address issues raised. • Report confirms Key 4 progress is broadly positive, felt that base lining was appropriate. • Did highlight areas for improvement such as Maths and Computer Science. He felt that Computer Science should not be studied by all the students. It is highlighted that Maths is an area of improvement and currently would bring the Ofsted rating down. For that member of staff a program of CPD is being put in place. • Key Stage 5 progress in Interactive Media has taken a dip. It was acknowledged that attendance was a major cause for concern. NB confirms the linkages to bursaries. • NB highlights the links with Manchester Council around attendance. • NB confirms that all 2014 openers go through a termly visit. • NB confirms that attendance is a considerable issue but interventions are in place. • NB confirms that a more business like ethos needs to be established. It was felt that a more defined student uniform may need to be put in place to support this. • NB confirms that 10 day challenge be put in place to achieve 95% attendance. • NB confirms one permanent exclusion during the year. It was confirmed that this was in the best interests of the students. • ML asks questions around the student absenteeism. NB highlights the interventions around the absenteeism and the process that is followed. NB confirms the Key Stage 5 attendance dynamics. • NB highlights the recruitment process for the next years intake. • EF discusses the experiences and views of home educated children. • EW highlights that NB should have some support from an FE Principal to allow NB to be mentored and supported. NB confirms the process that has taken place around finding her additional support.
--	---

Item 13.	Recruitment needs for coming year
Discussion	<p>Staffing and recruitment for the following year has been discussed and recommendations for the following year have been made.</p> <p>The process for recruitment would be in place before Easter to allow the school to give time to teachers to resign from roles in other establishments.</p> <p>NB confirms that the school needs to strengthen the Maths and English subject areas.</p> <p>NB confirms that the ability to recruit the staff required will be based on the schools budgets but is unwilling to compromise on the student education.</p> <p>It is highlighted that games design is potentially going to be challenging to find a qualified teacher.</p>

Item 14.	Any Other Business
Discussion	<p>Uniform is discussed and what would be expected around dress code.</p> <p>LW highlights that the school should contact the creative industry and get input on their views around uniform and expectations of potential students.</p> <p>ML requests that all paperwork for meetings (Committee reports, minutes and other reports) are prepared and sent to him at least 10 days before an LGB meeting so it can be collated and shared with the LGB one week prior to the meeting. Deadline prior to the next meeting is Saturday 4th July.</p>
Action	NB to discuss options with industry partners to inform decision making.

Item 15.	Date of Next Meeting
Discussion	<p>Tuesday 14th July 5pm-7pm</p> <p>Meeting to be held at: Manchester Creative Studio 16 Blossom Street, Manchester, M4 5AW</p>

Meeting closed 7pm