



**Minutes of the Manchester Creative Studio  
Local Governing Body Meeting 14<sup>th</sup> July 2015**

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

**Board Members:** Max Larcombe (ML) (Chair), Liz Whitehead (LW), Matt Green (MG), Ben Barsky (BB), Natalie Gross (NG) and Robert Croll (RC)

**Apologies:** Gemma Horridge (GH) and Nimisha Mistry (NM)

**Attendees:** Raja Miah (RM)

**Clerk:** James Spencer (JS)

**Meeting Convened:** 5.00pm

<b>Item 1.</b>	<b>Welcome and Introductions</b>
<b>Discussion</b>	ML welcomed everybody to the meeting and passed on apologies from GH and NM.

<b>Item 2.</b>	<b>Minutes from previous meeting</b> -Confirm as true record -Amendments
<b>Discussion</b>	Notes confirmed to be true record.  Number of additional issues discussed highlighted below.

<b>Item 3.</b>	<b>Matter arising</b>
<b>Discussion</b>	<p><b>School Admissions and transition.</b></p> <p>There is an initial discussion around the 2015 – 2016 student admissions and how this is broken down.</p> <p>Student numbers are discussed for the coming year. It is identified that there is a 50 / 50 split between year 10 and year 12 students expected to start during the 2015 – 2016 term. The school transition day is discussed with the high turn out of students attending being a positive sign</p> <p>The balance of admissions between year 10 and 12 is discussed and the positive prior attainment that year 12 students in the new cohort have is discussed.</p> <p>LW queries whether there is review of behaviour before students they enter into the school. RM confirms that students have had an introductory meeting</p>



with a member of staff from the school where Behaviour, Attendance and Course Pathways are discussed.

The Board discusses the admissions policy and how this could potentially be changed in the future should it be deemed necessary.

RM details the process of changing the admission policy and the process of updating the admissions policy. There is some consideration around moving towards a more even weighting of student places at year 10 and year 12 rather than the current 60/90 split.

#### **Multi-Academy Trust**

ML gives update on the Multi-Academy Trust exercise and RM confirms that this paper will be presented to the board of Directors.

#### **Governor induction**

Modern Governor training software is discussed and the usability of the software is discussed. Other training is discussed such as Safeguarding and Safer Recruitment training, which could be delivered, on line or via external presentation. RM suggests the use of the Key which is resource for senior leaders. RM details that course and conferences are published on this site which may be of use.

It is agreed by the board that a plan be put in place for the Modern Governor Training to ensure that the training is completed successfully.

An induction pack was also issued to governors at the previous meeting, This needs completing and returning to JS. NG needs to be issued with a pack.

#### **Election of Vice Chair**

ML says that NM has expressed an interest in this role. ML will look at the sills audit the LGB completed in more detail before confirming this appointment, but thinks that NM would be an excellent candidate. This is also highlighted by LW.

#### **Declaration of interests**

Declaration of interest forms are highlighted and it is confirmed that one form is currently outstanding from BB.

#### **Employer Board**

ML confirms that an employer board should be re-established and the benefits that this would bring to the school. This would allow the school to continue its strong link to the industry. RM discusses that the new Heads of Faculty should be involved in this process. ML queries how the industry could inform help inform the school offer.

NG outlines how industry would fit in with this and how they could help support the schools outcomes.



	<p>RM confirms that Rosie Clayton has been designated as Partnerships Manager and that the industry engagement will fall into this role.</p> <p>NG says that Amaze would be happy to co-own this process with the school.</p> <p><b>CCTV</b> CCTV was installed on site and fully operational</p> <p><b>Student Dress</b> Uniform is discussed.</p>
<b>Actions</b>	<p>RM to develop a revised admissions policy, which will be reviewed by the Trust Directors and shared with the governing body.</p> <p>RM to develop the Partnerships Manager job description to reflect the management of the employer board.</p> <p>ML to complete skills audit analysis and confirm Vice Chair appointment.</p> <p>BB to send declaration of interest form to ML</p> <p>JS to issue NG with a governor induction pack.</p>

<b>Item 4.</b>	<b>Update from Chair of Governors</b>
<b>Discussion</b>	<p>ML highlights the changes since the last meeting including the resignation of the former Principal.</p> <p>ML highlighted the background to this [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>ML details the Department for Education (DfE) involvement in the process and that they responded to the challenge.</p> <p>BB asks a question of where the school is currently at in terms of recruitment to the Principal post. RM confirms that the school has looked at the applications of all candidates. There have been 15 applications, which were long listed to 9 then and then shortlisted to 5.</p> <p>RM highlights some observations from the applications forms and the process of reviewing of the forms.</p> <p>LW asks about the background of the applicants and RM details the backgrounds highlighting the criteria for shortlisting.</p> <ul style="list-style-type: none"> <li>Do you have current/recent SLT experience?</li> </ul>



	<ul style="list-style-type: none"> <li>• Do you have NPQH?</li> <li>• Experience of supporting both KS4 and KS5?</li> <li>• Do you work in a Good or Outstanding School?</li> <li>• What are the salary expectations?</li> </ul> <p>It is confirmed that an Assistant Principal role has been advertised also. RM confirms that the long listing has taken place and this post would be appointed after the Principal post.</p> <p>ML details the role of the Principal at Manchester Creative Studio and what would the Trust's expectation be.</p> <p>ML details that Marie Garside will start in an interim role in September should the appointed Principal not be able to take up the post until January. The interim support from Liz Whitehead will also continue.</p>
<b>Action</b>	RM to give the Board an update on the recruitment process following the interviews.

<b>Item 5.</b>	<b>Principal Report</b>
<b>Discussion</b>	<p>LW discusses the visit from George Lloyd and Greg Boone from the DfE on the 19<sup>th</sup> May 2015.</p> <p>LW details the SEF was developed and presented to George Llyod.</p> <p>LW highlights the talking points of the SEF.</p> <p>LW describes that she felt student progress was broadly positive.</p> <p>LW confirmed that students were making good development in English but weaker in Maths.</p> <p>LW details that the pathway development in KS4 was good but as this had not been base lined it could not be validated.</p> <p>LW details that students at KS5 were not making progress as well as KS4.</p> <p>LW confirms that the appointments of the new Heads of Faculty will greatly strengthen the school. RM confirms that it is felt that the recruitment has been strong in this area and the new staff appointments will greatly benefit the school. Additionally he felt that this would also aid the development of the other teachers.</p> <p>ML asks what the process is around the validation of data. LW details the process around the engagement of St Ambrose Barlow RC High School to validate the assessment of student progress. LW confirms that St Ambrose Barlow do not use the pathways but an alternative school had been identified to support the validating the pathway subjects.</p>





	<p>LW confirms that the weakest area of KS4 is Science and to support this the Head of Faculty for Science from Collective Spirit Oldham has come across to support.</p> <p>MG asks about the science lab being ready for the coming year and it is discussed the cost of the new science lab. JS confirms that ISG are planning to undertake the works over the six week holiday.</p> <p>LW discuss the school progress checks and the school overall progress checks following the exam.</p> <p>LW highlights the schools overall quality for teaching. Based on the Maths, Science and Computer Science this was deemed as needing improvement.</p> <p>LW highlights that the new staffing structure is anticipated to help solve many of the issues that are currently in place and bring more rigor to key parts of the Curriculum.</p> <p>LW confirms that the major challenge is around the student books and these should be checked regularly as currently it is felt that improvement is needed. LW confirms that this is very important from an Ofsted perspective.</p> <p>Behaviour and Safety were concerns of the SEF report and that attendance was a serious challenge with the business.</p> <p>Leadership and Management is classed as inadequate based on not having a permanent Principal.</p> <p>LW highlights the school development plan.</p> <p>The board query the detail within the SEF particularly asking questions around the current teaching standards.</p>
<b>Action</b>	N/A

<b>Item 6.</b>	<p>Updates from Committee leads</p> <ul style="list-style-type: none"> <li>a. Health, Safety, Safeguarding and Inclusion</li> <li>b. Finance</li> <li>c. CPD, Performance and Quality Assurance</li> </ul>
<b>Discussion</b>	<p><b>A) Health, Safety, Safeguarding and Inclusion Committee</b></p> <p>NM, committee lead is unable to attend the meeting but has provided a written update to board.</p> <p>NM confirm there was a joint meeting between Collective Spirit and MCS attended by LW, JS, Deborah (CS), and herself. The meeting was held in Oldham.</p> <p>Key discussion were:</p>



	<ul style="list-style-type: none"> <li>• Safeguarding Training (and Prevent) – James to look for a trainer for both schools. This is a high priority with the new Ofsted framework. Governors will also need training on this. Safer Recruitment training needed for people involved in recruitment.</li> <li>• Accessibility Plan – this needs agreeing based on the DfE guidelines. James will be working on this for MCS</li> <li>• Questions regarding MCS Safeguarding Procedures – the questions submitted by Gemma and Nim were answered at the meeting. The arrangements for safeguarding are currently taken up by Liz and Martyn with Rob picking up pastoral issues. Rob has recently undertaken the safeguarding training and reports to Liz or Martyn for any issues. The new assistant principal role will also have safeguarding and SEN built into the remit. The current at risk and vulnerable learners was updated on – currently 8 students.</li> <li>• Attendance – agreed that a daily and weekly attendance figure will be sent to Liz</li> <li>• Development of a Risk register for new and current learners - discussion regarding new learners and any student who will be vulnerable or 'at risk'. James said that the recruitment team have all this information. Nim asked for this to be sent to Liz and Martyn the information so that they can get in touch with external agencies for relevant information. Nim will send over the screening form used at the college so all the relevant information can be captured. For 15/16 both schools will develop a risk and vulnerability register so that the committee and governors can track the progress of the students and monitor what interventions have been put in place.</li> <li>• Inspect Single Central Register – updated and agreed to add any flags of concern and checks for any questions raised. This will sit with the Principal and chair to review.</li> </ul> <p><b>Policies:</b></p> <ul style="list-style-type: none"> <li>• Business continuity plan – comments to be sent to James</li> <li>• Single Equality Scheme – policy was outdated, Nim has updated a version already. James to build in for both schools.</li> <li>• Health and Safety issues (MCS):</li> <li>• Smoking an issue with leaving site, age of students etc. Committee discussed idea of MCS being a no smoking building (including e-cigs) The Trust is to discuss at full board. Need to develop a culture at the start of the year with both staff and students.</li> <li>• Hand Cleaning – James said new hand dryers have been ordered.</li> </ul> <p><b>B) Finance Committee</b> BB presents the updated budget.</p> <p>It is noted that there is some overspend in areas due to failings of contractors to provide suitable solutions to inadequate work previously completed.</p> <p>It is confirmed that the following work has taken place:-</p> <ul style="list-style-type: none"> <li>• Installation of a CCTV system.</li> <li>• Completion of 4<sup>th</sup> floor.</li> <li>• Updating of the access control system.</li> </ul>
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- Purchase of tables to fit furniture provided.
- Purchase of new desks on site to replace the items supplied by ISG.
- Exam desks and chairs
- Purchase of hand dryers
- Fitting of locks on doors where contractors omitted installation.

BB states that he understands and agrees with the above commitments but could there not be more challenge to the contractors.

JS confirms that this is being led by Alun Morgan (CS Trust) in tandem with the Education Funding Agency (EFA) but the process is very slow.

JS confirms that it is hoped that the greater satiability brought on by the school being in its second year of operation will lead to much less fluctuation within the budgets.

The claw back position is discussed and it is confirmed that this figure stands at £149k, which has been put into the budgets for the coming year.

JS states it is felt given now the steady development of the offer and the school that these monies will be able to be repaid successfully.

JS comments that the marketing spend was higher than predicted due to the amounts that had to be committed to ensure that activity was successful given that the school was behind the natural recruitment cycle.

BB details the procurement exercise that is being undertaken and the outcomes that are hoped to be achieved from this.

JS gives the context of the hoped outcome and also the timeline for this to take place.

JS confirms that the process is being overseen by Sleight and Story and Schofield Sweeny to ensure consistent delivery and operation.

JS confirms that all bids will be reviewed by a panel made up of a Governor and a Directors to ensure appropriate oversight.

### **C) CPD performance and quality assurance.**

MG gives an overview of the CPD committee discussions and planning for the coming year.

MG proposes one-day focus group with staff for the next academic year to supporting transition and teaching and learning.

RM details there is a curriculum day planned for the 5<sup>th</sup> and 6<sup>th</sup> August 2015 staff are meeting to develop synergies.

Looking to create any induction package for staff.

ML discusses logistics around the school opening and the staff integration opportunities.



	<p>RM says that time has been built into timetable to allow for staff development. There is also aiming to be 3 days at the start of term (3<sup>rd</sup> September 2015) where students are off timetable allowing further staff development.</p> <p>MG comments that Committee should meet around August to support the development and also develop a plan.</p> <p>LW confirms that Sarah Wilkinson will support school CPD.</p>
<b>Action</b>	<p>JS to send out overview of procurement exercise and contact appropriate parties to set up panel.</p> <p>MG to organise CPD committee meeting before start of academic year.</p>

<b>Item 7.</b>	<b>Student Voice</b>
<b>Discussion</b>	<p>RC gives an overview from the Student Experience Report.</p> <p><b>MCs elections:</b> 352 votes, 26 candidates, 22 elected representatives, KS4 94.7% voted, KS5 74% voted.</p> <p><b>Student Council: 7 meeting held</b></p> <p><b>Most significant actions delivered on:</b></p> <ul style="list-style-type: none"> <li>• More variety of food in Canteen</li> <li>• Unblocked websites</li> <li>• Smaller class groups</li> <li>• More Art in timetable</li> </ul> <p><b>Top still need to be acted upon</b></p> <ul style="list-style-type: none"> <li>• Student ID (D.O.B/photo proof)</li> <li>• Personal Laptop Device</li> <li>• Recycling facilities in the school</li> </ul> <p><b>Student Ambassador: 5 meeting held</b></p> <p><b>Most significant actions delivered on:</b></p> <ul style="list-style-type: none"> <li>• Flexible bursary that fits the travel needs of individual students</li> <li>• Personal Laptop Devices</li> <li>• Friday Creative and Digital Master classes</li> <li>• NUS extra Cards</li> </ul> <p><b>Top Still need to be acted upon</b></p> <ul style="list-style-type: none"> <li>• Creative Taught explicitly</li> <li>• Appropriate software on Laptops (most specifically games design)</li> <li>• Homework allocation on top of long school hours.</li> </ul> <p>RC details the student survey headline figures and the information presented within the statistics.</p>





	Copies of the Student Experience Report are circulated to the Governors for further review.
<b>Action</b>	Governors to feedback on report should they have any questions or queries.

<b>Item 8.</b>	<b>Any other business</b>
<b>Discussion</b>	<p><b>Industry Feedback</b></p> <p>NG highlights positively the MCS student's abilities and the style by which they delivered their presentations during the live brief with Amaze. NG asks if there is any process for capturing this type of feedback from industry.</p> <p>RM suggests Rosie Clayton could develop a process for this as part of her work.</p>
<b>Action</b>	Industry feedback process to be developed by Rosie Clayton.

<b>Item 9.</b>	<b>Date of Next Meeting</b>
<b>Discussion</b>	<p>It is proposed that the meetings of the governing body for the next academic year are:</p> <p>Tuesday 1<sup>st</sup> December 2015</p> <p>Tuesday 1<sup>st</sup> March 2016</p> <p>Tuesday 5<sup>th</sup> July 2016</p> <p>All meetings run from 5pm to 7pm and are held at: Manchester Creative Studio 16 Blossom Street, Manchester, M4 5AW</p>
<b>Action</b>	<p>Governors to provide feedback if they are unable to do any of those dates.</p> <p>Committee leads to schedule committee meetings in the final two weeks of November, February and June to feed into the governor meetings.</p>

**Meeting closed 7pm**



Projected Income
Capital Income not included in forecast
Total Income
Staffing Expenditure
Premises Expenditure
Educational Resources Expenditure
Outsourced Services Expenditure
Other Expenditure
EFA VAT return and spend carried forward
Projected end of Year Balance
Total currently held
Variance

Income
EFA
Pupil Premium
Business Rates
Other Income
SEN Funding
School Meals
VAT Reclaim retained by school
Opening Balance 31st August
Total Income
Capital Payments from Construction projects
Capital Monies held to pay ISG on opening (1st Sep 2014)
VAT Reclaim pending payment to EFA
Staffing Expenditure
Total Staff Payroll Costs
Supply Costs
Employee Expenses
Employment & Training
Governance Training
In House Employer Modules
Total Staffing Costs
Premises Expenditure
Building maintenance & improvement
Grounds maintenance & improvement
Work to renovate basement
Water & sewerage
Energy (Gas and Electric)
Business Rates (Manchester Council)
Insurance (Procured from EFA December 2014)
Utilities (Telephone and internet)
Induction costs (Building Delay)
Total Premises Costs
Educational Resources Expenditure
Learning Resources (not ICT)
ICT Learning Resources
Exam Fees
Administrative Supplies
SST Membership
ICT Laptops
Contingency
Marketing
Work Placement Costs
Uniform
Notes
Total Educational Resource Expenditure
Outsourced Services Expenditure
Total Outsourced Expenditure
Other Expenditure Related to School Operations
Adjustment for 10 Year 11 pupils
Art Secondment
Other Expenditure linked to building (Science and Transport)
Bursary
Other Expenditure

