



Manchester Creative Studio, Fourways House, 57 Hilton Street, Manchester M1 2EF
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MANCHESTER CREATIVE STUDIO BOARD MEETING
Tuesday 29th April 2014, 6.00pm

Present: David McCall (DM), Raja Miah (RM), Denise Proctor (DP), Robert Croll (RC), Allyster Lee (AL), Liz Forrester (LF), Alun Morgan (AM), Max Larcombe (ML), Nicola Barthorpe (NB), Andy Lovatt (ALT), Steve Kunczewicz (SK), Amina Lone (ALe)

Apologies: Bernard Phillips (BP), Dave Barter (DB), Ben Barsky (BB), James Spencer (JS)

Chair: David McCall

Minutes: Allyster Lee

Welcome and Apologies:

DM welcomed everybody - BP, DB, BB and JS send their apologies.

Minutes:

The board signed off the minutes from the previous meeting.

Principal's Report:

NB updated the board on student numbers, currently have 110 reserve space forms, 26 students met personally and signed off with 76 active leads to pursue. Main lead for more potential students at Barlow RC High School, identified around 30 students that may be suitable. MCS events and employer-led workshops are held every Wednesday for students to meet members of the team and employer partners.

Checkpoint 3 meeting with DfE held 3 weeks ago. Readiness to open meeting set for 23rd June 2014. Pre-OFSTED inspection scheduled to take place between 14th July and 1st August 2014. NB shared that the outcome for a funding agreement should be received by 30th April 2014.

Staff Recruitment:

NB shared with board that advertisements for core teaching staff had gone out and applicants shortlisted with interviews set to commence on 12th May 2014. There were around 70 interested applicants. Senior post will be advertised in due course. RM raised a point that a member of the governing body should sit on interview panel for senior post to demonstrate collective responsibility.

Recruitment for specialist pathway learning coaches will be opened to both industry and qualified teachers. This is to offer students experience-based teaching as likelihood of qualified teachers with specialist knowledge on areas such as animation and graphic design is low. NB said employing qualified teachers for core subjects is essential but specialist coaches can be from industry or qualified teachers with strong professional development put in place.

Professional development for newly qualified teachers and non-qualified specialist coaches will take place over summer and throughout the first year of employment. They will be signed up to a teaching course with a university partner that will involve weekly programme of events, either online or offline, working alongside a teaching mentor. They will also be assessed to meet the Core Teaching Standard 3 times over the first year.



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RM requested for specific details and processes to be drawn up, with includes costs to be presented to the Trust for sign off. The board agreed that non-qualified teachers from the industry can be appointed for specialist subject teaching following sign off of a detailed professional development plan.

ACTION: AL to send link to career adverts for board to circulate amongst personal networks. NB to work with LF to map out professional development for non-qualified specialist teachers for presentation at next board meeting.

Building:

AM gave an update on the building.

Property: AM shared that the acquisition of building to be completed within 10 days (by Friday 9th May 2014).

Planning: Issue with planning permission addressed at previous board meeting not holding up purchase. Result from planning permission request to be received by 1st week of June at the latest.

Build: Several issues with pricing and programme of work. Next meeting with contractors is on Thursday 1st May 2014, where any outstanding issues should be resolved.

AM shared with the board a point to note that an Ethical Standard document has been signed with the Homes and Community agency to allow progression with the build.

DM inquired when the contractors would start work. AM said it will likely to be in June but all areas of the school that is needed for opening will be completed. A 2-stage programme has been agreed with contractors to prevent a low-quality outcome, with the 2nd stage starting after opening to finish the refurbishment in other areas of the school.

The board agreed short and long-term contingency plans must be put in place to cater for risks related to the build programme. NB to draft alternative provisions to be discussed at next board meeting. ALt suggested that the board also look at 2 – 3 months plans for worst-case scenario.

ACTION: NB to work on alternative provisions to be discussed at next board meeting.

Working Groups:

- Marketing & Student Recruitment

RC updated board on student recruitment - 110 reserve space forms, 76 active leads, 26 fully signed up with gender split of 12 females and 14 males. Target is for 40 confirmed applications by end of the week (2nd May 2014).

NB shared that MCS is now sponsors of Manchester Girl Geek, which is demonstrated on their sponsors' page on website. ALt suggested targeting industry groups especially those with children of their own. The board offered to help further push MCS via personal and professional networks if given templates for Tweets and other online content.

RC said getting students for opening is a two-tiered process – recruitment and retention. Currently working with ML in planning a student day for existing sign-ups to meet with all employer partners on 29th May 2014.

ACTION: RC to draft online content for board to send out to personal and professional networks.

- Employer Engagement

ML updated the board that we now have 15 strong medium to large business employer partners on board. Next step is drafting a plan for their involvement. Currently working on putting together a brief for partners to deliver activities. Some are involved in staff recruitment and informing the project based learning (PBL) curriculum.

LF inquired about mapping academic qualifications to project briefs with employer partners. RM said teaching staff would be mapping skills from PBL to qualifications/curriculum and employer partners are to enrich it.

ALT suggested approaching agencies like BJL and TBWA to provide their interns with a 1-minute project brief to run MCS student recruitment campaigns over summer.

ACTION: SK to collaborate with ALT to draft 1-minute briefs for student recruitment campaigns.

- Curriculum

NB updated the board that an updated education brief has been submitted for consideration of funding agreement. Mainly reiterates the unique vision for MCS and will be held to account at the pre-OFSTED inspection. Key performance indicators are GCSE and NEET (Not in Education, Employment, or Training). National average for NEET is 15.3% - NB said we are aiming for 0%.

NB said national average for academic progress is 3 levels - MCS is aiming for 4 levels of progress.

ACTION: AL to send out digital copy of education brief to board for any questions or issues arising.

Governance:

RM shared with board proposed governance structure following funding agreement. It was put forward that the MCS Trust would be a separate entity from the Governing Body. RM suggested that the Trust would meet 2 – 3 times a year and the governing body, monthly as it is measured in OFSTED. The governance positions and members are subject to change post-funding agreement to better suit the school's needs.

RM suggested that confirmation of governance structure to be an agenda item for next meeting following funding agreement. RM informed the board of Dave Barter and Bernard Phillips' withdrawal from board.

ACTION: DM to send out official letter to DB and BP for their contributions to the board.



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AOB:

DP asked the board about a launch event for the school. This will be timetabled for next meeting's agenda.

NB updated board on IT procurement, a firm has been unofficially appointed but still waiting on DfE to move forward with the process. This will be added to next meeting's agenda for a more extensive update.

RM shared that firm Schofield Sweeney have been appointed as our legal representatives to approve official documents such as our funding agreement.

Next Meeting: It was proposed that the next board meeting would be on **Thursday 22nd May 2014, 6.00PM** at Fourways House.

CLOSED: 8.25PM