



**Minutes of the Manchester Creative Studio Committee Meeting
3rd March 2016**

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

Committee Members Present: Peter Ramsay and James Spencer

Apologise: Ben Barsky

Meeting Convened: 6pm

Item 1.	Welcome and Introductions
Discussion	JS and PR.
Action	

Item 2.	Budget review and monitoring
Discussion	<p>The school budget is reviewed using the information collated from Xero.</p> <p>JS comments there will be a reduction in staffing costs based on the changes in approach which could be used to fund other elements of the schools plan.</p> <p>PR gives an overview of the current staffing model onsite and the changes that had been made to alter the curriculum in line with the DFE's guidance and also to make the school more focused on specific elements.</p> <p>PR comments that the new staff team are working well under difficult circumstances there has been the appointment of a new IT teacher after the PD left.</p> <p>Also that there has been higher than expected consultancy costs linked the principal leaving and also the insistence from the DFE that the school should have its own school uniform which has been ordered as matter of urgency due to belief that this would improve the schools outcomes immediately.</p> <p>SEN is discussed and the challenges around funding the provisions given the expectations around income, though there is an full time SEN lead on site there is a challenge around collecting funding from LA due to there refusal to fund outside borough. KN is discussed specifically and also LC.</p> <p>LC is discussed due to his mother insistence that he should review extra funding but without a statement this is impossible. PR comments that Inge is supporting everyone as per there statements but there are a number of children with unregistered challenges that AC is looking to fully support and</p>

	<p>validate.</p> <p>PR comments that he has reservations about this but he would work on the premise that it may but would again speak to the DFE adviser about the uniform</p> <p>PR states that worse comes to worse the uniform could be used as business suits for the students when they go off site.</p> <p>Also the recruitment of the Spanish Teacher has been halted due to there being limited or no need for this. This provision has been replaced by additional subject time after altering the curriculum.</p> <p>The science lab is discussed and the delivery cycles around this JS comments that he is hoping that this should be May 2016 but this is dependent to the contractors.</p> <p>JS comments that biggest challenge has been getting a sensible quote to complete the work but currently the EFA are struggling to achieve anything that makes sense. JS comments that the ultimate suggestion would be for the school to find a contractor and expedite the process. PR comments that the science teacher is excellent and there is a concern is something is not done soon she will leave, as she has not facility to work in.</p> <p>JS shows the PR the plans for the science lab as draws up but confirms that there is currently an additional challenge around a wall that needs to be in place for Health and Safety but is being debated that it is not needs.</p> <p>Current student number are discussed and PR states that it is around 85. JS comments that this will create another claw back situation and this is long term not viable. PR comments that the school needs the space to grow as the reputation will not have been helped after the first years challenges.</p> <p>JS details the sign off process ordering that needs to be followed. PR disuses this process, JS states that this is to ensure separation of duties as he cannot order items and pay for them as well unless it is exceptional circumstances.</p> <p>JS commented that the auditors had picked this up in the first year and though that was an emergency situation given the state of the school that this cannot continue moving forward.</p> <p>JS comments that the school should have a balanced budget by the end of the year if a claw back can be agreed with the EFA who have thus far been very supportive.</p>
Action	<p>PR confirms that he will ensure that this process is fully followed.</p> <p>JS to meet PR and continue to review the budgets.</p>

Item 3.	Free School Meals
Discussion	<p>JS highlights to the group that there is a significant concern in regard to the collection of monies related to school meals.</p> <p>PR comments that this is due in part to the number of Pupil premium children increasing and the turnover of students across the board.</p> <p>PR confirms that another letter will be sent to parents chasing payment reminding them of there responsibilities in this areas.</p>
Action	PR to lead on this with CP.

Item 6.	School Outsourced Review
Discussion	<p>The current provision is discussed and PR comments that the extended is working well and the introduction of the MMA has really helped some of the boys engage in the school better.</p> <p>PR comments that there has been concerns over the food element being offered and has spoken to the provider about changing this to a slightly different offer.</p> <p>JS comments that he believes some of the issues are to do with the facilities that are site and the challenges that these present.</p> <p>JS states that he believes the kitchen will need a fully refurb and increase space to allow it to offer an increased offer. Airdale who fitted the kitchen did a good job but the challenge they faced was the space given to them and no proper ventilation system being in place to allow for full and proper operation for things such as frying. JS also states that currently the kitchen is all electric due to the layout and this would need to be amended to support an increased provision.</p>
Action	PR to speak to the Chair of Governors to look to increase the provision in the school.

Item 7.	Review of Policy
Discussion	<p>JS shares the asset register that has been updated following some in year purchases and also the school financial risk register. JS comments that he is working on the handbook still but has not focused as much time on it as he should.</p> <p>PR comments that this will need to be issued in Septmeber with the new staff handbook which CP is now updating following the review of the 2014 – 2015 issued handbook.</p>
Key point	JS and PR to work on developing the AR fully.

Item 8.	Any Other Business
Discussion	None

Item 9.	Date of Next Meeting
Discussion	Meeting to be held at Manchester Creative Studio 16 Blossom Street, Manchester, M4 5AW