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**Minutes of the Manchester Creative Studio
Local Governing Body Meeting 1st December 2015**

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

Board Members: Max Larcombe (ML) (Chair), Peter Ramsay (PR), Gemma Horridge (GH), Nimisha Mistry (NM) and Robert Croll (RC)

Apologises: Liz Whitehead (LW), Matt Green (MG), Ben Barsky (BB)

Meeting Convened: 5.00pm

Item 1.	Welcome and Introductions
Discussion	ML welcomed everybody to the meeting and passed on apologies from LW, MG and BB.
Item 2.	Minutes from previous meeting -Confirm as true record -Amendments
Discussion	Notes confirmed to be true record. Number of additional issues discussed highlighted below.
Item 3.	Matter arising
Discussion	Election of Vice Chair ML confirms that NM has expressed an interest in this role. The Board agree and vote NM into the role of Vice Chair of the Local Governing Body. Employer Board ML confirms that an employer advisory board will 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 through both the curriculum and governance. Rav Gehlon, the new Partnership Manager at MCS, will lead on this with PR. The Heads of Faculty should also be involved to align their approach with industry need. Governor induction & Declaration of Interests An induction pack was issued to governors at a previous meeting. This needs completing and returning to James Spencer. Declaration of interest forms need revising if there have been any changes to interests since they were previously submitted. One form is currently

	outstanding from BB.
Actions	<p>ML to induct NM into the Vice Chair role.</p> <p>BB to send declaration of interest form to ML.</p> <p>All Governors to return their induction pack to James Spencer.</p>

Item 4.	Update from Chair of Governors
Discussion	<p>Change of Governors</p> <p>[REDACTED] says this would be an excellent appointment given [REDACTED] knowledge and commitment so far. ML is working with [REDACTED] to complete the necessary paperwork to make this change.</p> <p>Parent Governor</p> <p>MCS needs to elect a parent governor to the LGB. The attempt to do this in the first academic year was unsuccessful. The Board suggest a more informal approach to support parents in coming forward. ML agrees to send PR some text to include in the next school newsletter, with a request to call PR or RC if they are interested in talking about it further.</p>
Action	<p>ML to work with [REDACTED] to complete the necessary paperwork.</p> <p>James to set up [REDACTED] and PR on Modern Governor training.</p> <p>ML to send PR the parent governor text for the next newsletter.</p>

Item 5.	Principal Report
Discussion	<p>PR presented an update on some of the key statistics and talking points for the governing body generated from the process of creating the SEF.</p> <p>A separate presentation details this but the main discussion points were:</p> <ul style="list-style-type: none"> - Some challenges with the length of the school day and the distance students travel to school, especially for the younger students or those travelling longer distances. - Attendance – this has improved but still has further to go. The small student cohort means any absence disproportionately affects the attendance percentages. There have also been a number of absences for religious observance and term-time holidays that had already been booked prior to students starting at MCS. The Board suggest the attendance policy is revisited to ensure it covers these areas and gives clear guidance as to the approach of the school.

	<ul style="list-style-type: none"> - Punctuality – This is having an adverse affect on the attendance statistics and needs addressing. PR looking at several options of how to tackle it. The Board suggest several ideas such as incentives for being punctual and attending (spot prizes, trips etc.) or sanctions linked into the behaviour policy (phone/letter home / detention etc.) so there is clear cohesion between different policies. The Board also advises that the whole staffing body needs to be clear as to the policy on this and all be supporting the implementation of it for it to be successful. - Staffing – There has been a challenge recruiting a Spanish teacher and discussions were held as to whether MCS should deliver a foreign language at all. PR explains that the main reason for delivering it would be to have enough of a range for the EBacc, but there is a discussion happening at the moment as to whether Studio Schools and UTC's should be expected to deliver the EBacc subjects. The Board suggest they would be happy for MCS not to teach a foreign language if it allows the school to be more focussed on its industry speciality. - Teaching and Learning – PR has conducted 6 lesson observations recently, all of which were good with one outstanding. This is very positive and there is some skilled teaching taking place. - QA Visits – Several independent quality assurance visits have taken place, from which the SEF has been built. There have been a mixture of positive comments and areas to address, but nothing that MCS wasn't already aware of and is working on which is positive. - DfE Monitoring Visit – The team are visiting on Monday 7th for their next visit. PR has prepared an agenda which mostly consists on learning walks. An update will be provided to the Governing Body after the visit.
Action	Local Governing Body to provide PR with comments/feedback on the SEF if they have any.

Item 6.	Updates from Committee leads a. Health, Safety, Safeguarding and Inclusion b. Finance c. CPD, Performance and Quality Assurance d. Student Voice
Discussion	A) Health, Safety, Safeguarding and Inclusion Committee The safeguarding committee met on 01/12/2015 and attended my Gemma Horridge, Peter Ramsey, Nimisha Mistry and Max Larcombe. The key items for discussion were the Single Register Record, Risk Assessments and the main policies under the groups remit: health and safety, safeguarding and behaviour. The main discussions were: <ol style="list-style-type: none"> 1. Fire evacuation procedures and further work that the school needs to put in place to ensure the committee are happy with the process. Peter took away actions of fire safety training for staff, looking at staff with specific roles as fire wardens and evac chairs. A Health and Safety Audit will take place at the end of December 2015. 2. Arrangement for SEN and the need for a dedicated staff role to action

this with the new SEND Reforms and Education Health and Care Plans (EHCPs). The committee recommended that the role of a SENCO be looked at as a priority and for Max to look at if this can be met through the staffing budget.

3. Vulnerable groups – a discussion of which groups need to be included so that the committee can monitor progress against key groups eg LAC, Safeguarded, SEN etc Rob to start looking at collecting data on current learners.

The next meeting has been set for the 20th January 2016 at 5pm.

B) Finance Committee

The finance committee met and discussed at length the schools budget position and the current spend profile.

Currently the school is on track to meet the set out budget against the headings set by the Board of Directors.

The school has had a number of challenges in regard to staffing which it is looking to rectify by the appointment of permanent staff. Currently the school has a vacancy in IT and Spanish. It is planned that these roles will be filled within the next 2 weeks.

It is noted that there is a currently a challenge around the appointment of a recognised Senco officer which has been built into the budget.

The budget profile is discussed and it is noted that Assistant Principal will start on the 4th January 2016 as per the DFE guidance, which will add capacity to the school.

It is felt the elements set out in the staffing budget, facilities budget and Administration budget will be achieved.

The committee ask the board to note that there are currently negotiations around the claw back taking place, which is estimated to be £500k. It is felt that this position should be agreed by the end of December 2015.

The committee emphasise to the board that agreeing this position is essential to the sustainability of the school. It is noted that there are plans being developed support this.

The committee also asks the board to note that the final account with ISG requires settling in regard the building.

C) CPD performance and quality assurance

The committee met on 10th November, primarily to consider the significantly revised SEF prepared by the Principal.

	<p>The members of the committee present felt that the SEF is very much improved and of better quality than anything the Governors have seen previously.</p> <p>Further changes requested by the committee included;</p> <ol style="list-style-type: none"> 1. Consistent version control information should be incorporated into the document 2. A contents page with sections and tables numbered to allow Governors to navigate the document easily and have more orderly conversations about the SEF 3. Data sources cited in the SEF should be referenced setting out where the data comes from (i.e which of our systems) and when it was sourced. This was a problem in previous versions of the SEF; Governors had not clarity or audit trail to identify the provenance of the figures in tables. 4. In the School Context table (pp.8-9) Governors would like to see a column added to reflect the implication/ anticipated outcome - basically the "so what..." for each of the points 5. In the School Context table (pp.8-9) Governors would like more precision in the statements (bit less " some..." and "few..." and "a number...") and more definite numbers 6. In the SEF table (pp.10 onwards) Governors would like to see columns added to contain (a) the name of the person accountable for the improvement and (b) the time frame (eg. Term 1 2016) for when we anticipate having an improvement intervention in place. This will allow Governors to use the SEF more usefully to monitor improvement. <p>D) Student Voice</p> <p>RC gave a brief update on a piece of work with students designed to understand their thoughts and feelings on the student experience at MCS.</p> <p>The 6 week programme included asking students about: a) what they like about MCS, b) What they dislike about MCS, c) Teamwork, d) Personal Coaching and e) Reflective Practice.</p> <p>A more detailed report is being prepared, but some of the key feedback included: Positives - a) Students have great chemistry among year groups, b) Students appreciate small class sizes, c) Students like uniform. Less positive a) The school day is quite long, b) The quality of lunch is not as good as it was in the first academic year, c) Students would like a wider choice of extra-curricular activities to participate in.</p>
Action	Committee leads to share minutes from next committee meetings and follow up on any actions.

Item 8.	Any other business
Discussion	There were no AOB items.
Action	n/a

Item 9.	Date of Next Meetings
Notes	<p>Tuesday 1st March 2016</p> <p>Tuesday 5th 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>
Action	n/a

Meeting closed 7pm