

SCALBY SCHOOL  
Interim Executive Board Meeting 23  
Interim Executive Board and Shadow Governing Body Meeting 1  
Wednesday 5<sup>th</sup> May 2010 at 6.30 pm

Item	Minute	Action
09/267	<p><u>Attendance.</u> <b>Individuals present shown in bold type. Interim Executive Board members underlined.</b></p> <p>Local Authority Governors <b><u>Mr J Scoble (JS) (Chair), Mr R Cannon (RC) Vice Chair),</u></b></p> <p>Community Governors <b><u>Mr M Goode (MG), Mrs S Williamson (SW), Mr D Graham (DG).</u></b></p> <p>Parent Governors <b><u>Mrs S Hartley (SH), Mr G Casper (GC), Mr A Newton (AN), Mr A Robson (AR), Mrs A Unsworth (AU).</u></b></p> <p>Staff Governors <b>Miss L Eddery (LE), Mr J Morgan (JM).</b></p> <p>School staff <b>Mr P Tarn (PT) (Principal), Mrs V Michael (VM)(Assistant Principal Deep Support).</b></p> <p>Local Authority Officers <b>Mrs D Sutherland (School Improvement Partner), Mrs A Johnston, (Governor and Support Service Manager)</b></p> <p>Others present Clerk <b>Mr. R Hobson (RH)</b></p>	
09/268	<p><u>Welcome and introductions</u></p> <ol style="list-style-type: none"> <li>1. The Chair welcomed all to this first joint meeting of the Interim Executive Board and Shadow Governing Body. He particularly welcomed the newly appointed members of the Shadow Governing Body. He thanked them for their interest and commitment to the school. All present introduced themselves.</li> <li>2. The Chair provided a brief summary of the work of the Interim Executive Board so far. It had been a small group charged with taking urgent decisions at fortnightly meetings. It was now time to move to the next stage of the transition back to normal governance, the beginning of the Shadow Governing Body.</li> </ol>	
09/269	<p><u>Operation of Interim Executive Board/Shadow Governing Body.</u></p> <ol style="list-style-type: none"> <li>1. Mrs A Johnston, Governor and Support Service Manager for North Yorkshire County Council, circulated a document and led a discussion on the roles and responsibilities of governors, and operational matters for the programme of joint meetings. The document is attached as appendix 1 to these minutes.</li> <li>2. The Shadow Governing Body and Interim Executive Board will hold joint meetings for the remainder of this term. For this period the decision making powers are still the responsibility of the members of the Interim Executive Board. However, the newly appointed Shadow Governing Body members will be encouraged to play a full part in the joint meetings.</li> <li>3. The Interim Executive Board/Shadow Governing Body meetings will be conducted in accordance with best practice for school governance. This includes the requirements to respect confidentiality, and to accept collective responsibility for decisions. The adoption of a code of conduct for governors is also a feature of good governance. This should be an agenda item for the next meeting.</li> <li>4. It is expected that the Shadow Governing Body would then take over the governance of the school in September. Preparation for the handover will entail agreeing a possible committee structure, and a scheme of delegation. This will need to be covered in meetings this term.</li> </ol>	Clerk

Item	Minute	Action
	<p>5. The School Improvement Partner explained her role. Although not a member of the Interim Executive Board she has attended meetings to advise and monitor progress on behalf of the Local Authority. She has provided a valuable link to access support that the Local Authority can provide.</p> <p>6. The Principal described the positive role that governors can play by challenging the Senior Leadership Team to explain and justify the work of the school. He gave the example of the number of lessons that are judged good or better. Governors can set a realistic target for this to improve, expect to be informed how this will be made to happen, and receive reports on the progress made towards the target.</p> <p>7. The Principal identified several areas of training that would assist governors in carrying out their role to challenge the Senior Leadership Team. They are: -</p> <ul style="list-style-type: none"> <li>o Understanding the school Self Evaluation Form and School Development Plan.</li> <li>o Curriculum led financial planning</li> <li>o Praising Stars</li> <li>o Interpretation of data such as: - <ul style="list-style-type: none"> <li>▪ RAISE on line. (Reporting and Analysis for Improvement through School Self-Evaluation).</li> <li>▪ Fischer Family Trust (D)</li> </ul> </li> </ul> <p>8. The principal also cautioned governors about the limitation of their role. It is not appropriate to comment on the performance of individual members of staff, or act as a conduit for problems raised by individual families or members of the wider school community. Other channels exist for that purpose.</p> <p>9. A governor suggested that a welcome/support pack would be a good idea for members. Particularly new members. Governors welcomed this proposal. Consideration would have to be given to what would be the most useful items. It should be an agenda item for a future meeting in preparation for the new term and the Shadow Governing Body.</p> <p>10. The Chair thanked Mrs Johnston for her support and contribution to the meeting. She then withdrew.</p>	Clerk
09/270	<p><u>Apologies for absence</u> All members were present</p>	
09/271	<p><u>Declaration of interest</u> To invite members to declare any interest in matters which are the subject of, or are connected with, any item of business on the agenda. No declarations were made.</p>	
09/272	<p><u>Confidential agenda items</u> To consider if an agenda item needs to be treated as confidential and excluded from the published minutes. None selected.</p>	
09/273	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meetings of the Interim Executive Board held on Wednesday 21<sup>st</sup> April were <b>agreed</b> as a correct record and signed by the Chair.</p>	
09/274	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u></p> <p>09/259           3 The draft programme of items to be discussed in the remaining meetings this term will be distributed to members by E mail.</p> <p>09/261           3 The Principal Designate will meet with the Parents Consultative group on 10<sup>th</sup> May. It is hoped that many parents will attend what should be a positive evening, and the start of a new era for Scalby School.</p>	Chair

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09/275	<p data-bbox="197 188 911 224"><u>Monitoring of pupil data for the Spring Term 2010.</u></p> <ol style="list-style-type: none"> <li data-bbox="197 226 1390 405">1. The Assistant Principal Deep Support, introduced her report which had been previously distributed. She explained her Deep Support role as monitoring to identify needs, and intervening whenever students need any form of additional support. The summary document presented to this meeting was part of the monitoring role.</li> <li data-bbox="197 407 1331 477">2. The report was in 4 sections dealing with attendance, vulnerable students, racist incident log, and exclusions.</li> <li data-bbox="197 479 1398 1061">3. The Assistant Principal hi-lighted several items in the attendance section of the report: - <ul style="list-style-type: none"> <li data-bbox="373 555 1347 624">○ Attendance has improved from 92.8% to 93.4%. The attendance levels are above average nationally.</li> <li data-bbox="373 627 1398 842">○ Persistent absence as defined by national criteria, is down to 4%. This beats the Local Authority set target of 5%. Previously the school had been on a Department for Children Schools and Families list of schools where PA was a major concern. The Principal commented that this is a result of serious and sustained intervention work by staff.</li> <li data-bbox="373 844 1370 913">○ Punctuality is no longer an issue, with a very small number of lates per day.</li> <li data-bbox="373 916 1394 1061">○ Governors asked about the attendance target for next academic year? The Assistant Principal explained that it would be a matter for the Shadow Governing Body in September, but suggested a figure of 95% as a possibility.</li> </ul> </li> <li data-bbox="197 1064 1398 1279">4. The vulnerable students section listed current interventions. She explained the role of the Common Assessment Framework, which is a way of integrating the support from various agencies. It is her responsibility to initiate such referrals on behalf of the school. She was pleased to report that this did have successful outcomes with one student being removed from the list earlier that day, after successful intervention.</li> <li data-bbox="197 1281 1374 1426">5. Governors noted that the report listed 2 pregnant students. Governors asked what the school policy was in such a situation? The School work to support the student to achieve the best educational outcome. They are not excluded, as is the case in some schools. Governors welcomed this approach.</li> <li data-bbox="197 1429 1390 1543">6. The Assistant Principal explained that the recording of racist incidents was a statutory requirement. She explained that the one recorded incident had been quickly resolved.</li> <li data-bbox="197 1545 1398 1691">7. There had not been any permanent exclusion. Fixed Term exclusions were at a low level. However, the numbers of students receiving repeat exclusions will have to be reduced if the school is to improve the behaviour grading from good to outstanding.</li> <li data-bbox="197 1693 1398 1977">8. Governors discussed the role of the pupils discipline committee. Statutory regulations require the committee to review suspensions of students receiving more than 15 days in any term, or 45 days in any year. Governors have to assess the support provided by the school and decide whether on not to support the decision to exclude the student. Members of the Interim Executive Board had been involved in several such reviews, and had used the opportunity to build relationships with the family and suggest additional support for individuals.</li> <li data-bbox="197 1980 1362 2087">9. The role of the Inclusion and Accountability Panel was described for governors. It is a panel run by local Head Teachers, which attempts to meet the needs of challenging and vulnerable students. Access to additional</li> </ol>	

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	<p>resources and provision can be arranged. Governors asked if this was at a cost to the school? The Principal explained that the local Head Teachers had agreed that some central funds should be retained by the Local Authority from school budgets to fund the panel.</p> <p>10. The Chair thanked the Assistant Principal for her report.</p>	
09/276	<p><u>Redundancy Consultation</u> The Principal was pleased to report that the need for a redundancy pool had been removed to the satisfaction of all parties. Governors welcomed this.</p>	
09/277	<p><u>Policy Reviews</u></p> <ol style="list-style-type: none"> <li>1. The behaviour policy had been circulated to governors. However, subsequent work by the school had identified a need for some appendices to be added. Governors agreed to defer consideration to the next meeting when the appendices would be available.</li> <li>2. The Chair distributed a paper of additional information to be included in the excursions policy. Governors will consider this at the next meeting, alongside the previously approved document.</li> </ol>	<p>Clerk VM</p> <p>Clerk</p>
09/278	<p><u>Urgent Items agreed by the Chair.</u> Governors received an invitation to attend an exhibition of art and design work by year 11 students.</p>	
09/279	<p><u>Dates of future meetings</u> The Interim Executive Board and Shadow Governing Body will meet together at 6.30 pm on Wednesday 19<sup>th</sup> May, Thursday 10<sup>th</sup> June, Wednesday 23<sup>rd</sup> June and Wednesday 7<sup>th</sup> July.</p>	