

SCALBY SCHOOL
Interim Executive Board Meeting 18 - Monday 8th February 2010 at 6.30 pm

Item	Minute	Action
09/198	<p><u>Attendance.</u> IEB members</p> <p>School staff</p> <p>Local Authority Officers</p> <p>Others present Clerk</p> <p>Individuals present shown in bold type. Mr J Scoble (JS) (Chair), Mr R Cannon (RC) (Vice Chair), Mr M Goode (MG), Mrs S Hartley (SH), Mrs S Williamson (SW).</p> <p>Mr P Tarn (PT) (Principal), Mr A Wappat (AW) (Vice Principal), Mr N Penn (NP) (Business Manager), Mr M Wilkins (MW) (Chief Executive Outwood Grange), Mr P Sorby (PS)(Associate Principal), Mr B Evans (BE) (Assistant Principal), Mr M McCluskie (MM) (Assistant Principal), Mrs V Michael (VM)(Assistant Principal), Mr J Bell (Assistant Director, Q & I), Mrs D Sutherland (School Improvement Partner),</p> <p>Mr. R Hobson (RH)</p>	
09/199	<p><u>Apologies for absence</u> All members were present.</p>	
09/200	<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>	
09/201	<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>	
09/202	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meetings of the Interim Executive Board held on Wednesday 27th January, and Monday 1st February were agreed as a correct record and signed by the Chair.</p>	
09/203	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u> None</p>	
09/204	<p><u>Budget</u></p> <ol style="list-style-type: none"> 1. Members had previously received the following documentation: - <ul style="list-style-type: none"> ○ Revenue and capital monitoring reports to 31/12/2009. ○ A commentary document. ○ A capital development plan. ○ An ICT 3 year development proposal 2. The business manager hi-lighted changes to the revenue account since the previous report to members. <ul style="list-style-type: none"> ○ The expected in year surplus has now increased to £240,000. This is £20,00 better than the previous report and £42,000 better than the start budget. ○ It has been achieved by careful and consistent control of expenditure. There is a possibility of further improvement, subject to a successful insurance claim for roof repairs necessary because of theft. ○ The year end carry forward was now expected to be a deficit of £225,000. An improvement of £42,000 on the start budget. 3. Members welcomed the improved financial position. They recognised the difficulties for all at the school of paying off this historical “debt”. The business manager was asked for his best estimate of when the school would move out 	

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	<p>of deficit. The 9th December meeting had accepted budget forecasts showing balance by March 2012. If improvements were to continue at the current rate it would perhaps be possible to be out by the Summer of 2011.</p> <p>4. The business manager confirmed that the search for best value would continue. He gave two examples of potential savings next year. The contract for telephone services and grounds maintenance are due for re-newel, and the quotations received are below the current prices. The Executive Director asked if the quality of the ground maintenance contractor could be ascertained? Three members confirmed that they had personal knowledge of the contractor, and they are highly recommended for their work in other local schools.</p> <p>5. The capital report was unchanged from the last one presented to members. The year end carry forward is expected to be £30,000. It is possible that the planned ICT upgrade will not be spent until early in the new financial year, giving an additional artificial boost to the balances.</p> <p>6. The business manager introduced the Capital Development Plan. The plan has 2 parts. Projects part funded by NYCC, and projects from the school's devolved capital budget. The plan is now well under way with several items completed.</p> <p>7. Members were reminded of the projects due to commence shortly. They are:</p> <p>7.1. Refurbishment of two Food Technology Rooms in order to enable the school to deliver a Diploma in Hospitality and Catering. £370,000 funding has been approved and the project is planned to commence in Summer 2010. NYCC Strategic Services have been in close liaison with the school and Jacobs, who will manage the project on behalf of the school, in order to ensure that the refurbishment will be consistent with the future curriculum needs of the school.</p> <p>7.2. Summer 2010. Refurbishment of 5 Maths classrooms to the same standard as the English Rooms refurbished in 2009, at a cost of approximately £3,000 per room. Refurbishment of 5 Humanities classrooms to the same standard as the English Rooms refurbished in 2009 at a cost of approximately £2,750 per room. Members asked what this consists of? It is for decoration, carpets, staff and pupil furniture.</p> <p>7.3. Easter 2010. The kitchen will be redecorated from the school's maintenance budget, and a new long work table will replace the melamine table currently in place, at an additional cost of £1,519.</p> <p>7.4. 2010. Implementation of a Cashless Catering system to improve the analysis of students healthy eating, to provide a more secure method of payment for student lunches and to allow parent's access to more accurate and detailed information about their children's eating habits. Although this will be partly funded by means of a grant from NYCC Catering the match (approximately 60%) will be generated from the schools devolved budgets. The cost is likely to be in the region of £20,000. Members welcomed this proposal and reviewed contract information. Two tenders had been received, both very similar in price and within the budget. One offered an additional pre-order facility, perhaps for use by staff. Members agreed that this was not necessary, and approved the lowest of the 2 quotes.</p> <p>7.5. 2011. New Servery to replace the existing old and dilapidated equipment, cost £18,000.</p> <p>7.6. Throughout 2010. Distribution and rewiring exercise to the Gym, and part re-wire of Science Labs and D&T Workshops that will include upgrading light fittings to current (energy-saving) standards. To be funded through the</p>	

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	<p>school's Devolved Capital Maintenance programme.</p> <p>7.7. Lighting Upgrade. A survey commissioned by the school in 2009 showed that a 60% energy savings could be made by replacing existing T12 and T8 fluorescent light fittings with more energy-efficient T5's. The original cost estimate for this work exceeded £30,000. Some of this replacement work will take place during the rewiring exercise up to Summer 2010, and the remainder will be phased in between 2010 and 2013.</p> <p>7.8. Members reviewed the ICT 3 year development proposal. They asked that the ICT manager should be commended for his excellent analysis and comprehensive document. Two options for the servers network were explained in detail. Option 2 would be most effective and likely to cost less in the long term. However, there is a pressing need for investment in other equipment to make good the neglect of previous years. Option one would allow more of this to be tackled immediately, and be configured in a way that allowed upgrades to take place as resources allow. Members agreed that the proposed option one was the appropriate way forward.</p> <p>7.9. Several future projects were listed in the capital plan. Members recognised that there is no guarantee that capital allocations after 2010 will be on the same scale as in recent years. Decisions on future projects will be taken as information becomes available.</p> <p>8. Members asked about capital expenditure targeted at the school's role as a Specialist Technology College. The Principal confirmed that all Specialist Schools funding was revenue and not capital. However, plans discussed above do go some way towards improving the infrastructure for technology. Additionally, there is a proposal to relocate the textiles rooms from an inadequate temporary building to the technology block, again contributing to the impact of the specialism. The Principal also shared with members, information from a recently received letter, confirming that the school would be in receipt of specialist funding until the end of March 2011. After that it would be for the School Improvement Partner to review performance, and provide evidence of value for money, in order for the school to continue to benefit from specialist status. The Principal expressed confidence that the recent rapid improvement in performance would be maintained, and re-designation should be achievable. Members welcomed this.</p> <p>9. The Chair thanked the business manager for his excellent report and his continuing expertise in helping to steer the school to financial stability.</p>	
09/205	<p><u>Self Evaluation Form and School Development Plan.</u> Members received copies of the completed section A of the Self Evaluation Form, and an updated School Development Plan. These documents will be reviewed at the next meeting.</p>	
09/206	<p><u>Recruitment of Principal.</u> The recruitment process as agreed by members has been followed. The short listing meeting will follow this Interim Executive Board meeting.</p>	
09/207	<p><u>School governance</u></p> <p>1. Mrs Williamson and Mrs Hartley reported on progress. Two parents had been approached. One was very pleased to accept and the other was very pleased to be invited, and was currently considering the commitment necessary. A decision is imminent. Other people will be approached as necessary.</p> <p>2. The Principal reported that two staff members were similarly considering his suggestion that they agree to be recommended to the Local Authority for membership of the Shadow Governing Body.</p> <p>3. Mr Goode is still seeking a suitable candidate for community governor. He will</p>	<p>SW SH</p> <p>PT</p> <p>MG</p>

Item	Minute	Action
	<p>continue.</p> <p>4. The aim is to have the full list of proposed members for the next Interim Executive Board meeting.</p>	
09/208	<p><u>Parents consultative group</u> There had not been a meeting since the last Interim Executive Board meeting.</p>	
09/209	<p><u>Policy Reviews</u> Policy documents on Curriculum and Collaborative Worship were provided for members. It was agreed to review these at the next meeting.</p>	Clerk
09/210	<p><u>Urgent Items agreed by the Chair.</u> None</p>	
09/211	<p><u>Dates of future meetings</u></p> <ol style="list-style-type: none"> 1. The calendar of Interim Executive Board meetings until Easter 2010 is Wednesdays 24th Feb, 10th Mar, and 24th Mar at 6.30 pm. 2. The Interim Executive Board and Shadow Governing Body will meet together at 6.30 pm on Wednesday 21st April. Provisional dates for the first half of the summer term are Wednesdays 5th and 19th May at 6.30 pm. 	