

SCALBY SCHOOL  
Interim Executive Board Meeting 27  
Interim Executive Board and Shadow Governing Body Meeting 5  
Thursday 8th July 2010 at 6.30 pm

Item	Minute	Action
09/324	<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)</u></b>, Mr R Cannon (RC) Vice Chair),</p> <p>Community Governors <b><u>Mr M Goode (MG)</u></b>, <b><u>Mrs S Williamson (SW)</u></b>, Mr D Graham (DG).</p> <p>Parent Governors <b><u>Mrs S Hartley (SH)</u></b>, <b><u>Mr G Casper (GC)</u></b>, Mr A Newton (AN), <b><u>Mr A Robson (AR)</u></b>, Vacancy.</p> <p>Staff Governors <b><u>Miss L Eddery (LE)</u></b>, Mr J Morgan (JM).</p> <p>School staff <b><u>Mr P Tarn (PT) (Principal)</u></b>, <b><u>Mr D Read (DR) (Principal Designate)</u></b>, <b><u>Mrs V Michael (VM)(Assistant Principal)</u></b>, <b><u>Mr N Penn (NP) (Business Manager)</u></b>.</p> <p>Local Authority Officers <b><u>Mrs D Sutherland (School Improvement Partner)</u></b>,</p> <p>Others present <b><u>Mr. R Hobson (RH)</u></b></p> <p>Clerk</p>	
09/325	<p><u>Introduction</u> The Chair welcomed the Principal Designate to the meeting. Governors looked forward to working with him in the new academic year.</p>	
09/326	<p><u>Apologies for absence</u> Apologies had been received from Mr Cannon, Mr Goode, Mr Graham, Mr Morgan, Mr Newton and Mr Wilkins.</p>	
09/327	<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>	
09/328	<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>	
09/329	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meetings of the Interim Executive Board held on Wednesday 23<sup>rd</sup> June were <b>agreed</b> as a correct record and signed by the Chair.</p>	
09/330	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u> 09/320 The Principal confirmed that a site for an additional drinking fountain had been identified near appropriate services. An older redundant fountain may also be brought back into use subject to Health and Safety advice.</p>	
09/331	<p><u>Finance</u></p> <p>1. Budget Monitoring report to 31<sup>st</sup> May. (Previously distributed)</p> <p>1.1. The accounts for the first 2 months of the financial year had been circulated for governors to review. The Business Manager hi-lighted several items.</p> <p>1.2. Income has increased significantly against the expected figures as previously notified to the school by NYCC. Several of these will trigger additional costs. Examples were: -</p> <ul style="list-style-type: none"> <li>○ an allocation for pre 16 achievement that will increase costs on learning resources</li> <li>○ funds for statemented pupils will increase expenditure on Teaching Assistants.</li> </ul>	

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	<p>1.3. The Standards Fund grant was £28,500 higher than expected. This more than off sets the provision of £21,000 anticipated un- specified income included in the budget plan.</p> <p>2. School fund account and trustees report (previously distributed).</p> <p>2.1. Governors had previously received for review the audited account of the school fund. Governors welcomed the activity and secure balances recorded. Governors approved the accounts.</p> <p>2.2. The fund is a registered charity and as such requires trustees. Currently the members of the Interim Executive Board are the trustees. The Shadow Governing Body will shortly take over governance from the Interim Executive Board. It was <b>agreed</b> that the members of the Shadow Governing Body should become the trustees of the school fund.</p> <p>3. Contracts update (Verbal report)</p> <p>3.1. The Business Manager distributed the latest contracts schedule. He explained his disappointment with the service provided by the County contracting agents dealing with building maintenance. He has negotiated with County officers and has agreed that in some cases he will approach individual contractors without going through the County agents. The main reason is to maintain control and accuracy of accounts. It may also reduce costs. Governors welcomed this approach.</p> <p>3.2. The Business Manager gave a further example of problems with the County agents. The rewiring of part of the school was originally estimated at £65,000 and should be paid from the school's devolved capital funds. That was 3 years ago. When it was time to proceed, the estimate had gone up to £111,000 and only part of the scheme could be funded. The school's landlord officer had prevented local contractors being awarded the work. Governors recognised that the system is not providing value for money. They asked the Business Manager, Chair and Principal to meet together to form a strategy for dealing with this problem. Governors also recognised that in some major projects the resources of County are an insurance against a project being stopped due to unforeseen problems and related costs.</p> <p>3.3. Some contractors are not making appropriate bookings to carry out their agreed schedule of tasks. Governors suggested the school should be proactive in managing this. The Business Manager explained that the caretaker now keeps a log book of visits made and actions taken. He is also initiating contact with contractors due to make their visits. He does this on a monthly basis. Governors welcomed this.</p> <p>4. Financial Management Standard in Schools competencies matrix.</p> <p>4.1. The business manager requested the new members of the Shadow Governing Body to complete the Financial Management Standard in Schools competencies document and return it to him in school by the end of term. Governors should complete the column for governors with financial role. The Chair advised that it is not necessary to indicate a grade for each statement, just for each section.</p>	<p>PT JS NP</p> <p>New SGB</p>
09/332	<p><u>Praising Stars and the Four I's</u> Assistant Principal Mrs Vickie Michael.</p> <p>1. This is part of a series of presentations to governors from the Senior Leadership Team dealing with key structures and processes in school. The Assistant Principal used a power point presentation to explain how it works. The presentation is attached as an appendix to these minutes. <b>Please note</b></p>	

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	<p><b>that it is confidential to governors.</b></p> <ol style="list-style-type: none"> <li>2. Praising stars is a system for tracking and motivating pupil progress. The Ofsted report recognised the school's highly effective tracking system as a major contributor to the massive improvement in pupil performance.</li> <li>3. The 4 I's are: - <ul style="list-style-type: none"> <li>▪ Identify</li> <li>▪ Information</li> <li>▪ Intervention</li> <li>▪ Impact</li> </ul> </li> <li>4. The scheme runs on a 6 weeks cycle. All staff in the school are involved in assessing pupil progress and application. It is supported by a powerful data processing system that rapidly enables information to be generated. The information is used to send reports home.</li> <li>5. Heads of Department are responsible for the accuracy of the data provided from their team. The whole system depends on the quality of this information.</li> <li>6. Planning and intervention is enabled. This might be additional support for under achievers, or identifying that high achievers are coasting. Behaviour for learning intervention can be targeted. Essentially, the barriers to progress are identified and steps taken to surmount them.</li> <li>7. Praising stars recognises the effort and application of the students. Grades from E1 to E4 are awarded. E4 is a particularly powerful grade as it identifies poor motivation. A student receiving an E4 grade at the last cycle in year 8 will not graduate from KS3 to KS4. They will graduate at a later date, but without the celebration enjoyed by the majority.</li> <li>8. The Senior Leadership Team use the data to review performance by subject and teacher. This might trigger further investigation.</li> <li>9. Governors recognised the very powerful and demanding nature of the praising stars cycle. Demanding on pupils and staff. Demands that are significantly contributing to Scalby's stated aim, to become an outstanding school. Governors thanked the Assistant Principal for her leadership of this highly impressive and important work, and her excellent presentation.</li> </ol>	
09/334	<p><u>The future of the Shadow Governing Body.</u>  In the autumn the Shadow Governing Body will take over governance from the Interim Executive Board. An operational structure will need to be determined. The Chair has spoken to County officers who will support the Shadow Governing Body in determining that structure. The first meeting in the autumn should deal with this matter. This was provisionally arranged for Wednesday 8<sup>th</sup> September, subject to the availability of County officers.</p>	
09/335	<p><u>Urgent Items agreed by the Chair.</u></p> <ol style="list-style-type: none"> <li>1. The Chair reported that Mrs Unsworth had resigned from the Shadow Governing Body for personal reasons. It is important to find a replacement. An election was held last term when all parents had the opportunity to self nominate. It is now appropriate to approach individuals and invite their involvement. Mr Casper, as Chair of the parents consultative group, was asked to approach suitable candidates.</li> <li>2. 3 Governors had attended the secondary schools governors' conference on 2<sup>nd</sup> July. They had found it informative and useful.</li> </ol>	GC
09/336	<p><u>School Principal</u></p> <ol style="list-style-type: none"> <li>1. This is the final Interim Executive Board meeting and the last meeting to be attended by the Principal. The Chair thanked Mr Tarn on behalf of the Interim Executive Board and Shadow Governing Body, for his impressive leadership of</li> </ol>	

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	<p>the school through the tumultuous previous 18 months. The fact that the school is moving forward impressively towards outstanding, is due to his expertise and commitment.</p> <p>2. A governor who had sent apologies for the meeting had also sent the following note: <i>-I would like to take the opportunity of sending my best wishes to Mr Tarn and also congratulate him and his team on the turnaround in the fortunes of the school which is a fantastic achievement and he leaves with Scalby in an incredibly strong position for the future and I'm sure safe in the hands of Mr Read. The atmosphere and sense of anticipation at year 6 induction evening was amazing which was followed by the enjoyment my son felt the following day in school and was mirrored by other parents of children who I spoke to.</i></p> <p>3. A fitting tribute. Governors made a small presentation in recognition.</p>	
09/337	<p><u>Dates of future meetings</u>  The Shadow Governing Body will meet at 6.30 pm on Wednesday 8<sup>th</sup> September.  This date is to be confirmed.</p>	