

SCALBY SCHOOL

Interim Executive Board Meeting 14 - Wednesday 9th December 2009 at 6.30 pm

Item	Minute	Action
09/153	<p><u>Attendance.</u> IEB members</p> <p>School staff</p> <p>Local Authority Officers</p> <p>Others present</p> <p>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). 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), Mrs A Johnston, (Governor and Support Service Manager) Mr. R Hobson (RH)</p>	
09/154	<p><u>Introduction</u> The Chair welcomed everyone to the meeting, with a special welcome to Mrs Johnston, NYCC Governor and Support Service Manager, meeting with the Interim Executive Board for the first time.</p>	
09/155	<p><u>Apologies for absence</u> All members were present.</p>	
09/156	<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>	
09/157	<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>	
09/158	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meeting of the Interim Executive Board held on Wednesday 25th November 2009 were agreed as a correct record and signed by the Chair.</p>	
09/159	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u> Members would like to formally record thanks to Mr Wappat and Mr Evans for their excellent contributions to the previous meeting.</p>	
09/160	<p><u>School governance</u> Consider a timetable of tasks to be carried out by the Local Authority and Interim Executive Board, to return the school to the standard model of governance.</p> <ol style="list-style-type: none"> 1. Mrs Johnston drew attention to a previously circulated procedural report, and then distributed two further documents: - <ul style="list-style-type: none"> ▪ A timeline for the transition from Interim Executive Board to Shadow Governing Body, and onto normal governance arrangements. ▪ Guidance on the structure of the Shadow Governing Body and substantive Governing Body. 2. The process of transition from Interim Executive Board to normal governance is relatively new. There is no previous experience of a completed transition in North Yorkshire. The sequence is: - <ol style="list-style-type: none"> 2.1. The Interim Executive Board determines the size of the Shadow Governing Body and the proportionality of the categories of governors. 2.2. Interim Executive Board to consider being appointed to the Shadow 	

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	<p>Governing Body and to determine the appropriate category.</p> <p>2.3. The Interim Executive Board to agree proposals on items 2.1 and 2.2 for submission to Director of Children and Young People's Service for approval.</p> <p>2.4. The Interim Executive Board to consider and recommend to the Local Authority, additional members to complete the Shadow Governing Body.</p> <p>2.5. Local Authority appoints Shadow Governing Body. At this point individuals may be members of both the Interim Executive Board and Shadow Governing Body. Suggested date of 1st April 2010.</p> <p>2.6. For a period of 6 months the Shadow Governing Body shadow the Interim Executive Board. The Shadow Governing Body will attend meetings alongside the Interim Executive Board, which will still be the group making decisions.</p> <p>2.7. The Shadow Governing Body assumes governance responsibility. Any Interim Executive Board member who has not been appointed to the Shadow Governing Body will now retire.</p> <p>2.8. At a time considered appropriate a substantive Governing Body will be set up. The usual election and appointment procedures will operate.</p> <p>3. The Head Teacher expressed the view that the expertise present in the current Interim Executive Board is a very valuable resource. It is important that the categories of membership of the Shadow Governing Body should allow that expertise to be retained.</p> <p>4. Members asked if the Outwood Grange family of schools had experience of the transition from Interim Executive Board to substantive Governing Body at other schools? The Head Teacher agreed to obtain any available information.</p> <p>5. Members recognised that, at the point of the setting up of the substantive Governing Body, there can be no guarantee that any member of the Shadow Governing Body will be elected or appointed. Parents and staff governors will be elected, and Local Authority governors appointed by political parties. Once in post those governors will appoint Community governors. Recognition of the role played by Shadow Governing Body members, and previously the Interim Executive Board, is likely to be a very significant factor in all the elections and appointments.</p> <p>6. Members discussed a proposal for a Shadow Governing Body consisting of 5 parents, 2 staff, 3 Local Authority, and 5 Community governors. Members agreed to defer a decision on this proposal to the next meeting.</p> <p>7. The Chair thanked Mrs Johnston for her report and guidance and she then left the meeting.</p>	
09/161	<p><u>Budget</u> To receive a monitoring report and agree a revised budget plan for the current financial year.</p> <p>1. Governors had previously received a monitoring report to 31st October. The business manager now distributed a monitoring report to 30th November. The expected in year balance had now increased to £218,000, an improvement of £20,500 on the start budget. This is the net result of some additional costs incurred, and savings identified. Members welcomed this information.</p> <p>2. The most significant additional cost is for £40,000 on exams. Members asked why this had occurred? The business manager explained that when the Start budget was prepared in the spring term information on the expansion of BTEC courses had not been available. It was a rapidly changing situation. Members recognised the importance of these courses to the individuals concerned, particularly the disengaged pupils that had been helped to succeed.</p> <p>3. It had now been possible to identify additional savings from budgets. £10,000 from recruitment advertising and £9,000 on utilities being the most significant.</p>	

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	<p>An additional underspend on the teaching staff budget of £29,000 has occurred due to staff changes. Additional income of £13,000 has been received from NYBEP. It is to re-imburse already committed expenditure.</p> <p>4. Members recognised that effective financial control throughout all budget areas has contributed to the improvement in the expected carry forward. They congratulated the Business Manager on this achievement.</p> <p>5. The business manager recommended that the revised budget identified by the November monitoring report should be confirmed and sent to the Local Authority. Members agreed.</p> <p>6. The business manager now distributed the projections for subsequent years. There have been changes to the estimates for 2010/11. Projected pupil numbers for Jan 2010 have dropped by 7. This is despite 5 additional admissions in year 7. This will cost £23,000. Other changes to projected income and expenditure indicate a further fall of £14,000 in the in year balance. This gives a net reduction in the projected in year balance from £66,000 to £29,000. Members recognised that estimates beyond 2010 are dependent on future year 7 intakes. The curriculum led financial plan can be used to match resources to income once information is received. Members will return to this in due course.</p>	<p>Bus Man</p>
09/162	<p><u>Specialist status</u> At the last meeting members had received a presentation about the impact of the specialism. This was now presented in a schematic format to aid monitoring. A colour-coded system was used to demonstrate progress. Members welcomed the document.</p>	
09/163	<p><u>Dates of future meetings</u> The calendar of meetings until Easter 2010 is Wednesdays 13th Jan, 27th Jan, 24th Feb, 10th Mar, and 24th Mar. The first meeting in February will be on Monday 8th Feb</p>	