

SCALBY SCHOOL

Interim Executive Board Meeting 20 - Wednesday 10<sup>th</sup> March 2010 at 6.30 pm

Item	Minute	Action	
09/225	<p><u>Attendance.</u> IEB members</p> <p>School staff</p> <p>Local Authority Officers</p> <p>Others present Clerk</p>	<p><b>Individuals present shown in bold type.</b>  <b>Mr J Scoble (JS) (Chair), Mr R Cannon (RC) (Vice Chair), Mr M Goode (MG), Mrs S Hartley (SH), Mrs S Williamson (SW).</b>  <b>Mr P Tarn (PT) (Principal),</b> Mr A Wappat (AW) (Vice Principal), <b>Mr N Penn (NP) (Business Manager),</b> Mr M Wilkins (MW) (Chief Executive Outwood Grange), Mr P Sorby (PS)(Associate Principal), Mr B Evans (BE) (Assistant Principal), <b>Mr M McCluskie (MM) (Assistant Principal),</b> Mrs V Michael (VM)(Assistant Principal), <b>Miss L Eddery (Associate Assistant Principal)</b>  Mr J Bell (Assistant Director, Q &amp; I), <b>Mrs D Sutherland (School Improvement Partner),</b>  <b>Mr. R Hobson (RH)</b></p>	
09/226	<p><u>Apologies for absence</u> Apologies were received from Mrs Williamson. Governors agreed consent.</p>		
09/227	<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>		
09/228	<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>		
09/229	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meetings of the Interim Executive Board held on Wednesday 24<sup>th</sup> February were <b>agreed</b> as a correct record and signed by the Chair.</p>		
09/230	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u> None</p>		
09/231	<p><u>Policy Reviews</u> 1. Teaching and learning.</p> <p>1.1. Members had reviewed an earlier draft of this document at a previous meeting and requested revisions. The revised document was now presented by Mr M McCluskie (MM) (Assistant Principal), and Miss L Eddery (Associate Assistant Principal).</p> <p>1.2. The status of the school as a Technology College, and the impact that has on teaching and learning is now explicitly identified in the policy.</p> <p>1.3. The section on planning describes the best practice of the 5 part lesson plan with an important emphasis on differentiation. Members asked if the staff are fully signed up to the use of this approach? At the last Ofsted monitoring visit the inspector found that the practice described in the policy is being delivered in the classroom.</p> <p>1.4. Members asked for a description of the 4i model used to plan direct intervention in pupils learning. It is information gathering, identification of the need, intervention, and impact assessment. In the context of pupils learning</p>		

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	<p>it is informed and managed by the praising stars system.</p> <p>1.5. Members asked about the role of Teaching Assistants. In all lesson plan documents there is a section dealing with the support to be provided by the Teaching Assistants. Staff recognised, and members agreed, that there should be an explicit reference to the role of Teaching Assistants in this policy. It should be in the form of a separate section.</p> <p>1.6. Members <b>approved</b> the policy as it stood, and will review the additional section on Teaching Assistants when it is available.</p> <p>1.7. Mr McCluskie now left the meeting.</p> <p>2. Work placements.</p> <p>2.1. The document had been prepared by members of the Senior Leadership Team and describes best practice in use elsewhere. The partnership with NYBEP will ensure statutory obligations are met. Particularly safeguarding where there is a clear, non-negotiable, requirement for employers to have appropriate CRB clearance.</p> <p>2.2. Members <b>approved</b> the policy.</p>	
09/232	<p><u>Budget monitoring.</u></p> <p>1. Members had previously received revenue and capital monitoring reports to 31/01/2010, which included a commentary document.</p> <p>2. The business manager hi-lighted changes to the revenue account since the previous report to members.</p> <ul style="list-style-type: none"> <li>○ The expected in year surplus has now increased to £252,000. This is £12,000 better than the previous report and £54,000 better than the start budget.</li> <li>○ The insurance claim for roof repairs previously notified had been confirmed and consolidated into the figures.</li> <li>○ The year end carry forward was now expected to be a deficit of £212,500. An improvement of £54,000 on the start budget.</li> </ul> <p>3. Members had agreed a new capital plan at their meeting on 8<sup>th</sup> February 2010. It had been indicated at that meeting that the agreed ITC development might fall in the new financial year. This was now confirmed and the balance will be boosted by £35,000. An additional £3,000 for classroom refurbishments has also been deferred. The carry forward capital balance will now be £68,000.</p> <p>4. The Business Manager reminded members of the very welcome news that there will be 176 students joining Scalby in September. However, in the short term this will affect the new start budget as additional, classes will be required in September, and the linked increase in funding will not arrive until April 2011. The bulk of the calculation for staffing and other costs for the draft start budget had been completed. Once the section 52 statement had been received the draft start budget will be presented to members.</p> <p>5. The Business Manager distributed a benchmarking analysis dealing with staffing costs. It compared costs at Scalby with the average costs at a group of similar sized North Yorkshire schools. 3 staff categories, full time equivalent teachers, admin and clerical hours/week, and teaching support hours/week were listed. In all cases the costs here are below the average. This is an indication of value for money. It is also an indication of the lean efficient organisation that is going to be significantly more important as public sector spending comes under constraint.</p> <p>6. Members thanked the Business Manager for his reports, which had again</p>	

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09/233	<p>contained positive news.</p> <p><u>Recruitment of Principal.</u></p> <ol style="list-style-type: none"> <li>1. The Principal Designate had visited the school earlier today. He had been interviewed by the local press and taken part in a photo call with members of the Interim Executive Board and Senior Leadership Team. He has been given an open invitation to Interim Executive Board and Senior Leadership Team meetings. Members recognised that the he does still have the considerable responsibility of Head Teacher in his current post.</li> <li>2. The current and new Principals had begun work on a transition programme. Both will be attending, along with 2 Interim Executive Board members, an immersion day at Outwood Grange on 26<sup>th</sup> March. This is part of the induction programme into the Outwood Grange family of schools. Other visits to the Outwood Grange Head Teachers group would follow.</li> <li>3. Accommodation has been booked for a weekend leadership conference involving the Principal Designate and the Senior Leadership Team. The programme is still to be confirmed, but is likely to include consideration of an application to be a high performance specialist school, and a start on a new School Development Plan. The current Principal will not be attending the conference. Members recognised that this was a correct decision.</li> <li>4. The School Improvement Partner will be co-ordinating the Local Authority's induction programme. As the Principal Designate is a former Scalby Deputy, and current NY Head Teacher, this will not be extensive.</li> </ol>	
09/234	<p><u>Self Evaluation Form and School Development Plan.</u></p> <ol style="list-style-type: none"> <li>1. The Self Evaluation Form has now been posted on the Ofsted web site. Members agreed that it is an excellent document. The Principal confirmed there is still the opportunity for minor changes and he would be fine-tuning some parts of the form.</li> <li>2. The school had prepared and shared with members, a pre-inspection briefing ready to be read alongside the Self Evaluation Form when the inspection team arrive. Members recognised that it identifies appropriate evidence to support the judgements made in the Self Evaluation Form.</li> <li>3. The Chair confirmed that a file of evidence to demonstrate the rigorous nature of the recruitment process for the principal would also be made available to the inspection team. The importance of the process being rigorous had been emphasised by the lead inspector during the previous monitoring inspection.</li> <li>4. The School Development Plan had been updated and modified by the Senior Leadership Team. Members recognised and were pleased with the progress identified by the colour coded key showing tasks completed and underway. The Chair attends Senior Leadership Team meetings and understands and appreciates the rigour that is brought to the assessment of the impact recorded in the plan.</li> <li>5. The Principal advised that the current plan is mainly designed to remove the school from special measures and begin the development towards an outstanding school. Once the main aim has been achieved it will be a task for the new Principal, supported by the Senior Leadership Team, and the Interim Executive Board/Shadow Governing Body to prepare a new plan to take the school forward.</li> <li>6. The impact of the technology specialism can be clearly identified throughout both documents, and is increasingly significant. A massive change from the recent past.</li> <li>7. The Chair asked the principal to convey the appreciation and recognition of the Interim Executive Board to the Senior Leadership Team who had delivered the</li> </ol>	

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	excellent Self Evaluation Form and School Development Plan.	
09/235	<p><u>School governance</u></p> <ol style="list-style-type: none"> <li>1. The Local Authority letter inviting parents to self nominate has been circulated. The closing date is 19<sup>th</sup> March. Members have been proactive in encouraging nominations from parents who have already shown that they can make a significant contribution. After the closing date members will be included in the selection process. The Local Authority will make the appointments.</li> <li>2. A prospective community governor has sent relevant information to the Local Authority for their consideration. The 2 staff governors nominated by the school have also made their submissions.</li> </ol>	
09/236	<p><u>Parents consultative group</u></p> <ol style="list-style-type: none"> <li>1. The Principal met with the steering group in response to the concerns recorded in the minutes of the previous Interim Executive Board meeting. He had spoken about the role and importance of the group. He had been clear in reminding the group that it is not the appropriate forum to raise matters about individual students or staff. Other mechanisms exist for that purpose.</li> <li>2. The Principal further explained the role of the Interim Executive Board to determine strategy and to challenge performance, and his own responsibilities for strategy and delivery. After being placed in special measures, the school had gone through revolutionary changes in both strategy and delivery. In such an urgent situation consultation was more difficult.</li> <li>3. Once the school emerges from special measures and begins to build towards excellence, the group do have a clear opportunity to shape the future of the school. Meetings held once per term would have a substantial agenda for meaningful consultation. The possibility of applying for additional specialist status is one such topic.</li> <li>4. The principal accepted that wider consultation on the World Challenge would have been appropriate. The enthusiasm of colleagues had been infectious! If a group of students did manage to put together the wherewithal to go for it, then that could still happen. Others could be steered towards the Duke of Edinburgh award scheme.</li> </ol>	
09/237	<p><u>Urgent Items agreed by the Chair.</u></p> <p>The increase of 43 to 176 for year 7 admissions is a clear sign of returning confidence of the local community in the school. The possible effect of the large combined Pupil Admission Number for the new local Federation does not appear to have had an effect on other schools this year. Members agreed that it is still important for the Local Authority to take a strategic view of provision in the Scarborough area. An opportunity to share this view with the Director of the Children and Young People's Service is important. Members agreed that an invitation to the Director to visit the Scalby School when it emerges from special measures would be an appropriate time.</p>	
09/238	<p><u>Dates of future meetings</u></p> <ol style="list-style-type: none"> <li>1. The calendar of Interim Executive Board meetings until Easter 2010 is Wednesday 24<sup>th</sup> Mar at 6.30 pm.</li> <li>2. The Interim Executive Board and Shadow Governing Body will meet together at 6.30 pm on Wednesday 21<sup>st</sup> April. Provisional dates for the first half of the summer term are Wednesdays 5<sup>th</sup> and 19<sup>th</sup> May at 6.30 pm.</li> </ol>	