

SCALBY SCHOOL
Interim Executive Board Meeting 25
Interim Executive Board and Shadow Governing Body Meeting 3
Thursday 10th June 2010 at 6.30 pm

Item	Minute	Action
09/296	<p><u>Attendance.</u> Individuals present shown in bold type. Interim Executive Board members underlined.</p> <p>Local Authority Governors <u>Mr J Scoble (JS) (Chair), Mr R Cannon (RC) Vice Chair),</u></p> <p>Community Governors <u>Mr M Goode (MG), Mrs S Williamson (SW), Mr D Graham (DG).</u></p> <p>Parent Governors <u>Mrs S Hartley (SH), Mr G Casper (GC), Mr A Newton (AN), Mr A Robson (AR), Mrs A Unsworth (AU).</u></p> <p>Staff Governors <u>Miss L Eddery (LE), Mr J Morgan (JM).</u></p> <p>School staff <u>Mr P Tarn (PT) (Principal), Mr A Wappat (AW) (Vice Principal), Mrs V Michael (VM)(Assistant Principal),</u></p> <p>Local Authority Officers <u>Mrs D Sutherland (School Improvement Partner),</u></p> <p>Others present <u>Mr. R Hobson (RH)</u></p> <p>Clerk</p>	
09/297	<p><u>Apologies for absence</u> Apologies had been received from Mrs Sutherland, Mrs Unsworth, Mr Wilkins and Mr Read.</p>	
09/298	<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>	
09/299	<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>	
09/300	<p><u>School prospectus</u></p> <ol style="list-style-type: none"> 1. Mrs Michael, Assistant Principal, circulated copies of the School Prospectus. The only changes from previous documents were a new introduction to be written by the Principal designate, and reference to policies on accessibility and inclusion. 2. The policies are statutory requirements for inclusion in the prospectus. However, both are lengthy documents and the Assistant Principal proposed that they should be available on the school web site rather than printed to go in the prospectus circulated to primary schools. Information to this effect would be included in the prospectus. Governors asked if this was legally acceptable? As there is no legal requirement to have a printed prospectus this must be acceptable. Governors suggested that the prospectus should inform prospective students and parents that printed policies could be collected from the school office. 3. Governors approved the prospectus for distribution. 	
09/301	<p><u>Support Staff</u></p> <ol style="list-style-type: none"> 1. Mrs Michael, Assistant Principal, circulated copies of a document describing proposals to change the structure and ways of working of support staff. The proposal has 3 aims, to; - <ol style="list-style-type: none"> 1.1. Create a learning culture that supports students at every level and allows a greater degree of support staff involvement with the learning process. 1.2. Provide leadership opportunities for all support staff to engage with whole school leadership. 	

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	<p>1.3. Provide opportunities for career development.</p> <p>2. The Assistant Principal explained specific changes designed to achieve the above aims: -</p> <p>2.1. Increase the contract of the Special Educational Needs manager to full time. This would enable summer activities to be organised with the Teaching Assistant's, and enhance planning and preparation. Governors asked if the Special Educational Needs manager was a teacher and was that person the Special Educational Needs Co-ordinator? The manager was promoted from a Higher Level Teaching Assistant role and is deliberately not a teacher. The Assistant Principal is the Special Educational Needs Co-ordinator.</p> <p>2.2. Upgrade the current 3 Advanced Teaching Assistant's to Senior Advanced Teaching Assistant's. A requirement of this process would be a commitment by the individuals to work towards gaining Higher Level Teaching Assistant status. Governors asked if there would be a time limit set to achieve the qualification? This would need to be determined by negotiation. Would they be taking responsibility for whole class teaching? They would still mainly be working to provide additional support in core subjects to groups. They could cover some whole classes under the supervision of a teacher, but this would be rarely used.</p> <p>2.3. Bring the job descriptions of 5 support staff into line with others who already have contractual duties to include an element of classroom support. Governors asked if the individuals concerned would be able to manage the transition? Support would be provided.</p> <p>2.4. The current Deeps structure allows for all categories of staff to take on whole school initiatives and leadership roles. Currently support staff are under represented in this role and opportunities should be provided for them to take on these roles. They are additional to contract and come with a bonus payment dependent on level of complexity and commitment required. Tasks last between 12 and 18 months and are excellent career development opportunities. They lead to involvement with the Senior Leadership Team and Interim Executive Board/Shadow Governing Body. Succession planning is enhanced.</p> <p>2.5. Governors recognised the value of the proposals. They asked how much the changes would cost? The additional payments would be phased over 2 financial years and with other salary increase would have a net effect of £9000 per year. The Business Manager had approved this as achievable.</p> <p>2.6. Governors agreed the proposal and authorised the Assistant Principal to carry out the necessary statutory consultation required to alter contracts. They thanked her for her reports and she then left the meeting.</p>	
09/302	<p><u>Minutes of the last meeting.</u> (Previously distributed)</p> <p>The minutes of the meetings of the Interim Executive Board held on Wednesday 19th May were agreed as a correct record and signed by the Chair.</p>	
09/303	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u></p> <p>09/285 Monitoring of pupil data The requested report on the attendance at extended school activities, during the hour after the finish of normal school, had been circulated prior to the meeting. Governors welcomed the range of activities offered for academic support and curriculum enrichment. They were pleased to hear that the range continues to grow with conversational French recently added.</p> <p>09/293 1 Behaviour policy. Governors confirmed that the mention of drugs under section 3 did not need to refer</p>	

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	<p>to illegal drugs, as legal drugs can also be abused. The reference in section 4 to illegal drugs is from Department for Children Schools and Families published guidance on reasons for immediate permanent exclusion, and is appropriate.</p> <p>09/293 2 Educational visits policy.</p> <p>The Clerk confirmed that suggestions from appropriately qualified governors re Health and Safety matters on residential visits had been sent on to the Assistant Principal concerned. He will be attending the next meeting to deal with other matters, and the final version can be considered then.</p>	
09/304	<p><u>School Curriculum</u></p> <ol style="list-style-type: none"> 1. The Vice Principal had given an overview of the School's Curriculum Model, and the Staff Deployment Analysis at the previous meeting. Together they inform the curriculum led financial plan. He now provided a more detailed description. Additional information not recorded in previous minutes included the following: - <ol style="list-style-type: none"> 1.1. Several complimentary comments in the Ofsted report about the positive effects of the new curriculum model. 1.2. An example of a weekly timetable for a KS4 student. Governors provided anecdotal evidence that the change to a weekly cycle was welcomed and easily managed by students. Governors asked if the 3 hour lesson blocks had caused any problems? Some staff and pupils had taken time to adjust, but now recognised the advantages, particularly for practical subjects, and the consolidation of learning. 1.3. The options are all taught on the same 2 days simplifying the planning of visits and extension activities, and reducing the need for expensive cover of lessons. 1.4. Level 2 qualifications are offered through 3 awarding bodies. <ol style="list-style-type: none"> 1.4.1. General Certificate of Secondary Education (GCSE) 1.4.2. Business and Technology Education Council (BTEC) 1.4.3. Oxford Cambridge and Royal Society of Arts (OCR) 1.5. The model enables a personalised curriculum to meet the needs of individual students. The option times can be used to obtain qualifications in chosen subjects, to provide booster classes for core subjects particularly English and Maths, to improve on grades already obtained, and to take enrichment courses not leading to qualifications. 1.6. There is extensive opportunity for individual advice and guidance. Students are encouraged to consider ultimate career goals when exercising option choices. Students choosing popular classes that are full have priority in the next year. 2. Governors considered future monitoring requirements. <ol style="list-style-type: none"> 2.1. It would be appropriate to review the staff deployment analysis to look for the key contact ratio of .79. This should be reconciled against actual expenditure once the September figures are known. 2.2. The data provided by RAISE online needs to be interpreted. The summary pages are very important and analyse the school's performance against expectations based on pupils scores on entry. This will be the subject of a future presentation to governors by a member of the Senior Leadership Team. 3. Governors thanked the Vice Principal for his informative presentation. 	
09/305	<p><u>Statutory documents approval</u></p> <p>Statement of internal control.</p> <p>This is a document requiring governor authorisation and refers to the previous financial year. The Business Manager had completed the checklist, and the Chair</p>	

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	had reviewed the evidence provided. The report of the auditor, and the awarding of the Financial Management Standard in Schools in the autumn term had provided confirmation. Governors approved the statement for signature and submission to the Local Authority.	
09/306	<u>Schedule of work</u> Governors recognised that a key feature of the remaining presentations, should be to identify the key issues, and appropriate questions, that should be used to hold the Senior Leadership Team to account in the future.	
09/307	<u>Principal designate (Transition programme)</u> The Principal Designate will be attending the next meeting to introduce the School Development Plan for 2010/11.	
09/308	<u>Parents consultative group</u> The steering group will meet on Tuesday 15 th June.	
09/309	<u>Urgent Items agreed by the Chair.</u> 1. Planning work for the food technology area refurbishment had hi-lighted a problem. The new cookers will cause the maximum power load available to the school to be exceeded. Scaling back some activities may just keep it within the limit, but would prevent future development, particularly IT equipment. The only real alternative is to install an additional electrical substation at a cost of around £80,000. Governors recognised that this was urgent and authorised the Principal to negotiate with Local Authority officers with a view to ensuring the project takes place this summer as planned. Any delay may jeopardise the development as funding for all public projects is under review. 2. Three governors will be attending the Governors conference to be held on 2 nd July. 3. Students working towards the world challenge are raising funds in 2 ways: - 3.1. A car boot sale in school on 27 th June 3.2. When you next go on to the internet please register as a member at www.easyfundraising.org.uk . The cause you are supporting is World Challenge - Kenya July 2011- Scalby School. From this website you can then go on to most of the large retailers. If you then go via the easy fundraising website to the individual websites and make your purchases as normal. The difference if you do it through this website is that the shops will donate a percentage of what you have paid to our world challenge cause, for example ebay donates 15%. 4. Governors were invited to attend results day on Tuesday 24 th August. They will be able to receive the results analysis at 10.00am and witness the student celebrations as they receive their results at 11.00am. The Vice Principal warned governors to be prepared for the video! 5. Governors suggested that new members of the Shadow Governing Body would benefit from a tour of the school. The Principal welcomed the suggestion and urged any member to ring and make an appointment for a visit.	
09/310	<u>Dates of future meetings</u> The Interim Executive Board and Shadow Governing Body will meet together at 6.30 pm on Wednesdays 23 rd June and 7 th July.	