

SCALBY SCHOOL

Interim Executive Board Meeting 12 - Wednesday 11th November 2009 at 6.30 pm

Item	Minute	Action
09/125	<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). 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), Mr A McCarthy (Senior Advisor) Mrs J Bates (NYCC) Mr. R Hobson (RH)</p>	
09/126	<p><u>Introduction</u></p> <p>1. All individuals listed above as in attendance were present at the beginning of the meeting. Several attended for particular agenda items. The Chair suggested, and members agreed, to alter the sequence of agenda items to enable individuals to leave after their item had been dealt with. The minutes are recorded in the order that the meeting took place.</p> <p>2. The Chair welcomed Mrs Bates who was attending a Scalby Interim Executive Board meeting for the first time.</p>	
09/127	<p><u>OFSTED monitoring inspection.</u></p> <p>1. The monitoring visit had taken place on 10th and 11th November, and had been completed earlier in the day. The Chair had been involved during the visit and attended the feedback meeting. He shared some of the information received with the meeting.</p> <p>2. The key judgement was that overall progress made since the school went into special measures was now assessed as good. This is an improvement on the previous monitoring visit, which had already been positive. Most of the individual judgements have also now been assessed as good. The area of most concern is the impact of the specialist status. This was not a surprise to the Senior Leadership Team, Local Authority representatives, or Interim Executive Board members.</p> <p>3. Members were pleased that the school was continuing to improve and was making very significant progress towards the removal of special measures. All concerned in the team effort should feel pleased with their contribution so far. The Chair will write to the school staff to offer congratulations on behalf of the Interim Executive Board. All present look forward to receiving the full report.</p>	Chair
09/128	<p><u>Apologies for absence</u> All members were present.</p>	
09/129	<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>	
09/130	<p><u>Confidential agenda items</u> To consider if an agenda item needs to be treated as confidential and excluded from the published minutes.</p>	

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	None selected	
09/131	<p><u>Policy Reviews</u> (Previously distributed)</p> <ol style="list-style-type: none"> 1. Educational Visits (Presentation by Mr Mc Cluskie, Assistant Principal, and Educational Visits Co-ordinator) <ol style="list-style-type: none"> 1.1. This policy replaces an earlier document approved by the previous Governing Body. It has a greater emphasis on inclusion. There may still have to be individual exclusions from visits for behavioural reasons. These will be dealt with on a case by case basis. 1.2. The reason for the use of educational visits was discussed. Members agreed that they are a valuable addition to the curriculum 1.3. Governor involvement in the approval for visits was discussed. Members agreed to <i>“delegate approval of low risk and routine visits and occasional opportunities to the Educational Visits Coordinator.”</i> 1.4. Members discussed <i>“higher risk visits including adventure activities, residential visits and foreign travel”</i>. Members recognised that governor involvement in approval for these visits is important. They also recognised that delays to giving approval could have financial implications, particularly for trips abroad. The following paragraph was approved for inclusion in the policy: - <i>All higher risk visits including adventure activities, residential visits and foreign travel will be submitted for Governors’ approval after approval by the Educational Visits Co-ordinator. The designated governor for school visits will give initial approval on behalf of the Governing Body. This will be reported to the Full Governing Body at the earliest opportunity.</i> Members further agreed that for the period of office of the Interim Executive Board, the designated governor for school visits would be the Chair of the Board. 1.5. Governors held a further discussion about the funding of trips. When parties are out of school, there are hidden costs incurred. Additional supply staff may be needed to cover classes remaining. The school arranges the timing of visits to mitigate this wherever possible. This will become easier as the options groups and immersion days become established. Despite this, costs will still arise. Members agreed that they should be transparently included in the school budget with a discrete allocation made. They asked that the school management should advise on the appropriate way of dealing with this. This may need to be contained in the Educational Visits policy. 1.6. Governors approved the amended policy for immediate use. The financial matter will be considered when it is resolved. 2. Community cohesion This was deferred for additional work. 3. Teaching and learning This was deferred for additional work. 4. Mr McCluskie then left the meeting. 	SLT.
09/132	<p><u>Recruitment of Principal</u></p> <ol style="list-style-type: none"> 1. The Chair updated the meeting on responses to his E mail enquiry asking why people had taken the information packs and not applied. 12 replies had been received. All were to do with the timing of both the advert and application deadline, and the date of appointment in the spring. He expressed confidence that there would be additional applications in the next round. 2. Members discussed the need to consider how to respond if it was not possible to appoint in time for a September start. Concern on this issue had been expressed at the Parents Consultative Group. Various options were mentioned. The Chief Executive of Outwood Grange, explained ways that his team could support the school to prepare for such an eventuality. Involving an additional 	

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	<p>Executive Head Teacher in the current work at Scalby, in preparation for a future support role was one suggestion. Members agreed that this should be explored further.</p> <p>3. Members see the appointment of a new Head Teacher in time for September as extremely important. The selection panel will meet on 16th November. They will draw up a time line that will enable 2 rounds of advertisements to take place if necessary. They will also further consider contingency planning for the eventuality that an appointment cannot be made.</p> <p>Mr Wilkins now left the meeting.</p>	
09/134	<p><u>Minutes of the last meeting.</u> (Previously distributed)</p> <p>The minutes of the meeting of the Interim Executive Board held on Wednesday 21st October 2009 were agreed as a correct record and signed by the Chair.</p>	
09/135	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u></p> <p>None</p>	
09/136	<p><u>Interim Executive Board draft timetable of tasks required to return the school to the standard model of governance.</u></p> <p>Governors had previously received a document outlining the sequence of events required to complete the transition from Interim Executive Board to Governing Body. This had been provided by the Local Authority's Governor and Support Service Manager at the request of the Interim Executive Board. Mrs Bates advised that it is now the appropriate time for the LA and the Board to consult on the detail of the transition. She suggested that the Governor and Support Service Manager, or one of her colleagues, would be best placed to advise. The Board agreed to request a meeting. The first choice of date would be their regular Board meeting at 6.30 pm on 9th December. The Clerk was asked to invite the Governor and Support Service Manager.</p>	Clerk
09/137	<p><u>Self Evaluation Form and School Development Plan.</u></p> <ol style="list-style-type: none"> 1. The School Development Plan reviewed by the Interim Executive Board earlier in the year was now largely complete. This had been validated by OFSTED. Members recognised that this is a significant achievement, and is a result of the team effort, and leadership provided by the school management team. 2. Improving the impact of the specialist status across the school. The Principal shared with members the revised section of the plan dealing with this matter. Members recognised the improvement already achieved, and welcomed the many innovative ideas contained in the development programme for the next 2 years. Members agreed to consider this matter in detail at the next Interim Executive Board meeting. 3. The Self Evaluation Form is a document that constantly needs revising to assess the school's current position. It is based on a new framework. It will inform the next, and future development plans. It is these plans that will lead to the sustainability of the improvements already made, and the way forward for the school once it emerges from special measures. The Senior Leadership Team are working towards completion of the draft. The document will then be the subject of consultation with the Interim Executive Board. 	
09/138	<p><u>Mid year financial review.</u> (Previously distributed)</p> <ol style="list-style-type: none"> 1. Revenue budget. <ol style="list-style-type: none"> 1.1. The budget monitoring report to the end of September had been previously distributed. The report is based on actual spend, commitments made and appropriate estimates for the remaining months of the year. 1.2. The business manager hi-lighted some overspends, several with compensating rises in income. He also identified savings achieved under various headings. The resulting current projection is broadly in line 	

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	<p>with the Start budget. Members welcomed this. It represents an improvement of £200,000 in the carry forward deficit. The savings implemented only came into effect completely in September, 7 months into the financial year. Next year the savings will apply throughout.</p> <p>1.3. Members asked about the possibility of zoning the heating system. The Business Manager explained that there are 2 ways of doing this. The first is to replace the boilers with modern equipment and appropriate controls. This is a major capital project and the responsibility of County. Unlikely to be an option in the short term. The second more viable option is for new thermostatically controlled radiator valves to be fitted. Members agreed that this option be investigated further.</p> <p>1.4. Members were pleased that the school's ITC department had installed software to turn off computers that were not being used.</p> <p>1.5. A revised budget is required by County by the end of term. This will be an agenda item for the meeting on 9th December.</p> <p>2. Capital budget.</p> <p>2.1. The business manager explained that the projected year end carry forward had increased from a deficit of £52,000 to a balance of £30,000. This is an improvement of £82,000. It is made up of the following: -</p> <ul style="list-style-type: none"> ▪ £47,400 Released provision from the County scheme for the years 07/08 and 08/09. ▪ £4,600 Savings on estimated costs of roof-light purchase and installation. ▪ £30,000 Deferred expenditure on veranda enclosure. <p>2.2. Within the figures is the additional capital grant of £82,000 provided by County for the refurbishment of the English rooms and the provision of two additional ICT suites.</p> <p>3. Members thanked the business manager for his report and his work in helping to steer the school towards financial stability.</p>	
09/139	<p><u>Management plan update (Curriculum led financial plan.)</u></p> <p>The principal shared with members the first draft staff deployment analysis for 2010/11. It is based on an estimated year 7 in take of 160. Once the actual numbers become clear a revised plan will be provided for consultation with members. The change to the options groupings will enable greater flexibility and reduce the number of small classes being expensively taught.</p>	
09/140	<p><u>Parents consultative group</u></p> <p>1. Several meetings have now been held. At the recent meeting there had not been any school staff. This had enabled people to speak more freely. Questions had been asked about the OFSTED inspection, and concern had been expressed about the future and in particular the appointment of the Head Teacher. (See paragraph 09/132 2) Parents see this as vital.</p> <p>2. The group have requested that in future presentations from school staff could be the first part of the meeting. School staff should then withdraw to enable free discussion. They would be particular keen to hear of things that have not yet been implemented, rather than be given additional information afterwards. It had been agreed that the frequency of meetings would be reduced to one per half term.</p> <p>3. The Interim Executive Board members present had explained that the current high level of staff commitments had meant that the after school activities have not yet reached the anticipated level. The meeting had suggested parental involvement in after school clubs. This may be possible but has to be subject to regulation and is only likely to be an option for fully qualified people. An</p>	

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	alternative starting point may be parents running activities for other parents.	
09/141	<u>Dates of future meetings</u> The calendar of meetings until Easter 2010 is Wednesdays 25 th Nov, 9 th Dec, 13 th Jan, 27 th Jan, 24 th Feb, 10 th Mar, and 24 th Mar. The first meeting in February will be on Monday 8 th Feb The meeting on 25th November has been brought forward to 4.00pm.	