

SCALBY SCHOOL

Interim Executive Board Meeting 15 - Wednesday 13<sup>th</sup> January 2010 at 6.30 pm

Item	Minute	Action
09/164	<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></p> <p>Mr P Tarn (PT) (Principal), <b>Mr A Wappat (AW) (Vice Principal)</b>, Mr N Penn (NP) (Business Manager), Mr M Wilkins (MW) (Chief Executive Outwood Grange), Mr P Sorby (PS)(Associate Principal), <b>Mr B Evans (BE) (Assistant Principal)</b>, Mr M McCluskie (MM) (Assistant Principal), Mrs V Michael (VM)(Assistant Principal), Mr J Bell (Assistant Director, Q &amp; I), <b>Mrs D Sutherland (School Improvement Partner)</b>,</p> <p><b>Mr. R Hobson (RH)</b></p>	
09/165	<p><u>Introduction</u> All individuals listed above as in attendance were present at the beginning of the meeting. Some 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>	
09/166	<p><u>Apologies for absence</u> All members were present.</p>	
09/167	<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>	
09/168	<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>	
09/169	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meeting of the Interim Executive Board held on Wednesday 9<sup>th</sup> December 2009 were <b>agreed</b> as a correct record and signed by the Chair.</p>	
09/170	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u> None.</p>	
09/171	<p><b>Impact of specialist status.</b> Confirm approval of the Development plan for this key issue. Ref 09/148 paragraph 1 in minutes of 25<sup>th</sup> November.</p> <ol style="list-style-type: none"> <li>1. Members had now reviewed all documentation previously received. Mr Evans, Assistant Principal, now distributed an updated monitoring report, annotated to describe current progress. The report uses a colour code system to clearly indicate the stage of development. <ul style="list-style-type: none"> <li>○ Green indicates the development is complete or running successfully.</li> <li>○ Amber indicates the development has just started, or planning is complete and it is about to start</li> <li>○ Red indicates the planning stage.</li> </ul> </li> <li>2. Members recognised the value of the annotated monitoring report. Progress was clearly visible. Mr Evans noted that February half term is a significant target date for development and members agreed to review the revised monitoring report after that time.</li> </ol>	Clerk

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	<p>3. Members discussed the future designation of Specialist Status. The School Improvement Partner confirmed that in future the re-designation of schools would be decided by the Department for Children Schools and Families based on assessments and recommendations made by the School Improvement Partner. However, the current system managed by HMI and OfSTED may still apply for Scalby as it received its Specialist Status prior to 2007. Guidance from the Specialist Schools Trust was awaited. Mr Evans explained that with this in mind, and using information provided from recent OfSTED monitoring, the two most important criteria would be value for money and school improvement.</p> <p>4. Members recognised that the school improvement target is represented by the drive to use the specialism to improve the performance of some teachers from satisfactory to good. It is re-inforced by the excellent use of the specialism to provide pupil monitoring data to inform the targeting of individual students performance.</p> <p>5. The value for money would be assessed on the use of the additional funds allocated. Members recognised that there is now clarity of vision on the use of these funds that was not apparent previously. The capacity to improve can now be clearly demonstrated. It has become the engine to drive school improvement.</p> <p>6. Members <b>approved</b> the development plan for the key issue of the impact of specialist status. They congratulated Mr Evans on the progress achieved. He then left the meeting.</p>	
09/172	<p><u>Monitoring of pupil data.</u></p> <p>1. The Vice Principal distributed a summary document of pupil data. He hi-lighted the following: -</p> <ul style="list-style-type: none"> <li>○ A number of Children’s Social Care referrals have been turned down and the school have been encouraged to use Common Assessment Framework referrals. A member commented that a new meetings co-ordinator had been employed by the Local Authority to assist in this matter and it would perhaps be useful to use this service. The Vice Principal will inform appropriate colleagues.</li> <li>○ Whole school attendance is 93.2%. Persistent absence continues to reduce. Down from 71 in October to 54 by January, heading towards the target of 45. Members asked how attendance is monitored and encouraged. It is monitored by means of a colour coded wall record in the tutor group rooms. Tutors are responsible for encouraging attendance and initiating appropriate interventions. Currently there is a problem with access to an Education Social Worker as the post holder has been promoted. Members were concerned at this, and asked that the current situation should be investigated and reported to a future meeting. If necessary the board will raise this with the Local Authority.</li> <li>○ In the autumn term 3.8% of students received fixed term exclusions. The national average is 5.63%. Of the students receiving fixed term exclusions 58% only receive one such punishment. A governors pupil discipline committee to consider a fixed term exclusion had been held prior to this meeting of the Interim Executive Board. The chair of that committee reported that the members involved had been impressed with the efforts made by the school to support the individual concerned.</li> <li>○ There were no recorded racist incidents.</li> </ul> <p>2. The Vice Principal informed members that further 2009/10 data had been made public earlier today. The school had the second best attendance record on the coastal strip. It was the top performing Scarborough school for the benchmark 5 A*-C grades including English and Maths. The Contextual Value Added score</p>	<p>AW</p> <p>AW</p>

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	was 9 <sup>th</sup> out of 42 in the county. Members recognised the considerable improvement from recent years.	
09/173	<p><u>Curriculum led financial plan</u>  The Vice Principal up dated members on the progress of plans for the next academic year. Regular meetings are held between the Principal, Vice Principal, and Business Manager to analyse the data as it becomes available. Option choices are currently being completed and will then be included in the model. Once this has been completed the plan will be shared with members, and proposals brought forward for the appropriate staffing complement for September 2010.</p>	
09/174	<p><u>School governance</u></p> <ol style="list-style-type: none"> <li>1. All members confirmed their willingness to serve on the Shadow Governing Body that is expected to operate from September 2010 to April 2011. On behalf of the school, the Vice Principal warmly welcomed that decision. He thanked members for their impressive and important support so far provided, and looked forward to working with them in the future.</li> <li>2. Members had previously received a report from Alison Johnson, Governor Support Manager, NYCC, on the transition from Interim Executive Board to normal governance. It contained the Local Authority's suggestion that the Shadow Governing Body should consist of 9 or 10 members, and asked for the views of the Interim Executive Board on that matter. Members recognised that the small number of current board members had contributed to quick and effective decisions. A similar requirement still exists for the next stage of the school's development. Members <b>agreed</b> to recommend to the Local Authority that 10 would be an appropriate membership for the Shadow Governing Body.</li> <li>3. For a Shadow Governing Body of 10 the normal composition is for 4 parents, 2 staff, 2 Local Authority, and 2 community governors. The Local Authority had asked the Interim Executive Board to make recommendations to fill those positions. Members agreed to recommend that current Interim Executive Board members should fill 5 vacancies as follows: - <ul style="list-style-type: none"> <li>o Parent governors Mrs Williamson and Mrs Hartley</li> <li>o Local Authority governors Mr Scoble and Mr Cannon</li> <li>o Community governor Mr Goode</li> </ul> </li> <li>4. The normal arrangements for Head Teachers is that they may chose to become a governor. If a Head Teacher makes that choice s/he becomes an additional voting governor. The two staff governor posts are not affected. Members <b>agreed</b> to ask the Principal to liaise with colleagues and make recommendations for the two staff governor posts.</li> <li>5. Members <b>agreed</b> to urgently consider recommendations to fill the remaining vacancies. Mrs Williamson and Mrs Hartley were asked to use their working knowledge of the parents consultative group to bring forward proposals for parent governors. Mr Goode was asked to suggest a suitable member of the local business community for the community vacancy. Someone who could support the technology specialism would be particularly welcome. It was recommended that members would have an initial discussion with the Principal to help inform their deliberations.</li> </ol>	<p>AW</p> <p>SW SH MG</p>
09/175	<p><u>Recruitment of Principal.</u></p> <ol style="list-style-type: none"> <li>1. The previously agreed timeline was distributed. Adverts had gone out and the closing date for applications is 20<sup>th</sup> January. So far there had been eleven requests for information packs and one application received.</li> <li>2. The School Improvement Partner reminded members that a Local Authority recruitment officer had offered to provide a profiling service. It was agreed to accept the offer and ask the officer to meet with the selection panel immediately</li> </ol>	SIP

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	after the Interim Executive Board meeting re-arranged for 5.00pm on 8 <sup>th</sup> February. The selection panel meeting will start around 6.00pm.	
09/176	<p><u>Urgent Items agreed by the Chair.</u></p> <ol style="list-style-type: none"> <li>1. The publicity surrounding the court appearance of a suspended staff member was discussed. It had been raised at the parents consultative group. Members understood that in situations where court cases are pending no public announcements can be made by school that may prejudice the legal process. Once it reached court and became public the school issued a press release that had been published. The Principal, supported by Mrs Michael, Assistant Principal, had spoken to all students in groups, and offered access to support. Student reaction in school had been muted, but staff are aware that a debate is taking place through the medium of facebook. The situation is being monitored. Members recognised that the school had acted appropriately.</li> <li>2. A student is in hospital suffering from a form of bacterial meningitis. Medical advice is that is only contagious through very close contact. It is unlikely that anyone else will be affected in school and no additional precautions are necessary. Staff are aware of the need to be vigilant. Members expressed the hope that the student will make a full and rapid recovery.</li> <li>3. The parents consultative group had met on Monday 11<sup>th</sup> January. Members had expressed the view that some items should be discussed with them prior to being announced to the student body. The recently announced World Challenge was given as an example. They saw this as the role of consultation, the reason for their group to exist. Members understand the concerns about consultation, and recognised the problem of asking that such discussions should remain confidential. It is sometimes necessary to make sure that all students are informed of things at the same time. All deserve equal opportunity to access what is being offered. Members agreed to have a standing agenda item for all future board meetings to discuss matters raised by the group.</li> <li>4. Members received for information a document describing changes to the way the Local Authority will categorise schools in need of support. The School Improvement Partner explained that in addition to schools needing short term support there are some schools that operate in challenging circumstances that require and deserve additional support on a long term basis.</li> </ol>	
09/177	<p><u>Dates of future meetings</u></p> <p>The calendar of meetings until Easter 2010 is <b>Wednesdays</b> 27<sup>th</sup> Jan, 24<sup>th</sup> Feb, 10<sup>th</sup> Mar, and 24<sup>th</sup> Mar. The first meeting in February will be on <b>Monday 8<sup>th</sup> February at 5.00pm</b></p> <p><b>Proposed dates for the first half of the summer term are Wednesdays 21<sup>st</sup> April, 5<sup>th</sup> May, and 19<sup>th</sup> May.</b></p>	