

SCALBY SCHOOL
Interim Executive Board Meeting 7 - Monday 13th July 2009 at 6.30 pm

Item	Minute	Action
09/57	<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 R Cannon (RC), Mr M Goode (MG), Mrs S Hartley (SH), Mr J Scoble (JS) (Chair), Mr M Smith (MS), Mrs S Williamson (SW). Mr P Tarn (PT) (Head Teacher), Mr A Wappat (AW) (Deputy Head Teacher), Mr N Penn (NP) (Business Manager), Mr M Wilkins (MW) (Chief Executive Outwood Grange), Mr P Sorby (PS)(Associate Head Teacher), Mr B Evans (BE) (Assistant Head Teacher), Mr M McCluskie (MM) (Assistant Head Teacher), Mrs V Michael (VM)(Assistant Head Teacher), Mr J Bell (Acting Assistant Director, Q & I, CYPS) Ms D McConnell (Senior Advisor, Q&I, CYPS), Mrs D Sutherland (School Improvement Partner), Mr M Holyoak (Senior Advisor), Mrs A Rothery (Senior Advisor Human Resources)</p> <p>Mr. R Hobson (RH)</p>	
09/58	<p><u>Introduction</u> The Chair opened the meeting and introductions were made.</p>	
09/59	<p><u>Apologies for absence</u> Apologies had been received from Mr Goode, Mr Smith, Mr Wilkins, and Mr Wappat. Governors agreed consent.</p>	
09/60	<p><u>Declaration of interest</u> To invite governors 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>	
09/61	<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>	
09/62	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meeting of the IEB held on 29th June 2009 were agreed as a correct record and signed by the Chair.</p>	
09/63	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u></p> <p>05/53 4 Governors asked about the situation regarding maths teaching. The Head Teacher explained that a late resignation and a maternity leave had led to vacancies. Recruitment is proving difficult and some support from Outwood Grange would be available. The Head Teacher confirmed that he is actively trying to resolve the situation.</p> <p>09/54 The agenda has been circulated for the parents consultative group meeting on 14th July. Nominations have been received for the posts of minute secretary and Chair. Governors welcomed the positive news.</p>	
09/64	<p><u>Budget monitoring.</u> To review the first 3 months of the financial year. Mr Penn, School Business Manager, circulated two documents, budget monitoring and benchmark analysis. 1 Revenue budget monitoring.</p>	

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	<p>1.1 The revenue monitoring report included all transactions to the end of June. Notes were appended to the document to explain variations. The most significant are listed below: -</p> <ul style="list-style-type: none"> ▪ Some increased income was offset by additional expenditure triggered by that income. £13,465 for Vision to Learn and NCFE certificates income exactly matched by expenditure. ▪ Day 6 cover for the supply teacher insurance scheme is on track to produce significant savings from previous years. ▪ Electricity is now expected to cost £8,000 more than budgeted. The Business Manager confirmed that this is monitored regularly. ▪ The best estimate of the final budget outturn is showing an over spend of £8000. However, provision has been made in the salary allocations for a 2.75% rise in non teaching staff pay. Latest information is that it will be significantly less than that. A 1% reduction would result in a saving of around £40,000. <p>1.2 The capital monitoring report includes the following significant variations: -</p> <ul style="list-style-type: none"> ▪ Additional £80,000 income and equivalent expenditure received from the Local Authority. This is for the refurbishment of the English classrooms and to furnish 2 ICT suites. This was negotiated by the Head Teacher. It is a one off payment that recognises the progress made in bringing the budget under control. It provides a morale boost to staff and students, in a school going through the difficulties of special measures. Governors welcomed this and the Chair agreed to write a letter of appreciation to the Local Authority. ▪ The figures contain a provision of £58,000 for the charges for 07/08 and 08/09 to the County contractor dealing with major repairs. This has only been charged at £11,000. The effect is that the predicted capital outturn is for a budget close to balance. Governors welcomed this news. <p>1.3 Governors asked about the frequently reported £370,000 proposed refurbishment to the food technology suite. This is agreed funding from the Local Authority's capital development programme and does not appear in the school's capital account. The current expectation is for work to take place next summer with the refurbished block to open in September 2010.</p> <p>1.4 The school are preparing another capital bid to the Local Authority for the refurbishment of the library. If successful it would become a modern multi function learning resource centre.</p> <p>2 Benchmarking This is an exercise carried out to compare the budget allocations with similar schools in the Local Authority. Comparison figures and key ratios are listed for the financial year 08/09 and an additional column included showing the expectations for 09/10. Initial review was that the school was spending far more on support staff than the average for the similar schools. Governors agreed to further review the figures and raise any questions with the business manager</p> <p>3 The Chair thanked the Business Manager for his comprehensive reports. Governors recognised that the budget is being monitored effectively, and was largely in line with the plan agreed.</p>	Chair
09/65	<p><u>Head Teacher appointment.</u> To consider the roles of the Interim Executive Board, Local Authority officers and Outwood Grange in the recruitment of the permanent Head Teacher.</p> <p>1 Mr Holyoak explained that the Local Authority's intention is to have the new Head</p>	

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	<p>Teacher in post by the beginning of the summer term 2010. S/he will work alongside the Outwood Grange team who are contracted until the end of that academic year. The legal position for community schools is that the Governing Body select the Head Teacher and the Local Authority are required to appoint that person subject to the usual checks. A Governing Body usually chose a selection panel with a minimum of 3 members. The Local Authority and School Improvement Partner support governors through the procedure. In this situation, the Interim Executive Board assumes the responsibility of the Governing Body. A timetable for key dates in the procedure was circulated to governors.</p> <p>2 The Head Teacher described the input that Outwood Grange can offer to the recruitment process. They visit applicants in their current posts to observe their work in their current roles. They carry out professional interviews on leadership, and provide a report to the Governing Body selection panel. The Executive Director can sit in on the final interview panel as an observer and provide professional advice to the panel. The over riding consideration is that the school needs a period of consistency. In order to emerge from special measures considerable change had been required. The new Head Teacher would be able to implement further change over time. However, the systems currently in place need to be maintained for a period of stability.</p> <p>3 Governors recognised that the roles of the Interim Executive Board, Local Authority, and Outwood Grange as described in paragraphs 1 and 2 above would be a suitable model to use to appoint the Head Teacher of Scalby School. Governors agreed to adopt the model described.</p> <p>4 Governors agreed that the selection panel would be Mr Cannon, Mrs Hartley, Mr Scoble, and Mrs Williamson. The first meeting of the panel to review the advert, job description, person specification, and interview dates, will take place immediately after the Interim Executive Board meeting on 9th September. Local Authority officers and the Outwood Grange team will provide support.</p> <p>5 Mrs Rothery distributed a document showing the current Individual School Range (ISR) for the appropriate points on the leadership scale. This is a calculation using a standard formula that for Scalby School indicates a salary range of L27 to L33 for the headship. Governors asked about the current situation regarding recruitment for similar appointments in the Local Authority? This is becoming increasingly difficult. Recent experience had shown that the number and quality of the applicants had been very disappointing. The coastal strip was even more difficult as inaccessibility meant that to come here is not simply a change of job, as it may be in a conurbation. Rather it is a complete change requiring the relocation of the home and family. After the recent history Scalby does need to attract a talented and experienced candidate. Preferably someone with successful previous experience of headship. Governors asked if it was acceptable to move outside the ISR? Because of the recruitment problems outlined, and the school currently being in special measures this was permissible. Governors discussed the affordability of going outside the ISR. Although the budget is still tight, long term financial projections are far healthier. Particularly if the school becomes successful again and the pupil numbers begin to rise. One way to ensure this happens is to attract a talented Head Teacher. Governors agreed to offer the post with a salary range from L33 to L39.</p>	
09/66	<p><u>Section 8 HMI Inspection of 24 and 25 June 2009</u> Governors had previously received the inspectors report. There were lots of very complimentary parts of the report indicating considerable progress. Sections identifying areas for additional focus did not provide any surprises, and are already being addressed. Governors looked forward to the achievement of a higher grade</p>	

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	<p>in the next report, once the results of public examinations are available to inform the judgement. These are confidently expected to show significant improvement.</p> <p>Governors were pleased that the report was very positive and congratulated the Head Teacher and his colleagues on the progress so far.</p>	
09/67	<p><u>Interim Executive Board membership.</u> Future meeting days will be changed and it is anticipated that this will enable increased attendance.</p>	
09/68	<p>Policies for review and approval.</p> <p>1 Performance Management (Previously distributed) The policy is the model Local Authority. Also provided was a set of guidance notes to accompany the document. Governors were required to confirm adoption of several, options contained in the document. They agreed the following: -</p> <p>4.2 <i>The <u>Headteacher</u> has determined that s/he will be the reviewer for all teachers.</i> And. The <u>Governing Body</u> will nominate the Chair of the Governing Body, who will not be involved in the Headteacher's performance management or any appeal regarding the head teacher's performance management to ensure that the head teacher's planning statement is consistent with the school's improvement priorities and complies with the school's performance management policy and the Regulations.</p> <p>5.3 In this school all teachers, including the Head teacher, will have no more than <i>FOUR</i> objectives teachers, including the Headteacher, will not necessarily all have the same number of objectives all teachers, including the Headteacher, will have a whole school objective all teachers, including the Headteacher, will have a team objective, as appropriate <i>all teachers including the Headteacher will have a target related directly to student achievement</i></p> <p>10.1 In this school <i>the Governing Body is the reviewer for the Headteacher and to discharge this responsibility on its behalf may appoint 2 or 3 governors.</i></p> <p>12.1 <i>The Headteacher will be the reviewer for all teachers in this school.</i></p> <p>13.2 The performance management cycle in this school, therefore, will run from <i>September to September</i> for teachers, and for the Headteacher. Annexe 1 Classroom observation protocol <i>as this school is a large school, drop ins will be undertaken by the Headteacher supported by the following appropriate and designated member(s) of the leadership team; all SLT including Associate members of the SLT</i></p> <p>Governors approved the amended policy and a copy is attached as appendix 1 to these minutes.</p> <p>2 Pay This is the county model that has been used in the past. Minor changes to reflect current legislation and the existence of the Interim Executive Board have</p>	

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	been incorporated. Governors approved the policy.	
09/69	<u>Dates of future meetings</u> The next meeting will be held on Wednesday 9th September at 6.30pm. A provisional calendar for the remainder of the academic year is Thursday 24 th September, and then Wednesdays 7 th Oct, 21 st Oct, 11 th Nov, 25 th Nov, 9 th Dec, 13 th Jan, 27 th Jan, 10 th Feb, 24 th Feb, 10 th Mar, and 24 th Mar,	