

SCALBY SCHOOL
Interim Executive Board Meeting 24
Interim Executive Board and Shadow Governing Body Meeting 2
Wednesday 19th May 2010 at 6.30 pm

Item	Minute	Action
09/280	<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)</u>, Mr R Cannon (RC) Vice Chair),</p> <p>Community Governors <u>Mr M Goode (MG)</u>, <u>Mrs S Williamson (SW)</u>, <u>Mr D Graham (DG)</u>.</p> <p>Parent Governors <u>Mrs S Hartley (SH)</u>, <u>Mr G Casper (GC)</u>, <u>Mr A Newton (AN)</u>, <u>Mr A Robson (AR)</u>, <u>Mrs A Unsworth (AU)</u>.</p> <p>Staff Governors <u>Miss L Eddery (LE)</u>, Mr J Morgan (JM).</p> <p>School staff Mr P Tarn (PT) (Principal), <u>Mr A Wappat (AW) (Vice Principal)</u>, <u>Mr N Penn (NP) (Business Manager)</u>, <u>Mrs D Sutherland (School Improvement Partner)</u>,</p> <p>Local Authority Officers <u>Mr. R Hobson (RH)</u></p> <p>Others present</p> <p>Clerk</p>	
09/281	<p><u>Apologies for absence</u> Apologies had been received from Mr Cannon, Mr Morgan, Mr Tarn and Mr Read.</p>	
09/282	<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>	
09/283	<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>	
09/284	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meetings of the Interim Executive Board held on Wednesday 5th May were agreed as a correct record and signed by the Chair.</p>	
09/285	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u> 09/275 Monitoring of pupil data Governors asked for a report on the attendance at extended school activities, during the hour after the finish of normal school, to be presented at a future meeting.</p>	AW
09/286	<p><u>Budget monitoring</u></p> <ol style="list-style-type: none"> 1. The Business Manager had previously distributed a revenue financial forecast for a 5 year period. He described the format of the reports. The first column was the outturn statement for 09/10. The second column was the proposed start budget for the current year 10/11. The other 3 columns were projections for subsequent years. The summary reports were backed by detailed account level reports. 2. The outturn figures for 09/10 are very similar to the figures reported and explained in detail to the Interim Executive Board on 21st April. These were an in year balance of £276k and a carry forward deficit of £188k. The figures on this report had been changed by the effects of the accountancy procedures at the year end. Some expenditure committed in 09/10 has been moved to 10/11. This results in an exaggerated in year balance of £314.8K and carry forward deficit of £149.7K .The carry forward from 08/09, the start of the last financial year, had been a deficit of £464.5k. 3. Governors recognised the massive improvement. It had been achieved by 	

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	<p>various means: -</p> <ul style="list-style-type: none"> ▪ Significant reductions, in all categories of staff, to appropriate levels had been a major factor. ▪ Contracts had been scrutinised and renegotiated or transferred for better value. ▪ Tight controls and monitoring of all expenditure had been extremely important. <p>4. Some budgets had exceeded planned expenditure. Particularly exam fees, which had risen for two reasons. BTEC courses had been successfully introduced and fees for the assessment of those courses are more expensive than GCSEs. The re-organisation enabling year 9 to sit 2 public exams had also increased costs. Future costs will reduce, as the previous system, enabling year 11 to sit a greater number of exams, has still to work through.</p> <p>5. Governors welcomed the improved financial situation and approved the outturn statement.</p>	
09/287	<p><u>Staff deployment analysis</u></p> <ol style="list-style-type: none"> 1. The Vice Principal distributed copies of the curriculum model and staff deployment analysis. Both will be the subjects of detailed presentations at a future meeting. They are introduced here to assist understanding of how the staffing levels are determined for inclusion in the budget plan. 2. In previous years class sizes had been too small to be financially and educationally viable. The serious financial over spend had been the result. 3. The curriculum model describes how the core and options subjects are covered. Years 7 and 8 have a 13 subject curriculum spread across the 25 teaching periods in the week. Year 9, 10 and 11 have 3 days on core subjects and 2 days on options. The current year 11 are on the previous system where options courses have been studied over 2 years, rather than 2 per year. 4. Governors asked why the system had been changed from the previous 3 year Key Stage 3 curriculum followed by the 2 year exam courses. The Vice Principal explained that when the Key Stage 3 tests were withdrawn it opened up opportunities with many schools working towards more flexible systems. Introducing exam options through 1 year courses over 3 years still enables students to take 6 optional subjects alongside the core. It allows less popular options to be taught to classes of students from across the 3 years. This makes the subjects viable, and enables a wider range of options to be offered. 5. The staff deployment analysis is a management tool used to determine an appropriate number of teachers required to deliver the curriculum. It is recognised by Ofsted as robust and effective. The key figure determined by the analysis is the contact ratio. The target is .79. Above .79 the staff will be over extended, below .79 inefficiencies and financial problems occur. 6. The optimum class size through the analysis is 27. However, there is flexibility to allow different class sizes. Booster classes, practical subjects, and some exam sets are smaller. Some popular subjects may be larger. 7. Governors asked about the provision of a broad and balanced curriculum, a requirement of the national curriculum. Can this still be achieved? There are now 3 opportunities for students to make option choices. Individual advice and guidance is provided by form tutors and careers advisors. IAG consultations also involve families. Students can be steered towards balance. 8. Governors asked about the difficulties caused by the recruitment of additional pupils. The addition of 2 or 3 pupils to a year group may make it necessary to increase the number of class groups, perhaps from 5 to 6. This has significant staffing and financial costs, not covered by the small additional income 	

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	<p>generated. The Vice Principal acknowledged the problem. It is part of his job, with the support of the Business Manager, to manage such situations. The staff deployment analysis is a flexible and useful tool to assist this process.</p> <p>9. Increasing pupil numbers is a problem of success. The school is currently attracting students in year, and the year 7 in take for September continues to creep up. The problems caused are more than balanced by the opportunities provided for the local community.</p>																													
09/288	<p><u>Budget planning</u></p> <p>1. The Business Manager introduced the revenue financial forecast. He drew attention to the projected pupil numbers. Because of the small cohort in the current year 7, total pupil numbers are set to decline for the next 2 years. Stability or growth is expected after that. This has major significance for the curriculum and the budget, and will be addressed by the measures described in the staff deployment analysis above.</p> <p>2. The budget forecasts are summarised below: -</p> <table border="1" data-bbox="446 728 1165 952"> <thead> <tr> <th>year</th> <th>in year figures</th> <th>carry Forward</th> <th>pupil numbers</th> </tr> </thead> <tbody> <tr> <td>2010</td> <td>£150k</td> <td>£0.6k</td> <td>868</td> </tr> <tr> <td>2011</td> <td>£83K</td> <td>£84k</td> <td>856</td> </tr> <tr> <td>2012</td> <td>£31k</td> <td>£115k</td> <td>849</td> </tr> </tbody> </table> <p>3. Pupil numbers are the single biggest factor in determining the school's income from the Local Authority. Therefore the income will decline over the period. The forecasts assume expenditure rises are minimal, and that the reduced staffing levels already agreed for September this year are maintained.</p> <p>4. Governors recognised the changing financial and political situation will have implications for future plans. They further recognised that the projected numbers are positive and heading towards financial security.</p> <p>5. The business manager drew attention to the proposed start budget. It contained a figure of £21,000 for un-specified savings. He reminded governors that in the last financial year the expected in year balance had been improved by £80,000. Although savings do become more difficult as more contracts have been replaced, it should still be possible to make further savings this year.</p> <p>6. Governors approved the start budget for submission to the Local Authority.</p> <p>7. The Business Manager introduced the capital account. The Interim Executive Board had approved a capital development plan at their meeting on 8th February. The clerk was asked to circulate the plan to Shadow Governing Body members.</p> <p>8. Some expenditure had been delayed and the effect was a carry forward balance for 09/10 of £141k. However the agreed plan is forecasting a carry forward deficit at the end of 10/11 of £20,000. This is acceptable under Local Authority rules, which allow expenditure to be brought forward. Governors approved the capital account.</p> <p>9. The Business Manager distributed the best value statement and explained the purpose of the document. The identified priority areas are: -</p> <table border="1" data-bbox="199 1859 1396 2116"> <thead> <tr> <th></th> <th>Area for Review</th> <th>Timescale for Completion</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Benchmark the schools (staffing) budget to other schools in North Yorkshire</td> <td>June 2010</td> </tr> <tr> <td>2.</td> <td>Review Budget Management Policy and ensure it remains adequate</td> <td>June 2010</td> </tr> <tr> <td>3.</td> <td>Continue to review all contract arrangements as they fall due for renewal to ensure value for</td> <td>On-going</td> </tr> </tbody> </table>	year	in year figures	carry Forward	pupil numbers	2010	£150k	£0.6k	868	2011	£83K	£84k	856	2012	£31k	£115k	849		Area for Review	Timescale for Completion	1.	Benchmark the schools (staffing) budget to other schools in North Yorkshire	June 2010	2.	Review Budget Management Policy and ensure it remains adequate	June 2010	3.	Continue to review all contract arrangements as they fall due for renewal to ensure value for	On-going	<p>NP</p> <p>Clerk</p>
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	money.		NP
	4. Continue to require 3 written quotes for all expenditure in excess of £5,000 (and less than £50,000)	On-going	
	5. Continue to review staffing requirements against operational needs, maintaining contact ratio of 0.79	September 2010	
	10. The Business Manager reminded governors that best value is not always the cheapest, particularly with contracts where quality service delivery is crucial.		
	11. Governors approved the best value statement for submission to the Local Authority.		
09/289	<u>Code of conduct</u> 1. Governors had previously discussed the need for a code of conduct as recommended by the Local Authority's Governor and Support Service Manager. The draft model from the Local Authority had been circulated to governors. 2. Governors agreed that it was not necessary to individually sign the document. Approval by the meeting makes it binding on all members. 3. Governors agreed the code of conduct and the Chair signed one copy on behalf of the group.		
09/290	<u>Schedule of work</u> A draft schedule of work for the remainder of this term is attached to these minutes.		
09/291	<u>Principal designate (Transition programme)</u> The Principal Designate had led a residential workshop during a recent weekend. Members of the Senior Leadership Team, Associate Assistant Principals, and Head of English and Maths had attended. The Vice Principal reported that the focus had been on moving the school from an Ofsted grading of "Good" to "Outstanding". Governors welcomed this aspiration.		
09/292	<u>Parents consultative group</u> 1. The Principal Designate had attended a meeting of the PCG on 10 th May. Those present reported that it had been a positive and useful evening. 2. A governor reported that attendance had been somewhat disappointing. Approximately 50 people, many of them in couples had attended. The Vice Principal noted that developing the involvement of parents in the life of the school was an issue identified by the Senior Leadership Team at the residential workshop. 3. Governors recognised that the low attendance should not necessarily be seen in a negative light. People are less likely to turn out if they are content with the situation. Previous high attendance had been an indication of major concern.		
09/293	<u>Policy Reviews</u> 1. Behaviour. 1.1. The behaviour policy had been circulated to governors. A short appendix dealing with C4 exclusions was now shared. 1.2. The main policy document had been approved by the previous Governing Body shortly after the appointment of Outwood Grange to manage the school. It describes current practice that has proved appropriate and effective over the past 18 months. 1.3. The Vice Principal explained that behaviour had improved to such an extent that it was now possible to consider raising the standards towards achieving the stated aim of becoming an outstanding school. That is the purpose of the appendix.		

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	<p>1.4. Governors discussed the clause indicating permanent exclusion for “<i>deliberate activation of the fire alarm without good intent</i>”. Governors recognised that, not only is this dangerous and serious for many reasons, it is also illegal and a sackable offence in work places. Governors who had long experience of the school confirmed that the clause had had an immediate and lasting effect. Governors welcomed the clause.</p> <p>1.5. Governors approved the policy and appendix for continued use.</p> <p>2. Educational visits.</p> <p>2.1. The policy and proposed appendices had been circulated. The body of the policy is based on the County model and had been approved by the Interim Executive Board in November. However, members of the Shadow Governing Body with particular expertise in fire Safety and H&S matters suggested the section dealing with residential visits should be revised.</p> <p>2.2. Governors asked that the proposed revisions should be forwarded to the Clerk who would liaise with the Assistant Principal with appropriate responsibility. A revised document will be represented for consideration at a future meeting.</p> <p>2.3. The first appendix is a school addition to the policy. It is about cancellations and withdrawals. It particularly concerns the school having to withdraw a student from a visit for behavioural reasons. Governors recognised that this could be a H&S matter. They further recognised that inappropriate behaviour could affect the reputation of the school. Governors would support staff that withdrew students for either of these reasons.</p> <p>2.4. The withdrawal of a student from an educational visit will often have financial consequences. Governors recognised that money paid to outside agencies would not be returned to school, and could not therefore be returned to parents.</p> <p>2.5. Governors revised the last paragraph to read: -</p> <ul style="list-style-type: none"> ○ <i>The school reserves the right to withdraw any student from an Educational Visit if the student repeatedly displays poor standards of behaviour in school and it is considered that this behaviour would pose a serious Health and Safety risk, and/or be likely to damage the reputation of the school, on an Educational Visit. In such a circumstance the school will not refund any payments to parents, already made to the tour operators or external suppliers.</i> <p>2.6. Governors reviewed the second appendix, which is the parental consent form for educational visits. Governors recognised that it is important to make clear on this document the school’s policy on the withdrawal of students for behavioural reasons, and the possible financial loss to be incurred by the family.</p> <p>2.7. Governors approved both appendices for immediate use.</p>	
09/294	<p><u>Urgent Items agreed by the Chair.</u></p> <p>1. The Chair gave notice of a Governors conference to be held on 2nd July. The Clerk was asked to circulate details and any governor willing and able to attend should contact the Chair.</p> <p>2. The Chair read out a letter sent to the Principal from Her Majesty’s Chief Inspector of schools. It offered congratulations to all involved in working towards enabling Scalby School to be removed from special measures.</p> <p>3. Members asked that, whenever possible, documents should be circulated in</p>	Clerk

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	advance of meetings.	
09/295	<u>Dates of future meetings</u> The Interim Executive Board and Shadow Governing Body will meet together at 6.30 pm on Thursday 10 th June, Wednesday 23 rd June and Wednesday 7 th July.	