

SCALBY SCHOOL
Interim Executive Board Meeting 22 - Wednesday 21st April 2010 at 6.30 pm

Item	Minute	Action
09/251	<p><u>Attendance.</u> IEB members</p> <p>School staff</p> <p>Local Authority Officers</p> <p>Others present</p> <p>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 N Penn (NP) (Business Manager). Mrs D Sutherland (School Improvement Partner), Mr. R Hobson (RH)</p>	
09/252	<p><u>Apologies for absence</u> Apologies had been received from Mr Cannon and Mr Goode. Members agree consent.</p>	
09/253	<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>	
09/254	<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>	
09/255	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meetings of the Interim Executive Board held on Wednesday 24th March were agreed as a correct record and signed by the Chair.</p>	
09/256	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u> None</p>	
09/257	<p><u>Budget monitoring</u></p> <ol style="list-style-type: none"> 1. Members had previously received the following documents showing information to 31st March, period 12: - <ul style="list-style-type: none"> o Revenue summary o Capital summary o Detail reports of individual accounts. 2. The reports contained actual figures to the 31st March and appropriate estimates for the remaining commitments due in period 13. 3. During previous periodic reports to members the business manager had listed and explained variations in expected income and expenditure to the revenue budget. He now summarised the most significant. <ol style="list-style-type: none"> 3.1. The £132k over spend on supply staff is offset by the income from £25k 1to1 funding allocation, and the staff absence insurance scheme of £93K. This appears under the other income heading. There has also been significant savings in the teaching staff allocation with vacancies being covered by supply staff. The use of supply staff for unplanned teacher absence has decreased significantly. Maternity leave absence has been unusually high this year. 3.2. The learning resources heading is over spent by £117k. £54k of this was due to the necessary additional BTEC examination costs previously reported. Other expenditure was largely offset by additional income received from various sources. This is often earmarked for specific projects, and appears under the headings of Standards funds and other income. 4. The net effect of the variations is an improvement to the in year balances from £197k to £276k an increase of £79k. This gives a carry forward deficit of 	

Item	Minute	Action
	<p>£188k against a start budget expectation of £267k.</p> <p>5. Members recognised that the school have effectively reduced the debt by a very significant amount during a period of considerable change and successful improvement. The Business Manager, supported by the Principal, has made an important contribution to this achievement. Members recorded their appreciation and thanked him for his commitment and expertise</p> <p>6. Members further recognised that a significant contribution from the Local Authority does not appear in these figures. The Local Authority are funding the involvement of the Outwood Grange National Leaders in Education team. It is a significant proportion of the County's allocation for schools in difficult circumstances.</p> <p>7. The capital summary report has not changed since the last report to members. The planned capital expenditure programme for the next financial year was agreed at the Interim Executive Board meeting on 8th February.</p>	
09/258	<p><u>Budget planning</u></p> <p>1. The Business Manager distributed a revenue financial forecast for the period 09/10 to 13/14. The current expectation for the outturn for 09/10 had been included. The forecast for 10/11 is the first draft start budget.</p> <p>2. The forecasts show pupil numbers continuing to decline for 2 more years as the small cohort that joined the school in September 09 work through the school. However the estimates are based on an expected intake for Sept 10 of 175. This is now likely to be exceeded with 180 now being confirmed. Estimates of 180 and 190 for the subsequent 2 years may also prove conservative.</p> <p>3. The forecast is showing a projected carry forwards in April 11 of £2k, rising gradually to £232k in April 14.</p> <p>4. Members recognised the limitations of forecasts, particularly at a time of expected serious public sector financial constraints. However, members welcomed the prospect of dealing with positive numbers. Potential for whole school development would be greatly enhanced.</p> <p>5. The Business Manager and Principal confirmed that the staff deployment analysis, and other relevant information would be provided for members to enable them to be appropriately involved in the determination of the start budget. This will be an agenda item for the proposed meeting on 19th May.</p>	
09/259	<p><u>Interim Executive Board/Shadow Governing Body meeting.</u></p> <p>1. The Chair confirmed that the Local Authority had completed appointments to the Shadow Governing Body. Members had been notified of the first meeting on 5th May.</p> <p>2. The Interim Executive Board will meet together prior to the joint meeting. They will be joined by Mrs Johnston, Governor Service Manager from the Local Authority, and the Principal. This meeting will start at 5.15 pm.</p> <p>3. The Interim Executive Board Chair and current Principal will liaise to suggest a programme of items to be addressed during the joint meetings to be held this term. Fortnightly meetings will continue, giving four more after the initial joint meeting.</p>	
09/260	<p><u>Redundancy Consultation</u></p> <p>1. The Principal will be providing a report for members on the situation regarding the possible need for an additional small redundancy pool. Ref 09/245 5 in the confidential minutes of 24th March. Advice was being accessed from the Local Authority's Human Resources Service.</p>	
09/261	<p><u>Principal Designate</u></p> <p>1. It is hoped that the Principal Designate will be able to attend the first joint</p>	

Item	Minute	Action
	<p>meeting of the Interim Executive Board and Shadow Governing Body. The Clerk was asked to include Mr Read on the mailing list for papers to do with future meetings.</p> <ol style="list-style-type: none"> 2. Arrangements for the weekend leadership conference involving the Principal Designate and the Senior Leadership Team are continuing. Ref 09/233 3. The Principal Designate will be meeting with the Parents Consultative Group in May. 4. Members confirmed that the starting salary for the Principal should be the lowest point on the previously agreed Individual School Range on the Leadership salary scale. Ref 09/65 <p>5 The ISR had been used in the advertisement for the post.</p>	<p>Clerk</p> <p>Chair</p>
09/262	<p><u>Ofsted Inspection</u></p> <ol style="list-style-type: none"> 1. Members had recently received the draft report. Publication was expected the following week. Members reviewed the document. 2. The Inspection team had agreed that the school no longer requires special measures. Instead the school was graded as “Good”. The school had moved from “Being in need of special measures” to a grading of “Good”, without passing through the interim grades of “Notice to improve” and “Satisfactory”. This had not been achieved by any other school under the current Ofsted inspection framework. Members recognised the remarkable achievement. 3. The School Improvement Partner commented that the number of level 2 judgements contained in the report was exceptionally high. Many schools receiving a grading of “Good” achieved far fewer. 4. The Chair expressed congratulations to all involved. It had been an exceptional team effort, with successful contributions at every level. He would write to staff on behalf of the Interim Executive Board to congratulate them. 5. Members discussed the need for a press release to follow publication. The Chair and Principal were asked to work together on this. The School Improvement Partner would liaise with the Local Authority to provide their input. 	<p>Chair PT SIP</p>
09/263	<p><u>Parents consultative group</u></p> <p>There had not been a meeting of this group since the last Interim Executive Board meeting. The next scheduled steering group meeting is 26th April.</p>	
09/264	<p><u>Policy Reviews</u></p> <p>E mail protocol and guidance. (Previously distributed)</p> <p>Members recognised that the document was clear and comprehensive. The advice included was relevant and appropriate. Members asked how this policy had been developed? The document had been prepared by the Vice Principal and draws on best practice in use elsewhere. Members approved the policy.</p>	
09/265	<p><u>Urgent Items agreed by the Chair.</u></p> <p>The Chair had received a letter from the Head Teacher of Newby and Scalby Primary School. The Governing Body of that school are looking to enhance co-operation between themselves and the Governing Body at Scalby School. Possibilities would be a Scalby governor filling a vacancy on their Governing Body, and/or Newby governor involvement in the Scalby Technology Specialism. Members agreed this proposal should be shared with the Shadow Governing Body.</p>	<p>Clerk</p>
09/266	<p><u>Dates of future meetings</u></p> <p>The Interim Executive Board and Shadow Governing Body will meet together at 6.30 pm on Wednesday 5th May at 6.30 pm.</p> <p>Provisional date for a meeting of the Interim Executive Board and Shadow Governing Body is Wednesday 19th May at 6.30pm.</p> <p>Dates for the second half of the summer term are to be agreed.</p>	

