

SCALBY SCHOOL

Interim Executive Board Meeting 11 - Wednesday 21st October 2009 at 6.30 pm

Item	Minute	Action
09/112	<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 (Acting Assistant Director, Q & I,) Mrs D Sutherland (School Improvement Partner), Mr A McCarthy (Senior Advisor) Mr. R Hobson (RH)</p>	
09/113	<p><u>Introduction</u> 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>	
09/114	<p><u>Apologies for absence</u> Apologies had been received from Mr Goode and Mrs Hartley. Members agreed consent.</p>	
09/115	<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>	
09/116	<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>	
09/117	<p><u>Local Authority school review on 23rd and 24th September.</u></p> <ol style="list-style-type: none"> 1. The draft report had previously been circulated for members to review. The lead inspector Mr McCarthy now introduced the report. He welcomed comments and questions from Interim Executive Board members and the Senior Leadership Team. 2. He thanked all at the school for the positive way that they had responded to the inspection team. Staff and students had been open and frank with the team and this made it easier to write a meaningful report. 3. The review had been carried out under the new OFSTED framework. The current action plan is based on judgements made under the old framework. Some of the review teams judgements are therefore straightforward judgements on where the school is now. Other judgements are on progress made from where the school was at the previous inspection. 4. The overall judgement for the effectiveness of the school is satisfactory with good features. Progress since the school became subject to special measures is good. There has been a significant improvement in public examination results. Pupil behaviour is now a strength of the school. There is a purposeful atmosphere throughout. Members welcomed this. 	

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	<p>5. The meeting discussed the leadership of teaching and learning. All recognised that the outcome of this area is reflected in the teaching and learning outcomes. That is judged as satisfactory with good features. The new OFSTED framework indicates that if the teaching and learning is at least satisfactory, and is improving, the management of teaching and learning can be judged as good. Teaching and learning has improved from inadequate, to satisfactory with good features. The leadership of teaching and learning has had significant impact and could therefore be judged as good.</p> <p>6. The IEB understands its strategic role and is supporting the National Leaders in Education in moving the school out of special measures. The National Leaders in Education Executive Director commented that this Interim Executive Board has been especially proactive in successfully engaging the parent body and wider school community. They have also appropriately challenged the Senior Leadership Team, and made timely informed decisions on the necessary re-structuring required to facilitate school improvement. The Acting Assistant Director from the Local Authority agreed with this view. He thanked the members on behalf of the Local Authority for their commitment. He further recognised that Chair in particular, has been very involved in Senior Leadership Team meetings and has a comprehensive knowledge of the school and its current needs.</p> <p>7. The following recommendations were included in the report.</p> <ul style="list-style-type: none"> ▪ Continue to monitor teaching and learning to increase the proportion of good and outstanding teaching, especially where new courses have been introduced and where the subject is underperforming relative to FFT D expectations. ▪ Monitor achievement in English (new specification) and Science (new OCR and Triple Science courses) by ensuring coursework is completed on time and teacher assessments are accurate. ▪ Continue to improve the impact of the Specialism across the school by raising teacher expectations in underperforming subjects, eg. Science, textiles, and resistant materials, ensuring coursework is completed to a high standard on time and that teacher assessment is accurate. <p>8. The Chair thanked the Lead Inspector for his informative, balanced, and very positive report.</p> <p>9. Mr McCarthy and Mr Wappat then left the meeting.</p>	
09/118	<p><u>Strategic vision for secondary education in Scarborough, and financial matters affecting Scalby School.</u></p> <p>1. Members had discussed these matters at the 24th September meeting after which the Vice Chair had written to the Local Authority requesting information. Mr Bell, (Acting Assistant Director, Q & I,) was now present at the meeting to address the issues raised.</p> <p>2. The Building Schools for the Future programme is not currently available in this Local Authority. There is a requirement for a significant contribution from Council resources in order to complete the funding package. NYCC will not commit to the scheme.</p> <p>3. There is a need for a strategic plan for post 14 secondary education in Scarborough. The Raincliffe School site has been identified as a suitable location for a pathways centre serving diploma students from all the secondary schools in the Scarborough area. A figure of £2m has been mentioned for this scheme. That figure was reported in the local press, but the news item did not make it clear that the money was for the pathway centre. It gave the</p>	

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	<p>impression that it was for the Federated schools alone. That is incorrect.</p> <ol style="list-style-type: none"> 4. Mr Bell has now been charged with delivering the strategic plan. Consultation with all relevant partners will be taking place. 5. Concern was expressed that the decision taken to admit all year 7 pupils, at the recently formed Federation of Graham and Raincliffe Schools, onto the Graham school site may cause problems. Graham is an oversubscribed school. Raincliffe is undersubscribed. The combined Pupil Admission Number, (formerly MAL) is now 428. A very considerable % of the year 7 pupils available. Mr Bell recognised the possible problem for the other Scarborough Schools. 6. The future of Scalby School is secure. Very considerable resources are being provided by the Local Authority, to bring the school out of special measures, and return it to a centre of excellence. The long awaited capital investment in the food technology facilities will be going ahead in this academic year. 7. The Chair thanked Mr Bell for attending the meeting and accepted his offer to return to the next meeting on 11th November to discuss the tasks required, and the Interim Executive Board's role, in returning the school to the standard governance model. 8. Mr Bell and Mr Wilkins then left the meeting. 	
09/119	<p><u>Policy reviews.</u> (Previously distributed)</p> <p>Members requested that the pages of all policies should be numbered, and that the front covers should be standardised to include the date of initial approval and the due date of the next review. Several policies have this already, but not all. Mrs Michael (Assistant Principal) introduced the documents.</p> <ol style="list-style-type: none"> 1. Leave Procedure This is the model NYCC policy. Members asked if it applied to all categories of staff. It does. Members approved the policy. 2. Resolving issues at work This is the model NYCC policy. Members approved the policy. 3. Marking. This is a school defined policy. Members agreed an amendment to the frequency statement to change from 5 hours to 6 hours. It now reads: - <i>This frequency should be such that one piece of work is marked diagnostically for <u>at least every 6 hours of lesson time</u> (approximately).</i> Members approved the policy. 4. Whistle blowing This is the model NYCC policy. Members asked who had responsibility under paragraph 3.6 for publicising the policy? The suggested means is for the Local Authority to use pay slips, but the pay roll processing at Scalby is carried out by a different contractor. Mrs Michael confirmed that it is still the Local Authority's responsibility and they use the other means listed in the document. Members approved the policy. 5. Special Educational Needs Members had received the Local Authority guidance on Special Educational Needs policies, and the schools own Special Educational Needs policy drawn up in accordance with the Local Authority guidance. Members recognised that they need to review the School Development Plan and Self Evaluation Form in order to confirm compliance with the policy. This will follow. Members approved the policy. 6. Admissions This is the model NYCC policy amended to include local requirements and 	VM

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	<p>named individuals. Members approved the policy.</p> <p>7. Equalities Scheme This is now a statutory requirement on the Self Evaluation Form. An action plan is required for members to review. This will build on the statement of intent. Members appointed Mrs Williamson as the “nominated governor” responsible for reporting along with the Head Teacher, to the Full Governing Body. Members agreed that a report should be on the agenda once per term. Members approved the policy.</p> <p>8. Managing health care This is the model NYCC policy amended to include local requirements and named individuals. Members approved the policy.</p> <p>9. Looked after children This is the model NYCC policy amended to include local requirements and named individuals. Members appointed Mrs Williamson as the “nominated governor” responsible for liaising with the designated teacher. Members approved the policy.</p> <p>10. Anti-bullying This is the model NYCC policy amended to include local requirements and named individuals. Members approved the policy.</p> <p>11. Drug education This is the model NYCC policy amended to include local requirements and named individuals. Members approved the policy.</p> <p>12. Substance mis-use This is the model NYCC policy amended to include local requirements and named individuals. Members approved the policy.</p> <p>13. Teaching and Learning. This was deferred for additional work.</p> <p>14. Careers Education, Information, Advice and Guidance This is the model NYCC policy amended to include local requirements and named individuals. Members approved the policy.</p> <p>15. Relationship and sex education This is the model NYCC policy amended to include local requirements and named individuals. Paragraph 9.2 first bullet point was amended to “<i>by making our commitment clear in the school prospectus</i>”. Members approved the policy.</p> <p>16. The Chair thanked Mrs Michael for the preparatory work and her helpful presentation of the revised policies. Mrs Michael then left the meeting.</p>	Clerk
09/120	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meeting of the Interim Executive Board held on Wednesday 7th October 2009 were agreed as a correct record and signed by the Chair.</p>	
09/121	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u> 09/99 The letter had been sent to Mr Smith</p>	
09/122	<p><u>Fire Practice on 14 October 2009 –a report from the Principal.</u> The practice had gone very smoothly with the students showing commendable responsibility. Orderly evacuation had been completed in 3.5 minutes. All procedures went to plan.</p>	
09/123	<p><u>Urgent Items agreed by the Chair.</u> 1. Staff member Chris Taylor is in search of sponsors for this year’s drama production. A hoped for contribution did not arrive. Members agreed to use any contacts that they have, and to bring the matter to the attention of the parents consultative group.</p>	All

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09/124	<u>Dates of future meetings</u> The calendar of meetings until Easter 2010 is Wednesdays 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. The meeting on 25th November has been brought forward to 4.00pm.	