

SCALBY SCHOOL

Interim Executive Board Meeting 9 - Thursday 24th September 2009 at 6.30 pm

Item	Minute	Action
09/85	<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), Mr M Smith (MS), Mrs S Williamson (SW).</p> <p>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, CYPS) Mrs D Sutherland (School Improvement Partner), Mr M Holyoak (Senior Advisor),</p> <p>Mr. R Hobson (RH)</p>	
09/86	<p><u>Introduction</u> Mr Cannon, Chaired the meeting in the absence of Mr Scoble. He opened the meeting and welcomed all present.</p>	
09/87	<p><u>Apologies for absence</u> Apologies had been received from Mr Scoble and Mr Goode. Governors agreed consent.</p>	
09/88	<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>	
09/89	<p><u>Confidential agenda items</u> To consider if an agenda item needs to be treated as confidential and excluded from the published minutes. A document dealing with the school's cleaning contract was selected as confidential for commercial reasons.</p>	
09/90	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meeting of the IEB held on 9th September 2009 were agreed as a correct record and signed by the Chair.</p>	
09/91	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u></p> <p>09/83 1 The business manager had received an E mail from the senior auditor notifying him that, subject to the receipt of a document signed by the Principal and Chair, the school would be awarded the FMSIS. The document will be sent shortly. Governors congratulated the Business Manager on achieving the award and thanked him for his considerable efforts towards achieving the standard. Another step forward for Scalby School.</p> <p>09/93 2 The clerk confirmed that the request for Local Authority guidance on the tasks required to be carried out by the Interim Executive Board had been made. An acknowledgement had been received and a response promised.</p>	
09/92	<p><u>Report on Open Evening/Day – Tuesday 22nd Sept. 2009</u></p> <p>1. The Principal reported that during the preparation for the open evening a mistake had been made and the school brochure had been sent to all primary schools. They should have only gone to the catchment area schools. He had apologised to local Head Teachers for the mistake.</p>	

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	<ol style="list-style-type: none"> 2. The school had been open to parents during the day as well as the evening. This had been suggested by a member of the Interim Executive Board. It had been very successful. A group of 25 year 6 students and their parents from Newby and Scalby Primary School had visited during the day. Feedback from the group and the Head Teacher of the primary school had been extremely positive. 3. The evening had started with the exam day video. The Vice Chair of the Interim Executive Board had spoken on behalf of the group. Visitors had an opportunity to raise questions and make comments. Governors who had been present confirmed that this had been entirely positive. 4. Visitors had been welcomed to excellent displays in all departments. Staff had really provided an excellent showcase for the school. Governors commented that there is an obvious positive buzz amongst the staff. The Principal acknowledged the effort made by the staff. The event had been a resounding success. The Vice chair agreed to write an open letter from the Interim Executive Board to the school staff congratulating them on the success of the Open Day and Evening. 5. Governors suggested that the school should consider advertising a second open working session before the closing date for parents to make their choices. 	Vice Chair
09/93	<p><u>Information on Local Authority Scalby School Review</u></p> <ol style="list-style-type: none"> 1. The Local Authority review team had visited the school on Wednesday 23rd and Thursday 24th Sept. The School Improvement Partner had been part of the team, which had been led by a colleague. The main presentation and full report is scheduled for the Interim Executive Board meeting on 21st October. The School Improvement Partner now gave her initial feedback. 2. She first acknowledged the efforts of the staff for coping with the demands of this review and the Open Evening/Day in successive days. The team had been made welcome throughout the school. 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 about on progress made from where the school was at the last inspection. 4. The overall judgement for the effectiveness of the school is satisfactory with good features. This represents good progress made. 5. The judgement on achievement will be confirmed once the examination results have been validated. 6. Teaching and learning is satisfactory with good features. More may have been good if the inspection had been later in the new term. Teachers were still getting to know their classes and some were teaching new courses. 7. Behaviour is now good and appreciated as such by the teachers and students. The effective use of consequences is a major factor. The monitoring of performance is rigorous. 8. Leadership and management is characterised by clarity of purpose and accountability at all levels. The Interim Executive Board understands the strategic role and is concentrating on getting the school removed from special measures. 9. It is still difficult to measure the impact of the specialism. However, there is now a clear vision for where it is going. 10. Governors asked what had prevented the teaching and learning from being judged good? There is consistent use of the 5 part lesson format. Where children are fully involved in the lesson the teaching is good or better. The 	

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	<p>satisfactory lessons are where children are receiving the lesson, rather than being involved.</p> <p>11. Governors asked what needed to be done to make those satisfactory lessons good? The school management intend to video outstanding lessons for use in staff training. They will be viewed and discussed, and staff set the task of planning their own outstanding lessons. Governors were pleased that this issue was being tackled.</p> <p>12. The Principal thanked the School Improvement Partner for her presentation and asked her to pass thanks to the team leader and the rest of the team. The review was carried out in a positive spirit, staff had been given a fair hearing and fair judgements made. A professional dialogue had been carried out.</p> <p>13. The Chair will write to Mr McCarthy, team leader to thank him and his team for their professional inspection.</p>	Vice Chair
09/94	<p><u>Head Teacher recruitment.</u></p> <p>1. The Chair reviewed progress. The job description/person specification had been agreed, the advertisement had gone out and the information packs prepared. So far 17 information packs had been requested. The closing date for applications is 1st October.</p> <p>2. The selection panel will meet on 5th October to draw up a "long list" of suitable candidates who will be visited at work in their current posts. The selection panel will re-convene on 21st October to draw up a short list for interviews to be held on 2nd and 3rd November.</p> <p>3. Governors discussed the need for the parents to be kept informed. It is important that the appointment is seen as part of a long term strategy for the development of the school. Structures now in place and still being developed will remain. The new Governing Body and Principal will be urged to maintain their links as part of the Outwood Grange family of schools.</p>	
09/95	<p><u>IEB – Autumn term 2009 draft Timetable of meetings.</u></p> <p>A draft programme had been previously circulated. This was discussed and the timetable amended. (Attached). The recruitment of the Principal will be a standing agenda item until the process is completed.</p>	
09/96	<p><u>Report on exclusions for the summer term.</u></p> <p>1. Governors discussed the need for this item, which is normally included in the Head Teacher's report. Governors recognised that the number of exclusions will vary as the school continues to improve student behaviour. It is important to look beyond the total number of fixed term exclusions. The number of individuals involved is more important than the total number of exclusions. Governors agreed, and recognised that it is information that should be reported. A report will be prepared for the next meeting.</p> <p>2. A previous minute (09 53 6) had recorded a figure of 0.1% of the school population as having a fixed term exclusion from Jan to June. This should have been recorded as 1%.</p>	PT
09/97	<p><u>Urgent Items agreed by the Chair.</u></p> <p>1. Governors agreed to make the minutes of the Interim Executive Board available on the school web site.</p> <p>2. The Chair read a letter that had been received from a parent. It was particularly complimentary of the school. Governors were pleased that someone was sufficiently impressed to take the trouble to write.</p> <p>3. The school is listed on the Persistent Absence register as attendance had been below 85%. The Principal reported that the school should now be removed from the register as attendance had improved. Local Authority information appears to be out of date and/or incorrect. He will pursue this.</p>	PT PT All

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	<p>4. The business manager distributed the budget monitoring report for the period ending 31/8/09. Governors were pleased to learn that the figures are broadly in line with the start budget predictions. Governors agreed to review the report and raise any questions directly with the Bursar.</p> <p>5. The Bursar introduced a report on the school's cleaning contract currently with NYCC. His analysis of figures suggested that a significant saving could be achieved by taking the contract in house. Quality could also be improved by better local management and supervision. Governors welcomed the analysis and asked the bursar to work up a proposal to be put to the new substantive Governing Body and Principal.</p> <p>6. The Bursar introduced a report on school catering. A small surplus is expected. The report also included an offer from the Local Authority to apply for a grant to install a cashless payment system. Governors recognised the advantages of such a system. The School Improvement Partner commented that achievement of pupils eligible for free school meals is a major concern to the Local Authority. At KS2 it is far better than at KS4. Work is needed to see if the lack of take up of the meals at secondary school is a factor. A cashless system could make it easier for pupils to access the meals in a confidential way. Governors asked the bursar to pursue the application.</p> <p>7. Governors agreed to seek a meeting with senior Local Authority officers to discuss the need for a strategic vision for secondary education in Scarborough, and the shortcomings in the overall state of the facilities at Scalby School.</p>	Vice Chair
09/98	<p><u>Dates of future meetings</u> The calendar of meetings until Easter 2010 is Wednesdays 7th Oct, 21st Oct, 11th Nov, 25th Nov, 9th Dec, 13th Jan, 27th Jan, 10th Feb, 24th Feb, 10th Mar, and 24th Mar.</p>	