

SCALBY SCHOOL
Interim Executive Board Meeting 6 - Monday 29th June 2009 at 6.30 pm

Item	Minute	Action
09/46	<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), Ms L Eddery (LE) (Associate Assistant Head Teacher). Mr J Bell (Acting Assistant Director, Q & I, CYPS) Ms D McConnell (Senior Advisor, Q&I, CYPS), Mrs D Sutherland (DS) (School Improvement Partner)</p> <p>Mr. R Hobson (RH)</p>	
09/47	<p><u>Introduction</u> Mr Cannon Chaired the meeting.</p>	
09/48	<p><u>Apologies for absence</u> Apologies had been received from Mr Scoble, Mr Goode, Mr Smith, and Mr Wappat. Governors agreed consent.</p>	
09/49	<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>	
09/50	<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>	
09/51	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meeting of the IEB held on 15th June 2009 were agreed as a correct record and signed by the Chair.</p>	
09/52	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u> 09/55 2 Appointment of the Head Teacher. Mr Wilkins reminded governors of a previous discussion about the role of the Outwood Grange team in the appointment of the permanent Head Teacher. This will be discussed further at the next meeting. At the first meeting of the autumn term members will be agreeing a time line for this, and other issues to be addressed by the Interim Executive Board, leading to the school's return to the standard model of governance and management.</p>	Clerk
09/53	<p><u>School development</u> 1 The School Development Plan is in 6 sections in line with the 6 key areas for development identified by OFSTED. The plan is a working document recording the actions to be taken and the impact made towards the required improvement. The 6 key areas are not being dealt with in isolation. Governors now received a further updated section of the plan. Area for development 2 - Improve the <u>quality and consistency of teaching</u> so it enables students to learn more effectively'. 2 Ms Eddery introduced the updated section of the plan. Mr McCluskie provided</p>	

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	<p>additional information. They highlighted several key changes designed to produce the necessary impact: -</p> <p>2.1 The on line lesson observation data base is an important tool for analysing performance, and the subsequent planning and implementing of support strategies. Excellent practitioners had been identified and used to deliver support. Weaker staff had been identified for support, and or competency measures. Governors asked if the data is identifying trends across the school? Comparing the OFSTED report in Dec 08, with the school data base in June 09, the number of good or outstanding lesson has increased from 51% to 62%. The number of inadequate lessons has declined from 16% to 4%. When staff due to leave in July are removed from the data, good or outstanding increases to 67% and the inadequate reduces to 2%. This represents one member of staff who is on a support package. Governors welcomed the considerable improvements.</p> <p>2.2 Governors asked about the moderation of the assessment of lessons from observations? Observations have a consistent approach using pro-forma documentation. Moderation is still being developed. The latest HMI monitoring visit will provide a point of reference.</p> <p>2.3 Governors asked about the process for staff on support plans? They have coaches to provide support. They engage in targeted observations of outstanding teachers delivering outstanding lessons. They use an observation pro-forma and have a feedback session afterwards.</p> <p>2.4 A five part lesson plan pro-forma document was shared with governors. This is used by all staff. The HMI monitoring visit in March recognised that they were being used consistently across the school. A bank of lesson plans has been made available from the Outwood Grange family of schools. Governors noted that HMI had found 100% engagement of staff in using the 5 part plans. Did the school's own monitoring confirm this figure when HMI are not around? Almost all are engaging appropriately. The few who haven't are about to leave, or are on support.</p> <p>2.5 A survey of 186 students asked if behaviour had improved and if so why? 100% agreed that behaviour had improved. 61% of pupils identified improved teaching as a significant factor.</p> <p>2.6 Changes to the curriculum to enable disaffected pupils to re-engage with learning had a positive result. BTEC PE, Vision to Learn, and OCR national science were noted as examples. Higher level achievers had also benefited. Triple science is now being offered to all those at level 6 or above. Governors welcomed these changes.</p> <p>2.7 Extensive training has taken place in Assessment for Learning. All departments reviewed and created a marking policy. Marking scrutiny on 30th May identified inconsistencies. Learning and performance time has been used to train all staff in managing an effective mark book. After an amnesty on 5th May all books have to have one piece of quality marked work for every 5 hours of study. Quality marked means effective feedback to students about what they need to do to improve performance. The Senior Leadership Team are supporting Heads of Departments to challenge staff that are not marking adequately. Governors asked if progress was being achieved? It is but there is still work to do. The Chair commented that the Local Authority is designating lead schools in Assessment for Learning and this may be an additional resource.</p>	

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	<p>2.8 Student Voice is an integral part of the school development. Activities include: -</p> <ul style="list-style-type: none"> ▪ 96 students attended a Student Voice conference at Outwood Grange in March 2009. ▪ 9 groups have been set up and principals and vice principals elected. ▪ Student Voice leadership team have been established. ▪ Student governors met with the Interim Executive Board and from that meeting are investigating the use of consequences in school. ▪ Student Voice attended training sessions in Harrogate, on vertical mentoring groups. They have led assemblies and made a presentation to parents. 97% of parents that attended said the presentation was clear and helpful. Governors re-inforced this. ▪ Students feel a real sense of purpose and feel successful at a range of activities. <p>3 Governors welcomed the presentation from the Ms Eddery and Mr McCluskie, and thanked them for their comprehensive reports. Governors noted that there is clear recognition of the inconsistencies that exist, and strategies are in place to deal with them. Governors looked forward to future reports as the work progresses and the impact is maintained.</p> <p>4 The Head Teacher reported progress on the staffing problems in English and maths. Staff changes have reduced non-specialist teaching to one post in each department. In the autumn term colleagues from Outwood Grange will be working here one day per week to demonstrate outstanding practice. Recruitment of full time staff is difficult, particularly in maths. Governors suggested recruitment and retention incentives, but recognised that funds for this are difficult to identify. Governors asked if the Local Authority could help? The School Improvement Partner agreed to explore this with appropriate Local Authority officers.</p>	SIP
09/54	<p><u>Parents Consultative Group</u></p> <p>The second meeting of this group took place on 22nd June. Further positive feedback was received about the progress being made in school development. The Interim Executive Board also received positive support. A further meeting has been arranged for Tuesday 14th July. Formal structures will be confirmed and a committee and officers elected. They will then be ready to engage directly with school management. Another step towards obtaining unity of purpose amongst all stakeholders.</p>	
09/55	<p><u>Curriculum led financial planning and curriculum design</u></p> <p>The Head Teacher shared with governors a document and explained the rationale behind the changes already achieved and those planned for the future. Governors recognised the importance of key features, particularly: -</p> <ul style="list-style-type: none"> ▪ Changes to curriculum subjects to re-engage disaffected learners. ▪ Commencement of option choices in year 9 enables a wider range of courses to be offered, as the pool of students making selections is larger. ▪ Delivery of option choices in one year enabling additional courses, consolidation of results, and enrichment opportunities to be offered in subsequent years. ▪ Booster maths and English included in option choices. ▪ The positive nature of the individual learning pathway. <p>Governors asked if the curriculum was sustainable? The average class size for options classes in the current year was under 19 in year 10 and under 16 in year 11.</p>	Chair

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	<p>The average class size for options classes in years 9 and 10 in September 09 will be almost 26. A far more cost effective scenario. It will be even more cost effective in September 2010, when the option classes will be drawn from 3 age groups. Governors thanked the Head Teacher for his comprehensive presentation.</p>	
09/56	<p><u>Dates of future meetings</u></p> <p>The confirmed date for the remaining meeting of this term is 13th July at 6.30 pm. Please note changes from 6.15pm.</p>	