

SCALBY SCHOOL
Shadow Governing Body Meeting
Wednesday 23rd March 2011 at 6.30 pm

Item	Minute	Action
FGB 10/33	<p><u>Attendance.</u> Individuals present shown in bold type.</p> <p>Local Authority Governors Mr R Cannon(RC) (V Chair), Mr A Backhouse(AB) Community Governors Mr M Goode (MG), Mrs S Williamson (SW), Mr J Scoble (JS) (Chair),</p> <p>Parent Governors Mrs S Hartley (SH), Mr G Casper (GC), Mr A Newton (AN), Mr A Robson (AR), Mrs J Vine (JV).</p> <p>Staff Governors Miss L Eddery (LE), Vacancy School staff Mr D Read (DR) (Head Teacher), Mrs V Michael (VM)(Assistant Head Teacher),</p> <p>Local Authority Officers Mrs D Sutherland (DS) (School Improvement Partner), Mrs A Johnston (AJ) (Governor and Support Services Manager)</p> <p>Clerk Mr. R Hobson (RH)</p>	
FGB 10/34	<p><u>Introduction</u></p> <ol style="list-style-type: none"> 1. The Chair welcomed everyone to the meeting, particularly Mr Backhouse attending his first meeting. He thanked him for his interest in the school and wished him well for his time working here. 2. Mr Backhouse had been approached by the Chair and agreed to join the Shadow Governing Body. The vacancy was for a Local Authority governor. As an elected councillor Mr Backhouse was ineligible to be a community governor. The Chair had therefore agreed to resign his post as a Local Authority Governor. The Local Authority hold the responsibility to appoint governors to the Shadow Governing Body. The Local Authority had appointed Mr Backhouse as Local Authority governor, and Mr Scoble as Community Governor. 3. Governors confirmed their wish for Mr Scoble to continue his term of office as Chair. In future elections for Chair the agreed procedure will be used. 4. There are 2 candidates for the staff governor vacancy. Governors agreed that one would be appointed, and the other invited to attend as an observer to the remaining Shadow Governing Body meetings this academic year. 	
FGB 10/34	<p><u>Apologies for absence</u> Apologies had been received from Mrs Vine. Governors agreed consent</p>	
FGB 10/36	<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>	
FGB 10/37	<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</p>	
FGB 10/38	<p><u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the meetings of the SGB held on Wednesday 8th December 2010 were agreed as a correct record and signed by the Chair.</p>	
FGB 10/39	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u> FGB 10/32 The Full Governing Body Meeting arranged for 6th July clashes with a school event involving other local schools. Governors agreed to move the meeting to Thursday 7th July.</p>	
FGB 10/40	<p><u>School governance</u> Alison Johnston, Governor and Support Services Manager.</p> <ol style="list-style-type: none"> 1. Agree a draft instrument of governance for submission to the Local Authority. <ol style="list-style-type: none"> 1.1. Governors had reviewed documents describing guiding principals and constitutional models for a standard Governing Body. The previous 	

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	<p>Governing Body at the school had consisted of 20 governors.</p> <p>1.2. Governors recognised that the drive from central government was for smaller Governing Bodies. This had been successful here with the Interim Executive Board. However, the commitment required for Interim Executive Board members is not something that could continue long term. It is also necessary to have a reasonable sized pool of people for such matters as pupil discipline committees.</p> <p>1.3. Governors agreed that an appropriate staff representation would be three. One place is reserved for the Head Teacher. Teaching staff and non teaching staff are allocated one place each.</p> <p>1.4. Three staff governors applied to the constitutional models indicates a Governing Body membership in the range 12 to 16. Governors agreed the a constitutional model consisting of 5 parents, 3 staff, 3 Local Authority and 3 community governors.</p> <p>1.5. The Governor and Support Services Manager was asked to take this recommendation to the Local Authority for the Instrument of Government to be drawn up, and for the nomination of Local Authority members to be arranged.</p> <p>1.6. Standard rules and guidance apply to elections for both parent and staff posts. They describe what to do in the event of insufficient nominations being received. The Clerk can provide the guidance as required.</p> <p>2. Governors agreed the action plan for the transition to normal governance.</p> <p>2.1. Local Authority to draw up instrument of governance and receive nominations for Local Authority governors.</p> <p>2.2. School to organise elections for parent and staff governors. It would be useful for this to be completed by half term, or shortly afterwards as the outcome may inform choices to be made in 2.3 below, and give time for an induction process.</p> <p>2.3. Shadow Governing Body to consider and recommend suitable candidates for community governors. The elected and nominated members of the Governing Body will appoint these at the first meeting.</p> <p>2.4. The Constitution Date of the new permanent Governing Body will be 8th September. The first meeting of the Governing Body will be at 6.00pm on Wednesday 8th September. Agenda to be agreed with the Local Authority.</p> <p>3. The Chair thanked the Governor and Support Services Manager for her valuable contribution to this part of the meeting. She then withdrew from the meeting.</p>	<p>AJ</p> <p>Clerk</p> <p>AJ</p> <p>Head</p> <p>Chair & Govs</p> <p>Clerk</p>
FGB 10/41	<p><u>Governor Committees</u> Receive reports from committees.</p> <p>1. The minutes of all committee meetings had been circulated to all governors. The Chair invited questions and comments on the minutes.</p> <p>2. Governors were content that the committees had dealt appropriately with all matters. Governors noted the committee reports.</p>	
FGB 10/42	<p><u>Statutory reports</u></p> <p>1. The Assistant Head Teacher, Deep Support distributed summary reports.</p> <p>1.1. Exclusions</p> <p>1.1.1. Fixed Term Exclusions this term are similar compared with the same period last year. The average per month is 32, the same as last year. The average of days lost to learning/month is now 54 compared with 48 last year. The average number of excluded pupils/month is 22, the same as last year.</p> <p>1.1.2. Governors again discussed the reasons for the significant</p>	

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	<p>higher number of exclusions and attendance issues in years 10 and 11. Did year 9 pupils last year have the same statistical profile as the current year 10 and 11 cohorts? They did not. Part of the explanation is that the school now takes pupils excluded from other schools. This did not happen whilst the school were in special measures. These are often disaffected students. But this is not the only reason. The Senior Leadership Team are trying to work out what is causing the problem and determine appropriate strategies. The Assistant Head Teacher offered to provide a presentation on this matter to the next School Improvement Committee. Governors welcomed this.</p> <p>1.1.3. Governors asked if the consequences system is fulfilling the tasks required of it. The Head Teacher confirmed that in the recent stakeholder survey a considerable number of students identified consequences as a very positive item. The deliberate late arrival of pupils to the consequence room triggers a fixed term exclusion. Perhaps a different strategy is required? The consequences system is also a shock to pupils admitted from others schools. The Head Teacher offered to present a review of the consequences system to the second School Improvement Committee of next term.</p> <p>1.2. Attendance and punctuality</p> <p>1.2.1. Punctuality is good and there are no concerns. Governors welcomed this.</p> <p>1.2.2. The overall attendance last year was in the “above average” bracket by comparison with national data. It is a concern that attendance is currently down compared with last year. It now only “average”. Further analysis shows that attendance is a particular problem in Years 10 and 11. Again there is an effect due to the arrival of pupils in the school after exclusion elsewhere.</p> <p>1.2.3. Persistent non attendance has risen from 4% last year to 5.5% this year. The Local Authority target for the school is 5%.</p> <p>1.2.4. Governors asked who has responsibility for prosecutions of persistently absent pupils? This lies with the Education Welfare Service of the Local Authority. The school have not been well supported in this area because the post holder has been on long term sick. This matter was raised in committee and Mr Goode and Mrs Michael had been asked to contact the Local Authority about this. The letter has been sent but no response so far.</p> <p>1.3. Record of racist incidents</p> <p>1.3.1. We had three racist incidents this term. Two were quite low level and in the context of a number of students insulting each other. The third was a discussion of a racially insulting nature in the dining room.</p> <p>1.3.2. The community cohesion officer from the LA has been in to speak to a group of students.</p>	<p>Ass Head Clerk</p> <p>Head Clerk</p>
FGB 10/43	<p><u>Head Teacher items</u></p> <p>1. Head’s Report</p> <p>1.1. The Head Teacher introduced his report and hi-lighted the following; -</p> <ul style="list-style-type: none"> o The successful recruitment of a teacher of French. He further 	

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	<p>explained the recruitment process. The candidates had been asked to teach lessons, and the feedback from students receiving those lessons was taken into account. Governors welcomed this approach.</p> <ul style="list-style-type: none"> ○ The after school activities list covers a significant range of activities, but is still constrained by the number of staff involved in classes provided for academic catch up. ○ The changes to the curriculum to reflect the new English Baccalaureate will strengthen the school's reputation for academic achievement. <p>1.2. The Head Teacher invited questions and comments on his report.</p> <ul style="list-style-type: none"> ○ Was the stress illness suffered by 3 members of staff related? No it was personal circumstances. ○ Governors asked if the Pupil Admission Number of 212 was still appropriate. It is 32 above the projected September intake but may still be achievable in the future. There is a planned housing development in the Scalby area. ○ Governors welcomed the developments to the primary transition programme. <p>2. Governing Body links with primary schools.</p> <p>2.1. Newby and Scalby Primary School Governing Body had approached the school with a suggestion of a formal liaison arrangement. Perhaps involving one of their governors attending Scalby Governing Body meetings, and vice versa. The Chair had obtained further information from the Head Teacher and now reported the aims of the suggestion: -</p> <ul style="list-style-type: none"> ○ To provide both Governing Bodies with an overview of the transition process. ○ Enhance partnership arrangements involving staff. ○ Provide continuity of family needs from Early Years Foundation Stage through to the end of KS4. <p>2.2. This could be achieved by having a parent or community governor common to both bodies. Several of the current Shadow Governing Body are Primary School governors already, but not at Newby and Scalby.</p> <p>2.3. Governors noted that by the autumn of this year the current Shadow Governing Body will have been replaced by a new Governing Body. Governors suggested that a governor from Newby and Scalby School should be invited to attend the committee meetings during the summer term with a view to a more formal arrangement in the future. The Chair was asked to make the invitations.</p>	Chair
FGB 10/44	<p><u>Support staff as GTAs review</u></p> <p>1. This is a follow up from the Interim Executive Board meeting held on 1st September 2010. At that meeting governors supported a proposal to change the way of working of support staff so that additional pupils support could be provided. That had been implemented and the Assistant Head Teacher for Deep Support now presented an analysis of progress.</p> <p>2. The change had been successful. Specific benefits were hi-lighted: -</p> <ul style="list-style-type: none"> ○ Special Educational Needs pupils had been given more support. ○ Assessment for statements had been facilitated. ○ Targeted students had made very significant progress. ○ All lessons using this support had been rated good or outstanding. ○ Financially efficient and flexible. <p>3. Staff affected by the changes had been asked for their views and the</p>	

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	<p>responses were presented to governors. They were largely positive, but some issues need to be addressed, particularly time management and work load for technicians. One individual was negative in his response. The Assistant Head Teacher confirmed that 2 points within that response were factually incorrect.</p> <p>4. Governors agreed the Assistant Head Teacher's recommendation that the roles should continue with the current organisational structure and that the work/time balance should be investigated. The School Improvement Committee will review progress at a future meeting.</p>	Clerk
FGB 10/45	<p><u>Strategic planning</u></p> <p>1. Long term strategic priorities.</p> <p>1.1. The Head Teacher provided governors with a presentation on his vision for leading Scalby School from "good" to "outstanding". It would be a 5 year programme, and differs from the action plans and curriculum required to get the school out of special measures.</p> <p>1.2. The strategy has been informed by the Head Teacher's own philosophy of education, the work of the Senior Leadership Team and other colleagues on the Self Evaluation Form, and the evidence from stakeholders taking part in the recent comprehensive survey on the work of the school.</p> <p>1.3. The vision has 4 priorities: -</p> <ul style="list-style-type: none"> ○ Outstanding Provision: As a Training School, Scalby is recognised as a centre of excellence for learning and teaching. It also offers an extensive programme of extra-curricular opportunities: academic, sporting and cultural. ○ Outstanding Attainment: Examination results place Scalby in the top 5% of schools nationally in terms of both attainment and achievement. ○ an Outstanding Environment: Scalby is a community where students feel they belong and feel safe. They can focus on their learning in pleasant, well equipped buildings. ○ Outstanding Leadership: Scalby is ambitious for its students and staff and nurtures our leaders of tomorrow through the experiences it provides today. Leadership at all levels is aspirational, motivational and challenging in its desire to put students first. <p>1.4. The planning process is under way and consists of 5 stages: -</p> <ul style="list-style-type: none"> 1.4.1. Stakeholder surveys complete 1.4.2. Self Evaluation Form complete 1.4.3. Strategic Priorities endorsed by SGB 1.4.4. Senior Leadership Team plan actions to achieve the vision and strategic plan. (May) 1.4.5. Vision and School Development Plan 'roll out' to staff (June) 1.4.6. Departmental planning to support the vision. (June/July) <p>1.5. The process has now reached the third stage, the endorsement of the priorities by the Shadow Governing Body. Governors welcomed the 4 priorities and were pleased to support the Head Teacher on his vision for Scalby School. Governors looked forward to receiving the action plans at the School Improvement Committee in May.</p> <p>2. Curriculum Led Financial Plan.</p> <p>2.1. At this stage of the year the Deputy Head Teacher is currently</p>	Clerk

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	<p>considering options and groupings. The current key ratio is .78 against a target of perfection of .79. This includes a deliberate provision to allow coaches to spend more time with pupils to impact on the teaching and learning.</p> <p>2.2. The plan is also dependent on resources available, which currently are uncertain. By the time of the committees in May additional information should be available.</p> <p>2.3. Both committees had previously considered this matter on their agendas, as it is fundamental to the work of the school. Governors asked that it should be the last agenda item of the first committee and the first agenda item on the second committee, and that the meetings should overlap to enable the update to be presented to all governors.</p>	Clerk									
FGB 10/46	<p><u>Graham/Raincliffe schools merger consultation</u></p> <p>1. The School Improvement Partner reminded governors that by law the consultation is on the closure of Raincliffe School.</p> <p>2. The Head Teacher explained that the concern of himself and colleagues at Scalby is that the new Pupil Admission Number for the enlarged Graham School should not simply be the sum of the 2 separate Pupil Admission Numbers. That would be 430 against a current combined year 7 of 294. A suggested Pupil Admission Number of 300 would be more reasonable and less of a threat to the viability of other local schools.</p> <p>3. Governors supported the representation made by the Head Teacher.</p>										
FGB 10/47	<p><u>Reports from link Governors</u></p> <p>1. Health & Safety Mr Caspar</p> <p>1.1. The Health and Safety governor had visited the School 2 weeks ago and carried out a walk round inspection. He would report his findings to committee. It is intended that this should take place twice a year. Governors recognised the value of having a fresh pair of eyes, someone not usually on site, to carry out such a review.</p> <p>2. Safeguarding Mrs Hartley</p> <p>2.1. The Safeguarding link governor had visited the school to review procedures and documentation. A follow up visit will be held soon.</p> <p>3. Technology Specialism Mr Robson</p> <p>3.1. Earlier links had resulted in the governor providing equipment and support for the engineering club. A meeting will be held shortly to review the link and the way forward.</p>										
FGB 10/48	<p><u>Urgent Items agreed by the Chair.</u></p> <p>1. The Chair will be attending a meeting on the core package and the additional traded services to be offered by the Local Authority's Quality and Improvement section. He will report to the committees.</p> <p>2. The School Improvement Partner will make her spring term visit tomorrow and will continue her annual cycle of visits for this academic year. Governors welcomed this and looked forward to receiving the reports.</p>										
FGB 10/49	<p><u>Dates of future meetings</u></p> <p>Full Shadow Governing Body Meeting will be held at 6.30pm on Thursday 7th July. Governors agreed that both committees would be held on the same Wednesday evenings with start times of 5.00pm and 6.30pm, and that the start times should alternate.</p> <table border="0" data-bbox="464 1921 1142 2018"> <tr> <td></td> <td>5.00 pm</td> <td>6.30 pm</td> </tr> <tr> <td>25-May-11</td> <td>Fin, Staff & Gen</td> <td>Curric & Sch imp</td> </tr> <tr> <td>22-Jun-11</td> <td>Curric & Sch imp</td> <td>Fin, Staff & Gen</td> </tr> </table>		5.00 pm	6.30 pm	25-May-11	Fin, Staff & Gen	Curric & Sch imp	22-Jun-11	Curric & Sch imp	Fin, Staff & Gen	
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