

To IEB Members and Headteacher

7 November 2011

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**NOTICE OF A MEETING OF THE INTERIM EXECUTIVE BOARD OF
AUDLEM ST JAMES PRIMARY SCHOOL**

DATE: Monday 14th November 2011
TIME: 1pm
VENUE: Dalton House

AGENDA – PART ONE

1. APOLOGIES & ADDITIONAL AOB ITEMS

To receive and consider apologies, and for Members of the Board to notify the Chair of any other Part One business they wish to be considered at the end of the meeting.

2. CONFLICT OF INTEREST

To declare any potential pecuniary interest or conflict of interest between an individual and the Interim Executive Board (IEB) as a whole in connection with the business to be discussed during the meeting today.

3. PART ONE MINUTES

To confirm the part one minutes of the meeting on 10th October 2011.

4. MATTERS ARISING

To discuss any matters arising from the part one minutes which will not be covered elsewhere in the meeting.

5. CHAIR'S ACTION

To receive a report from the Chair on any decision, taken on behalf of the IEB since the last full meeting.

6. HEADTEACHER'S REPORT

To receive a report from the Headteacher, to include:

- a) the impact of actions taken to improve progress of pupils and improve the quality of teaching and learning, including the review of performance data/RAISE etc
- b) the 3 year budget plan and the 2011 budget for the IEB to consider pending signing off
- c) a summary of attendance
- d) a summary of staff absence figures compared to previous year

7. FALLING PUPIL NUMBERS

To discuss the implications, and any ways to address this

8. PART ONE REPORTS FROM IEB MEMBERS WITH SPECIAL RESPONSIBILITIES

To receive reports from members with special responsibilities, including any recommendations requiring the approval of the IEB.

- a) Finance: Janet Broadley and Bill Bales
- b) Community links and parental surgeries: Derek Barnes and Bill Bales
- c) Health and safety, and safeguarding: David Littlewood and Derek Barnes
- d) Premises, building and capital: Derek Barnes and Bill Bales
- e) Headteacher's Performance Management: Derek Barnes and Janet Broadley
- f) Leadership and management: Janet Broadley and Derek Barnes
- g) Staffing and recruitment: David Littlewood and Bill Bales
- h) Curriculum and teaching & learning: David Littlewood and Janet Broadley

9. SCHOOL BUDGET

To consider the details of the budget

10. UNOFFICIAL SCHOOL FUNDS

To receive a copy of the annual accounts and the audit certificate.

11. SCHOOL POLICIES

To consider any policies needing the approval of the full IEB

12. ANY OTHER BUSINESS

To consider those items of which the IEB has been notified at the start of the meeting.

13. MEETINGS

To confirm that the next full Governing Body meeting will be held at 1pm on Monday 12th December 2011. (Venue to be agreed).