

**MEETING OF THE INTERIM EXECUTIVE BOARD OF GOVERNORS  
OF AUDLEM ST JAMES PRIMARY SCHOOL  
HELD AT DALTON HOUSE ON FRIDAY 9<sup>TH</sup> SEPTEMBER 2011**

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**Present:**

Derek Barnes - Chair  
Bill Bales  
Janet Broadley  
David Littlewood

**Also in attendance:**

Shena Lewington (Clerk)  
Anne Gadsden  
Mark Bayley (for first part of the meeting)  
Ruth Agnew  
Andy Kent

**1. Apologies**

a. No apologies were received.

**2. Declaration of interests**

a. No conflicts of interest were declared.

**3. CRB checks**

a. Members of the board provided documentation for their CRB checks.

**4. Update from Mark Bayley**

- a. Thanks were extended to all members of the board for their input.
- b. Contracts are to be prepared under a delegated decision process, and would be posted out.
- c. An Audlem Online press release had been issued shortly after the Secretary of State's decision to set up an interim executive board. It was intended that a further press release would be made after today's IEB meeting. Audlem Online was felt to be a good medium for communication with the local community.
- d. The positive intervention of a local councillor, Rachel Bailey, was noted.
- e. **Report by Anne Gadsden.** It was noted that Audlem St James was identified as subject to the Improving Outcomes Policy of the local authority, but that the IOP meetings had not taken place last term, to relieve pressure on the school.
- f. Members were informed that the IOP provided additional funding. Curriculum support, and teaching and learning reviews were available. All commissioned work would need to be identified within the IEB action plan.
- g. It was stated that the school had made a decision not to purchase their school improvement partner (SIP) through the local authority, and had commissioned the

services of David Walden to act as an external adviser. It was noted that David Walden was acting in this capacity for a number of other Nantwich schools.

- h. It was stated that the specification for the SIP should be a matter of discussion in school and its governing body, and should focus both on professional aspects and accountability.
- i. Anne Gadsden advised that, as Audlem St James was an IOP school, the records of visit by the SIP would be available to the local authority.
- j. It was stated that the IOP team would work in close liaison with the IEB.
- k. **Headteacher's Performance Management** It is to be ascertained whether the review of last year's performance management had been completed.
- l. It was stated that the diocesan aspect of the Headteacher's Performance Management should be robust.
- m. **Parental contacts** A file is being kept of communications to and from parents. Concerns are being addressed with a particular focus on Early Years Foundation Stage (EYFS) provision. **Action:** Bill Bales to monitor the contents of the parental contacts folder.
- n. It was noted that the school website did not yet reflect the IEB membership. This is to be updated as a priority. **Action:** School.
- o. It was questioned whether the rigour of the intervention and support from the local authority had made the desired impact. It was stated that, if not, this was not a reflection of the quality of the support provided.
- p. It was noted that the number of children on roll had increased by 11, because of new entrants to the village.
- q. The school had provided data on EYFS attainment but no analysis of progress had been included. It was agreed that EYFS provision was a priority.
- r. A summary was given of a meeting at the school at the end of term, which had been attended by Mark Bayley, the Headteacher, the deputy head and Judy Tarrant (a member of the previous Governing Body). Discrepancies in the information regarding pupil progress had been found, and the assessment procedures were described as having little confidence. It was stated that there remained concerns over this aspect of the school's performance.
- s. A response had been received from the Department for Education, which did not uphold the complaints made by Dr N Carr and the previous Governing Body.
- t. The possibility of Ofsted undertaking a monitoring visit was discussed.
- u. It was not known whether the school had yet been given information on the remarking of Key Stage 2 assessments.

##### 5. **Report from Andy Kent**

- a. It was noted there had been so far no response or acknowledgements from the previous governing body to the notice of termination.
- b. The IEB's role in providing a duty of care to the Headteacher was highlighted.
- c. It was queried how parental complaints were logged by the school. The procedures for the IEB to undertake a hearings and an appeals process were considered. It was noted that there would not be a statutory quorum for panels as there was for regular governing bodies. (*Clerk's note: This is to be ascertained.*)

*Mark Bayley and Anne Gadsden left the meeting at this point.*

## 6. **Policies and procedures**

- a. It was agreed that the IEB would immediately adopt all policies and procedures approved by the previous Governing Body. These would be reviewed in due course, with the safeguarding policy a priority.

## 7. **Governor development**

- a. The Governor Services package, part of the School Business Support Agreement, is to be brought in, at a cost of £365 per annum.
- b. It was confirmed that Janet Broadley had completed safer recruitment training.
- c. Details of forthcoming courses are to be forwarded to members of the IEB.

## 8. **Terms of reference**

- a. The attention of members was drawn to the new Schools Causing Concern guidance from the DfE. It was noted that School Governance procedures did not apply to the interim executive board. For example, the Headteacher had no automatic right to attend meetings.
- b. Terms of reference were adopted as tabled, subject to the following amendments: the quorum is 2, and meetings would be closed unless otherwise advised.

## 9. **The following responsibilities were agreed:**

- a. Finance: Janet Broadley and Bill Bales
- b. Community links: Derek Barnes and Bill Bales
- c. Premises, building and capital: Derek Barnes and Bill Bales
- d. Health and safety, safeguarding: David Littlewood and Derek Barnes
- 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
- i. These responsibilities are to be more fully described in due course.

## 10. **Parent Champions**

- a. This role, as described in the now obsolete Schools Causing Concern guidance of 2008, was discussed. At present it was decided that this would be discussed at a future meeting.

## 11. **Any Other Business**

- a. It was agreed that in accordance with section 6 of the Terms of Reference, draft minutes would be published on the school website once they had been reviewed by e-mail.
- b. A safeguarding audit is to be undertaken by Derek Barnes and David Littlewood on the morning of 15<sup>th</sup> September 2011.
- c. Bill Bales and Janet Broadley are to arrange a finance meeting with Angela Roberts during the week beginning 12<sup>th</sup> September 2011.
- d. Parental surgeries, to take place at the school between 2 and 5pm, were arranged for the following dates:

Tuesday 14<sup>th</sup> September (Bill Bales and David Littlewood)

Thursday 30<sup>th</sup> September (Derek Barnes and Janet Broadley)

Wednesday 12<sup>th</sup> October (Bill Bales and Janet Broadley)

Monday, 31st October (David Littlewood and Derek Barnes)

Wednesday 23rd November (Bill Bales and Janet Broadley)

Monday, 5th December (Derek Barnes and David Littlewood)

- e. It was noted that Andy Kent and Mark Bayley would also be available to attend the surgeries if requested.
- f. Contact with members of the IEB would be made through the school.
- g. The clerk is to send details of the conference at Tatton Park on 18<sup>th</sup> November 2011. **Action:** Shena Lewington
- h. A provisional date of 19th September 2011 was set for Derek Barnes and Janet Broadley to undertake the Headteacher's Performance Management.

*Mark Bayley returned to the meeting at this point.*

- i. A request was made by the IEB for a local authority review to follow up on actions from last time. Andree Keddle and Rachel Johnson are to be approached about conducting a two-day review.
- j. It was noted that the role of the IEB had been shared with the Headteacher and deputy head, and the distinction made between strategic and operational matters. The Headteacher is to be requested to provide up-to-date information on staffing.

**12. It was agreed that the next meetings of the IEB would take place on the following dates:**

- Monday, 10th October 2011 – 1pm at the school
- Monday 14th November – 1pm (venue to be agreed)
- Monday 12th December – 1pm (venue to be agreed)

**The meeting ended at 11:35am.**

Signed by the Chair: .....

Date: .....