

Ref: ASJ

14 October 2011

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

DATE: Monday 10th October 2011
TIME: 1pm
VENUE: The School

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

a) 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.

b) To confirm the completion of annual declarations. (The forms should be retained by the school)

3. PART ONE MINUTES

To confirm the part one minutes of the meeting on 9th September 2011.

4. MATTERS ARISING

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

5. SCHOOL IMPROVEMENT INFORMATION

To receive the latest information from Mark Bayley about School Improvement Support, and discuss any implications.

6. CHAIR'S ACTION

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

7. 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

8. HEADTEACHER'S REPORT

To receive a report from the Headteacher, to include:

- a) specific details on jobs, roles and responsibilities of teaching and non-teaching staff and pay point
- b) 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
- c) the 3 year budget plan and the 2011 budget for the IEB to consider pending signing off
- d) nursery intake numbers - actual and expected
- e) details of attainment on entry data to nursery and reception
- f) a summary of attendance
- g) a summary of staff absence figures compared to previous year

9. KS2 SATS TARGETS FOR 2013

To consider the 2013 SATs targets for current year 5 pupils

10. UNOFFICIAL SCHOOL FUNDS

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

11. SCHOOL POLICIES

To consider the following policies:

- Safeguarding
- Stress at work
- Complaints

12. PLANNED RESIDENTIAL VISITS

To approve any forthcoming visits and receive confirmation that risk assessments have been carried out.

13. ANY OTHER BUSINESS

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

14. MEETINGS

To confirm that the next full Governing Body meetings will be held at 1pm on Monday 14th November and Monday 12th December 2011. (Venues to be agreed)