

**MINUTES OF A MEETING OF THE INTERIM EXECUTIVE BOARD OF
AUDLEM ST JAMES CE PRIMARY SCHOOL
HELD AT THE SCHOOL ON 10th OCTOBER 2011**

Members Present: Mr D Barnes **Chair**
Mrs J Broadley
Mr D Littlewood
Mr B Bales

Also in attendance: Mrs S Lewington **Clerk to the Governors**
Mrs C Nolan-Burnitt **Headteacher**

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES

No apologies for absence were received.

2. CONFLICT OF INTEREST

Members of the IEB were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. No potential conflict was declared.

Annual declarations of pecuniary interest had been completed and returned to the school.

3. PART ONE MINUTES

The part one minutes of the meeting held on 9th September 2011 were confirmed as a correct record, and signed by the Chair.

4. MATTERS ARISING FROM THE PART ONE MINUTES

The following matters arising were discussed.

- a) Item 4h refers: David Walden is to continue as School Improvement Partner for 2011/12.
- b) Item 7a refers: The local authority governor development package had been purchased.
- c) Item 10a refers: The appointment of a parent champion is to be deferred until after January 2012.
- d) Item 11i refers: A two-day review had been booked for November 2011.

5. CHAIR'S ACTIONS

The Chair reported back on the following action taken on behalf of the IEB since the last full meeting:

- The complaints policy had been redrafted to be in line with the Cheshire East model policy.

6. PART ONE REPORTS FROM IEB MEMBERS WITH SPECIAL RESPONSIBILITIES

Finance:

- a. Bill Bales had attended a meeting with the school's finance officer. The school business manager is to investigate the requirements of the new Schools Financial Value Standard. The key differences between this and FMSiS were described. It was noted that training was available on 8th December at the Berkeley School.
- b. Benchmarking information is to be accessed from the S2S website.
- c. It was queried whether the deficit budget for 2011/12 had been signed off. It was stated that an application had been sent to the local authority, to be approved. It was stated that the 2012/13 budget was not in deficit.
- d. It was queried whether interest was payable on deficit budgets. In response to a question about the cause of deficit, it was stated that falling pupil numbers were the key reason. It was noted that the previous Governing Body had made a decision to maintain staffing numbers.
- e. The headteacher presented a budget plan, showing the half-term statement as of 20th September 2011.
- f. The level of administration hours was queried. The headteacher reported that a comparison had been made with other Nantwich schools. It was stated that demands on the school were increasing. Benchmarking of all staff is to be undertaken. Job evaluation / benchmarking was requested from the local authority.
- g. Members of the IEB asked whether, in setting the deficit budget, anything had been cut that ideally would have been retained. Support with early years foundation stage children was identified. The headteacher stated that a change in the deployment of the existing staff was about to be made which would address this.
- h. A report on the Unofficial School Fund (USF) was given, showing a balance of £8282.71. The nature of an USF was noted. The audit certificate is to be received at the next IEB meeting. The auditor was noted to be Alan Draper, and it was confirmed by the headteacher that he was qualified, and independent of the school.
- i. The Friends of Audlem School Association (FASA) had identified their next fundraising activity as being focussed on providing reading books. It was stated that they would also consider proposals from the IEB.
- j. Devolved Formula Capital is to be put towards the cost of the bike sheds and internal doors. Action: Headteacher to provide details of DFC and the action plan for its use.
- k. It was queried whether the school was fully compliant with disabled access requirements. Action: Derek Barnes and Bill Bales to undertake a DDA audit, following consideration of the last report. The school is to provide an action plan.

Community Links and Parental Surgeries

- l. A report was given on the two meetings had taken place with parents. Clarification on the role of the IEB had been found useful. It had been confirmed that the members of the IEB were not in school fulltime.

- m. The notes of the meeting on 30th September are to be distributed. Action: Derek Barnes.
- n. A query about a class size of 36 had been made. The headteacher stated that a group of more able Y5 children would be moved up to Y6 if class numbers increased. The impact on children's performance of being in relatively large classes was discussed. Support by TAs for individual children and various groups was described, with a focus on "closing the gap".
- o. Members of the IEB intend to meet all staff individually, to discuss the role of the IEB.
- p. A meeting with the editor of Audlem Online had been scheduled for 24th October 2011. Action: Bill Bales
- q. Discussion took place on ways to optimise the appearance and use of the website. The advantages of the school webteam being able to keep the site fully current were flagged up.
- r. Rachel Bailey, the local councillor, is to visit the school on 12th October.

Health & Safety, and Safeguarding

- s. An updated version of the Safeguarding policy was received, which included the latest actions. This and the revised Complaints policy are to be published on the school website. Thanks were extended to the school staff for their help.
- t. First Aid refresher training for two members of nominated first aider staff is to be arranged.
- u. Thanks were extended to Jodie Oliver and all staff for their participation in the Health and Safety audit.

Curriculum and Teaching & Learning

- v. Meetings are to take place with other support and teaching staff on 4th November.

7. HEADTEACHER'S REPORT – PART ONE

Part one of the Headteacher's Report contained the following matters:

- School Organisation
- Staffing Issues
- Staff Absences
- School Status Report
- Class Structure
- Post Ofsted Action Plan and School Strategic Development Plan
- Progress and Attainment
- Finance
- School Travel Plan
- Performance Management
- School Improvement Partner Visit
- Residential Visits
- Attendance
- Nantwich Education Partnership Update
- Diocesan Inspection
- Special Events

- a. It was noted that the IEB had requested specific content for the report.
- b. The headteacher presented a three-year plan, showing projected figures for 2011 – 2014. Concern was raised about projected falling pupil numbers in 2013, based on the anticipated number of children attending the nursery. The number on roll was stated to be 149. The projected falling numbers were described as a demographic feature, because of fewer local children.
- c. The composition of the core Senior Leadership team (SLT) was identified as the headteacher, deputy head and the KS1 leader. In response to a question about whether the SENCO was a member of the SLT, it was stated that the SENCO and the EYFS leader attend when invited.
- d. A report was given on performance management of staff, which would be undertaken by the head and deputy by the end of October. Non-statutory performance management of support staff would be carried out in the spring term.
- e. Members of the IEB asked about the policy for managing staff attendance, and whether it followed the Cheshire East model policy. The headteacher confirmed that it did.
- f. Members of the IEB raised a query that the RAISEonline data (summary report) and FFT were not available at the meeting, and requested that these be sent through. Action: headteacher.
- g. The total pupil premium funds were stated to be £5590. The SENCO is to provide a detailed analysis of how this money is to be spent, and its impact. Action: SENCO.
- h. The IEB asked what provision was being made for the twelve children identified as Gifted and Talented. It was stated that challenge activities were set within the class, in addition to the opportunities offered by SCATTY (South Cheshire Able and Terrifically Talented Youngsters.) It was recommended that the headteacher access the Classroom Quality Standards, and that the focus for G&T children should be on challenging provision and activities in the classroom.
- i. It was noted that attendance, though good in comparison with national figures, had fallen slightly. It was confirmed that first day calling was in place.

8. SETTING OF TARGETS FOR 2013

The School Improvement Partner, David Walden, had recommended the following targets for the current Year 5 children, which the IEB approved:

2 Levels Eng	2 Levels M	E & M L4+	E & M L5	E L4+	E L5	M L4+	M L5
92-95	82-90	75-83	25-33	80-87	33-41	85-91	41-48
R L4+	R L5	W L4+	W L5	Sci L4+	Sci L5		
85-99	49-57	69-77	19-26	87-94	39-49		

9. SCHOOL DEVELOPMENT PLAN

- a) The three-year key improvement priority plan was considered.
- b) The IEB asked how the EYFS leader was monitoring the teaching and learning in the nursery. This information is to be added to the plan.

- c) The need for clear actions, specific dates and clear success criteria was highlighted. Exactly what success would look like for children was needed. "Ongoing" was thought to be too vague. The Chair is to provide a sample planner for monitoring and evaluating the SDP. Action: Derek Barnes
- d) It was agreed that the various actions should be left unhighlighted. The SDP is to be amended with a set of RAG (Red Amber Green) columns, to rate the outcomes based on firm evidence.
- e) An updated version of the SDP is to be sent to the IEB, by 14th November. Action: headteacher
- f) It was confirmed that a record of monitoring activities is maintained. This file includes book trawls, planning and lesson observations.
- g) The headteacher was thanked for her report. Members of staff were also thanked for their contributions.

10. SCHOOL POLICIES

The following policies were received and approved by the IEB:

- Safeguarding
- Stress at work
- Lone working
- Complaints (this to be amended with an adjustment to the number of IEB members on each panel)

11. PLANNED RESIDENTIAL VISITS

The IEB was informed about the following planned residential visits:

- Foxhowl Y4
- York Y5
- Manor Adventure Y6

The IEB was satisfied that appropriate risk assessments had been carried out, and approved the visits. It was confirmed that no child would be prevented from joining the visits through costs.

12. MEETINGS

It was confirmed that the next two full IEB meetings would be held at Dalton House at 1pm on Monday 14th November and Monday 12th December 2011.

13. ANY OTHER BUSINESS

There was no additional business.

----- Chair ----- Dated