

Interim Executive Board (IEB) of Audlem St James' Church of England Primary School

Terms of Reference

1. Background

The IEB of Audlem St James' Church of England Primary School was appointed by the Local Authority according to its powers under Section 65 of the Education and Inspections Act 2006, following consent from the Secretary of State, with effect from 1st September 2011.

The membership of the IEB is

Bill Bales

Derek Barnes (chair)

Janet Broadley

David Littlewood

2. Constitution, Terms of Office and Proceedings

- i. Members of the IEB will hold office for the period that the IEB is in existence, although individual members may resign at any time.
- ii. The LA may appoint additional members of the IEB at any time and may remove existing members for reasons of incapacity or misbehaviour.
- iii. The Chair of the IEB shall be appointed by the LA. The LA may remove or replace the Chair for reasons of incapacity or misbehaviour.
- iv. The Education (Governors' Allowances) (England) Regulations 2003 do not apply in relation to an IEB.
- v. The School Governance (Procedures) (England) Regulations 2003 do not apply in relation to IEBs. It is for the IEB, once constituted, to agree appropriate procedures for the conduct of its business.
- vi. The IEB may make such arrangements as they see fit for the discharge of their functions by any other person.
- vii. Whilst it is for the IEB to determine the regularity of meetings, it is anticipated that the Board will meet at least monthly during term time, to ensure the pace of improvement is maintained and to monitor improvement.
- viii. IEB members will commit to attending all meetings, unless due to personal circumstances – in which case the Clerk will be informed in advance of the meeting;
- ix. All IEB members and the Headteacher, unless the Headteacher is being discussed, and members of the shadow governing body, once established, may attend meetings of the IEB and its committees although non members will not have voting rights.

- x. Other individuals and observers, including other representatives of the LA, may only attend with agreement of the IEB.
- xi. Where confidential matters are being discussed it will be for the IEB to determine if non-members can be present;
- xii. The quorum for all meetings of the IEB will be two members.

3. Duties of the Board

- i. The IEB will fulfil all functions of a governing body and will conduct the school in a way that ensures improvement and promotes high standards of educational achievement.
- ii. The main function of the IEB will be to secure governance of the school, developing a sound basis for school improvement, with the intention of enabling the school rapidly to move out of the Council's IOP programme and to secure sustainable improvement.
- iii. The duties of the IEB can be summarised under three key roles.

a) Be strategic leaders of the school by:

- Setting targets for school improvement;
- Overseeing the conduct of the school leadership and management including performance management;
- Setting and overseeing the management of the school's delegated budget including setting a policy of spending decisions and limits to decisions that can be made by the headteacher alone, and those decisions that must be referred to the IEB for approval;
- Setting staffing structures;
- Monitoring performance management arrangements;
- Agreeing policies and plans drafted by the headteacher and setting an appropriate policy framework within which the school must operate;
- Appointing senior managers and other key staff as determined by the IEB.

b) Act as critical friend to the school's senior leadership team by:

- Monitoring the quality of provision and standards of achievement within the school;
- Monitoring performance against targets set by the IEB;
- Monitoring the implementation of the policy framework set by the IEB and its impact on standards of achievement;
- Monitoring school self-evaluation and satisfying itself to the accuracy of this, including via external support as determined by the IEB;
- Ensuring the school complies with statutory requirements;
- Providing challenge and support to the headteacher and SLT;
- Monitoring and evaluating progress towards post-inspection action points.

c) Hold the headteacher and SLT to account, and be accountable to any interested party for the school's performance by:

- Receiving regular information from the headteacher and SLT on the performance of all aspects of the school;
- Agreeing a performance management policy and monitoring its implementation;
- Conducting the performance management of the headteacher and monitoring progress towards agreed targets;
- Ensuring that the annual school prospectus meets statutory requirements
- Agreeing a complaints policy and monitoring its implementation
- Receiving appeals on issues relating to staff grievance, capability, complaints and exclusions;
- Determining how the school's relationships with parents will be managed including what will be communicated, in what medium and how frequently and liaising with the Parent Champion where appropriate.

4. The Role of the Headteacher

- i. The Headteacher will be responsible for the internal organisation, the leadership and management and control of the school, and for advising on the implementation of the IEB's strategic framework.
- ii. The Headteacher will provide the IEB with regular information on the performance of all aspects of the school and will comply with any reasonable request from the IEB for information. It is for the IEB to determine the range, content and regularity of these reports. The IEB may request any member of the SLT to attend its meetings to provide information on the performance of any aspect of the school for which they are responsible.
- iii. Where the IEB delegates any function to the Headteacher the IEB has the power to give the head reasonable directions in relation to that function, and oblige the head to comply with those directions.

5. Conduct of the IEB

- i. The IEB will conduct its business in an open and transparent way and in accordance with the principles of standards in public life as determined by the Nolan committee, and with reference to 'The Good Governance, Standards for Public Services' document produced by the Independent Commission for Good Governance in Public Services.
- ii. The IEB is a corporate body and consequently no individual has the power to act alone, unless delegated to do so by the IEB.
- iii. Where functions have been delegated to an individual, or a group, they must report back to the full IEB on actions taken under delegation at the earliest possible opportunity. The IEB remains responsible for any action undertaken on its behalf under delegation.

- iv. Individual members of the IEB must respect confidentiality. It is for the IEB to determine which parts of meetings, and the associated minutes, should remain confidential. Serious breaches of confidentiality may result in the LA removing an individual member from the IEB.
- v. All dialogue with press agencies will be through close liaison with the Council Press Office, and through the Headteacher and the Chair of the IEB. No member of the IEB should have contact otherwise with press agencies, unless authorised by the Chair.
- vi. Clerking of the meetings will be through a service level agreement with Governor Services. The Clerk will also be bound to confidentiality.

6. Procedural issues/ suggestions

- i. IEB minutes will be collated and sent to the Chair within one week for approval, before wider circulation to the members of the IEB, by email.
- ii. Non confidential minutes will be published on the school website as soon as is practicable.
- iii. The agenda for IEB meetings will be determined by the Chair of the IEB in the first instance, at least ten days before the meeting. This will then be circulated to other members for additional items to be considered for the agenda.
- iv. On request the Headteacher will present a report to the IEB on progress against each of the Key Issues, and including a financial update report, and any staffing/HR issues. The report will also include relevant data and pupil tracking information, and including behaviour and attendance data.
- v. The IEB will determine the agreed signatories for financial decision making, and will determine the spending thresholds for the Headteacher, without needing approval by the IEB. This is underpinned by ensuring accountability, without procedures negatively impacting the securing of rapid progress to address the issues.
- vi. Urgent decisions that need to be taken by the Headteacher in the period between IEB meetings will be with the approval of the Chair of the IEB.
- vii. The decision making processes of the IEB will be open and transparent, and in partnership in the best interests of the school and its progress towards addressing the key issues for the school. In the event of a split decision, the Chair of the IEB will have the casting vote.
- viii. The IEB will contribute to regular newsletters to update parents on the progress the school is making, and also will inform parents of the outcomes of LA evaluation visits/Her Majesty's Inspector/OFSTED visits to the school.