

**The Interim Executive Board of
Palacefields Primary School**

IEB Terms of Reference

1. Background

1.1 The IEB of Palacefields Primary school was appointed by The Heath Family Multi Academy Trust.

1.2 The membership of the IEB is as follows:

Jane Ainsworth	NLG
Heather Mullaney	Executive Principal (MAT)
Annette Williams	Executive Principal (Palacefields Primary)
Craig Parkinson	Chief Operating Officer (MAT)
Paul Holloway	Principal (Bridgewater Park Primary)
Elisabeth Rowlands?	Safeguarding/Attendance Lead (MAT)
TBC	(Gill Bennett)
2 x Parent Reps	
2 x Staff Reps	

1.3 Information about the IEB members and the work of the IEB, including a register of interests and attendance records, as well as non-confidential meeting minutes will be made available on the school website.

1.4 All IEB member appointments are subject to obtaining a satisfactory check from the Disclosure and Barring Service (DBS). Once this has been obtained a record of the DBS number will be recorded on the Schools Single Record.

2 The Role of the IEB

2.1 *The role and duties of the IEB:*

The IEB's main function is to secure a sound basis for future improvement in the school and it's main priority will be the promotion of high standards of educational achievement.

The IEB is the governing body of the school and any reference in the Education Acts to a governor or foundation governor has effect as a reference to an interim executive member.

The IEB will take on the responsibilities of a normally constituted governing body, including the management of the budget, the curriculum, staffing, pay and performance management and the appointment of the Executive Principal and Head of School. (From the statutory guidance on Schools Causing Concern 2016).

2.2 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.

2.3 The main function of the IEB will be to secure governance of the school, developing a sound basis for sustainable school improvement and associated with this transition to full Local Governance as part of The Heath Family Multi Academy Trust.

2.4 The Government's Governors' Handbook (Jan 2015) states that "in all types of schools, governing bodies should have a strong focus on three core strategic functions:

- A. Ensuring clarity of vision, ethos and strategic direction;
- B. Holding the Executive Principal/Head of School to account for the educational performance of the school and its pupils; and
- C. Overseeing the financial performance of the school and making sure its money is well spent."

2.5 The IEB has the additional responsibility to "conduct the school so as to secure, so far as is practicable to do so, the provision of a sound basis for future improvement in the conduct of the school." (Education and Inspections Act 2006, Schedule 6).

2.6 The IEB will fulfil its responsibilities in the following ways:

A) Ensuring clarity of vision, ethos and strategic direction:

- Setting targets for school improvement;
- Overseeing the conduct of the school leadership and management;
- Monitoring performance management arrangements;
- Implementing all Trust policies and agreeing local policies and plans drafted by the Executive Principal/Head of School and setting an appropriate policy framework within which the school must operate;
- Appointing senior managers and other key staff as determined by the IEB;
- Working closely with The Heath Family (NW), Local Authority and the Department for Education to secure a future for the school as part of our Multi Academy Trust.

B) Holding the Executive Principal/Head of School to account for the educational performance of the school and its pupils:

- Receiving regular information from the Executive Principal/Head of School and senior leaders on the performance of all aspects of the school;
- 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; supported by AIP (Academy Improvement Partner).
- Ensuring the school complies with statutory requirements;
- Providing challenge and support to the Executive Principal/Head of School and senior leaders;
- Monitoring and evaluating progress towards post-inspection action plans.
- Conducting the performance management of the Executive Principal/Head of School and monitoring progress towards agreed targets;

C) Overseeing the financial performance of the school and making sure its money is well spent:

- 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 the budget and the effectiveness of spending;
- Ensuring the budget is appropriately spent for the good of the learners currently in the school and to best secure the school's future;
- Ensuring the budget is targeted on school development priorities in line with the agreed school development plan.
- Ensure that sound financial management systems are in place in line with statutory and good practice requirements.

2.7 In addition it will fulfil its accountabilities to learners, parents, staff and the community by:

- Ensuring that the school website is informative, regularly updated and meeting statutory requirements
- Implementing The Heath Family's Complaints policy and monitoring its implementation
- Receiving appeals on issues relating to staff grievance, capability, complaints and exclusions;

3. Constitution, Terms of Office and Proceedings

- 3.1. Members of the IEB will hold office for the period that the IEB is in existence, although individual members may resign at any time (subject to a one-month notice period).
- 3.2. The Heath Family Multi Academy Trust may appoint additional members of the IEB at any time and may remove existing members for reasons of incapacity or misbehaviour.
- 3.3. The chair of the IEB is as appointed by the Trust. The Heath Family Multi Academy Trust has statutory powers to remove or replace the chair for reasons of incapacity or misconduct.
- 3.4. The IEB may make such arrangements as they see fit for the discharge of its functions by any other person.
- 3.5. Whilst it is for the IEB to determine the regularity of meetings, it is anticipated that it will meet at least monthly during term time.
- 3.6. IEB members will commit to attending all meetings, unless due to unavoidable prior commitments or urgent personal circumstances, in which case the chair and clerk will be informed in advance of the meeting, as far as it is reasonably practicable to do so.
- 3.7. All IEB members and the Executive Principal/Head of School, unless the Executive Principal/Head of School is being discussed, and members of any shadow governing body which may be established, may attend meetings of the IEB and its committees, although non members will not have voting rights.

- 3.8. Other individuals and observers may only attend with agreement of the IEB.
- 3.9. Where confidential matters are being discussed it will be for the IEB to determine if non-members can be present.
- 3.10. As much notice as possible will be given of IEB meetings and papers will be circulated in advance of the meeting where possible. The minutes will be made public following their approval by the IEB at its next meeting, except where items have been deemed by the IEB to be confidential.
- 3.11. The quorum for all meetings of the IEB will be two members.

4. The Role of the Executive Principal/Head of School

- 4.1. The Executive Principal/Head of School will be responsible for the internal organisation, the leadership and management of the school, and for advising on the implementation of the IEB's strategic framework.
- 4.2. The Executive Principal/Head of School 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, or other staff member, to attend its meetings to provide information on the performance of any aspect of the school for which they are responsible.
- 4.3. Where the IEB delegates any function to the Executive Principal/ Head of School the IEB has the power to give the Executive Principal/Head of School reasonable directions in relation to that function, and oblige the Executive Principal/Head of School to comply with those directions.

5. Conduct of the IEB

- 5.1. 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.
- 5.2. All potential or actual conflicts of interest in any item under discussion must be declared by the individual concerned at the outset of the meeting, or should a conflict emerge during discussion. It is for the IEB to ultimately determine what constitutes a conflict, and if they individual(s) concerned may remain in the meeting for the item under consideration, participate in discussion or vote.
- 5.3. The IEB is a corporate body and consequently no individual has the power to act alone, unless delegated to do so by the IEB, or in the person of the chair, acting in emergency.
- 5.4. Where functions have been delegated to an individual, or a group, or the chair has taken emergency action, 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.

- 5.5. 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.
- 5.6. All dialogue with press agencies will be through close liaison with The Heath Family media team/Hill Dickinson, and through the Executive Principal/Head of School and/or the chair of the IEB, as determined by the chair. No member of the IEB should have contact otherwise with press agencies, unless authorised by the chair.
- 5.7. Clerking of the meetings will be provided by a clerk external to the school, appointed by the IEB. The clerk will also be bound to confidentiality.

6. Procedures

- 6.1. IEB minutes will be prepared by the clerk and sent to the chair within one week for approval, before wider circulation to the members of the IEB, and named members of The Heath Family Multi Academy Trust as agreed by the IEB, via email.
- 6.2. Non confidential minutes will be published on the school website as soon as is practicable, following their approval by the IEB at its next meeting.
- 6.3. Subject to paragraph 6.4 the agenda for IEB meetings will be determined by the chair of the IEB in the first instance, at least two days before the meeting. This will then be circulated to other members for additional items to be considered for the agenda.
- 6.4. The chair may waive the normal notice period for a meeting where business is deemed to be urgent.
- 6.5. On request the Executive Principal/Head of School will present reports to the IEB on information it requests in order to fulfil its monitoring responsibilities.
- 6.6. The IEB will determine the agreed signatories for financial decision-making, and will determine the spending thresholds for the Executive Principal/Head of School, 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.
- 6.7. The chair has the delegated power to take urgent decisions on behalf of the IEB between meetings, where it is not practicable to call a full IEB meeting. All such decisions will be reported back to the next meeting of the IEB.
- 6.8. 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.
- 6.9. The IEB, in consultation with the Executive Principal/Head of School, will contribute to regular communications to update parents on the progress the school is making, and also will inform parents of the outcomes of MAT/AIP monitoring, Her Majesty's Inspector/Ofsted & DfE visits to the school.