

**The West Grantham Church of England Primary Academy**

**The West Grantham Church of England Secondary Academy**

**Interim Executive Board - TERMS OF REFERENCE**

### Purpose

1. The purpose of the Interim Executive Board (IEB) is to provide interim expertise and high quality governance to address the school’s concerns and put in place a strategy for sustainable improvement, including the promotion of high standards of educational achievement.

Powers of the IEB

1. The IEB has all the responsibilities of a normally constituted governing body, but additionally it is charged with conducting the school, “so as to secure, as far as is practicable to do so, the provision of a sound basis for future improvement in the conduct of the school”. The IEB combines the non-executive role of a governing body with a more operational role in order to bring about rapid improvement.

Constitution, Terms of Office and Proceedings

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.
2. SNMAT may appoint additional members of the IEB at any time and may remove existing members for reasons of incapacity or misbehaviour.
3. The Chair of the IEB shall be appointed by SNMAT. SNMAT may remove or replace the Chair for reasons of incapacity or misbehaviour.
4. The Education (Governors’ Allowances) (England) Regulations 2003 do not apply in relation to an IEB.
5. 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.
6. The IEB may make such arrangements as they see fit for the discharge of their functions by any other person.
7. 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;
8. 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.
9. Other individuals and observers, including other representatives of SNMAT, may only attend with agreement of the IEB.
10. Where confidential matters are being discussed it will be for the IEB to determine if non-members can be present;

Declaration of Interests

1. It is vital that all members of the Interim Executive Board (IEB) act, and are seen to act, impartially. All members are therefore required to complete a declaration of their business interests; these include all business and pecuniary (monetary) interests such as directorships, shareholdings and other appointments of influence within a business or other organisation. They should also include interests of related persons such as parent, spouse, child, cohabitee and business partner where influence *could* be exerted by that person over another IEB member or member of staff.
2. It is the responsibility of all IEB members to ensure their declarations of business interests are kept up to date at all times, and to amend or update them as necessary. This will be a standing agenda item for each board meeting, allowing members to declare any changes to their interests

Membership

1. The IEB shall consist of:

Anna Martin, Executive Principal

Elizabeth Duffell, Governor

Martin O’Connell, Governor

Grace Morton, Governor

IEB chair

1. Martin O’Connell will Chair the IEB meetings. The Chair has the casting vote.

Quorum

1. The quorum shall be two members (it is the responsibility of members to alert the Chair and clerk in the event of known non-attendance at a meeting).

Meetings

1. The Interim Executive Board will meet monthly during term time to ensure the pace of improvement is maintained and to monitor improvement.

Recording and reporting of meeting

1. The PA to the Head of Academies will be the clerk to the board and will produce minutes of all meetings to be circulated in advance of each new meeting.
2. Non-confidential minutes will be made available on the academy’s website.

Duties of the board

1. The duties of the IEB can be summarised under three key roles.
2. **Be strategic leaders of the school by**:

* Setting targets and monitoring school improvement;
* Setting staffing structures

1. **Act as critical friend to the school’s senior leadership team by**:

* Monitoring the quality of education;
* Providing challenge and support to the headteacher and SLT;

1. **Hold the headteacher to account, and be accountable to any interested party for the school’s performance by**:

* Receiving regular information from the headteacher on all aspects of the school;

Key Priorities for the IEB:

* Ensure safeguarding is robust by monitoring the safeguarding action plan and that ensuring that the single central record is updated
* Improve the quality of education
* Improve the financial management of the school
* Implement SNMAT and school policies
* Establish effective monitoring procedures for:
  + academic activities
  + pastoral activities
  + financial management
  + policy management
* Staffing – develop middle leaders/appraisal/support plans
* Engagement – promotion of school/prospectus
* Identify key governors (as per SNMAT operational guidance) – Safeguarding/SEND/Training & induction/GDPR.
* Review SNMAT Governance Termly Planner (Administration Column) to establish if core activities and processes have been set up in school. Examples of which are:
  + Establish /Review Health and Safety Action plan
  + Establish/Review academy Risk Register
  + Establish Premises/Maintenance Action plan.
* Strengthen and develop the impact of the headteacher’s leadership
* Develop a core of governors to become the substantive governing body

**SNMAT Termly Planner – below are the key activities for each term**:

Summer Term 2020:

* Review standards
* Reviews areas of the curriculum
* Review safeguarding report and action plan
* Monitor income and expenditure against agreed budget
* Review budget for 2020/21 (with SNMAT)
* Monitor Health & Safety Plan (if this is already in existence)

Autumn Term 2020:

* Action Administration Tasks over the period of the Autumn Term.
* IEB to determine other key areas that would need to be in this term.

Spring Term 2021:

* Is the IEB ready to implement the SNMAT meeting cycle from this term?
* Action Administration Tasks over the period of the Spring Term

Below is an example of an action plan that the IEB could use, once the key priorities have been

agreed.

**Action Plan template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective** | **Actions** | **Timescale** | **Outcome** | **Evaluation** |
| To develop a programme of governor monitoring over the academic year | 1. Identify as an IEB what the focus for monitoring should be. 2. Identify how monitoring can best be conduct taking into account working hours and school hours 3. Programme to be drawn up | June 2021  July 2021  July 20201 | Monitoring programme commences. Governors can articulate what they see in school, the impact and how that corresponds to information provided by the school. Outcomes for pupils improve. |  |