

Terms of Reference Interim Academy Board

1. Background

Plymouth CAST Multi Academy Trust, in consultation with the Bishop or his representative, will stand down a Local Governing Body (LGB) and appoint an Interim Academy Board (IAB) in one or more of the following circumstances:

- Identification of weak governance
- In response to the outcome of a review of governance or Ofsted inspection
- In response to the outcome of an Ofsted inspection where the school receives an inadequate judgement.
- a serious safeguarding concern within the academy.

On appointment of the IAB, the Local Governing Body is fully disbanded and all the delegated responsibilities of the LGB transfer to the IAB, with immediate effect. The main function of the CAST appointed IAB will be to secure governance of the academy, leading to the establishment of an effective fully-functioning LGB as soon as possible. It will be in place until the trigger is removed. The Education Standards Manager (ESM) will work in partnership with the IAB to determine priorities and set targets.

Plymouth CAST is committed to appointing IAB's which are small, focused groups. Members will be chosen on a case-by-case basis in accordance with the skill and knowledge and the needs of individual academies. The group will include a majority of Foundation Governors.

The work of the IAB, as the work of the LGB, will be monitored by the ESM and the Link Director. The Link Director will attend a governors' meeting at least once a term and will have access to the minutes of meetings. The ESM will have access to the Notes of Visit completed by the governors and will share his/her Notes of Visit with the Chair.

2. Constitution, Terms of Office and Proceedings

- i. Members of the IAB will hold office for the period that the IAB is in existence, although individual members may resign at any time.
- ii. The trust, consulting with the Bishop or his representative in relation to Foundation Governors, may appoint additional members to the IAB at any time or remove existing members for reasons of incapacity or misbehaviour.
- iii. The Chair of the IAB, who should be a Foundation Governor, shall be appointed by the trust, in consultation with the Bishop or his representative. The trust, in consultation with the Bishop or his representative, may remove or replace the Chair for reasons of incapacity or misbehaviour.
- vi. in partnership with the ESM, the IAB may make such arrangements as they see fit for the discharge of their functions by any other person. These functions include having oversight of:
 - Safeguarding
 - Teaching
 - Outcomes
 - Performance management

Whilst not responsible for finance and buildings, it may be necessary to have an oversight of these functions so that concerns can be raised with the trust.

vii. Whilst it is for the IAB 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. IAB 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 IAB members and the Headteacher, unless the Headteacher is being discussed, and members of the shadow governing body, once established, may attend meetings of the IAB and its committees, although non-members will not have voting rights.

x. Other individuals and observers may only attend with agreement of the IAB.

xi. Where confidential matters are being discussed it will be for the IAB to determine if non-members can be present;

xii. The quorum for all meetings of the IAB will be three members.

3. Duties of the Board

i. The IAB will fulfil all functions of a Local Governing Body (LGB) and will provide support and challenge to the school leadership team in a way that ensures improvement and promotes high standards of educational achievement.

ii. The main function of the IAB 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 to secure sustainable improvement.

iii. The duties of the IAB can be summarised under three key roles:

a) To support the strategic direction set by the Trust Board of Directors:

- By following the Governors' Schedule of Accountability, as agreed in the Scheme of Delegation.
- By providing advice and support for the headteacher's appraisal meeting.

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

- Following the LGB Governors' Schedule of Accountability;
- Monitoring performance against targets set out in the School Improvement Plan;
- Monitoring the implementation of the policy framework and its impact on standards of achievement;
- Monitoring school self-evaluation and satisfying itself to the accuracy of this;
- 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) Challenging and supporting the headteacher in the process of school improvement:

- Receiving regular information from the headteacher on the performance of all aspects of the school;
- Receiving Notes of Visit from external agencies and the school ESM;
- Contributing to the performance management of the headteacher;
- Ensuring that the school website meets statutory requirements

- 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 Forum where appropriate.
- The IAB may request any member of the staff to attend its meetings to contribute to relevant discussion.

4. The Role of the Headteacher

- i. The Headteacher will provide the IAB with regular information on the performance of all aspects of the school and will comply with any reasonable request from the IAB for information.
- ii. The headteacher will attend meetings of the IAB, apart from where they are the subject of the discussion.

5. Conduct of the IAB

- i. The IAB will operate within the Trust's Scheme of Delegation.
- ii. The IAB is a corporate body and consequently no individual has the power to act alone, unless delegated to do so by the IAB.
- iii. Where functions have been delegated to an individual, or a group, they must report back to the full IAB on actions taken under delegation at the earliest possible opportunity. The IAB remains responsible for any action undertaken on its behalf under delegation.
- iv. Individual members of the IAB must respect confidentiality. It is for the IAB to determine which parts of meetings, and the associated minutes, should remain confidential. Serious breaches of confidentiality may result in the individual member being removed from the IAB.
- v. All dialogue with press agencies will be with the specific approval of the CEO or his or her representative.
- vi. Clerking of the meetings will be arranged through the Trust. The Clerk will also be bound to confidentiality.

6. Procedural issues/ suggestions

- i. IAB minutes will be collated and sent to the Chair within one week for approval, before wider circulation to the members of the IAB by email.
- ii. The agenda for IAB meetings will be determined by the Chair of the IAB in consultation with the ESM. It will be issued at least ten days before the meeting. This will then be circulated to other members for additional items to be considered for the agenda.
- iii. The Headteacher's report to the ESM will be presented to the IAB for discussion.
- iv. The Chair of the IAB will be informed of urgent decisions that need to be taken by the Headteacher in the period between IAB meetings.
- v. The IAB will contribute to termly newsletters to update parents on the progress that the school is making.

Special note: once the Scheme of Delegation is reviewed in December 2020 the name of this body is recommended to be 'Interim Local Governing Board' or ILGB since this more closely reflects its role.