

**Burwell Village College Primary  
Interim Executive Board  
Terms of Reference**

**Background**

- Schedule 6 of the Education and Inspections Act 2006 contains detailed provisions relating to IEB, including how they are to be set up, their duties and their transition to a normally constituted governing body.
- IEBs are appointed by, and are accountable to the Local Authority.

**The Role of the IEB**

The IEB has three main functions that can be summarized as follows:

1. Setting strategic direction for school improvement;
  2. Holding the Headteacher and senior leaders to account for the educational performance of the school;
  3. Ensuring the efficient use of resources to support learning.
- (More detail on the Role of the IEB is in appendix 1)

**The Role of the Local Authority**

The LA will maintain its role in challenging the school and IEB to ensure high standards of attainment and progress and monitor the quality of provision provided by the school. The LA will provide support to the IEB and SLT to ensure there is effective governance of the school.

**The Purpose of the IEB**

- The IEB has a duty to conduct the business of the school in such a way as to secure a sound basis for future improvement. It carries out the functions of a governing body of the school for the time that it is in office.
- The IEB will take on all the responsibilities of a governing body with regard to the conduct of the school but must at all times take the views of the Local Authority into account when decision making is required in key areas, including:
  - Leading rapid school improvement, ensuring progress is made towards being judged as Good at its next Ofsted inspection
  - To consider whether it is appropriate for the school to join a Multi Academy Trust.
  - If appropriate, to be involved in the selection of a preferred potential sponsor to ensure sustainable long term support for the school

**Expectations**

- All members will act in the best interests of the pupils.
- All members will prioritise the rapid improvement of the school and ensure that pupil outcomes improve in all subject areas

- All members will focus on addressing the areas for improvement identified at the last Ofsted inspection
- All members will act in accordance with the Seven Principles of Public Life (see appendix 2)

### **Members**

- Members are appointed by the LA.
- Members can be removed by the LA.
- The chair is appointed by the LA and must be independent of the LA.
- All members will be required to complete a declaration of eligibility (taken from the School Governance regulations) and a register of business interests.
- Members may be linked to key areas of the school's priorities for monitoring and challenge purposes.

### **Email**

- Agendas, meeting papers and other documents including confidential papers will be distributed only by email.
- All members will be expected to use a secure email address and will be given the option of having a CCC email address.

### **Meetings**

- The dates and times of meetings will be arranged as far in advance as possible and agenda and supporting papers distributed at least 3 days before the meeting (where possible)
- Additional meetings may be called at three days notice.
- In exceptional circumstances, the chair can call meetings and circulate an agenda and supporting circumstance with shorter notice.
- The quorum for decisions to be taken is 60% of members excluding any vacancies.
- LA officers and the Headteacher may be present during parts of meetings to support members, but will not count to the quorum or vote.

### **Voting**

- All members are equal and have one vote.
- In the event of a tied vote, the chair has a casting vote.

### **Confidentiality**

- Confidential items will automatically be any that identify a named individual or the salary of an individual.
- The IEB can decide an item is confidential if it requires a similar level of protection as required by the Data Protection Act.
- The Chair will state at the meeting when an item is confidential.

- The IEB recognises that it is managing a public service and has to be accountable and transparent about its work.

### **Minutes**

- All meetings will be minuted and when approved by the IEB signed by the Chair.
- All reports from link members or sub groups will be kept in the minute book.
- All items that are designated as confidential will be minuted separately and not available as a public record.

### **Delegation**

- The IEB is a corporate body and consequently no individual has the power to act alone, unless delegated to do so by the IEB. The IEB remains responsible for any action undertaken on its behalf under delegation.

### *Headteacher*

- The IEB delegate the running of the school on a day to day basis to the Headteacher as laid down in the School Teachers' Pay and Conditions Document.
- The Headteacher will report to the IEB on the performance of the school.
- The Headteacher will implement the actions detailed in the LA plan and report on progress to the IEB.
- The Headteacher will be expected to attend for specific parts of IEB meetings as requested.
- The Headteacher will be asked to leave for specific items where the post holder may have an interest, for example consideration of a potential preferred sponsor, or issues concerned with the post of Headteacher.

### *Chair*

- The chair can only take decisions on behalf of the IEB where delay in taking that decision would be seriously detrimental to a pupil, parent or member of staff having first consulted the Head of Service: Schools Intervention
- The chair will report any emergency decisions to the IEB at the next meeting
- All other delegation to the chair will be agreed by the IEB and the decision recorded in the minutes.
- The chair will ensure regular and continuous communication with the Local Authority regarding progress and development of the school in order to secure rapid and sustainable improvement.
- Organise the business of the IEB and set agendas for meetings in consultation with the Local Authority and the clerk.
- Liaise with the LA/Headteacher regularly to monitor progress and to identify issues which may need to be addressed by the IEB.
- Chair IEB meetings ensuring that actions are agreed with clear responsibilities and timescales.

### *Link Members or Sub Groups*

- The IEB may delegate tasks to individual members or sub groups as required.

- All delegation will be recorded in the minutes.
- All work by either link members or sub groups will be recorded in a report which will be accepted and noted by the IEB. A pro forma for reports will be provided

### **Communication**

- The IEB intends to communicate with staff and parents on a regular basis and release as much information as possible consistent with maintaining confidentiality where necessary.
- The mechanism for the release of information of this kind will be decided by the IEB and recorded in their minutes.
- IEB minutes can be posted on the school's website, before approval they must be marked draft, subject to change.

## Appendix 1

### **The Role of the IEB**

The IEB has three main functions that can be summarised below. Examples of key tasks are listed below each function:

- 1. Setting strategic direction for school improvement**
  - Securing sustainable support for the school
  - 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 or LA for approval
  - Setting the curriculum offered
  - Setting staffing structures and arrangements
  - Agreeing pay and performance management arrangements
  - Agreeing policies and plans drafted by the Headteacher and setting an appropriate policy framework within which the school must operate
  - Supporting the LA in appointing senior managers and other key staff as determined by the IEB
  
- 2. Holding the headteacher to account for the educational performance of the school:**
  - Monitoring the quality of provision and standards of achievement within the school
  - Ensuring the school implements the School Development Plan
  - Monitoring performance against targets set by the IEB
  - Identifying strengths, weaknesses and priorities for development with the senior leadership team (SLT)
  - Ensuring that the school self evaluation is undertaken is accurate and used to improve standards
  - Ensuring the school complies with statutory requirements
  - Providing challenge and support to the Headteacher
  
- 3. Ensuring the efficient use of resources to support learning:**
  - Receiving regular information from the LA and Headteacher 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 agree targets
  - Ensuring that information to parents meets statutory requirements
  - Agreeing a complaints policy and monitoring its implementation
  - Receiving appeals on issues relating to staff grievance, capability, complaints and exclusions.

## Appendix 2

### **The Seven Principles of Public Life**

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

#### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.

#### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

#### **Accountability –**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **Leadership**

Holders of public office should promote and support these principles by leadership and example.

The extracts above are taken from the 'Second Report of the Committee on Standards in Public Life', The Nolan Committee, 1996