



## ROCKINGHAM JUNIOR AND INFANT SCHOOL INTERIM EXECUTIVE BOARD

### TERMS OF REFERENCE

#### 1. BACKGROUND

- 1.1 The IEB of Rockingham Junior and Infant School was appointed by Rotherham Local Authority according to its powers under Section 65 of the Education and Inspections Act 2006, following consent from the Secretary of State/Regional Schools Commissioner, with effect from 6<sup>th</sup> July 2017.
- 1.2 Members of the Interim Executive Board appointed by Rotherham Local Authority:
- Liz Buxton (Chair)
  - Frances Hunt
  - Claire Sneath
  - Julie Turner
  - Tony Trueman

NB. All references in this document to the 'headteacher' refer to the Executive headteacher or such leader(s) to whom the Executive headteacher has delegated responsibility.

#### 2. THE ROLE AND DUTIES OF THE IEB

- 2.1 The duties of the IEB are outlined in DfE Statutory Guidance - '*Schools Causing Concern: intervening in failing, underperforming and coasting schools.*' March 2016:

*'The IEB's main function is to secure a sound basis for future improvement in the maintained school and this should include the promotion of high standards of educational achievement. The IEB is the governing body of the maintained school and any reference in the Education Acts to a governor or foundation governor has effect as a reference to an interim executive member. During the interim period, when the governing body is constituted as an IEB, the requirements concerning the governing body's constitution set out in the School Governance (Constitution) (England) Regulations 2012 do not apply. 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 headteacher and deputy headteacher.'*

- 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 school improvement with the intention of enabling the school rapidly to move out of special measures and to secure sustainable improvement.
- 2.4 Following the Secretary of State's decision to make the school subject to an Academy order, the IEB will oversee the conversion process, ensuring that this does not distract from the core business of improving pupil outcomes.
- 2.5 The IEB will focus on the three core functions of governance, as outlined in the DfE Governance Handbook 2017, fulfilling its responsibilities in the following way:

ENSURING CLARITY OF VISION, ETHOS AND STRATEGIC DIRECTION:

- Setting goals/targets for school improvement;
- Overseeing the conduct of the school leadership and management;

- 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 leaders and other key staff as determined by the IEB;
- Working closely with the Local Authority, the Department for Education and the Regional Schools Commissioner to secure a future for the school.

**HOLDING EXECUTIVE LEADERS TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE ORGANISATION AND ITS PUPILS, AND THE PERFORMANCE MANAGEMENT OF STAFF**

- Receiving regular information from the headteacher 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 goal/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 executive and other senior leaders;
- Monitoring and evaluating progress towards post-inspection action plans.
- Conducting the performance management of the headteacher and monitoring progress towards agreed targets.

**OVERSEEING THE FINANCIAL PERFORMANCE OF THE ORGANISATION 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 executive 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 post-Ofsted and/or other action plans;
- Ensure that sound financial management systems are in place in line with statutory and good practice requirements, including achieving value for money.

**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. The LA may appoint additional members of the IEB at any time and may remove existing members for reasons of incapacity or misbehaviour.
- 3.2 The chair of the IEB is appointed by the LA. The LA has statutory powers to remove or replace the chair for reasons of incapacity or misconduct.
- 3.3 The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 do not apply in relation to IEBs. It is for the IEB, once constituted, to agree appropriate procedures for the conduct of its business. (see 6.)
- 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 initially meet at least monthly during term time, to ensure the pace of improvement is maintained and to monitor improvement.
- 3.6 IEB members will commit to attending all meetings. Where unable to do so due to personal circumstances, the chair and clerk will be informed in advance of the meeting;
- 3.7 All IEB members and the headteacher, unless the headteacher is being discussed, and any members of a shadow body once established, may attend meetings of the IEB, although only IEB members will have voting rights.
- 3.8 Other individuals and observers may only attend meetings with the agreement of the IEB and will not have voting rights. Where confidential matters are being discussed it will be for the IEB to determine if non-members can be present.
- 3.9 As much notice as practicable 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.
- 3.10 The quorum for all meetings of the IEB will be two members from the list in 1:2.

#### **4. THE ROLE OF THE HEADTEACHER**

- 4.1. 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.
- 4.2. 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 others with leadership responsibility 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 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**

- 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, and the DfE Governance Handbook 2017
- 5.2. The IEB is a corporate body and consequently no individual has the power to act alone, unless delegated to do so by the IEB.
- 5.3. 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.
- 5.4. 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. (see 6.1)
- 5.5. All dialogue with press agencies will be informed by liaison with the local authority press office, and through the headteacher and the chair of the IEB only.

- 5.6. Clerking of the meetings will be provided by a clerk external to the school. The clerk will also be bound to confidentiality.
- 5.7 Members of the IEB are entitled to claim out-of-pocket expenses specifically related to their role.

## **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.
- 6.2 The agenda for IEB meetings will be determined by the chair of the IEB in consultation with the headteacher, at least five days before the meeting. The chair may waive normal notice period for a meeting where business is deemed to be urgent.
- 6.3 On request the headteacher will present progress reports to the IEB in order to fulfil its monitoring responsibilities.
- 6.4 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.
- 6.5 The chair has the delegated power to represent the IEB at meetings with the local authority and 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 communicated as quickly as possible and formally reported back to the next meeting of the IEB.
- 6.6 The decision-making processes of the IEB will be open and transparent, and in the best interests of the school and its progress towards addressing the key foci for the school. In the event of a split decision, the chair of the IEB will have the casting vote.
- 6.7 The IEB, in consultation with the headteacher, will contribute to regular communications to update parents/carers on the progress the school is making, and will inform parents/carers of the outcomes of any external monitoring visits.
- 6.8 The IEB will establish procedures to consult with parents/carers and staff to inform the work of the IEB and the school itself.
- 6.8 IEB members will be available for discussion with any parties conducting external monitoring visits wherever possible.

## **7. TRANSITION ARRANGEMENTS**

The IEB will appoint and oversee the transition to normal governance arrangements as laid out in the Scheme of Delegation of the sponsor academy, appointing a shadow governing body or shadow local governing body (*depending on the timescale of the conversion process*) which will work alongside the IEB for at least six months – the period to be determined by the IEB. The shadow body may take over some of the IEB functions prior to that date. During the transition members of the shadow governing body/local governing body, will be able to attend IEB meetings as observers, expect where the focus of the discussion is deemed to be confidential by the Chair.

These Terms of Reference were adopted at the initial meeting of the IEB held on 18<sup>th</sup> July 2017.