



CHESTER LE STREET CHURCH OF ENGLAND (CONTROLLED) PRIMARY SCHOOL

INTERIM EXECUTIVE BOARD

Background

The IEB of Chester Le Street Church of England (controlled) Primary School was appointed by the Regional Schools Commissioner in accordance with section 6 of the Education and Inspections Act 2006, with effect from 14 July 2019.

The members of the IEB are:

- Mr B Piercy
- Ms C Robinson
- Mrs C Scott
- Mrs H Smith
- Mrs B Watt

Terms of Reference

1.0 Duties of Board

1.1 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 and sustains and promotes the school's character and ethos.

1.2 The main functions of the IEB will be:

- To secure governance of the school, developing a sound basis for rapid school improvement, leadership and management and pupil progress.

1.3 The duties of the IEB can be summarised under three key roles.

a) *Ensuring clarity of vision, ethos and strategic direction:*

- Setting targets for school improvement
- Overseeing the conduct of the school leadership and management including performance management
- Setting the curriculum offered
- Setting staffing structures and arrangements
- Agreeing policies and plans drafted by the Headteacher and setting

an appropriate policy framework within which the school must operate

- Appointing senior managers and all staff as determined by the IEB.

b) *Hold the Headteacher and senior leaders to account, and be accountable to any interested party for the school's performance by:*

- 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 targets set by the IEB
- Monitoring the implementation of the planning and 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 Headteacher and senior leaders
- Monitoring, agreeing and evaluating progress towards post-inspection action plans
- Conducting the performance management of the Headteacher and monitoring progress towards agreed targets.
- Agreeing a complaints policy and monitoring its implementation
- Receiving appeals on issues relating to staff grievance, capability, complaints and exclusions.

c) *Overseeing the financial performance of the school and ensuring its money is well spent*

- Setting and overseeing the management of the school's 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;
- Monitoring the budget and the effectiveness of spending;
- Agreeing pay and performance management arrangements
- 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 action plan;
- Ensure that sound financial management systems are in place in line with statutory and good practice requirements.

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;
- Determining how the school's relationships with parents will be managed including what will be communicated, in what medium and how frequently.

1.4 A representative of the IEB, usually the Chair, will be expected to attend meetings with the Local Authority in relation to the improvement of the school.

2.0 The Role of the Headteacher

2.1 The Headteacher will be responsible for the internal organisation, management and control of the school, and for advising on the implementation of the IEB's strategic framework. It is expected that the Headteacher and senior leaders will fully co-operate with the IEB and work in partnership to secure effective governance of the school.

2.2 The Headteacher must provide the IEB with regular information on the performance of all aspects of the school and must comply with any reasonable request from the IEB for information. It is for the IEB to determine the range, content and regularity of the Headteacher's reports. The IEB may request any member of the school leadership to attend its meetings to provide information on the performance of any aspect of the school for which they are responsible.

2.3 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.

3.0 The Role of the Local Authority

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

3.2 The LA will undertake these roles by:

- Providing support to the IEB.
- Appointing a School Improvement Partner (SIP) to monitor the effectiveness and quality of provision and to challenge the IEB and school leadership to maintain the rate of progress
- Holding (at least) a termly meeting to receive reports on progress and hold the IEB and school leadership to account

- Reporting the findings of review teams to the IEB and school leadership
- Considering further intervention as required.

4.0 The Role of the Chair of the IEB

- To organise the business of the Interim Executive Board and set agendas for meetings in consultation with the Headteacher and the clerk.
- To meet with the Headteacher regularly to monitor progress and to identify issues which may need to be addressed by the IEB.
- To Chair IEB meetings ensuring that actions are agreed with clear responsibilities and timescales and that actions are carried out.
- To represent the IEB at meetings with the local authority, other partners and the school community. (To arrange for a substitute as necessary)
- To take urgent action on behalf of the IEB as required and to report back at the next meeting on any action taken.

5.0 Constitution and Conduct of the IEB

5.1 The IEB will conduct its business in an open and transparent way and in accordance with Governance handbook and competency framework (current edition). The IEB will act in accordance with the principles and of standards in public life as determined by the Nolan Committee, and with reference to the Good Governance, Standards for Public Services document produced by the Independent Commission for Good Governance in Public Services.

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. 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.

5.3 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.

5.4 The IEB will appoint a clerk.

5.5 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).

5.6 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 to ensure the pace of improvement is maintained

5.7 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. (IEB members will be allowed to attend meeting virtually, i.e. by telephone or video (e.g. via Skype) if sufficient notice is given and appropriate technical equipment is available. IEB members attending virtually will contribute towards the meeting quorum. IEB meetings can be conducted entirely by telephone conference call where this is determined appropriate by the chair. Meetings conducted virtually will be minuted in the usual way.)

- 5.8** The IEB will be quorate when 3 members are present (to include virtual attendance, by phone or video-conference)
- 5.9** All IEB members and the Headteacher, unless the Headteacher is being discussed, may attend meetings of the IEB and its committees, although non-members will not have voting rights. Other individuals and observers may only attend with agreement of the IEB.
- 5.10** Where confidential matters are being discussed it will be for the IEB to determine if non-members can be present.

6.0 Procedures

- 6.1** IEB minutes will be collated and sent to the chair within one week for approval, before wider circulation to the members of the IEB, by email.
- 6.2** Subject to paragraph 6.6 the agenda for IEB meetings will be determined by the chair of the IEB in the first instance, at least five days before the meeting. This will then be circulated to other members for additional items to be considered for the agenda.
- 6.3** The chair may waive the normal notice period for a meeting where business is deemed to be urgent.
- 6.4** On request the Headteacher will present reports to the IEB on information it requests in order to fulfil its monitoring responsibilities.
- 6.5** 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.
- 6.6** 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.
- 6.7** 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.
- 6.8** The IEB, in consultation with the Head Teacher, will contribute to regular communications to update parents on the progress the school is making, and

will inform parents of the outcomes of LA evaluation visits/Her Majesty's Inspector/Ofsted visits to the school.

- 6.9** IEB members will be available for monitoring visits wherever possible.
- 6.10** Communication with the press via the Local Authority and/or Diocesan Press Office(s).