

Interim Executive Board

Terms of Reference

Interim Executive Board (IEB) of Ormiston Six Villages Academy

1. Background

Ormiston Academies Trust will stand down a local governing body (LGB) and appoint an IEB one or more of the following circumstances:

- Identification of weak governance.
- In response to the outcome of an annual review of governance or Ofsted inspection.
- In response to the outcome of an Ofsted inspection where there is a rating decline or an academy moves into a category of serious weakness or requiring improvement.
- A sudden or unexpected dip in the academies mid-term performance.
- Any identified safeguarding concern within the academy.

The OAT governance team will manage the process of standing down a LGB in liaison with the regional director and principal.

The main function of the IEB will be to secure governance of the academy, developing a sound basis for improvement and will be in place until the trigger is removed. OAT do not adopt a one size fits all approach and is committed to appointing IEB'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 IEB of Ormiston Six Villages Academy was appointed by executive members of Ormiston Academies Trust (OAT) with effect from 21st September 2015

The membership of the IEB is:

- K. Lloyd, Chair, L Bowers, OAT, C Newberry, S Carter
- Advisers; R Carter Executive Principal, Umbar Sharif, Principal

Constitution, Terms of Office and Proceedings

- Members of the IEB will hold office for the period that the IEB is in existence, although individual members may resign at any time.
- OAT may appoint additional members of the IEB at any time to support the continued development of the academy and may remove existing members for reasons of incapacity or misconduct.
- The chair of the IEB shall be appointed by OAT. OAT may remove or replace the chair for reasons of incapacity or misconduct.
- The Education (Governors' Allowances) (England) Regulations 2003 do not apply in relation to an IEB.
- 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.
- The IEB may make such arrangements as it sees fit for the discharge of its functions by any other person. This may include appointing a progress board to support the IEB to monitor key focus areas of the academy development priorities.
- It is for the IEB to determine the regularity of meetings, although it is anticipated that the board will meet approximately every five weeks during term time and seven days after the meeting of the progress board (if in place), to ensure the pace of improvement is maintained and to closely monitor improvement.
- 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;

- All IEB members and the principal, unless the principal is being discussed, and members of the progress board or shadow governing body, once established, may attend meetings of the IEB and its committees although non members will not have voting rights.
- Other individuals and observers, including other representatives of OAT, may attend with agreement of the IEB.
- Where confidential matters are being discussed it will be for the IEB to determine if non-members can be present:
 - The quorum for all meetings of the IEB will be two members.

Responsibilities of the IEB

The IEB will be responsible for the monitoring the quality of provision and standards of achievement within the academy by:

- Monitoring performance against targets set by the IEB.
- Monitoring the implementation of the policy framework set by the IEB and its impact on standards of achievement.
- Monitoring the academy self-evaluation and satisfying itself to the accuracy of this, including via external support as determined by the IEB.
- Ensuring the academy complies with statutory requirements.
- Providing robust challenge and support to the principal and SLT.
- Monitoring and evaluating progress towards post-inspection or review action points.

The IEB will hold the principal and SLT to account, and be accountable to any interested party for the school's performance by:

- Receiving regular information from the principal and SLT on the performance of all aspects of the school.
- Agreeing a performance management policy and monitoring its implementation.
- Conducting the performance management of the principal and monitoring progress towards agree targets.
- Ensuring that the annual school prospectus meets statutory requirements.
- Agreeing a complaints policy and monitoring its implementation.
- Receiving appeals on issues relating to staff grievance, capability, complaints and exclusions.
- Determining how the academy's relationships with key stakeholders will be managed including what will be communicated, in what medium and how frequently.

The role of the principal

The principal will remain responsible for the internal organisation, the leadership and management and control of the academy, and for advising on the implementation of the IEB's strategic framework.

The principal will provide the IEB with regular information on the performance of all aspects of the academy 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 member of the SLT to attend its meetings to provide information on the performance of any aspect of the academy for which they are responsible.

Where the IEB delegates any function to the principal the IEB has the power to give reasonable directions in relation to that function, and oblige the principal to comply with those directions.

Conduct of the IEB

- The IEB will conduct its business in an open and transparent way at all times.
- No individual IEB member 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.
- 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. Serious breaches of confidentiality may result in OAT removing an individual member from the IEB.

- Any agreed dialogue with press agencies will be through close liaison with OAT marketing department, regional director and through the principal and the chair of the IEB. No member of the IEB should have contact otherwise with press agencies, unless authorised by the chair.
- Clerking of the meetings will be arranged by OAT. The appointed clerk will also be bound to confidentiality.

Procedural Responsibilities

- 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.
- The agenda for IEB meetings will be determined by the chair of the IEB in the first instance, at least ten days before the meeting. This will then be circulated to other members for additional items to be considered for the agenda.
- On request the principal will present a report to the IEB on progress against each of the key issues, and including a financial update report, and any staffing/HR issues. The report will also include relevant data and student tracking information, and including behaviour and attendance data.
- The IEB will determine the agreed signatories for financial decision making, and will determine the spending thresholds for the principal, 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.
- Urgent decisions that need to be taken by the principal in the period between IEB meetings will be with the approval of the chair of the IEB.
- 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.

Disbanding the IEB

The IEB will be disbanded once the trigger for its appointment has been removed. This decision will be made at the right time for each individual academy and only when stability has been restored and there is confidence in the progress of the academy. A planned disbanding of the IEB will take place alongside the induction of the newly formed LGB.