



The Interim Executive Board (IEB) of Kings Meadow School Terms of Reference

Adopted on 06.06.2024

1. Background

The IEB of Kings Meadow School was appointed by Creating Tomorrow Trust to support the local governance of the school during a period of rapid improvement.

2. Membership of the IEB

Vicki Bond - Chair
Sarah-Jane Astbury
Vanessa Gilbert
Hugh Williams
Dawn Exley
Conor Renihan
Ollie Butcher
Anthea Murphy – in attendance
Jenny Reeves – In attendance
Kevin Latham – in attendance

3. Purpose and responsibilities

While an IEB is in place, it qualifies as the local governing body under Creating Tomorrow Trust's Scheme of Delegation.

The IEB's function is to carry out the core functions of governance:

- Ensure clarity of vision, ethos and strategic direction
- Hold the Interim Headteacher, and subsequently the substantive Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- Oversee the financial and operational performance of the school, ensuring compliance with regulatory and trust procedures.

The IEB has a range of responsibilities including:

- developing good governance of the school
- management of the budget, curriculum, pay and performance management
- monitoring achievement, quality of teaching, behaviour and safety
- where appropriate, engaging with the school's key stakeholders, for example, parents/carers, pupils and staff
- Addressing improvement points raised in the Ofsted inspection of November 2022, and those included on the school's Rapid Action Plan of March 2024.

The IEB will remain in place until a new local governing body is established.

4. Quorum

The number of IEB members is seven. However, the quorum for all meetings of the IEB will be four members.

Further IEB members can be appointed at any time, through agreement of both the IEB and the Executive Team of Creating Tomorrow Trust.

5. Procedures

The IEB manages its own procedures to conduct its business.

The IEB will meet at least 3 times during Term 6 of Academic Year 2023/2024 and at least monthly thereafter in term time, to ensure the pace of work is maintained and to monitor improvement.

6. Organisation

IEB members will commit to attending all meetings, unless due to unavoidable circumstances, in which case the chair and clerk will be informed in advance of the meeting.

The Interim Headteacher and the clerk are requested to attend IEB meetings, as professional advisers to the board. The CEO and CFO may also choose, or be requested, to attend.

Other parties may attend subject to the agreement of the IEB, or at its request. The IEB can delegate functions to an individual or group e.g. a working group.

However, they must report back to the full IEB on actions taken under delegation at the earliest possible opportunity or at the next IEB meeting.

The IEB remains responsible for any action undertaken on its behalf under delegation.

The Clerk will send the draft agenda for IEB meetings to the chair and Interim Headteacher 10 days before the meeting. This will then be circulated to other members for additional items to be considered for the agenda. Papers will be normally be circulated seven days in advance of the meeting, although the pace at which the board works means this will not always be possible.

IEB minutes will be drafted by the clerk and sent to the chair and headteacher (in the first instance) where possible within 7 days of the meeting, before wider circulation to the members of the IEB. The non-confidential meeting minutes of the IEB will be available by request.

Decisions will be made corporately and in the event of split vote, the chair will have the casting vote. IEB meetings may be held virtually or in person.

7. The role of the (Interim) Headteacher

The headteacher is responsible for the internal organisation, leadership, management and control of the school, and for advising on the implementation of the IEB's strategic framework.

The headteacher provides the IEB with regular information on the performance of all aspects of the school via the established Key Performance Indicator document, 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 the information requested although care will be taken in relation to the headteacher's workload.

The IEB may request other staff members to attend its meetings to provide information on the performance of any aspect of the school for which they are responsible e.g. Operations Manager in relation to Health & Safety.

8. Conduct of the IEB

The IEB will be as open as possible with members of the school community and will preserve the ethos of the school.

The IEB and its members will agree to act in accordance with the code of conduct for all those responsible for governance in Creating Tomorrow Trust, and act in accordance with the Nolan Principles of public life.

Decisions will be made corporately, and no member has the power to act alone, except for the chair in the event of an emergency, providing the IEB members are notified of the issue and any decision at the earliest opportunity. IEB members must respect confidentiality.