

# Interim Executive Board (IEB)

## Wimbish Primary School

### Terms of Reference v 2.0

April 2023



#### 1. Constitution

- 1.1. The Directors/Trustees of Anglian Learning have resolved to establish an Interim Executive Board (IEB) at Wimbish Primary School to carry out some of its school level governance functions. The IEB is a short term, temporary governance structure to support the onboarding of the school into Anglian Learning since no local governance structure is in place.
- 1.2. The IEB's Terms of Reference and delegated powers are approved and adopted by the Board and may only be amended with the approval of the Board.

#### 2. Authority

- 2.1. The IEB is accountable to the Trust Board on any decision taken in accordance with the Scheme of Delegation and delegated powers.
- 2.2. The IEB will report directly to the Trust Board Curriculum and Standards Committee.

#### 3. Main Duties

The IEB shall fulfill its responsibilities as set out in these Terms of Reference and Scheme of Delegation in line with the Academy Trust Handbook and in compliance with the Funding Agreement with the Secretary of State for Education.

In particular it shall:

- 3.1. Carry forward the Trust's vision, ethos, values and principles in ways that are appropriate to the Academy's status, students, pupils, staff and community
- 3.2. Implement policies, plans and actions to comply with statutory regulations, the Trust's policies and procedures and the decisions of the Directors/Trustees
- 3.3. Hold to account the Academy leadership for the academic performance, the quality of provision and the quality of care
- 3.4. Review the Academy Performance and self-evaluation summaries and monitor progress towards the approved targets and recommend for approval by the Curriculum and Standards committee.

- 3.5. Review Academy 3-year plan and recommend for approval by the Curriculum and Standards committee. Monitor its implementation and effectiveness.
- 3.6. Review and approve the Academy Improvement Plan and monitor its continuing appropriateness.
- 3.7. Approve and monitor the Academy Curriculum Plan within the Anglian Learning Framework
- 3.8. Approve Academy-level statutory policies and Teaching and Learning Policy. Monitoring of safeguarding in line with Trust Safeguarding and Safer Recruitment policies.
- 3.9. Review and approve the Academy staff structure and complement, which shall be aligned to the academy budget
- 3.10.
- 3.11. Approve any alternative provision for pupils and approve any permanent pupil exclusion.

#### **4. Membership**

- 4.1. The composition of the IEB shall be as follows;
  - 4.1.1. between three (3) and four (4) members appointed by the Board
  - 4.1.2. the academy Headteacher/Executive Headteacher
- 4.2. Members of the IEB members will hold office for the period that the IEB is in existence.

#### **5. Conflicts of Interest**

- 5.1. Pecuniary or other business interests (including those related to people we are connected with) will be recorded in the Register of Business Interests on an annual basis. IEB members are responsible for ensuring interests are declared and for informing the Clerk if the register needs updating during the year. The register will be published on the Trust's website.
- 5.2. Declarations of Interest will be a standing item on all IEB meeting agendas. Members should declare any interests pertinent to the agenda, including any conflict of loyalty, at the start of any meeting or when any such conflicted matter arises and must leave the meeting for the appropriate length of time.

#### **6. Appointment of the IEB Chair**

- 6.1. The Trust Board shall approve the appointment of the Chair
- 6.2. The Trust Board shall have the right to remove the Chair

#### **7. Administration**

- 8.1. The IEB will meet twice per term
- 8.2. Agendas will be agreed in advance by the Chair and papers will be circulated to attendees at least 7 days in advance of the meeting.
- 8.3. Minutes of meetings will be taken and signed by the Chair at the next meeting to verify that they are a true record.
- 8.4. The agenda, papers and minutes of IEB meetings will be sent to the Trust Head of Governance on request.
- 8.5. Quorum for a meeting of the IEB will be one half (1/2) of the number of its members.
- 8.6. Each question to be decided at a meeting of the IEB shall be determined by a majority of votes of members present and eligible to vote on the question. In the event that there are equal votes on the question then the Chair shall have an additional casting vote.
- 8.7. Administrative support will be provided by a Clerk appointed by the Trust.
- 8.8. Other persons may be invited to attend for all or part of any meeting.

## **9. Responsibilities of Governors**

*On appointment Governors are each required to understand and to agree to comply with:*

- 9.1. Trust Articles of Association
- 9.2. Trust Financial Regulations
- 9.3. Trust Scheme of Delegation
- 9.4. Trust Code of Conduct for Trustees and Governors
- 9.5. These Terms of Reference
- 9.6. Current relevant legislation and guidance for Governors, including those relating to the safeguarding of children and young people