



## **The Interim Executive Board (IEB) of St Joseph's Catholic Primary School, Malmesbury**

### **Terms of Reference**

#### **Background**

The IEB of St Joseph's Roman Catholic Primary School was appointed by the Wiltshire Council according to its powers under Section 65 of the Education and Inspections Act 2006, following consent from the Secretary of State, with effect from 30<sup>th</sup> June 2023.

#### **Membership of the IEB**

Kirsty Martin (chair)  
Kevin Burchall  
Jessica Higgins  
Gabriella Tiley  
Simon Watkins

Information about the IEB members is available on the school website.

#### **Purpose and responsibilities**

While an IEB is in place, it qualifies as the governing body. The IEB's function is to carry out the core functions of governance:

- Ensure clarity of vision, ethos and strategic direction
- Hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- Oversee the financial performance of the school and make sure its money is spent appropriately, and to secure value for money.

The IEB provides high-quality governance to support future improvement including the promotion of high standards of educational achievement.

The IEB has a range of responsibilities including:

- developing good governance of the school
- management of the budget, curriculum, pay and performance management and (if required) the appointment of a headteacher/deputy headteacher
- 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 “Good” Ofsted inspection of March 2023:
  - those responsible for governance need to work collegiately with school leaders to ensure that: they continue to drive the strategic direction of the school and monitor the impact of the school’s work in all areas.
  - continue to develop the curriculum across all subjects so that pupils have opportunities to make links in their learning both within and across subjects.

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

### **Quorum**

The number of IEB members is five. However, the quorum for all meetings of the IEB will be three members. Further IEB members can be appointed at any time, through agreement of both the IEB and the local authority.

### **Procedures**

During the interim period, the requirements concerning the governing body’s constitution set out in the School Governance (Constitution) (England) Regulations 2012 do not apply. Therefore, the IEB manages its own procedures to conduct its business. The IEB will meet monthly in term time, to ensure the pace of work is maintained and to monitor improvement.

### **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 headteacher and the clerk are requested to attend IEB meetings, as professional advisers to the board.

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. pay committee, policy working group etc. 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 headteacher 14 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) 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 on the website or 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. Meeting dates will be published on the school's website.

### **The role of the 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 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 headteacher reports.

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. finance officer in relation to the budget.

A scheme of delegation will be determined which will delegate, subject to agreement, certain functions to the head teacher. The IEB has the power to give the headteacher reasonable directions in relation to those functions and may oblige them to comply with those directions.

### **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 a code of conduct and act in accordance with the Nolan Principles of public life and Ethical Framework for Education. 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.