



## **The Interim Executive Board (IEB) of Test Valley School.**

### **IEB Terms of Reference.**

#### **1. Background**

The IEB of Test Valley School was appointed by the Local Authority according to its powers under Section 65 of the Education and Inspections Act 2006, following consent from the Secretary of State, with effect from 17<sup>th</sup> April 2023.

The membership of the IEB is: -

Sara Falk (Chair)  
Laura Bell  
Kathryn Toms  
Martin Amos

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

#### **2. Purpose & responsibilities**

While an IEB is in place, it qualifies as the governing body.

The IEB's function is to hold the senior leadership team to account for standards and safeguarding. The IEB provides high-quality governance to support future improvement including the promotion of high standards of educational achievement.

The school was in the process of pursuing an Academy Order, prior to the IEB commencing. The IEB will support the process, aiming for a smooth transition to Academy status via an agreed sponsor.

'The IEB's main function is to secure a sound basis for future improvement in the maintained school and this should include the promotion of high standards of educational achievement. The IEB is the governing body of the maintained school and any reference in the Education Acts to a governor has effect as a reference to an interim executive member. During the interim period, when the governing body is constituted as an IEB, the requirements concerning the governing body's constitution

set out in the School Governance (Constitution) (England) Regulations 2012 do not apply.

The IEB will take on the responsibilities of a normally constituted governing body, including the management of the budget, the curriculum, staffing, pay and performance management and the appointment of the headteacher and deputy headteacher.'

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.

The main function of the IEB will be to secure governance of the school, developing a sound basis for school improvement with the intention of enabling the school rapidly to move from an Ofsted judgement of 'inadequate' and to secure sustainable improvement.

Following the Secretary of State's decision to make the school subject to an Academy order, the IEB will oversee the conversion process, ensuring that this does not distract from the core business of improving pupil outcomes.'

Where appropriate, the IEB will engage with the school's key stakeholders, for example, parents/carers, pupils and staff.

The IEB will ensure that statutory functions are fulfilled (including retaining oversight of safeguarding systems and processes).

### **3. Membership**

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

Further IEB members can be appointed at any time, through agreement of both the IEB and the Local Authority.

If an academy sponsor is identified via an academy order, a representative of the academy trust should be considered for joining the IEB as soon as is appropriate.

### **4. Responsibilities**

The IEB will fulfil its responsibilities through:-

- Ensuring clarity of vision, ethos and strategic direction.
- Holding executive leaders to account on the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff.
- Overseeing financial performance of the organisation and making sure its money is well spent.

## **IEB Key Priorities:**

- IEB to gain an accurate understanding of the strengths and weaknesses of the school – via a robust and evidence-based evaluation of the school's standards.
- For school's key priorities, IEB will robustly track progress against the post-Ofsted action plan (implementation & impact), holding leaders to account for rapid improvements.
- The IEB will oversee the plan to strengthen school leadership and to ensure performance management processes are robust.
- IEB will monitor leadership development to ensure that it impacts positively on provision and outcomes for students.
- IEB will rigorously monitor the implementation and impact of measures being taken by school leaders to improve behavioural and safeguarding processes/systems within the school.
- IEB will conduct monitoring visits to triangulate evidence of improvement and to ensure that urgent actions (particularly in relation to safeguarding/keeping children safe) have been addressed.
- The IEB will work to ensure that the school transitions to joining an effective Multi Academy Trust.
- The IEB will ensure robust oversight of the school's finances.

## **5. 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. 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 IHT 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.

Papers will be circulated in advance of the meeting where possible.

Minutes will be made available to the public following their approval by the IEB at its next meeting, except where items have been deemed by the IEB to be confidential.

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 IHT 10 days before the meeting. This will then be circulated to other members for additional items to be considered for the agenda.

IEB minutes will be drafted by the Clerk and sent to the Chair and IHT (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 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 in person or virtually and agreed in advance. Details of meetings will be circulated by the Clerk to all IEB members and the IHT. Meeting dates will be published on the school's website.

## ***6. The Role of the IHT***

The IHT 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 IHT 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 IHT 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.

Subject to discussion/agreement with the IHT, the IEB may delegate any function to the IHT. The IEB has the power to give the IHT reasonable directions in relation to that function and oblige the IHT to comply with those directions.

On request the IHT will present reports to the IEB containing information to support its monitoring responsibilities.

## ***7. Conduct of the IEB***

The IEB and its members will conduct its business in a transparent and open way and 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. The IEB will decide which parts (if any) of meetings are confidential for the minutes. Clerking is provided for each meeting via the LA Clerking service and the Clerk is bound by the same confidentiality.

Where functions are delegated to an individual or group, they must report back (as soon as possible) to the IEB on actions taken. The IEB remains responsible for any delegated actions undertaken on its behalf.

Members of the IEB will hold office for the period that the IEB is in existence, although individual members may resign at any time.

The LA may appoint additional members of the IEB at any time and may remove existing members for reasons of incapacity or misbehaviour.

The chair of the IEB is appointed by the LA. The LA has statutory powers to remove or replace the chair for reasons of incapacity or misconduct.

The IEB may make such arrangements as they see fit for the discharge of its functions by any other person.