

**The Meadows School**

**Interim Executive Board**

**Terms of Reference and Information**

**Background**

The IEB of The Meadows School was appointed by Durham Local Authority in accordance with Section 65 of the Education and Inspections Act 2006, following consent from the Secretary of State/Regional Director on 25 August 2023.

The IEB was implemented on 1 September 2023 and is expected to remain in place until 31 August 2024.

The Chair of the IEB was appointed by Durham Local Authority.

**Membership of the IEB**

Subsections 2 and 3 of Section 19 of the Education Act 2002 do not apply to the IEB.

The Instrument of Government shall not, so far as it relates to the constitution of the Governing Board, have effect in relation to the Interim Executive Board.

During the interim period, powers under Sections 64 and 67 of the Education and Inspections Act 2006, to appoint additional Governors do not apply.

There must be a minimum of two Interim Executive Members. Once established, further Interim Executive Members can be appointed at any time.

The Regional Director can direct the Local Authority as to the membership and the terms of appointment of the IEB.

The Regional Director can also appoint additional members to the IEB and, if necessary, take control of the IEB using the powers set out in Chapter 3, Schools Causing Concern Statutory Guidance, May 2023.

Interim Executive Members will hold office for the period that the IEB is in existence although Members can resign at any time.

An Interim Executive Member can be removed from office by the appropriate authority for incapacity or misbehaviour or where their written notice of appointment provides for termination.

Members of the Interim Executive Board for The Meadows School, appointed by Durham Local Authority are:

* Bridget Watt, (Chair)
* Deborah Lee
* David Matthews
* Clare Nicholls
* Angela Vear

The Headteacher will be expected to attend IEB meetings.

Jill Huntington from the Education Durham Governance Service will act as Clerk to the IEB

**Roles and Duties of the IEB**

The duties of the IEB are outlined in the DfE Schools Causing Concern Statutory Guidance, May 2023.

The IEB’s function is to provide interim expertise and high-quality governance to support future improvement in the school, including the promotion of high standards of educational achievement.

The IEB is the Governing Board of the 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, requirements concerning the Governing Board’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 Board, including the management of the budget, curriculum, staffing, pay and performance management and the appointment of the Headteacher and Deputy Headteacher.

The IEB may recommend to the Local Authority or the Secretary of State to give a direction to the Local Authority regarding the closure of a maintained school. The IEB cannot publish proposals for closure itself. If, following consultation, it is agreed that the school will close, the IEB will hold office until the implementation date of the proposal.

The IEB may seek an Academy Order from the Secretary of State which enables the maintained school to convert to an Academy. Where a maintained school has been issuedwith an Academy Order, the IEB will have the same duties to support that process as an ordinary Governing Board.

**Role of the Headteacher**

The Headteacher will be responsible for the internal organisation, leadership and management and control of the school.

The Headteacher will provide 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. The IEB will determine the range, content and regularity of these reports.

The IEB may request others with leadership responsibility to attend its meetings to provide information on the performance of any aspect of the school for which they are responsible.

Where the IEB delegates any functions to the Headteacher they have the power to give the head reasonable direction in relation to that function and oblige the Head to comply with those directions.

**Proceedings**

The IEB may determine its own procedure and make arrangements, as they think fit for the discharge of their functions by any other person.

The IEB will determine the regularity of meetings, it is anticipated that this will initially be at least monthly during term-time to ensure the pace of improvement is maintained and to monitor improvement.

Meetings of the IEB will be clerked by the Local Authority’s Governance Service in accordance with the Governance Support SLA.

Interim Executive Members will commit to attending all meetings. Where unable to do so due to personal circumstances, the Chair and Clerk will be informed in advance of the meeting.

All Interim Executive Members and the Headteacher (unless the Headteacher is the subject of discussion) and any member of the Shadow Governing Board, once established, may attend meetings of the IEB. Only members of the IEB have voting rights.

Other individuals and observers may attend meetings with the agreement of the IEB and do not have voting rights. Where confidential matters are being discussed it is for the IEB to determine whether non-members can be present.

The quorum for all meetings of the IEB will be 3 Interim Executive Members not including the Headteacher, LA advisors or Clerk to the IEB.

The Chair of the IEB will have a deciding vote in the event of a tied vote.

**Procedures**

The IEB will determine the agreed signatories for financial decision making and will determine spending thresholds for the Headteacher without needing approval by the IEB. This is underpinned by ensuring accountability, without procedures negatively impacting the securing of rapid progress.

The Chair has delegated power to represent the IEB at meetings with the Local Authority and take urgent decisions on behalf of the IEB between meetings, where it is not practicable to call a full IEB meeting. All such decisions will be communicated as quickly as possible and formally reported back to the next meeting of the IEB.

The decision making processes of the IEB will be open and transparent and in the best interests of the school and its progress towards addressing the key foci for the school. In the event of a split decision, the Chair of the IEB has the casting vote.

The IEB, in consultation with the Headteacher, will contribute to regular communications to update parents/carers on the progress the school is making and will inform parents/carers of the outcomes of external monitoring visits.

The IEB will establish procedures to consult with parents/carers and staff to inform the work of the IEB and the school.