

Terms of Reference Roselands and Stafford Federation Interim Executive Board (IEB)

Background and membership of the IEB:

The local authority application to the Secretary of State for Education for an IEB for Roselands and Stafford Federation was approved by email on Friday 20th March 2020 and confirmed in writing on the 2nd April 2020. A copy of the letter is on each school's website.

The number of IEB members must not be less than two; once the IEB has been established further members can be appointed at any time. An IEB should be a small, focused group appointed for the period of time that it is expected it will take to secure significant improvement or convert to an academy with an appropriate sponsor. Members of an IEB should be chosen on a case by case basis, depending on the needs of the school; existing governors may be appointed to the IEB.

The quoracy for IEB meetings is 2 members.

This board will consist of four members, as listed below:

- Penny Gaunt Chair (Formerly Deputy Director of Children's Services)
- Clive Wormald Schools Accountant, ESCC
- Janet Bowen Lead HR Consultant, ESCC
- Claire Roberts Senior Manager, Support and Intervention (Improving Performance), ESCC

Associate member:

None identified prior to the first meeting of the IEB.

The role of the Interim Executive Board (IEB)

The IEB will fulfil all of the functions of a governing body, in line with the Governance Handbook and conduct both schools in a way that: ensures improvement and promotes high standards of leadership and management; and sustains high standards of pupil outcomes.

In particular, in order to safeguard the long-term future of Stafford Junior School and to ensure strong leadership and governance, the IEB will actively pursue sponsored academy status for the school as soon as possible. In addition, as Roselands Infant School is part of a federation with Stafford Junior School, the IEB will also consult parents, staff and other stakeholders about conversion of Roselands Infant School to academy status. This consultation will be in relation to Roselands Infant School becoming an academy with the same Academy Trust as that identified by the Regional Schools Commissioner (RSC) to sponsor Stafford Junior School.

The duties of the IEB

The main duties of the IEB are to take on the responsibilities of a normally constituted governing body. These include:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the executive headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

The Role of the Executive Headteacher

The executive headteacher will be responsible for the internal organisation, management and control of the school and for advising on the implementation of the IEB's strategic framework. It is expected that the executive headteacher and SLT will fully co-operate with the IEB and work in partnership to secure effective governance of the school.

The executive headteacher must provide the IEB with regular information on the performance of all aspects of the school and must comply with any reasonable request from the IEB for information. It is for the IEB to determine the range, content and regularity of the executive headteacher reports.

The IEB may request any member of the SLT 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 function to the executive headteacher, the IEB has the power to give the head reasonable directions in relation to that function and oblige the head to comply with those directions.

Conduct of the IEB

The IEB will conduct its business in an open and transparent way and in accordance with the principles of standards in public life as determined by the 'Nolan principles'. The IEB is a corporate body and consequently no individual (not even the Chair) has the power to act alone, unless delegated to do so by the IEB. Where functions have been delegated to an individual, or a group, they must report back to the full IEB on actions taken under delegation at the earliest possible opportunity. The IEB remains responsible for any action undertaken on its behalf under delegation. Individual members of the IEB must respect confidentiality. It is for the IEB to determine which parts of meetings and the associated minutes, should remain confidential. Serious breaches of confidentiality may result in the LA removing an individual member from the IEB.

Clerking of the meetings will be through the clerk employed by the Roselands-Stafford Federation. The Clerk will also be bound to confidentiality.

21 April 2020