

BURROWMOOR PRIMARY SCHOOL INTERIM EXECUTIVE BOARD

TERMS OF REFERENCE

BACKGROUND AND PURPOSE

On January 4th 2021 an Interim Executive Board (IEB) officially replaced the governing body of Burrowmoor Primary School. The IEB reports directly to the Trust Board, through its chair, on the progress of the school. The purpose of the IEB is to provide interim expertise and high-quality governance to support future improvement at Burrowmoor Primary School, including the promotion of high standards of educational achievement. The IEB will drive improvement to ensure impact and sustainability in improvement by providing both support and challenge.

The IEB will be in place for a period of twelve months. During this time the IEB will fulfil the statutory duties of a governing body of the Active Learning Trust according to its Scheme of Delegation.

MEMBERSHIP

- The members of the IEB will be selected by the Trust to ensure that individuals have both relevant experience of school improvement and have the capacity and skills to work intensively within the school.
 - Members of the IEB must demonstrate an understanding of the ethos and values of the Trust and a commitment to fulfilling the Trust's mission and objectives for the school, drawing on their specialist skills where required.
 - Members of the IEB will hold office until such time as the Trust is satisfied that the IEB is no longer required; members may resign at any time.
 - The Trust may appoint additional members to the IEB at any time and may remove existing members; the Chair of the IEB will be appointed by the Trust C.E.O.
 - The IEB will meet monthly to monitor improvement and to ensure that pace is maintained.
- IEB members will adhere to [the code of conduct of board members of public bodies - 2019](#).

PROCESS IN DISCHARGING ITS DUTIES

- The IEB will meet at least once each half-term
 - All IEB members will commit to attending all meetings and any unavoidable absence will be notified to the Chair.
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- Papers to be considered at the IEB will be circulated no less than three working days in advance.
 - Other attendees at an IEB meeting may include other school senior staff or Trust staff
 - Where confidential matters are discussed it will be for the IEB to determine if non-members can be present

- The IEB will report to the Trust's Board of Directors including forwarding minutes to the Chair of the Board.

DUTIES OF THE IEB

- The IEB will provide a forum for mutual support and challenge to drive school improvement across the school.
- The IEB will evaluate the school's academic performance contained in such documents as Analyse School Performance and any other nationally known data including Fischer Family Trust and use to inform the school improvement process.
- The School Development Plan will drive progress. This will have clear actions, timescales, success driven criteria, and responsibilities, covering the key areas for improvement which have been agreed.
- The IEB will determine the appropriate standards and targets to be met, review leadership and management, closely monitor and review the progress and achievement of pupils, the quality of education, and behaviour, safeguarding and attendance of pupils.
- It will review, evaluate and approve the development of the School Development Plan to meet changing circumstances, and develop a sound basis for school improvement and securing sustainable improvement in the long term.
- The IEB will ensure that rapid sustained progress is made to enhance the educational progress and achievements of pupils
- The IEB will ensure that strong relationships exist between the school, its pupils, parents/carers and the community.

In discharging its duties, the IEB:

a) will act as Strategic Leaders by:

- Reviewing and approving the School Development Plan and targets for improvement, timelines, including any amendments or developments as presented by the Headteacher / SLT
- Ensuring the School Development Plan is implemented effectively and targets for school improvement are met.
- Analysing and reviewing pupil premium and catch-up funding
- Approving and reviewing the curriculum

- Reviewing the school's leadership and management in line with the IEB purpose and, as such, be a point of reference within performance management cycles (led by CEO of the Trust).
- Operating within approved budgets.
- Reviewing and improving the interaction with students, staff, parents/carers and the community
- Reviewing staffing structures and arrangements in line with driving improvements and performance.
- Being involved in the appointment of senior staff and other key personnel

b) act as critical friend to the school's leadership by:

- Monitoring the quality of provision rates of progress and standards of achievement within the school

Monitoring the implementation of the School Development Plan, impact upon pupil progress and standards of achievement and sustainability of these

- Identifying strengths, weaknesses and priorities for development with the senior leadership team
- Providing challenge and support to the Headteacher and SLT.
- Ensuring development of effective governance leadership practices preparing for the re-installment of a Local Governing Body Burrowmoor Primary School

c) hold the Headteacher and SLT to account, and to be accountable to any interested party for the schools' performance by:

- Receiving regular information from the Headteacher and SLT on the performance of the school
- Reviewing the support provided to implement the School Development Plan and build capacity for improvement
- Being aware of the Trust's performance management policy and monitoring its implementation
- Receiving appeals on issues relating to capability and exclusions

d) will review and self-evaluate its own performance and impact of actions and decision-making upon the rate and quality of progress made by the school.