

IAB Interim Terms of Reference

Interim Academy Board (IAB) of St Catherine's Catholic Primary, Bridport

Terms of Reference

1. Background

The IAB of St Catherine's Catholic Primary School, Bridport was appointed by Plymouth CAST with effect from 1st September 2018.

The membership of the IAB is:

Teresa Sturtivant – Chair
Amanda Burt – Interim Head Teacher
Vacant – Director of Education and Standards
Helen Brown – Education and Standards Manager (ESM - Plymouth CAST)
Chris Addis – Ex governor
Georgina Coombs – Ex governor
Lydia Blake – Assistant Head Teacher

2. Constitution, Terms of Office and Proceedings

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

ii. The trust may appoint additional members of the IAB at any time and may remove existing members for reasons of incapacity or misbehaviour.

iii. The Chair of the IAB shall be appointed by the trust. The trust may remove or replace the Chair for reasons of incapacity or misbehaviour.

vi. The IAB may make such arrangements as they see fit for the discharge of their functions by any other person. These functions include monitoring of:

- Safeguarding
- Teaching
- Outcomes
- Head Teacher performance management
- Performance management process for all staff

Whilst not responsible for finance and buildings, it may be necessary to have an oversight of these functions so that concerns can be raised with the trust.

vii. Whilst it is for the IAB to determine the regularity of meetings, it is anticipated that the Board will meet at least three times a term, to ensure the pace of improvement is maintained and to monitor improvement.

viii. IAB members will commit to attending all meetings, unless due to personal circumstances in which case the chair will be informed in advance of the meeting.

x. Other individuals and observers may only attend meetings by invitation of the IAB.

xi. Where confidential matters are being discussed it will be for the chair of the IAB to determine who can remain present;

xii. The quorum for all meetings of the IAB will be three members of which one of them will be the chair of the IAB.

3. Duties of the Board

i. The IAB will fulfil all the core and statutory functions of a local governing body and will conduct the school in a way that ensures improvement and promotes high standards of educational achievement.

ii. The main function of the IAB 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 to secure sustainable improvement.

iii. The duties of the IAB in providing challenge and support to the headteacher and SLT can be summarised as follows:

Ensuring school improvement by monitoring:

- The conduct of the school leadership and management;
- Staffing structures;
- Performance management arrangements;
- Implementation of CAST policies and documents
- The quality of provision and standards of achievement and progress in the school;
- School self-evaluation and school improvement cycle satisfying itself to the accuracy of this, including via external support
- Statutory compliance including the school website:
- Progress towards post-inspection action points.

Holding the headteacher to account by:

- Receiving regular information from the headteacher on the performance of all aspects of the school;
- Being involved with the performance management of the headteacher and monitoring progress towards agreed targets;
- Determining how the school's relationships with parents will be managed including what will be communicated, in what medium and how frequently and liaising with the Parent Forum where appropriate.

4. The Role of the Headteacher

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

ii. The Headteacher will provide the IAB with regular information on the performance of all aspects of the school and will comply with any reasonable request from the IAB for information. It is for the IAB to determine the range, content and regularity of these reports. The IAB may request any member of the staff to attend its meetings to provide information on the performance of any aspect of the school for which they are responsible.

iii. Where the IAB delegates any function to the Headteacher the IAB has the power to give the head reasonable directions in relation to that function, and oblige the head to comply with those directions.

5. Conduct of the IAB

i. The IAB will conduct its business in a professional manner.

ii. The IAB is a corporate body and consequently no individual has the power to act alone, unless delegated to do so by the IAB.

iii. Where functions have been delegated to an individual, or a group, they must report back to the full IAB on actions taken under delegation at the earliest possible opportunity. The IAB remains responsible for any action undertaken on its behalf under delegation.

iv. Individual members of the IAB must respect confidentiality. It is for the IAB to determine which parts of meetings, and the associated minutes, should remain confidential. Serious breaches of confidentiality may result in the individual member being removed from the IAB.

v. All dialogue with press agencies will be through close liaison with the trust, and through the Headteacher and the Chair of the IAB. No member of the IAB should have contact otherwise with press agencies.

vi. Minutes are recorded and subsequently agreed by the IAB as an accurate record.

6. Procedural issues/ suggestions

i. IAB minutes will be collated and sent to the Chair within one week for approval, before wider circulation to the members of the IAB, by email.

iii. The agenda for IAB meetings will be determined by the Chair of the IAB and circulated at least seven days before the meeting.

iv. On a termly basis the Headteacher will present the CAST agreed Leadership Report to the IAB on progress against each of the Key Issues, including any staffing/HR issues. The report will also include relevant data and pupil tracking information, including behaviour and attendance data.

vii. The IAB will contribute to regular newsletters to update parents.

7. Disbanding the IAB

The IAB will be disbanded once the trigger for its appointment has been removed. The decision will be made at the right time for the individual academy and only when stability has been restored and there is confidence in the progress of the academy. A planned disbanding of the IAB will take place alongside the induction of the newly formed LGB.