

Interim Advisory Board (IAB)

Terms of Reference

Membership

The IAB shall have the following membership:

- i. Chief Executive Officer
- ii. Head of School
- iii. 1x Director
- iv. 1 x Parents
- v. 1x Staff
- vi. Diocese
- vii. Parish Priest

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. The initial period of office will be June 2015 to August 2016.
- ii. Staff and parent members will be appointed on recommendation of the Chief Executive Officer and the Head of School.
- iii. On appointment to the IAB members will be required to sign an undertaking to the Bishop and the Directors of the Carmel Education Trust
- iv. The IAB and its terms of reference will be reviewed by the Board of Directors annually.
- v. The Board of Directors, in consultation with the Diocese may appoint additional (voting or observer) members to the IAB at any time and may remove existing members for reasons of incapacity or misbehaviour.
- vi. The Chair of the IAB shall be appointed by the Board of Directors.
- vii. The Board of Directors may remove or replace the Chair for reasons of incapacity or misbehaviour.
- viii. The IAB will meet at least once a term.
- ix. IAB members will commit to attending all meetings, unless due to personal circumstances – in which case the Clerk will be informed in advance of the meeting.
- x. Where confidential matters are being discussed it will be for the IAB to determine if non-members can be present;
- xi. The Clerk to the Governing Body will be the Governance Manager of the Carmel Education Trust. The Clerk will circulate agenda and papers at least seven days in advance of the meeting. The Chair and Vice-chair can call meetings at shorter notice to deal with urgent matters;
- xii. In the event of a need to make genuinely urgent decisions between meetings, the Chair in consultation with the Head of School and/or where appropriate the Chief Executive Officer will take appropriate action on behalf of the IAB;
- xiii. Decisions are made by majority of votes and the Chair has a casting vote
- xiv. A Member will cease to hold office if they are absent for a period of six months without permission and on resolution of the Board of Directors following consultation with the Diocese.

Duties of the Board

- i. The IAB will fulfil all functions of a local governing body and will conduct the Academy in a way that ensures improvement and promotes high standards of educational achievement.
- ii. The IAB will operate under the full Scheme of Delegation approved by Directors
- iii. The main function of the IAB will be to secure the good governance of the Academy, developing a sound basis for school improvement, with the intention of enabling the Academy to rapidly move from 'requires to improvement' and to secure sustainable improvement.

The duties of the IAB can be summarised under the following three key roles:

a) Ensuring clarity of vision, ethos and strategic direction:

- Setting and regularly reviewing Academy targets ensuring they are both achievable and sufficiently challenging to lead to sustainable improvement;
- Developing a clear understanding of the strengths and weaknesses of the Academy and ensuring an appropriate School Development Plan with explicit priorities and targets is in place and effectively implemented and monitored;
- Overseeing the conduct of the school leadership and management;
- Agreeing policies and plans drafted by the Head of School;
- Appointing senior managers and other key staff as determined by the IAB.

b) Holding the Head of School to account for the educational performance of the school and its pupils:

- Receiving regular information from the Head of School and senior leaders on the performance of all aspects of the school;
- Monitoring the quality of provision and standards of achievement within the school;
- Monitoring performance against targets set by the IAB;
- understand the Academy's performance data and have an accurate overview of how well students are achieving in relation to their potential and in relation to other schools, as well as how different groups of pupils within the Academy are performing;
- Monitoring the implementation of the policy framework set by the Board of Directors and its impact on standards of achievement;
- Monitoring school self-evaluation and satisfying itself to the accuracy of this;
- Ensuring the school complies with statutory requirements;
- Providing high levels of professional challenge and support to the Head of School and senior leaders.

c) Overseeing the financial performance of the school and making sure its money is well spent:

- Setting and overseeing the management of the school's delegated budget;
- Ensuring that proper records are maintained and that all Trust finance and procurement policies and procedures are followed;
- Setting staffing structures;

- Monitoring the budget and the effectiveness of spending;
- Ensuring the budget is appropriately spent for the good of the learners currently in the school and to best secure the school's future;
- Ensuring the budget is targeted on school development priorities;
- Ensuring that sound financial management systems are in place in line with statutory and good practice requirements;
- Ensure the health, safety and well-being of staff, students and visitors and ensure that adequate resources are allocated to provide a safe environment.

The Role of the Head of School

The Head of School will be responsible for the following:

- The internal organisation, leadership, management and control of the Academy;
- Advising the IAB on strategic direction, forward planning and quality assurance;
- Provide the IAB with regular information on the performance of all aspects of the Academy and to comply with any reasonable request from the IAB for information.
- Managing the budget, resources and other functions that have been delegated by the IAB
- Advising the IAB on the appointment of all staff other than Leadership posts and (except to the extent directed otherwise by the Directors and/or the Chief Executive), the salary grading, allocation of duties, appraisal and discipline of all staff up to final written warning for disciplinary purposes;

Conduct of the IAB

The IAB 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 committee. Members will abide by the Code of Code for Local Governing Bodies.