



## **The role and duties of the Interim Executive Board (IEB)**

The IEB's function is to provide interim expertise and high-quality governance to support future improvement in St Mary's School and College focusing on safeguarding, compliance and the promotion of high standards of educational achievement.

The Trustees of St Mary's have resolved that the IEB will take on the responsibilities of a normally constituted governing body, including the management of the budget, curriculum, staffing, pay and performance management and the appointment of the headteacher and deputy headteacher. While the IEB is in place, it qualifies as the governing body of St Mary's.

## **Membership of the IEB**

Members of the IEB are individuals with skills and experience of transformational educational improvement.

Chair of IEB – Jean Haigh (Chair of Trustees of The Talking Trust and Director of TaSMAT)

Richard Preece (Consultant Headteacher St Mary's School and College and Executive Headteacher/CEO of TaSMAT)

Jenny Smith (Chair of Directors TaSMAT)

Lindsey Diamond (Education Consultant)

Catherine Dooley (ESCC)

Antony Julyan (ESCC)

Craig Pamphilon (Education Consultant)

## **Duties of the IEB**

The IEB will fulfil all functions of a governing body and will conduct the school in a way that ensures improvement and promotes high standards of educational achievement. The main function of the IEB 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 out of the Ofsted Inadequate category and to secure sustainable improvement.

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

1. Be strategic leaders of the school by:
  - Setting targets for school improvement;
  - Overseeing the conduct of the school leadership and management including performance management;
  - Setting and overseeing the management of the school's budget including setting a policy of spending decisions and limits to decisions that can be made

by the headteacher alone, and those decisions that must be referred to the IEB for approval;

- Setting staffing structures;
- Monitoring performance management arrangements;
- Agreeing policies and plans and setting an appropriate policy framework within which the school must operate;
- Appointing senior managers and other key staff as determined by the IEB.

2. Act as critical friend to the school's senior leadership team by:

- Monitoring performance against targets set by the IEB;
- Monitoring the quality of provision and standards of achievement within the school;
- Monitoring the implementation of the policy framework set by the IEB and its impact on standards of achievement;
- Monitoring school self-evaluation and satisfying itself to the accuracy of this, including via external support as determined by the IEB;
- Ensuring the school complies with statutory requirements;
- Providing challenge and support to the interim headteacher and SLT;
- Monitoring and evaluating progress towards post-inspection action points.

3. Hold the headteacher and Senior Leadership Team (SLT) to account, and be accountable to any interested party for the school's performance by:

- Receiving regular information from the headteacher and SLT on the performance of all aspects of the school;
- Agreeing a performance management policy and monitoring its implementation;
- Conducting the performance management of the headteacher and monitoring progress towards agreed targets;
- Ensuring the school website meets statutory requirements
- Agreeing a complaints policy and monitoring its implementation
- Receiving appeals on issues relating to staff grievance, capability, complaints and exclusions;
- 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 Consultative Group where appropriate.

It is for the IEB to determine the range, content and regularity of reports it receives from the Headteacher and SLT. 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.

### **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 committee. The IEB is a corporate body and consequently no individual 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.

The IEB will contribute to regular newsletters to update parents on the progress that the school is making, and also will inform parents of the outcomes of LA evaluation visits/ Her Majesty's Inspector/ Ofsted visits to the school.