

# ILB Terms of Reference

## Interim Local Board (ILB) of The National Church of England Junior and Harrowby Church of England Infant Schools

### Terms of Reference

#### 1. Background

Lincoln Anglican Academy Trust (LAAT) may stand down a Local Board (LB) and appoint an Interim Local Board (ILB) in one or more of the following circumstances:

- Identification of weak governance.
- In response to the outcome of an annual review of governance or Ofsted inspection.
- In response to the outcome of an Ofsted inspection where there is a rating decline, or an academy moves into a category of serious weakness.
- A sudden or unexpected dip in an academy's mid-term performance.
- Any identified safeguarding concern within the academy.
- A new school joining the Trust with low numbers of governors.

The Lincoln Anglican Academy Trust will manage the process of standing down a LB in liaison with LAAT Directors and the Headteacher.

The main function of the ILB will be to secure governance of the academy, developing a sound basis for improvement and will be in place until the trigger is removed. LAAT does not adopt a one size fits all approach and is committed to appointing ILBs which are small, focused groups. Members will be chosen on a case by case basis in accordance with the skill and knowledge and the needs of individual academies.

The ILB of The National CofE Junior and Harrowby CofE Infant Schools was appointed by the Lincoln Anglican Academy Trust (hereafter 'LAAT' or 'the Trust') on 1<sup>st</sup> November 2021.

The membership of the ILB is:

Mrs Tamara Allen – Chair  
Mrs Angela Comerford–Executive Headteacher  
Rev. Samantha Parsons  
Father Stuart Craddock  
Ms Aga Kozłowska  
Mr David Smeaton  
Mrs Diane Mulley

#### 2. Constitution, Terms of Office and Proceedings

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

- ii. The Trust may appoint additional members of the ILB at any time and may remove existing members for reasons of incapacity or misconduct.
- iii. The Chair of the ILB shall be appointed by the Trust. The Trust may remove or replace the Chair for reasons of incapacity or misconduct.
- iv. The School Governance (Procedures) (England) Regulations 2003 do not apply in relation to ILBs. It is for the ILB, once constituted, to agree appropriate procedures for the conduct of its business.
- v. The ILB may make such arrangements as they see fit for the discharge of their functions by any other person.
- vi. Whilst it is for the ILB to determine the regularity of meetings, it is anticipated that the Board will meet at least half-termly, to ensure the pace of improvement is maintained and to monitor improvement.
- vii. ILB 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;
- viii. All ILB members and the Executive Headteacher, unless the Executive Headteacher is being discussed, and members of the shadow Local Council, once established, may attend meetings of the ILB and its committees although non-members will not have voting rights.
- ix. Other individuals and observers may only attend with agreement of the ILB.
- x. Representatives from LAAT, including Officers and Directors, may attend ILB meetings, provided that notification of their attendance is received by the Chair and Clerk prior to the meeting.
- xi. Where confidential matters are being discussed it will be for the ILB to determine if non-members can be present;
- xii. The quorum for all meetings of the ILB will be three members.

### **3. Responsibilities of the ILB**

The ILB will be responsible for the monitoring the quality of provision and standards of achievement within the academy by:

- Monitoring performance against targets set by the ILB.
- Monitoring the implementation of the policy framework set by the ILB and its impact on standards of achievement.
- Monitoring the academy self-evaluation and satisfying itself to the accuracy of this, including via external support as determined by the ILB.
- Ensuring the academy complies with statutory requirements.
- Providing robust challenge and support to the Executive Headteacher and SLT.
- Monitoring and evaluating progress towards post-inspection or review action points.

The ILB will hold the Executive Headteacher and SLT to account, and be accountable to any interested party for the school's performance by:

- Receiving regular information from the Executive Headteacher and SLT on the performance of all aspects of the school.
- Monitoring the implementation of the Trust's Appraisal and Pay policies.
- Conducting the performance management of the Executive Headteacher, in line with the LAAT policy and Scheme of Delegation, and monitoring progress towards agreed targets.
- Receiving appeals on issues relating to staff grievance, capability, complaints, admissions and exclusions, in line with LAAT policies and procedures.
- Determining how the school's relationships with key stakeholders will be managed including what will be communicated, in what medium and how frequently.

The ILB will be responsible for growing and establishing an effective Local Council and identifying a suitable member to take the Chair.

#### **4. The Role of the Headteacher**

The Headteacher (including Executive Headteacher and Head of School) will remain responsible for the internal organisation, the leadership and management and control of the school, and for advising on the implementation of the ILB's strategic framework.

The Headteacher will provide the ILB with regular information on the performance of all aspects of the school and will comply with any reasonable request from the ILB for information. It is for the ILB to determine the range, content and regularity of these reports. The ILB 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 ILB delegates any function to the Headteacher, the ILB has the power to give reasonable directions in relation to that function, and oblige the Headteacher to comply with those directions.

#### **5. Conduct of the ILB**

- i. The ILB 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.
- ii. The ILB is a corporate body and consequently no individual has the power to act alone, unless delegated to do so by the ILB.
- iii. Where functions have been delegated to an individual, or a group, they must report back to the full ILB on actions taken under delegation at the earliest possible opportunity. The ILB remains responsible for any action undertaken on its behalf under delegation.
- iv. Individual members of the ILB must respect confidentiality. It is for the ILB to determine which parts of meetings, and the associated minutes, should remain confidential. Serious breaches of confidentiality may result in the Trust removing an individual member from the ILB.
- v. All dialogue with press agencies will be through close liaison with the Trust, and through the Headteacher and the Chair of the ILB. No member of the ILB should have contact otherwise with press agencies, unless authorised by the Trust.

vi. The ILB will appoint a Clerk to the ILB. The Clerk will also be bound to confidentiality.

vii. All members of the ILB will use confidential school or Trust email accounts for ILB business, correspondence and the sharing and distribution of information and reports

## **6. Procedural Responsibilities**

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

ii. The agenda for ILB meetings will be determined by the Chair of the ILB in the first instance, at least ten days before the meeting. This will then be circulated to other members for additional items to be considered for the agenda.

iii. On request the Headteacher will present a report to the ILB on progress against each of the Key Issues, and including a financial update report, and any staffing/HR issues. The report will also include relevant data and pupil tracking information, and including behaviour and attendance data.

iv. The ILB will ensure financial decision making is in line with the LAAT Finance Policy and Procedures.

v. Urgent decisions that need to be taken by the Headteacher in the period between ILB meetings will be with the approval of the Chair of the ILB.

vi. The decision-making processes of the ILB will be open and transparent, and in partnership in the best interests of the school and its progress towards addressing the key issues for the school. In the event of a split decision, the Chair of the ILB will have the casting vote.

## **7. Disbanding the ILB**

The ILB will be disbanded once the trigger for its appointment has been removed and a substantive Local Council has been appointed in its place. The decision will be made at the right time for each individual school and only when stability has been restored and there is confidence in the progress of the school. A planned disbanding of the ILB will take place alongside the introduction of the newly formed Local Council.