



Churchill Community College

Interim Executive Board

Terms of Reference

1. Background

The IEB of Churchill Community College was approved, on 6th September 2024, by the Regional Director for the DfE, following an application by North Tyneside Council (NTC), according to its powers under Section 65 of the Education and Inspection Act 2006.

2. Membership of the IEB

Ernie Milne (Chair)
Major (retd) Jay Bartlett
Rob Bennett
Rachel Elder-Smith
Alex Hook
Joanna Lamb (ex-officio)
Deborah Piggett
Christina Ponting
Lisa Ramshaw
Jill Shaw
Anne Vernon

Information about the IEB members will be available on the school website.

The Chair of the IEB is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a student, parent or member of staff.

3. Purpose and procedures

The purpose of the IEB is to provide high quality governance and carry out the core functions of governance to support improvement in the school and promote high standards of educational achievement.

These include, but are not limited to ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined,
- that the headteacher performs their responsibilities for the educational performance of the school,

- the sound, proper and effective use of the school's financial resources,

North Tyneside Council have entered into a short-term agreement with North East Learning Trust (NELT) for the interim period prior to academisation. The trust will provide strategic leadership and support, provide operational support, and act in an advisory capacity in all educational matters. NELT will be held to account by the IEB/NTC for matters relating to the school, in connection with the agreement.

While the IEB is in place, it qualifies as the governing body for Churchill Community College and during this interim period manages its own procedures to conduct its business. It takes on the responsibilities of a normally constituted governing body, including the management of the budget, curriculum, admissions, staffing, pay and performance management and the appointment of the headteacher and deputy headteacher.

The IEB will schedule meetings half termly to ensure pace of work is maintained and to monitor improvement.

Quorum of the IEB will be 3 members.

Any decisions will be made collectively and in the event of a split vote, the Chair will have the casting vote.

The Clerk will provide an agenda and circulate all relevant papers including minutes of meetings prior to the meeting.

The IEB may delegate functions to individuals or groups and they will report back to the IEB at the earliest available opportunity.

Individuals beyond the IEB may attend subject to the agreement of the IEB or may be requested to attend the IEB meeting.

Minutes will be recorded by the Clerk and agreed with the Chair normally within 5 working days of the meeting.

4. Conduct of the IEB

The IEB members will agree to a code of conduct and in accordance with the Nolan Principles of public life. Clerking will normally be provided via an independent service, with the IEB members and Clerk respecting confidentiality.

5. Scheme of Delegation

The Scheme of Delegation is a formal schedule that distinguishes between matters reserved exclusively for IEB members' approval or decision, and matters delegated to groups and individuals.



Key

- ✓ Delegation recommended
- Delegation not recommended
- X Cannot delegate to this level

Area of Responsibility	IEB	Group	Individual	Head
Agree Admissions arrangements (usually Jan/Feb annually) ensuring compliance with the School Admissions Code	-	✓	X	X
Attendance (regularly review student attendance data and patterns)	-	✓	-	-
Behaviour (make/review a written statement of behaviour principles upon which the behaviour policy is based)	-	✓	-	-
Budget and Finance				
• approve the budget	✓	-	X	X
• monitor expenditure against the budget (note 3)	-	-	-	-
• approve the Schools Financial Value Standard	✓	X	X	X
• monitor and oversee the impact of Pupil Premium and other targeted funding streams	-	✓	-	-
Careers (review and monitor the plan for delivery statutory careers education and guidance)	-	✓	-	X
Complaints (approve a policy and procedure for dealing with complaints)	-	✓	-	-
Curriculum (ensure the school had a broad and balanced curriculum that covers the National Curriculum, monitor and evaluate progress and attainment)	-	✓	-	-
Data protection (ensure the school complies with GDPR when handling information)	✓	-	-	-
Equalities (ensure the school complies with the Equality Act 2010 which includes a distinct public sector equality duty)	✓	-	-	-
Exclusions				
• review the Head's decision to exclude pupils	-	✓	X	X
• monitor data on pupil suspensions and exclusion	-	✓	-	-

H&S (monitor the effectiveness of the school's H&S policy and procedures)	-	✓	-	-
Parents (have regard to the views of parents)	-	✓	-	-
Pupils with SEND (ensure that provision for students with SEND is in place and monitor effectiveness)	-	✓	-	-
Safeguarding and Child Protection (comply with the DfE's statutory guidance on KCSIE and the Prevent Duty)	✓	-	-	-
Staffing				
• oversee staff pay, progression and CPD (note 1)	-	✓	-	-
• Headteacher recruitment, appointment, suspension and dismissal (note 1)	-	✓	X	X
• conduct Headteacher's Performance Management (note 2)	-	✓	-	X
• recruitment and appointment of staff below SLT (note 1)	-	-	-	✓
• recruitment and appointment of staff on the Leadership Team (note 2)	-	✓	X	✓
• suspension and dismissal of staff below SLT (note 1)	-	-	X	✓
• suspension and dismissal of staff on the Leadership Team (note 1)	-	✓	X	✓
Policies (ensure policies required by law are in place, formally approved and readily accessible)	✓	-	-	-
Risk management (understand the main areas of risk associated with the IEB's strategic priorities and the school's improvement plans)	✓	-	-	-
School self-evaluation (use evidence gathered from data and surveys to inform a process of self-evaluation that includes progress in meeting the areas of improvement detailed in the latest Ofsted inspection/monitoring visit)	-	-	-	✓
School website (ensure that required information is published on the school website and that school leaders have effective systems and routines in place to remain compliant)	✓	-	-	-
Strategic direction (set the strategy for the school based on a clear vision for the future with defined priorities and a plan to monitor progress)	✓	-	-	-
Organisation and constitution				
• appoint a governance professional	✓	-	-	-
• elect a Chair and Vice Chair	✓	X	X	X
• review/establish groups and members' special interest areas	✓	X	X	X
• maintain and publish a Register of Interests	✓	-	-	-

• ensure that the school and governance information is correct on GIAS	✓	-	-	-
• adopt/review an IEB Code of Conduct	✓	-	-	-

Notes:

Note 1: The short term agreement approved by the IEB delegates these functions within existing policy and SLA arrangements

Note 2: Performance management of the Executive Head Teacher remains the responsibility of NELT

Note 3: Budget monitoring: operationally by the Executive Head Teacher and strategically by the IEB

General: In the areas of responsibility which the IEB has identified a board member with a special interest area, it is reasonable and appropriate to delegate this to an individual rather than a group e.g. Curriculum monitoring – Anne Vernon, Provision for SEND – Alex Hook.