



Terms of Reference

Interim Executive Board

Approved by IEB	Sept 2026
Date of next review	Sept 2027
Review cycle	Annual
Document owner	IEB Chair/Governance Professional
Storage location	Governor Hub/School website

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Section 1	
Purpose	To provide governance and oversight as set out in the WBC terms of reference for the IEB
Membership	As appointed by the Local Authority
Election of chair and vice chair	Appointed annually by the IEB.
Quorum	Three IEB members
Meetings	Monthly meetings during the academic year
Agendas/Papers	To be distributed seven days in advance
Administration	Governance Professional appointed by the IEB
Reporting	Minutes to go to next IEB meeting
Review process	Terms of reference to be reviewed annually
Voting rights	Members have full voting rights. Attendees have no voting rights. The Chair will have a second or casting vote where there is an equal division of votes.

Responsibilities and delegated powers

Strategic matters

- To determine a vision and strategic priorities for the school, including devising a long-term strategic plan based on stakeholder feedback and monitoring performance against the plan on an annual basis.
- To set and model the school culture, ethos, and values for the school.

Process of governance

- To establish and keep under review a protocol (Standing Orders) for the Governing Body/IEB
- To determine the size and composition of the Governing Body (recorded in the Instrument of Government)
- To appoint a chair and vice chair of the IEB
- To maintain a record of IEB members' business interest declarations per annum, for publication on the school's website
- To publish details of the IEB, individual members' appointments, and responsibilities on the school's website
- To appoint a Safeguarding Governor (statutory requirement)
- To appoint a SEND Governor (best practice recommendation)
- To appoint a Health and Safety Governor (best practice recommendation)
- To appoint a Digital Standards Governor (statutory requirement)
- To appoint a Headteacher Performance Management Panel of three IEB members
- To monitor individual IEB member's attendance at meetings and address any under-performance, and publish annual attendance on the school's website.
- To ensure the DfE's database for governors (Get information about schools) is up to date
- To ensure IEB members adopt the West Berkshire code of Conduct annually
- To review the scheme of delegation for the Governing Body and headteacher annually
- To circulate all agendas and papers at least seven days in advance (as per *School Governance (Roles, Procedures and Allowances) (England) Regulations 2013*)
- To set up working groups, as necessary
- To ensure at least one member of the IEB has completed safer recruitment training
- To appoint a Governance Professional and provide annual performance management for the Governance Professional (IEB Chair to discharge this as line manager)
- To ensure IEB members complete annual safeguarding for governance training

- To ensure the Safeguarding Governor undertakes Preventing Radicalisation training.

Policies

- To create a mechanism for timely policy review and to monitor all school policies (as advised by the Governance Professional)

School self-evaluation and performance

- To review and approve the School's Rapid Improvement Plan (RIP) and to monitor progress made against priorities, and to report to the LA on a half termly basis.
- To work with the Headteacher to determine the nature of reporting to the IEB.
- To review the Headteacher's school self-evaluation report for Ofsted and school improvement purposes.
- To consider recommendations from external reviews of the school (e.g., Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly implementation.
- To review the school's performance against schools nationally using external data sources (Analyse School Performance, Ofsted Inspection Summary Data Report (IDSR))
- To review emerging developments from the DfE, Ofsted and other agencies and model the impact on the school
- To monitor progress against the Ofsted areas for improvement
- To set internal targets for pupil performance for Year 6, Year 4 MTC, Year 2, EYFS and Year 1 and 2 phonics screening
- To agree a programme of IEB member visits linked to key priorities in the RIP
- To receive written reports from IEB members following a visit to be used as part of the strategic evaluation of school improvement
- To review pupil exclusions data identifying any trends or patterns.
- To review pupil attendance data identifying any trends or patterns

Curriculum

- To review and monitor curriculum provision to ensure the school provides a broad and balanced curriculum that meets the needs of all children.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To monitor the progress and achievement of all pupils, including the analysis of pupil performance data by vulnerable group.
- To ensure the school promotes and teaches British Values

Statutory duties & Compliance

- To ensure all statutory duties are discharged and the school is compliant.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way
- To ensure that senior leaders check the Single Central Record regularly.
- To review and approve an annual safeguarding audit (section 175 self-assessment (Education Act 2002)) using the NSPCC tool and action plan before submission to LA
- To devise a Climate Action Plan Sustainability leadership and climate action plans in education - GOV.UK
- To review and monitor the PE and sports premium grant funding plan for publication on the school's website
- To monitor the impact of the Pupil Premium funding to ensure money is spent on improving outcomes and publish an impact report.
- To review and approve a Pupil Premium Strategy (typically for three years), in line with DfE guidance, for publication on school's website.

- To ensure the school meets its Public Sector Equality Duty (Equality Act 2010) including setting and publishing Equalities Objectives, and reporting annually on progress made with the objectives
- To review annual equalities information for publication which demonstrates how the school meets its Public Sector Equality Duty (Equality Act 2010)
- To ensure that school's RSE Curriculum is compliant with statutory guidance Relationships Education, Relationships and Sex Education and Health Education guidance (Section 38, page 18).
- To ensure the school has an Inclusion Strategy (required by 31 December 2026) for publication on the school's website.

Parental & community engagement

- To promote communication and engagement with parents, staff, and the wider community
- To receive reports from the Headteacher/senior leaders on actions to improve parental engagement and to determine actions as appropriate.
- To ensure that the views of pupils, staff, parents, and the wider community are sought as appropriate and that action is taken where necessary.
- To receive reports on the provision of before school, lunchtime and after school clubs

Finance & Risk

- To review and approve an annual budget before submission to the local authority (LA).
- To maintain a Risk Register for review at least three times per annum making recommendations
- To determine the appropriate group size for the school and appropriate pay range for all staff
- To monitor the budget, reviewing regular reports from the Headteacher and SBM.
- To regularly benchmark the schools' income and expenditure, establishing action plans based on the results to improve effectiveness in fund usage.
- To monitor and review the management of private school funds, appoint a suitably competent and independent auditor and to receive the audited accounts of the School Fund
- To review the School's Financial Values Standard (SFVS) annual checklist before submission to LA.
- To receive and review LA internal audit reports and ensure remedial action is taken as necessary.
- To agree any expenditure or virement beyond the powers delegated to the Headteacher

Staffing matters

- To take the lead in the appointment of the Headteacher, Deputy Headteacher and Assistant Headteacher. *Appointments for all other members of staff are delegated to the Headteacher*
- To review and approve the school's staff structure, including management structure, on an annual basis.
- To keep under review staff work / life balance, working conditions and well-being, including the monitoring of absence.
- To conduct Headteacher annual performance management for the academic year in line with the school's external advisor.

Health, Safety & Premises Function

- To review the Health & Safety Policy, Organisation and Arrangements, the Asbestos Register and Fire Evacuation Plans (as appropriate)

- To monitor the school's practice of risk assessment of all school activities to assess whether potential risks to health and safety are appropriately identified and actions are taken to eliminate, reduce and control such risks.
- To receive and review reports from the school to assess whether all internal and external aspects of the school premises are regularly inspected to identify areas in need of improvement and/or repair
- To receive reports on accidents and incidents (near misses) reported via the LA's CREST system, to assess whether these are appropriately investigated by the school
- To review procedures to assess whether the school appropriately consults with employees on all matters relating to their health and safety whilst at work
- To review and receive reports on training provided to enable staff to carry out specific roles
- To review appropriate emergency response procedures (Critical Incident Plan/Business Continuity Plan)
- To monitor and if applicable support the school to raise awareness of any issues or concerns posing significant risks to the health, safety, and welfare of the school community with the local authority to ensure that appropriate remedial action is taken
- To receive reports to assess whether the security of the site is regularly reviewed, and identified remedial action is taken, as necessary
- To provide strategic oversight of estates management in line with DfE expectations.

Section 2: Headteacher's Performance Management Panel

Terms of reference

Membership	Three IEB members The Headteacher is in attendance The external advisor is an attendee at the annual review meeting. Staff IEB members are precluded. Members to have received appropriate training
Election of chair	Appointed annually by members of the panel
Quorum	Three IEB members
Meetings	Annual review meeting to be convened before 31 December. Up to two interim review meetings during the year prior to the annual review
Minutes	External advisor
Reporting	Reports to IEB
Terms of reference	Reviewed annually at the start of the academic year by the IEB

The following responsibilities and powers have been delegated by the IEB:

- To discuss and agree the annual headteacher's performance management targets
- To review performance for previous year to assess completion of targets
- To attend training as appropriate

Section 3: Governors' Discipline Committee (GDC)

Terms of reference

Membership	Three IEB members. Staff members are precluded. Headteacher must attend the meeting
Election of Chair	Appointed each time by members of the panel
Quorum	Three IEB members
Meetings	To be convened when required by the Governance Professional, in consultation with the Headteacher and Chair. The Governance Professional will circulate a pack (provided by the school) for the panel and parents at least seven days in advance of the hearing
By invitation	Governance Professional to invite representatives of WBC LA, Social Worker and Virtual School Head (as appropriate)
Administration	Governance Professional
Reporting	None. Minutes and letter to parents/carers to be approved by all members of the panel. Governance Professional to distribute letter to parents/carers. Governance Professional to inform parent/carers and headteacher of panel outcome within 24 hours of meeting by email and outcome letter and minutes to be sent within 7 days of hearing. Copies of minutes and letters to be held by Governance Professional
Terms of reference	Reviewed annually at the start of the academic year by IEB
Expectations	To be familiar with and to act in accordance with DfE's statutory guidance on Suspension and Permanent Exclusions

The following responsibilities and powers have been delegated by the IEB:

1. To hear any written representations from parents/carers about fixed period exclusions fewer than 5 school days.
2. To review any suspension resulting in a pupil being excluded for between 5 and 15 days in any one term where the parent/carers has expressed a wish to make representations.
3. To review all permanent exclusions and suspensions resulting in a pupil being excluded for more than 15 days in any one term, or missing a public examination.

Section 4: Employee Matters Committee

Terms of reference

Membership	Three IEB members who have no prior knowledge of the staffing matter nor have any connection to the member of staff. The school's HR advisor to attend to provide advice to panel members
Election of chair	Appointed by members of the committee
Type of Committee	Statutory Executive
Voting Rights	Only IEB members have voting rights
Meetings	As and when required. Meetings to be convened by the Governance Professional
Administration	Governance Professional
Reporting	Minutes and outcome letters to be retained by Governance Professional
Terms of reference	Reviewed annually at start of academic year by IEB.
Expectations	This committee is to act in accordance with DfE regulations, the School Teachers Pay and Conditions Document (STPCD), the school's staff disciplinary procedures, capability procedures, redundancy procedures and grievance procedures.

The following responsibilities and powers have been delegated by the IEB:

1. To consider such staff disciplinary cases as may be referred to the committee by the Headteacher or as members of the committee may decide according to the school's disciplinary procedures.
2. To consider such staff capability and staff ill health capability cases as may be referred to the committee by the Headteacher or as members of the committee may decide according to the school's capability procedures.
3. To consider such staff redundancy cases as may be referred to the committee by the Headteacher or as members of the committee may decide according to the school's redundancy procedures.
4. To suspend any person employed to work at the school, where in the opinion of the committee or the Headteacher, exclusion from the school is required and be informed of such a suspension where it is undertaken by the Headteacher.
5. To determine any suspension including the termination of any suspension where this is considered the appropriate action and inform the Headteacher, or IEB members in the case where it is the headteacher who has been suspended of this action. In exceptional circumstances, the IEB Chair, acting on advice from the school's HR advisors, may suspend the Headteacher pending an investigation.
6. To terminate the employment of any person employed at the school as requested by the Headteacher or as determined by the committee.
7. To hear any grievance from a member of staff in accordance with school grievance procedures.

Section 5: Employee Matters Appeals Committee

Terms of reference

Responsibilities & purpose	To hear any appeal resulting from an Employee Matters Committee hearing. 2. To resolve any grievance which cannot be resolved by the Employee Matters Committee.
Membership	Three IEB members, none of whom has served on the relevant Employee Matters Committee nor have any connection to the member of staff. The school's HR advisor to attend to provide advice to panel members
Election of chair	Appointed by members of the committee
Type of Committee	Statutory Executive
Voting Rights	Only IEB members have voting rights
Meetings	As and when required. Meetings to be convened by the Governance Professional
Administration	Governance Professional
Reporting	Minutes and outcome letter to be retained by Governance Professional
Terms of reference	Reviewed annually at start of academic year.
Expectations	This committee is to act in accordance with DfE regulations, the School Teachers Pay and Conditions Document (STPCD), the school's staff disciplinary procedures, capability procedures, redundancy procedures, grievance procedures and staff pay policies

Section 6: Complaints Committee

Terms of reference

Responsibilities & purpose	To hear any complaint in line with stage 2 of the school's Complaints Policy
Membership	Three IEB members who have no prior knowledge of the complaint nor have any connection to the parent/carer.
Election of chair	Appointed by members of the committee
Type of Committee	Statutory Executive
Voting Rights	Only IEB members have voting rights
Meetings	As and when required. Meetings to be convened by the Governance Professional.
Administration	Governance Professional
Reporting	Minutes and outcome letter to be retained by Governance Professional
Terms of reference	Reviewed annually at start of academic year.