

Interim Executive Board

Terms of Reference

Intervention Board (IB) of Harrogate High School, Harrogate

Background

Northern Star Academies Trust may stand down a local governing body (LGB) and appoint an IB for 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 or requiring improvement.
- A sudden or unexpected dip in the academy's performance.
- Any identified safeguarding concern within the academy.

The NSAT Executive team will manage the process of standing down a LGB in liaison with the Chair of Governors (and /or Vice Chair of Governors if assuming delegated responsibility) and the Trustees.

The main functions of the IB will be to take on the responsibilities of a normally constituted governing body, including the management of the budget, monitoring pupil performance, the curriculum, staffing, pay and performance management. The IB will secure governance of the academy, developing a sound basis for improvement and will be in place until the identified improvements are made.

IB's will be bespoke to each situation and will be small, focused groups. Members will be chosen on a case by case basis in accordance with the skills and knowledge and the needs of individual academies.

The IB of Harrogate High School was appointed by Directors of Northern Star Academies Trust (NSAT) with effect from **27th September 2019**.

The membership of the IB is:

- Jenn Plews (Chief Executive Officer, NSAT)
- Sue Mansfield (Independent Chair, experienced Headteacher)
- Bev Ashby (NSAT Trustee) – **Governor responsible for Safeguarding**
- John Barker (Chief Finance Officer, NSAT)
- Ann Wheatcroft (School Improvement Director, NSAT, experienced Headteacher) - **Governor responsible for Disadvantaged Learners**

Advisers:

Maureen Braden (Harrogate Hub Business Manager)
Staff Voice

Senior Leadership Team:

Charlotte Clarke (Academy Head)
Ricky Wilson (Deputy Head)
Gemma Cloughton (Deputy Head)

The role, responsibility and accountability of the Headteacher: Mrs Charlotte Clarke

The Headteacher will remain responsible for the internal organisation, the leadership and management and control of the academy, and for advising on the implementation of the IB's strategic framework.

The Headteacher will provide the IB with regular information on the performance of all aspects of the academy and will comply with any reasonable request from the IB for information. It is for the IB to determine the range, content and regularity of these reports. The IB may request any member of the SLT to attend its meetings to provide information on the performance of any aspect of the academy for which they are responsible.

Where the IB delegates any function to the Headteacher the IB has the power to give reasonable directions in relation to that function, and oblige the Headteacher to comply with those directions.

Constitution, Terms of Office and Proceedings

- Members of the IB will hold office for the period that the IB is in existence, although individual members may resign at any time
- Trustees may appoint additional members of the IB at any time to support the continued development of the academy and may remove existing members for reasons of incapacity or misconduct
- It is for the IB, once constituted, to agree appropriate procedures for the conduct of its business
- The IB may make such arrangements as it sees fit for the discharge of its functions by any other person. This may include appointing a progress board to support the IB to monitor key focus areas of the academy development priorities
- It is for the IB to determine the regularity of meetings, although it is anticipated that the board will meet approximately every four weeks during term time to ensure the pace of improvement is maintained and to closely monitor improvement
- IB members will commit to attending all meetings, as far as possible, in which case the clerk will be informed in advance of the meeting
- All IB members and the Headteacher, unless the Headteacher is being discussed, and members of the shadow governing body, once established, may attend meetings of the IEB and its committees although non-members will not have voting rights
- Other individuals and observers, including other representatives of NSAT, may attend with agreement of the IB
- Where confidential matters are being discussed it will be for the IB to determine if non-members can be present
- The quorum for all meetings of the IB will be three members.

Responsibilities of the IB

The IB will take on the functions and statutory responsibilities of the Local Governing Body as laid down in the NSAT Scheme of Delegation including being responsible for the monitoring of the quality of provision and standards of achievement within the academy by:

- Working with all stakeholders to establish and ensure clarity of vision, ethos and strategic direction of the school, to ensure all children feel supported to reach their full potential

- Promote the highest standards of safeguarding and welfare and create a positive culture and ethos where safeguarding is an important part of everyday life at Harrogate High School
- Monitoring performance against targets set by the IB
- Monitoring the implementation of the policy framework set by the IB 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 IB
- Ensuring the academy complies with statutory requirements
- Providing robust challenge and support to the Headteacher and SLT
- Monitoring and evaluating progress towards post-inspection or review action points.

The IB will hold the Headteacher and 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 and quality assuring staff appraisals
- Agreeing a complaints policy and monitoring its implementation
- Attending appeals on issues relating to staff grievance, capability, disciplinary, complaints and exclusions (with support from other LGBs or Trustees as necessary)
- Determining how the academy's relationships with key stakeholders will be managed including what will be communicated, in what medium and how frequently

Voting

- Where the chair is absent from a meeting, the members present shall select amongst themselves a chair for the meeting
- Each member shall have an equal vote. In the event of a tie the chair of the IB will have the casting vote
- Advisory members have no voting rights

Conduct of the IB

- The IB will conduct its business in an open and transparent way as far as possible while mindful of confidentiality and data protection requirements
- No individual IB member has the power to act alone, unless delegated to do so by the IB
- Where functions have been delegated to an individual, or a group, they must report back to the full IB on actions taken under delegation at the earliest possible opportunity. The IB remains responsible for any action undertaken on its behalf under delegation
- Individual members of the IB must respect confidentiality. It is for the IB to determine which parts of meetings, and the associated minutes, should remain confidential
- Any agreed dialogue with press agencies will be through close liaison with the CEO and through the Headteacher and the chair of the IB. No member of the IB should have contact otherwise with press agencies, unless authorised by the chair.
- Clerking of the meetings will be arranged by NSAT. The appointed clerk will also be bound to confidentiality.

Procedural Responsibilities

- IB minutes will be collated and sent to the chair within one week for approval, before wider circulation to the members of the IB, by NSAT email address
- Where possible the agenda for IB meetings will be determined by the chair of the IB, at least ten days before the meeting. This will then be circulated to other members for additional items to be considered for the agenda with at least seven days' notice
- On request the Headteacher will present a report to the IB 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 student tracking information, and including behaviour and attendance data
- The NSAT Board of Trustees will determine the agreed signatories for financial decision making, and will determine the spending thresholds for the Headteacher, without needing approval by the IB. All financial matters undertaken by the school must comply with the NSAT financial handbook and EFSA Academies Financial Handbook
- Urgent decisions that need to be taken by the Headteacher in the period between IB meetings will be with the approval of the chair of the IB
- The decision making processes of the IB 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.

Disbanding the IB

The IB will be disbanded once sustainable improvements have been made and the NSAT Trustees consider that the re-introduction of an LGB would be appropriate. This decision will be made at the right time for each individual academy and only when stability has been restored and there is confidence in the progress of the academy. A planned disbanding of the IB will take place alongside the induction of the newly formed LGB.