



## **Rapid Improvement Board (RIB) of Eynsham Community Primary School**

### **Terms of Reference**

#### **1. Background**

The RIB of Eynsham Community Primary School was appointed by the Eynsham Partnership Academy (EPA) Directing Board with effect from 7 December 2017.

The membership of the RIB (as at May 2018) is:

Sarah Kerswell

Hilary Emery

Lorna Shires

Paul Davies

Ian Moore

Mike Lawes (Associate Member – Finance)

Ann-Marie Roisin (Associate Member – Safeguarding)

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

- i. Members of the RIB will hold office for the period that the RIB is in existence (one year in the first instance), although individual members may resign at any time.
- ii. The EPA may appoint co-opted/additional members of the RIB at any time and may remove existing members for reasons of incapacity or not following the agreed Code of Conduct.
- iii. The Chair of the RIB shall be appointed by the EPA. The EPA may remove or replace the Chair for reasons of incapacity or not following the Code of Conduct.
- iv. The School Governance (Procedures) (England) Regulations 2003 do not apply in relation to RIBs. It is for the RIB, once constituted, to agree appropriate procedures for the conduct of its business.
- v. The RIB may make such arrangements as they see fit for the discharge of their functions by any other person.
- vi. Whilst it is for the RIB to determine the regularity of meetings, it is anticipated that the Board will meet at least monthly during term time, to ensure the pace of improvement is maintained and to monitor improvement.
- vii. RIB 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;
- vii. All RIB members and the Headteacher, unless the Headteacher is being discussed, and members of the shadow governing body, once established, may attend meetings of the RIB and its committees although non-



members will not have voting rights.

ix. Other individuals and observers, including other representatives of the EPA, may only attend with agreement of the RIB.

x. Where confidential matters are being discussed it will be for the RIB to determine if non-members can be present.

xi. The quorum for all meetings of the RIB will be four members.

### **3. Duties of the Board**

i. The RIB 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.

ii. The main function of the RIB 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 EPA's support programme and to secure sustainable improvement.

iii. The duties of the RIB can be summarised under three key roles.

#### **a) 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 delegated 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 RIB for approval;
- Setting staffing structures;
- Monitoring performance management arrangements;
- Agreeing policies and plans drafted by the headteacher and setting an appropriate policy framework within which the school must operate;
- Appointing senior managers and other key staff as determined by the RIB.

#### **b) Act as critical friend to the school's senior leadership team by:**

- Monitoring the quality of provision and standards of achievement within the school;
- Monitoring performance against targets set by the RIB;
- Monitoring the implementation of the policy framework set by the RIB 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 RIB;
- Ensuring the school complies with statutory requirements;
- Providing challenge and support to the headteacher and SLT;
- Monitoring and evaluating progress towards post-inspection action points.

#### **c) 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;
- 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.

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

- The Headteacher will be responsible for the internal organisation, the leadership and management and control of the school, and for advising on the implementation of the RIB's strategic framework.
- The Headteacher will provide the RIB with regular information on the performance of all aspects of the school and will comply with any reasonable request from the RIB for information. It is for the RIB to determine the range, content and regularity of these reports. The RIB 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 RIB delegates any function to the Headteacher the RIB has the power to give the Head reasonable directions in relation to that function, and oblige the Head to comply with those directions.

#### **5. Conduct of the RIB**

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

#### **6. Procedural issues/suggestions**

- i. RIB minutes will be collated and sent to the Chair within one week for approval, before wider circulation to the members of the RIB, by email.
- ii. Non-confidential minutes will be published on the school website as soon as is practicable.
- iii. The agenda for RIB meetings will be determined by the Chair of the RIB 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.
- iv. On request the Headteacher will present a report to the RIB 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.
- v. The RIB will determine the agreed signatories for financial decision making, and will determine the spending thresholds for the Headteacher, without needing approval by the RIB. This is underpinned by ensuring accountability, without procedures negatively impacting the securing of rapid progress to address the issues.
- vi. Urgent decisions that need to be taken by the Headteacher in the period between RIB meetings will be with the approval of the Chair of the RIB.
- vii. The decision-making processes of the RIB 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 RIB will have the casting vote.

*Update : May 2018*