



## **Trust Interim Board Terms of Reference**

### **1. Background**

- 1.1 The Trust Board of The Park Academies Trust may stand down a Local Advisory Board (LAB) and appoint a Trust Interim Board (TIB) in one or more of the following circumstances:
- In response to the outcome of an annual review of governance.
  - 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.
  - In response to a serious weakness or decline in governance identified by the Trust Board.
  - A sudden or unexpected dip in the academy's mid-term performance.
  - Any identified safeguarding concern within the academy.
- 1.2 The Trust Board will manage the process of standing down a LAB in liaison with the CEO, the Head, and the Trust governance team.

### **2. Purpose**

- 2.1 The main function of the TIB will be to act as an interim advisory board to ensure rapid and sustained school improvement in the short term.

Following this, the TIB will migrate to a LAB when the school has been identified by the Trust Board to be in a position of stabilise or repair.

### **3. Membership**

- 3.1 The Trust Board does not adopt a one size fits all approach and is committed to appointing TIBs which are productive, focused groups.

Members will be invited to join by the Trust Board and CEO on a case by case basis in accordance with the required skill and knowledge and the needs of individual academies.

Members will be required to adhere to the Trust's Governance Code of Conduct. The CEO will appoint the Chair of the TIB from the members of the Executive Board.

### 3.2 Church academies

All TIB members are appointed by the Trust Board.

For previously voluntary aided academies, TIB members (except elected parent and staff members and executive) are appointed with the consent of the Diocesan Corporate Member, and sign an undertaking to the Diocesan Corporate Member to uphold the designated religious character of the academy. The TIB has 50% church representation.

For previously voluntary controlled academies, the TIB has 25% church representation. The foundation TIB members are appointed with the consent of the Diocesan Corporate Member, and all TIB members sign an undertaking to the Diocesan Corporate Member to uphold the designated religious character of the academy.

TIB members give a written undertaking to the Trust Board and the Diocesan Corporate Member to uphold the Object of the Trust.

## 4. Quorum

- 4.1 TIB meetings shall be deemed as quorate with a minimum of 3 members in attendance.

## 5. Responsibilities

- 5.1
- To secure effective leadership for the academy.
  - To work with the academy / Trust leadership team on assessing the needs of the academy, specifically in the areas of teaching and learning, outcomes, safeguarding and behaviour and safety.
  - Develop and monitor plans to drive academy improvement including working with the Head, SLT and staff.
  - Develop and monitor safeguarding plans and ensure any safeguarding issues are addressed rapidly and effectively.
  - Develop and monitor plans in accordance with Trust policy, to tackle any HR, financial or business process issues, which are having an impact on the performance of the academy.
  - To support the migration to a LAB once the TIB is no longer required.
  - To nominate a member to sit on the Admissions Committee.

### 5.2 The role of the Head

The Head will be responsible for the internal organisation, management and control of the academy and for advising on the implementation of the TIB's strategic framework.

It is expected that the Head and SLT will fully co-operate with the TIB and work in partnership to secure rapid improvement to the academy.

The Head must provide the TIB with regular information on the performance of all aspects of the academy and must comply with any reasonable request from the TIB for information.

It is for the TIB to determine the range, content and regularity of the Head's reports.

The TIB 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.

### 5.3 The role of the Chair of the TIB

The Chair of the TIB shall be appointed (or removed) by the Trust Board and shall be required to lead the TIB in meeting their responsibilities.

The Chair shall be held accountable by the Trust and must report to the Trust Board on the work of the TIB as required.

## 6. Conduct

- 6.1 The TIB 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 principles.

The TIB is a corporate body and consequently no individual (not even the Chair) has the power to act alone, unless delegated to do so by the TIB and the Trust Board where there may be a conflict of interest.

Where functions have been delegated to an individual, or a group, they must report back to the full TIB on actions taken under delegation at the earliest possible opportunity.

The TIB remains responsible for any action undertaken on its behalf under delegation.

- 6.2 Individual members of the TIB must respect confidentiality.

It is for the TIB 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 TIB.

## 7. Reporting procedures

- 7.1 Minutes of the meeting approved by the TIB Chair shall be forwarded to the Company Secretary and Governance Coordinator within 7 days and will be made available for the Trust Board to view.

- 7.2 The TIB should also provide a Summary Report identifying:
- decisions made

- recommendations to the Trust Board
- items for the information of the Trust Board
- items for further discussion by the Trust Board

These terms of reference may only be amended by the Trust Board.

**Approved by the Trust Board on 16 September 2024**