

Terms of Reference – Interim School Development Board (ISDB): Marling School

1. Composition

The Interim local governing board (ISDB) is appointed by the CEO of the Cotswold Beacon Academy Trust (CBAT) and the Chair of the ISDB (a trustee of CBAT).

There shall be a minimum of six appointed to the ISDB. Further members may be appointed at any time, through agreement with the CEO and Chair of the ISDB.

2. Purpose

The role of the ISDB is to develop robust and effective local governance of Marling school, ensuring the school's rapid improvement plan is executed and completed in a timely manner and that the leadership of the school is bringing about positive change.

3. Membership

Jane Exworthy	Chair
Nicki Wadley	CBAT Trustee
Kim Wilson	CEO of CBAT (until Jan 2024)
Steve Kneller	Marling Interim Headteacher (from Jan 2024)
Alison Campbell-Black	Parent
Ayo Jimmy	Parent
Jo Roberts	Parent

4. Appointing a chair and vice-chair

The chair of the ISDB will be appointed by the Trust Board. The ISDB will be responsible for appointing a vice-chair.

5. Terms of office

The term of office for each ISDB member will be for the duration that the ISDB is in place. The purpose of the ISDB is to build a strong and effective governance group in order for a full SDB for the school to be in place. Consequently the initial term of the ISDB will be six months from the first meeting with reviews at three-monthly intervals thereafter, unless otherwise determined by the Board of Trustees at the first review (see Section 13).

6. Quorum

Quorum for the ISDB will be half of the total appointed members.

7. Meetings of the ISDB

Meetings shall be determined by the chair of the ISDB. Meetings may begin with short term regularity, alternate between online and in person and/or include representation from leaders from the school.

The ISDB will follow the provided School Strategic Plan which sets out the responsibilities of the ISDB as determined by the [Scheme of Delegation](#).

Each meeting of the ISDB must be chaired by the appointed chair, or in their absence the vice-chair. If the vice-chair is not present at the meeting, the ISDB must elect a local governor present at the meeting to act as chair. The Headteacher, staff governor or any person employed by the school or Trust is not permitted to chair a meeting of the ISDB in any circumstance.

The clerk will minute all meetings of the ISDB. An ISDB member, including the Headteacher or member employed at the school, may clerk a meeting in an emergency situation e.g. late notice absence of the substantive clerk.

Meetings of the ISDB will follow the procedures established in the Marling ISDB Terms of Reference.

The ISDB will not establish any committees but may establish required panels as set out in the Scheme of Delegation. If ISDB members cannot form a required panel, the Trust will support the ISDB to find panel members from other schools within the Trust.

8. Responsibilities

The full responsibilities of the ISDB are set out in the ISDB Scheme of Delegation and include:

- Reporting to the Trust Board on the overall performance of the school
- Work with the Headteacher to plan and execute the school improvement plan
- Review reports from the Headteacher on progress towards rapid improvement
- Monitoring and reporting of educational outcomes in the school
- Appointment of staff working at the school in accordance with Trust policies
- Monitoring all aspects of safeguarding, SEND, equality and student welfare
- Monitoring and managing all aspects of risk in relation to the school in collaboration with the Headteacher and Chief Finance and Operations Officer (CFOO)
- Dealing with the regulatory requirements of admissions and exclusions
- Carrying out other delegated functions as laid out in the Scheme of Delegation or defined in the Trust's policies
- Liaising with the Trust Board, CEO and CFOO on all aspects of policy setting and application as they may respectively require
- Arranging election of elected members of the SDB in accordance with the Articles of Association.

9. Role of the Headteacher

The Headteacher maintains responsibility for the day-to-day operational management of the school. The Headteacher will provide the ISDB with written, verbal and action plan reports as the ISDB see fit.

The ISDB will invite other school staff to report to its meetings to provide information on any aspect of its delegated responsibilities it considers appropriate.

10. Decision making

A decision made by the ISDB will only be valid if made within the requirements set out in these Terms of Reference and Scheme of Delegation. All ISDB members have a duty to act as a corporate Board and not as individuals and will act with integrity, objectivity and honesty. All decisions will be made in the best interests of the School and the children it serves.

All decisions made by the ISDB will be decided by a vote of all ISDB members entitled to vote who are present at the meeting where a decision is required.

In the event of a tied vote, the Chair of the meeting shall have a casting vote, this vote is in addition to any other vote they are entitled to.

11. Conduct

The ISDB will follow the [CBAT Code of Conduct for Adults](#) at all times.

12. Chair's action

The chair of the ISDB is permitted to act and make decisions in urgent situations, where a delay in taking action or making a decision would cause a serious, detrimental effect to the school, a pupil, parent or member of staff – this is known as a 'chair's action'. The vice-chair is permitted to take the same action, in the absence of the chair of the ISDB.

In the event of 'chair's action' being taken, the chair should record the action taken on the 'CBAT Record of Chair's Action' form and share this with the ISDB and Chair of Trustees at the earliest opportunity.

13. Review

The need for the ISDB will be reviewed by the CEO and the Trust Board in partnership with ISDB members in the first instance in Jan 2024.