

The Howard Primary School is currently governed locally by an Interim Executive Board (IEB).

The role of the Interim Executive Board

As an academy, the 'Trustees' are accountable for the quality of education being provided. The Trustees appoint people to serve on the Interim Executive Board to hold the local senior leadership team to account for standards and safeguarding. Through this, the IEB (which will temporarily replace the Local Governing Body) will take on an agreed set of responsibilities, facilitating rapid improvement.

The Scheme of Delegation below has been reviewed and tailored to meet the needs of the Howard Community Primary School, setting out roles, responsibilities and lines of accountability.

The IEB will consist of officers from the Trust Executive Leadership Team; the academy's Headteacher; and other specialist members as required, including the Chair of the LGB. The IEB will report directly to the Trust Education Committee.

The aim of this board is to rapidly improve the quality of education, ensure pupils and staff are safe, the school is compliant with statutory regulations and has the sufficient leadership capacity for further, sustained improvement. Once it has been agreed to reinstate the LGB, the IEB will establish a period of transition to enable a smooth handover of responsibilities, ensuring appropriate stakeholder representation.

Members of the Interim Executive Board are appointed by the Trust

Duncan Cooper, IEB Chair
Sue Herriott
Mary Rayner
Prue Rayner
Alison Weir, Acting Headteacher
Alex Huggins, Clerk

Amended Scheme of Delegation Version 1.2 (April 2020)

SoD No:	Task	Delegation of Responsibility	Notes
1 Governance			
1.8	Establish IEB sub-committees	Recommendation by IEB, approved by Education Committee	Established if necessary, finance and HR managed by Trust central team.
1.17	Appointment and dismissal of the Clerk to the IEB	Recommendation and approval by IEB	
2 Academy Performance, Curriculum and Teaching			
2.2	Academy Performance Targets	Recommendation and approval by the IEB	
2.3	Academy Performance Review and self-evaluation: half termly, termly and annual	Recommendation by the IEB and approval by Education Committee	
2.4	Academy Three Year Plan	Recommended by the IEB, approval by Education Committee	
2.5	Academy Urgent Improvement Plan, including Maths, English, SEND and EY plans	Recommended and approval by IEB	Education Committee informed at next available opportunity
2.6	Academy Policies including local safeguarding arrangements; curriculum plan; teaching and learning; behaviour	Recommendation and approval by the IEB	
2.7	Trust Policies	Approved by Trust Board, shared at local level and implemented by academy	All HR policies and core safeguarding policies – see above for local relevance
3 Staff Policies and Pay			
3.6	HTPM and Pay Award	Recommendation and approval by IEB	Establish a sub-committee to undertake pay review

3.7	Individual Performance Review and Pay Awards	Recommendation and approval by IEB	Establish a sub-committee to undertake pay review
4 Leadership			
4.4	Staffing structure	Recommendation and approval by IEB	
4.6	SLT and TLR appointments	Recommendation and approval by IEB	
4.7	All staff appointments	Recommendation and approval by IEB	
4.14	Suspension, dismissal and termination of staff	Recommendation and approval by IEB	Acting upon the advice of DoHR and CEO
4.15	Return of teaching and support staff after suspension	Recommendation and approval by IEB	Acting upon the advice of DoHR and CEO
4.16	Redundancy of staff	Recommendation of IEB and approval by Education Committee	Acting upon the advice of DoHR and CEO
4.17	Re-structuring of staff where fewer than 5 redundancies in 6 months	Recommendation of IEB and approval by Education Committee	Acting upon the advice of DoHR and CEO
5 Financial Governance and Management			
5.8	Academy One Year Budget: planning and monthly monitoring	Recommendation and approval by IEB	Acting on advice from the DoF
5.9 / 8.2	Academy Capital Planning and Estates Plan	Recommendation and approval by IEB	Acting on advice from the DoO
6 Financial Authorisation			
6.1	Expenditure or contracts up to Lower Limit	approval by HT	
6.2	Expenditure or contracts from Lower Limit to Upper Limit	approval by IEB	
6.3	Expenditure or contracts from Upper Limit to OJEU limit	approval by IEB	
6.5	Disposals or write off of stock, assets or debts up to Lower Limit	approval by HT	
6.6	Disposals or write off of stock, assets or debts from Lower Limit to Upper Limit	Recommendation by HT and approval by IEB	

7 Academy Procedures			
7.5	Extended Services on site	Approval by IEB	
7.6	Short, fixed term exclusion	Recommendation by HT, approval by ELT member of the IEB	
7.7	Return after short, fixed term exclusion	Approval by HT	
7.8	Alternative provision	Recommendation of HT and DPS, approval by IEB	
7.9	Permanent Exclusion	Recommendation of HT and DPS, approval by IEB	
7.11	Admissions: IYFA and annual	Recommendation by HT and DPS, approval by IEB	
7.13 / 7.14	Media strategy including website and prospectus	Approval by IEB	
7.15	Academy logo, brand	Recommendation by IEB and approval by the Board	
7.16	Academy Uniform	Recommendation and approval by IEB	
9 Risk Management			
9.2	Academy Risk Register	Approval by IEB	
10 Safeguarding			
10.1	Child Protection and Safeguarding Policy and Monitoring	Recommendation by the IEB, approval by the Board	
10.2	Safer recruitment of staff: policy and monitoring	Approval by IEB	