

SCHEDULE 1

THE SERVICE

The IEB Member, Ann Hodgson, will be a strategic leader of the school by working within the IEB to;

Set targets for school improvement and monitor progress towards those targets

Conduct the performance management of the Headteacher and monitor progress towards agreed targets

Agree a complaints policy and monitor its implementation

Set and oversee 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 IEB for approval

Set the curriculum offered

Set staffing structures and arrangements

Agree pay and performance management arrangements

Agree policies and plans drafted by the Headteacher and set an appropriate policy framework within which the school must operate

Appoint senior managers and other key staff as determined by the IEB subject to relevant advice

The IEB Member, Ann Hodgson, will be a critical friend of the school and hold the Headteacher and senior leadership team to account and be accountable to any interested party for the school's performance by:

Ensuring good communication with parents and carers, and ensuring that they are able to influence decisions about the future of the school

Interpreting information relating to the school's improvement, and presenting this information back to parents in a suitable format

Facilitating meetings with parents, with or without attendees from the school or local authority, in order to give information to parents or seek their views.

Collating parents' and carers' views and presenting them back to the local authority or school leadership

Organising groups to involve parents on particular issues which the school needs to address; for example, a group of parents, staff, governors and an education officer meeting together to work on improving pupil attendance

Attending LA Core Group meetings and meeting regularly with a representative from the LA to monitor progress at the school.

IEB Code of conduct

The IEB should be considered to be the governing body of the school for the time it is in office. It will take on all the responsibilities of a governing body, including the management of the budget, the curriculum, staffing, pay and performance management, and the appointment of the Head teacher and Deputy Head teacher.

The IEB 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 IEB is a corporate body and consequently no individual has the power to act alone, unless delegated to do so by the IEB. Where functions have been delegated to an individual, or a group, they must report back to the full IEB on actions taken under delegation at the earliest possible opportunity. The IEB remains responsible for any action undertaken on its behalf under delegation.

Individual members of the IEB must respect confidentiality.

It is for the IEB to determine which parts of meetings(and the associated minutes)-, should remain confidential. Serious breaches of confidentiality may result in the LA removing an individual member from the IEB.

The Headteacher will be responsible for the internal organisation, management and control of the school, and for advising on the implementation of the IEB's strategic framework. It is expected that the head and SLT will fully co-operate with the IEB and work in partnership to secure effective governance of the school.

The Headteacher must provide the IEB with regular information on the performance of all aspects of the school and must comply with any reasonable request from the IEB for information.

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

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

OVERALL TIME ALLOCATION/SALARY

The IEB Member is contracted to work for the Council for one day each week during term time during the period of this agreement. The IEB Member will be paid the agreed fee directly into their bank account. The IEB Member is expected to invoice the Council once a term, itemising days worked against fees charged. The agreed rate per day is to include all travelling and subsistence expenses.