



'Working together, we enable everyone to flourish through high quality education'

**Terms of Reference for the Interim Executive Board of Abbey
Hulton Primary School within
Orchard Community Trust**

Approved by:	Board of Trustees	Date: 9 October 2025
Agreed by FTB:	09/10/2025	First meeting held: 12 th November 2025
Next review due by:	30/08/2026	

Constitution

In accordance with the OCT Guidance and Interim Executive Board (IEB) shall comprise of the following membership:

1 – Chair (appointed by the Trust Board)

1 – Senior member of the School Improvement Team/ Senior Leadership of the Trust

Up to 2 – Headteachers (inc. EHTs/HoS)

3 – Co-opted Governors (may be retained from the previous board or newly appointed - based on the skills required)

Terms of Office

The appointment of the IEB members shall be approved by the Trust Board following communication of the need to improve. The Board shall be appointed based on the relevant skills required). The term of office shall initially be for twelve months.

Quorum

To be quorate, at least half of the appointed members (at least 4) should be present (please also see the Articles of Association for where two thirds of the Board applies). Staff members (including the Headteacher) must not exceed one third.

Proceedings (list is not exhaustive)

The LGB shall abide by the Articles of Association, Scheme of Delegation and Trust Policies (as per the DfE's guidance).

- Minutes are to be stored and published in accordance with the relevant regulations and saved electronically on the cloud server (Microsoft Teams), once approved
- Minutes of the IEB will be taken.
- The IEB shall meet twice per term over the twelve months.

Further to this, the Board of Trustees have resolved that by virtue of the Office of the Chair of the IEB, they delegate the 'Power to Act' in circumstances where the chair of the IEB is of the opinion that a delay in exercising the function would be likely to be seriously detrimental to the interests of; the academy, any pupil at the academy or their parent, or a person who works at the academy.