



## Academy Interim Executive Board

### The Cooper School

#### TERMS OF REFERENCE

##### 1. Purpose

The Academy Interim Executive Board (AIEB) is established by the Acer Trust Board in response to The Cooper School's most recent Ofsted judgement of 'Requires Improvement' for leadership and management, alongside challenges around staffing continuity, reduced leadership capacity, and financial sustainability. Its dual purpose is to:

1. **Ensure rigorous governance and oversight** during a period of focused school improvement.
2. **Mentor and develop existing governors** to grow leadership capacity within the academy, enabling future Chairs and Vice Chairs to emerge.

The AIEB is a temporary governance structure that will provide clear direction, stability, and strategic challenge, while preparing for the return to local governance through a reconstituted Local Governing Body (LGB).

##### 2. Membership

The Trust Board will appoint all members of the AIEB and will comprise of 7 -10 members.

- Chief Executive Officer (CEO) of the Trust
- 1–2 Trustees
- 1–2 members of the Trust Executive Group (TEG)
- The Headteacher
- 3–4 existing governors (community representatives)
- Chair of the Staff Voice group (invited)
- Chair of the Parent Voice group (invited)

Additional advisors (e.g. the COFO, Trust Finance Lead, HR, safeguarding, Hub Business Manager) may be invited to attend meetings as needed.

The Chair is appointed by the Trust Board.

##### 3. Delegations

The AIEB will be responsible for monitoring the quality of provision and standards of achievement within the academy. All core delegated responsibilities previously held by the Local Governing Body will sit with the AIEB during the interim period. These include but are not limited to:

- Monitoring Educational Standards and Curriculum Quality
- Safeguarding and Child Protection
- Financial Oversight and Budget Monitoring
- Pupil Attendance and Behaviour
- Pastoral Care and Student Wellbeing
- Health and Safety Compliance
- Engagement with Parents, Carers, and the Wider Community

It will also:

- Support and challenge the academy leadership to deliver sustained improvements.
- Mentor current governors to build future governance capacity.
- Monitor progress against improvement plans and Ofsted actions.

## 4. Meetings

- Meetings will be held at least once per half term, with additional meetings as required.
- A minimum of three members is required for quorum.
- A professional clerk will be appointed to support the meetings.

## 5. Authority

- The AIEB holds full delegated governance responsibility for The Cooper School, as defined in the Trust's Scheme of Delegation.
- The AIEB may take decisions on all matters delegated to a standard LGB.
- The Chair may act on urgent matters between meetings, reporting back at the next AIEB meeting.

## 6. Reporting

- The AIEB reports directly to the Acer Trust Board.
- Following each meeting, the Chair will provide a written update to the Trust Board outlining progress, risks, and key decisions.
- A termly review will evaluate the AIEB's impact and inform decisions on governance readiness.

## 7. Duration & Review

The AIEB will operate for a **minimum of one academic year**, after which it will remain in place until the Trust Board determines the academy is ready to transition to a reconstituted Local Governing Body (LGB).

The AIEB will oversee the recruitment, induction, and phased reintroduction of a new LGB, with the transition planned for:

- *September 2026* at the earliest; or
- *March 2027* at the latest, subject to progress.

This document will be reviewed annually or sooner as required.