



omega
MULTI-ACADEMY TRUST

Interim Executive Committee

Westbrook Old Hall Primary School

Terms of Reference 2025/26

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Owner	Chair of Trustees / Chief Executive Officer
Approved By	Trust Board
Approval Date	March 2026
Next Review Date	September 2026

Review Date and Summary of Changes

Review Date	Summary of Changes
March 2026	Membership Approved

Signed by:

Chief Executive Officer

Date: 24th March 2026

Chair of Trustees

Date: 24th March 2026

1. Introduction & Purpose

The Interim Executive Committee (IEC) is a temporary governing body appointed by the Trust Board to replace a school's existing governing body, where the school is facing significant challenges. The primary purpose of the IEC is to provide strong leadership and governance, until the school reaches a stable and acceptable level of performance at which point there will be a transition back to a Local Governing body.

The IEC's function is to provide high quality governance, hold the senior leadership team to account and support future improvement including the promotion of high standards of educational achievement and behaviour.

2. Scope of the Committee's duties and responsibilities

- Improving Educational Standards
- Financial Management
- Leadership and Management
- Governance and Compliance
- Community and Stakeholder Engagement

3. Constitution and Membership

Membership: Gavin Brown, Alice Hothersall, Don Jones, Paul Williams

Quorum: At least three members including the Chair of the Committee.

In attendance: Headteacher, Governance Professional.

Attendance agreed in advance: Senior Leaders of Westbrook Old Hall Primary School, Director of Education.

Election of Chair: The Committee shall at its first meeting of each academic year elect a member to act as Chair.

4. Frequency of Meetings and Administration

The Committee will meet as a minimum every half term to ensure the pace of work is maintained and to monitor improvement.

Committee members will commit to attending all meetings, unless due to unavoidable circumstances, in which case the Chair and Governance Professional will be informed in advance of the meeting.

Members of the Committee and invited parties can attend via Teams.

5. The Committee is authorised by the Trust Board to:

- Assess the school's performance / behaviour data to identify areas needing improvement.
- Focus on urgent issues and address critical areas such as leadership, teaching quality, behaviour and school performance quickly.
- Establish clear, measurable targets for improvement in student outcomes.
- Intervene and implement immediate actions to stabilise and improve the school's performance.
- Make decisions on the appointment of senior leaders.
- Oversee the performance management of the Headteacher and ensure robust appraisal systems are in place for all staff.
- Ensure ongoing professional development opportunities for all staff.
- Ensure all school level statutory policies are up-to-date, approved and effectively implemented.
- Ensure the school has robust safeguarding procedures in place to protect all students.
- Ensure the school complies with all relevant legislation and regulatory requirements, including that statutory link roles are adequately overseen. (Safeguarding, SEND,).
- Maintain open lines of communication with parents, carers, and the wider community.
- Gather and act upon feedback from students, parents, and staff to improve school operations.
- Plan for the transition to a local governing body once the school is stable.

6. Proceedings of Committee Meetings

Every matter to be decided at a meeting of the Committee must be determined by a majority vote of the members present and voting on the matter. Where there is an equal division of votes the Chair shall have a casting vote.

A register of attendance shall be kept for each Committee meeting and published annually on the Trust's website in accordance with the Academy Trust Handbook.

Detailed minutes of the meeting will be taken by the Governance Professional and provided to the next meeting of the Trust Board.

The Committee shall review annually the Committee's terms of reference and its own effectiveness and recommend to the Trust Board any necessary changes.