

Overdale Interim Governing Board (IGB)

Applies to:

Overdale Infant School and Overdale Junior School

Approved by: Oak Trust Board

Date approved: 24 June 2026

Review date: Within 12 months of establishment, or earlier if determined by the Trust Board

1. Establishment

1.1 The Trust Board establishes the Overdale Interim Governing Board (IGB) as a time-limited local governance body serving Overdale Infant School and Overdale Junior School.

1.2 The IGB is created to provide stable, effective and proportionate local governance during a transitional period while the Trust and governors evaluate the practical implications of greater alignment between the two schools.

1.3 The establishment of the IGB does not predetermine any future structural decision regarding the relationship between the two schools.

1.4 The IGB operates under delegated authority from the Trust Board in accordance with the Trust's Scheme of Delegation.

2. Duration

2.1 The IGB will operate for a period of up to 24 months from the date of establishment.

2.2 The Trust Board will review the effectiveness and future of the IGB:

- a) after 12 months, and
- b) before the end of the 24-month period.

2.3 Following review, the Trust Board may determine to:

- a) extend the interim arrangements,
- b) establish a permanent Local Governing Body,
- c) establish separate governing bodies, or
- d) implement another governance structure deemed appropriate.

3. Purpose

3.1 The purpose of the IGB is to:

- a) provide strong local governance oversight across both schools,
- b) ensure robust safeguarding and statutory assurance,
- c) support school improvement and ensure appropriate governance readiness for external scrutiny across both schools,
- d) maintain community connection and stakeholder confidence,
- e) oversee and evaluate the practical benefits and challenges of greater alignment between the two schools, and
- f) provide informed recommendations to the Trust Board regarding future governance arrangements.

4. Principles

4.1 The IGB will operate in accordance with the following principles:

- a) Pupil-centred decision making, prioritising educational quality, safeguarding and stability.
- b) Transparency and community confidence, recognising the importance of local engagement.
- c) Constructive challenge and support, ensuring leadership is both supported and appropriately scrutinised.
- d) Proportionate governance, recognising the voluntary nature of governance roles.
- e) Flexibility, allowing the board to adapt its working practices during the interim period.
- f) Planned succession, ensuring continuity of governance leadership.
- g) Clarity of purpose, ensuring that external accountability (including inspection) is appropriately prepared for, without becoming the sole driver of governance activity.

5. Functions of the Interim Governing Board

5.1 The IGB will exercise delegated governance functions consistent with the Trust's Scheme of Delegation.

5.2 The board's functions include oversight and assurance in the following areas:

5.2.1 Safeguarding and statutory compliance

The IGB will:

- a) monitor safeguarding arrangements across both schools,
- b) review safeguarding reports and ensure appropriate oversight,
- c) monitor attendance, behaviour, exclusions and complaints,
- d) oversee health and safety assurance, and
- e) ensure compliance with statutory policies delegated to local governance.

5.2.2 Community engagement

The IGB will:

- a) act as a meaningful link between the schools and their communities,
- b) ensure stakeholder perspectives are heard and communicated appropriately, and
- c) support confidence and clarity during the interim period.

5.2.3 Local assurance (“eyes and ears”)

The IGB will:

- a) triangulate information provided by school leaders through visits, reports and dialogue,
- b) provide constructive challenge where appropriate, and
- c) identify emerging risks or issues requiring escalation to the Trust Board.

5.2.4 Oversight of school improvement and external readiness

Operational responsibility for school improvement remains with the executive leadership of the Trust.

The IGB will:

- a) receive updates on improvement priorities,
- b) monitor progress against key priorities,
- c) provide challenge and support to school leaders, and
- d) seek assurance that school improvement and readiness for external scrutiny remain central priorities.

5.2.5 Evaluation of alignment

The IGB will:

- a) consider the practical benefits and challenges of increased alignment between the two schools,
- b) review the impact of alignment on leadership, curriculum, inclusion, transition and community confidence, and
- c) provide recommendations to the Trust Board regarding future governance arrangements.

6. Membership

6.1 Members of the IGB will be appointed by the Trust Board.

6.2 Membership may include governors currently serving on the Overdale Infant and Overdale Junior governing bodies, together with additional appointments where this strengthens the board.

6.3 In appointing members, the Trust Board will consider:

- a) balance of experience across both schools,
- b) safeguarding expertise,
- c) community and parent representation,
- d) school improvement and governance expertise, and
- e) sustainability of membership.

6.4 The IGB may invite individuals to attend meetings in an advisory capacity where their experience is beneficial.

Such individuals will not hold voting rights.

7. Chair and Vice Chair

7.1 The Trust Board will appoint an Executive Chair and Chair of the Interim Governing Board.

7.2 The Executive Chair will, in collaboration with The Chair be responsible for:

- a) leading the board effectively,
- b) ensuring robust governance oversight,
- c) maintaining a clear focus on school improvement and ensuring the board is well-prepared for external scrutiny, and
- d) supporting effective working relationships between governors, school leaders and the Trust.

7.3 The IGB will suggest a Vice Chair (or Vice Chairs where appropriate to support the interim structure) for the Trust Executive to appoint on behalf of the Trust Board.

7.4 The Vice Chair(s) will support the Executive Chair and Chair and assist in developing governance leadership for the future.

7.5 The IGB will support succession planning for governance leadership, including the development of a future Chair where appropriate.

8. Meetings

8.1 The Interim Governing Board will meet at least once per full term.

8.2 Additional meetings may be convened where the Chair determines that they are required.

8.3 Meetings will be convened by the Clerk in consultation with the Chair.

8.4 Agendas will be as per other OAK schools with local additions and may include items relating to:

- a) matters affecting both schools,
- b) matters specific to the Infant School, and
- c) matters specific to the Junior School.

9. Quorum

9.1 The quorum for meetings will be three members.

9.2 Where possible, meetings should include representation from governors with knowledge of both schools.

10. Link roles and visits

10.1 The IGB may establish link governor roles to support oversight of key areas.

10.2 The structure of link roles during the interim period may differ from existing arrangements in order to reflect the nature of the IGB.

10.3 Priority areas for oversight will include:

- safeguarding
- health and safety
- SEND and inclusion
- quality of education
- attendance and behaviour (where appropriate)

10.4 Governors may meet jointly with relevant leaders from both schools where appropriate to gain a full understanding of provision across the site.

11. Reporting and accountability

11.1 The IGB is accountable to the Trust Board.

11.2 The IGB will:

- a) provide minutes of meetings to the Trust Board,
- b) escalate concerns or risks promptly where necessary, and
- c) provide advice and recommendations on governance arrangements.

11.3 After 12 months, the IGB will produce a short review covering:

- a) effectiveness of the interim governance arrangements,
- b) sustainability of governance capacity,
- c) lessons learned from the alignment process, and
- d) recommendations regarding future governance.

12. Relationship with school leadership

12.1 The IGB will work constructively with the Executive Headteacher, Heads of School and Trust leaders.

12.2 The board's role is to provide oversight, assurance, support and challenge, not to undertake operational management of the schools.

13. Communication

13.1 The IGB will support clear communication with stakeholders including parents, staff and the wider community.

13.2 Communications should:

- a) maintain confidence in the schools,
- b) reflect the interim nature of the governance arrangements, and
- c) avoid creating unnecessary uncertainty regarding future structural decisions.



14. Review of Terms of Reference

14.1 These Terms of Reference will be reviewed:

- a) At the second meeting of the Interim Governing Board following adoption by Trustees.
- b) after 12 months, and
- c) earlier if required by the Trust Board.