

Willow Tree Academy

School Improvement Board 2018

Terms of Reference

Willow Tree Academy School Improvement Boards (SIB) will be established to be accountable for the improvement of the schools it serves.

The SIB will determine the appropriate standards and targets to be met, monitor and review the achievement of pupils, the quality of teaching and learning, personal development, behaviour and welfare of pupils, leadership and management of teaching and learning.

The proposed **Terms of Reference** are as follows:

- Members of the SIB will hold office for the period of 4 years although members may resign at any time.
- Willow Tree Academy may appoint additional members to the SIB at any time and may remove existing members. The Chair of Willow Tree Academy may attend meetings of every SIB.
- The SIB will nominate a chair person of the board.
- The SIB will hold to account the Head of School and the Senior Leadership Team.
- The SIB may make such arrangements as they see fit for the discharge of their functions by or through any other person(s). The SIB may delegate appropriate powers and authority to the Chair to facilitate decision-making.
- Whilst it is for the SIB to determine the regularity of meetings, it is anticipated that the Board will meet every six weeks/twice a term during term-time, to monitor improvement, and to ensure that the pace is maintained.
- SIB members will commit to attending all meetings, unless due to personal circumstances or work related matters, in which case the Chair will be notified in advance.
- Other attendees at the meeting will be determined by the key areas for improvement and context and may include other members of the Academy's senior team, external expertise, and key providers of support from other schools, as appropriate. This will ensure that all support is integrated and built around the needs of the Academy.
- Where confidential matters are being discussed it will be for the SIB to determine if non- members can be present.
- SIB members will adhere to the Code of Conduct for members of Public Bodies and comply (where applicable) with the latest version of the Academies Financial Handbook.
- The SIB will report to Trust Board.

Duties of the Board

The School Improvement Plan (SIP) will drive progress. This has clear actions, timescales, success driven criteria, and responsibilities, covering the main areas for improvement which have been agreed.

- The SIB will be accountable to Willow Tree Academy Trust Board for the delivery of the SI Plan, and will ensure that high standards of educational improvement are promoted and embedded.
- The Executive Head Teacher/Head of School will determine the appropriate standards and targets to be met and agree this with the SIB.

- The SIB will review, evaluate and approve the development of the SI Plan to meet changing circumstances, and develop a sound basis for school improvement and securing sustainable improvement in the long term.
- The SIB will ensure that sustained progress is delivered to enable the school to maintain or improve its Ofsted judgement.
- The monitor and review cycle will evaluate the quality of teaching and learning and any support that needs to be in place, the impact of this will be reported to the SIB by the SLT on a termly basis.
- The SIB will ensure that strong relationships exist between the school and parents/carers and the community.
- The deployment of staff and resources will be the responsibility of the SIB, where it directly impacts on teaching and learning
- The personal development, welfare and behaviour of pupils will be the responsibility of the SIB, especially where it directly impacts on teaching and learning,
- The leadership and management of the curriculum and teaching and learning will be a focus for the SIB, the board will report the effectiveness of these to the Trust Board.
- To ensure Safeguarding procedures are in place and robust.

In discharging its duties the SIB –

a) will act as Strategic Leaders by:

- Reviewing and approving the Action plans and targets for improvement, timelines, including any amendments or developments as presented by the Executive Head Teacher.
- Ensuring that Action Plans are implemented effectively and targets for school improvement are met.
- Align School Improvement activity and staffing within approved budgets.
- Reviewing staffing structures and deployment arrangements.
- Reviewing and approving the curriculum.
- Receiving reports from other school leaders on progress with specific action plans/aspects for which they have responsibility including SEND, ARR, EYFS
- Reviewing the school's leadership and management capacity with regard to teaching and learning and the impact on pupil outcomes.
- Review the operation of the SIB and communications/feedback with parents/community.
- Seek the views of parents and carers annually and ensure effective reporting of pupil progress to parents
- Consider outcomes for pupils and links to performance management; the Executive Head Teacher will make recommendations where necessary to the Trust Board.
- Appointing senior staff and other key personnel, in conjunction with Willow Tree Academy where SLT appointments are concerned.

b) act as Critical Friend to the Academy's leadership by:

- Monitoring the quality of provision and standards of achievement within the school and make comparisons to national data.
- Monitoring the implementation of Action Plans and the impact upon standards of achievement.
- Identifying strengths, weaknesses and priorities for development with the senior leadership team.
- Providing challenge and support to the Executive Head Teacher, Head of School and SLT.
- Providing challenge and support to Willow Tree Academy.

- Receive report on use & impact of PE/Sports Funding
- Receive report on use & impact of Pupil Premium
- Review external data dashboards and use these to support the understanding of attainment and progress and the success of the school
- Agree arrangements for annual Parent/Carer survey
- To receive annual report on use and impact of SEND funding
- To receive annual report from designated teacher for looked after and previously looked after children
- To ensure that each academy website is compliant with all legal requirements

c) hold the Executive Head Teacher and SLT to account, and to be accountable to any interested party for the school's performance by:

- Receiving regular information from the Executive Head Teacher, Head of School and SLT on the performance of the school.
- Review the support provided to implement the School Improvement Plan and build capacity for improvement.
- Implementing the Willow Tree Academy Appraisal Policy and monitoring its implementation.
- Receiving appeals on issues relating to capability and exclusions.

