

## Terms of Reference for School Improvement Group

### Document Information

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1.0	13 September 2022	ELSI	New document
2.0	5 February	ELSI and COO	Significant changes to clarify roles and avoid duplication with scheme of delegation

### THE ROLE OF THE SCHOOL IMPROVEMENT GROUP

The SIG is a committee of the main board of the Trust. Each SIG is established by the Board in accordance with the Trust's Articles and will be subject to Terms of Reference set out below which will detail the responsibilities of the SIG and its relationship with the main board.

### THE TRUST AND SIG

The Trust is a charitable company limited by guarantee. It has entered into a Master Funding Agreement with the Department for Education and a Supplemental Funding Agreement in respect of the School (together the "Funding Agreements") and so it is the Trust that is ultimately responsible to the Department for Education pursuant to the Funding Agreements.

The Trust Directors are the charity trustees (within the terms of section 177 of the Charities Act 2011) and are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Articles.

The SIG is a committee of the Trust Board of Directors, established pursuant to Article [101]. The SIG will act in accordance with these Terms of Reference and the Scheme of Delegation for the School unless otherwise directed by the Trustees. It will be accountable to the Trustees for its decisions.

### SIG – APPOINTMENT AND STRUCTURE

3.1 Membership of the SIG shall consist of:

- Executive Lead for School Improvement

- School Headteacher
- Members of the School Leadership Team
- Chief Executive Officer or Link Director
- It may be appropriate to invite the Chair of the LSC
- Observers may join the meetings at the agreement of the ELSI

The CEO, Link Director -are invited to attend, participate and provide quality assurance.

All absences will be noted at meetings.

3.12 A SIG Member's term of office shall be terminated if:

3.15.1 He/she resigns by serving written notice to the [Clerk]/[Secretary];

3.15.2 The Trustees terminate his appointment;

3.15.3 In the case of a Staff Member, their employment is terminated.

3.13 The SIG may continue to act notwithstanding a temporary vacancy in its composition.

### **APPOINTMENT OF CHAIR AND VICE-CHAIR OF SIG**

4.1 The Chair of the SIG shall be the Executive Lead for School Improvement

4.2 The Vice-Chair of the SIG shall be the CEO or Link Director

4.3 If both the Chair and the Vice-Chair are absent from any meeting of the SIG, the SIG meeting cannot proceed

### **RESPONSIBILITIES OF TRUSTEES AND SIG MEMBERS**

#### **5.1 RESPONSIBILITIES OF THE HEADTEACHER**

The School's Headteacher shall be responsible to the SIG and accountable to the Trust Board for the leadership and management of the School, including, in particular for:

- Preparing papers in advance of the meeting
- Attending each SIG meeting

#### **5.2 The SIG Members shall:**

- 5.2.1 Carry forward the Trust's vision, in a way appropriate to the specific qualities and community characteristics of the School;
- 5.2.2 Ensure that standards of attainment and progress by the pupils of the School are at least in line with national and if not are working towards that standard
- 5.2.3 Monitor and evaluate the work of the school systematically and regularly in relation to the priorities identified in their implementation plan
- 5.2.4 Implement actions and policies required to comply with statutory regulations and the Funding Agreements;
- 5.2.5 Implement the policies agreed by the Trustees;
- 5.2.6 Ensure the school website is compliant with requirements laid out by DfE;
- 5.2.9 Act in the best interests of the School, at all times.
- 5.2.10. Not act or omit to act in a way which would be prejudicial to the interests of the School or the Trust at any time, including any actions or omissions which might create bad publicity for the School or the Trust.
- 5.2.11 Keep confidential all information of a confidential nature, obtained by them relating to the School and the Trust; excluding where this is public knowledge or to comply statutory obligations
- 5.2.12 8Take part in regular self-reviews and is accountable for meeting his or her own training and development needs. It is a SIG Member's responsibility to consider if, and raise any concerns where, he or she feels that appropriate training and development is not being provided by the Oak Partnership.

### **5.3 ROLE OF THE CHAIR (Executive Lead for School Improvement)**

The Chair shall:

- 5.3.1 Meet regularly with the School's Headteacher;
- 5.3.2 Preside over efficient SIG meetings and effective working procedures;
- 5.3.3 Be accountable to the Trustees for the performance of the School and shall meet with the Chair of the Trust Board/ Chief Executive Officer and/or the Trustees at such times as may be reasonably required.
- 5.3.4 Oversee attendance/feedback to SIG.
- 5.3.5 Ensure that the SIG is fully involved in approving and monitoring the implementation of a broad and balanced curriculum, delegating sufficient resources and questioning school leaders on suitability and rationale.
- 5.3.6 Ensure that the SIG is fully involved in decisions relating to enrichment and extended services offers, and decisions to discontinue them if not sustainable.

### **6 CONFLICTS OF INTEREST**

6.1 The income and property of the School must be applied solely towards the provision of the Objects as detailed in the Articles. The restrictions and procedures which apply to the Trustees in the Articles, with regard to having, a Personal Financial Interest shall also apply to the SIG Members.

6.2 Any SIG Member who has any duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his duties as a SIG Member shall disclose that fact to the SIG Members as soon as he becomes aware of it.

6.3 A SIG Member must absent himself from any discussions of the SIG Members in which it is possible that a conflict will arise between his duty to act solely in the interests of the School and any duty or personal interest (including - but not limited to - any Personal Financial Interest).

### **7 MEETINGS OF THE SIG**

7.1 The SIG shall meet at least once each term, and shall hold such other meetings as may be necessary.

7.2 All meetings and shall be convened by the Executive Lead for School Improvement, who shall send to the SIG Members, the Chair of the Standards Committee, Link Director and the Chief Executive Officer written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting.

7.3 A special meeting of the SIG shall be called by the ELSI whenever requested or at the request in writing of the Headteacher or of the Chief Executive Officer. Where there are matters demanding urgent consideration, the ELSI or, in their absence, the CEO may, with the approval of the Chief Executive Officer waive the need for seven clear days' notice of the meeting and substitute such notice as he/she thinks fit.

7.4 The convening of a meeting and the proceedings conducted shall not be invalidated, by reason of any individual, not having received written notice of the meeting or a copy of the agenda.

7.5 If the number of SIG Members assembled for a meeting of the SIG does not constitute a quorum, the meeting shall not be held. If in the course, of a meeting, of the SIG, the number of SIG Members present ceases to constitute a quorum, the meeting shall be terminated forthwith.

7.6 If for lack of a quorum a meeting cannot be held or, as the case, may be, cannot continue, the Chair shall, if he/she thinks fit, determine the time and date at which a further meeting shall be held and shall convene the meeting accordingly.

7.7 Any SIG Member shall be able to participate in meetings of the SIG Members by telephone or video conference provided that, he has given reasonable notice to the Clerk and that the SIG Members have access to the appropriate equipment.

7.8 Minutes must be prepared of all SIG meetings and meetings of all sub-committees. Drafts of those minutes must be sent to all attendees and to the Chief Executive Officer no later than 14 days after the date of the meeting. Final minutes, as approved by the SIG Members, must be sent to the Chief Executive Officer within 7 days of approval.

## **8 AMENDMENT OF TERMS OF REFERENCE**

8.1 These terms of reference are drafted and maintained by the Trust. The Trustees may make amendments to these terms of reference from time to time. In the event that amendments are made, the Trust shall notify the Chair of the SIGs, who shall be expected to make the other SIG Members aware of such changes.

8.2 This document shall be subject to review at least at the first meeting of the Trustees after 31 August each year and at the first meeting of the Trustees in each academic year thereafter.

## **9 EFFECTIVE DATE**

9.1 These Terms of Reference shall come into effect, in relation to a SIG, on the establishment of the SIG.