

Thursday 12<sup>th</sup> September 2024

**Re: Terms of Reference for School Improvement Working Parties**

Dear Parent/Carer,

Brunel School is committed to continuous improvement, fostering an environment where every pupil can flourish academically, emotionally, and socially. The School Improvement Working Parties (SIWPs) will play a pivotal role in driving initiatives aligned with the school's vision and values.

There are three working parties:

1. Environment
2. Curriculum
3. Wider Community

**1. Environment Working Party**

Purpose:

To enhance the physical and emotional environment of the school, ensuring it is conducive to learning and well-being.

Objectives:

- Assess current environmental conditions and identify areas for improvement.
- Propose initiatives to create a nurturing and empowering school environment.
- Collaborate with staff and pupils to gather feedback on environmental needs.

Membership:

- Headteacher (Chair)
- Deputy Headteacher
- Facilities Manager
- Representative from the teaching staff
- Pupil representative(s)
- Parent representative(s)

Operational Guidelines:

- Meet monthly to discuss progress and actions.



- Document meeting minutes and share them with the school community.
- Report findings and recommendations to the senior leadership team.

## 2. Curriculum Working Party

Purpose:

To evaluate and enhance the curriculum, ensuring it meets the diverse needs of pupils and aligns with best practises.

Objectives:

- Review the current curriculum framework and assess its effectiveness.
- Identify opportunities for curriculum innovation and adaptation.
- Ensure that the curriculum promotes engagement and progression for all pupils.

Membership:

- Headteacher (Chair)
- Curriculum Leader
- Subject Leaders
- Special Educational Needs Coordinator (SENCo)
- Representative from the teaching staff
- Pupil representative(s)

Operational Guidelines:

- Meet bi-monthly to discuss curriculum developments.
- Gather and analyse feedback from staff and pupils on curricular effectiveness.
- Present recommendations for curriculum improvements to the senior leadership team.

## 3. Wider Community Working Party

Purpose:

To strengthen partnerships with the wider community and enhance pupil engagement beyond the school environment.

Objectives:

- Identify potential community partnerships that can support pupil learning and development.
- Develop initiatives that promote community involvement in school activities.
- Evaluate the impact of community programmes on pupil engagement and well-being.

Membership:





**Brunel**  
School

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- Headteacher (Chair)
- Community Liaison Officer
- Representative from the teaching staff
- Local community representative(s)
- Pupil representative(s)
- Parent representative(s)

Operational Guidelines:

- Meet quarterly to review community engagement initiatives.
- Document and share outcomes of community partnerships with the school community.
- Report on the effectiveness of community programmes to the senior leadership team.

General Guidelines for All Working Parties:

- **Decision-Making:** Each working party will operate collaboratively, making decisions by consensus where possible. In the absence of consensus, the Chair will have the final decision.
- **Reporting:** Each working party will provide a written report summarising their activities, findings, and recommendations at the end of each term.
- **Review:** The Terms of Reference will be reviewed annually to ensure they remain relevant and effective.

The School Improvement Working Parties are vital for driving continuous improvement at Brunel School. By working collaboratively, these groups will contribute to creating a nurturing and empowering environment for all pupils.

Yours sincerely,

Vikki Alden  
Headteacher

