

Terms of Reference

Trust School Improvement Tracker Meeting – Brunel School

- 1. Purpose** The Trust School Improvement Tracker Meeting is established to provide strategic oversight and support to improve the performance and outcomes of the school. Members will work collaboratively with school leadership to identify challenges, implement interventions, and monitor progress. Monthly meetings will take place and if needed the process will replace the role and function of the Local Governing Body for a period of time.
- 2. Objectives**
 - To assess the current performance of the school and identify areas requiring improvement.
 - To develop and implement a comprehensive intervention plan.
 - To monitor and evaluate the effectiveness of interventions.
 - To support the school in achieving its priorities.
- 3. Membership** The Trust School Improvement meeting will consist of:
 - Chair – CEO of The Special Partnership Trust.
 - SPT SEN Director.
 - SPT SEN School Improvement Adviser.
 - Chair of School Improvement and Standards Committee (Trustee).
 - Chair of LGB invited if in post.
 - School Headteacher.
 - Members of the school Senior Leadership Team, as required by the Headteacher.
- 4. Roles and Responsibilities**
 - CEO – to lead and facilitate the meeting and challenge the Headteacher and school Senior Leadership Team.
 - SEN Director, SEN School Improvement Adviser – to challenge, provide support and broker capacity from across the Trust or Trust partners.
 - Chair of School Improvement and Standards Committee – to challenge the Headteacher and school Senior Leadership Team on the identified priorities, progress and impact.
 - School Headteacher – To provide updates on the school’s progress and impact. To redeploy resources to improve the school improvement programme and update the SEF and SIP accordingly.

5. Meetings

- Six weekly meetings will be held, with additional meetings scheduled as necessary.
- Minutes of each meeting will be taken and circulated to all members of the group.

6. Reporting

- The School Improvement Tracker meeting will report to Trustees in terms of providing updates on progress on a termly basis.

7. Review

- The need for the School Improvement Tracker approach is reviewed once the school has had two terms of externally validated continuous improvement.
- The Terms of Reference will be reviewed annually to ensure they remain relevant and effective.

