

Terms of Reference for Thames Valley School Transformation Management Board

Purpose

The Transformation Management Board (TMB) has been set up to monitor and review the impact of the Statement of Action (SofA) of Thames Valley School and OFSTED Action Plan. The details herein confirm the areas of focus for the TMB and identifies the success criteria that the school is working towards.

Priority areas 1-4 are taken directly from the SofA. Priority areas 5-19 are key expectations of all governing bodies in schools. Priority area 20 is specific to governance in LAT schools.

- 1. Improve the Quality of Education:**
- 2. Improve the Behaviour and Attitudes of Pupils:**
- 3. Improve the Personal Development of Pupils**
- 4. Improve Leadership and Management across the School**

Key Expectations of School Governance:

5. Monitor and review information academic and attendance data.
6. Ensure that the statutory requirements for reporting to and meeting with parents are met.
7. Monitor and review the implementation of PSHE, including relationships and sex education (RSE)
8. To ensure staff development needs are identified and met in a timely fashion and that staff recruitment and retention enables effective delivery of provision.
9. Monitor school's compliance with health and safety processes and that these support the safety of pupils and staff effectively.
10. Implement and monitor the implementation and the effectiveness of the Safeguarding policy and procedures and that they are in line with the KCSIE and these are embedded across the whole school.
11. Implement all Trust defined Equality Policies including behaviours, anti-bullying and whistleblowing, ensuring compliance.
12. Ensure all staff and parents are familiar with the Safeguarding/ Child Protection policy and bullying and behaviour policies.
13. Monitor implementation all induction and training for of all staff in relation to Safeguarding, Health and Safety, Child Protection and Equality
14. Implement, monitor and evaluate the Trusts' adopted policies in relation to Site Security and Safer Recruitment and Vetting so that Thames Valley School provides a safe environment by having regard to school security and appropriate security checks on all staff and volunteers.

15. Monitor the implementation of the behaviour policy and school attendance policies and procedures.
16. To keep under review and monitor the implementation of the any extended school offer, including breakfast clubs, school performances, competitive sports, educational visits and use of alternative provision.
17. Monitor and evaluate the effectiveness of the Inclusion management and provision offer in relation to Pastoral Care, SEN, EAL, FSM (Pupil Premium), looked after children and vulnerable groups.
18. Monitor and evaluate the effectiveness of the Spiritual, Moral, Social and Cultural provision offer including the engagement of pupils through the pupil council.
19. To consider recommendations from external reviews, for example, Ofsted inspection or Quality Standards Review; to agree the actions needed to address any issues identified through external review; and to evaluate regularly the implementation of any plan agreed Delegated authority

In addition, governors in LAT schools are required to:

20. Monitor the implementation of the Quality of Life Framework.

General Purposes

All matters reserved to the delegation or by the Trusts' Board resolution

Membership

The TMB shall consist of:

- Assistant Director of Education
- Chief Operating Officer
- Assistant Director for Children's Services and Safeguarding.
- 1 or 2 Representative(s) from current LGB
- Thames Valley school Principal by virtue of office.

Additional:

The Trust will appoint a chairperson.

Other persons will usually be invited to attend for all or part of any meeting.

The TMB must include designated Safeguarding link lead member.

Member Roles and Responsibilities:

- To attend as many TMB meetings as possible.

- To contribute ideas, views, suggestions and solutions at meetings
To support sufficient pace and decision making within meeting so all areas are adequately covered.
- To respect confidentiality of the work of the project
- Leverage their own personal networks and skills to further the goals of the Project
- Foster an inclusive supportive work environment and community
- Work with candour and within the [7 Principles of Public Life](#)

Quorum

Two members, of which one must be a director appointee.

Voting

If any matter is put to a vote, only members of the Committee may vote. In the event of a tied vote, the matter to be remitted to the Chief Executive Officer.

Frequency and Duration of meetings:

Fortnightly meetings. At least 3 across the year will be face to face to allow for other school activity by members. Typically, 90 minutes will be allowed for each meeting. A set day of the week should be identified.

Reporting

The minutes and action tracker from each TMB meeting will be made available to the Trust within 72hrs of each meeting. Reporting will take made monthly on progress against agreed action plans.

Escalation of operational issues will be made via the LAT Executive.