

Appendix 1

CAMBRIDGESHIRE SCHOOL IMPROVEMENT BOARD

TERMS OF REFERENCE

Board:	Cambridgeshire School Improvement Board
Purpose:	<p>The purpose of the Cambridgeshire School Improvement Board is to improve educational outcomes in all schools by all parts of the school improvement system working better together.</p> <p>Specifically, the Board will:</p> <ol style="list-style-type: none">1. Secure a comprehensive and ongoing needs analysis, informed by hard and soft performance data;2. Set school improvement priorities for Cambridgeshire as a whole, for areas and for clusters;3. Commission, broker and signpost school improvement support, using the collective resource of the Board;4. Encourage and sustain robust professional challenge and support from peers;5. Communicate Cambridgeshire's school improvement offer;6. Ensure that no schools are left out; and7. Evaluate the impact of support.
Accountability:	<p>The Board is accountable to:</p> <ul style="list-style-type: none">• Children and Young People's Service Committee, Cambridgeshire County Council• Schools, through their representative forums• Children, young people and families
Success criteria:	Achievement of the priorities identified in Cambridgeshire's School Improvement Plan.
Responsibility of members:	<p>Members will be nominated by their group and will contribute on behalf of their group.</p> <p>Members are expected to attend each meeting or to send a substitute. Notification of a substitute member must be made in writing or by e-mail to the Administrator. Substitute members will have full voting rights when taking the place of the ordinary member for whom they are designated</p>

	<p>substitute.</p> <p>If a member fails to attend two consecutive meetings, the Chairman or Chairwoman will write to the relevant group to bring it to their attention. If the situation continues, the Chairman or Chairwoman will take every effort to resolve the situation.</p> <p>All members of the Cambridgeshire School Improvement Board are responsible for ensuring effective two-way communication between the Board and the group that they represent.</p>
<p>Working arrangements:</p>	<p>The Board will meet six times a year. By mutual agreement, additional meetings may be held in order to discuss specific issues. A schedule of meetings will be agreed in advance on a twelve-month cycle.</p> <p>Venues for meetings will be arranged by the County Council. The location of meetings will be agreed by the Board.</p> <p>Meetings will usually last no more than two hours. The involvement of schools, parents, children and young people will be developed as part of the Board's working arrangements.</p> <p>The Board can set up sub-groups and working groups as required.</p> <p>The Board, through the Chairman or Chairwoman is responsible for preparing an annual report for the CYP Committee.</p> <p>The draft agenda for a meeting will be circulated electronically to all members of the Board two weeks in advance of the meeting and any major items of Any Other Business should be notified to the Chairman or Chairwoman in advance of the meeting. Items for the agenda should be forwarded to the Administrator at least three weeks in advance of the meeting. The Chairman or Chairwoman is responsible for ensuring that all participants have the opportunity to contribute to the meeting if they wish.</p> <p>Unconfirmed minutes of the meeting will be circulated within two weeks of the meeting taking place. Appropriate actions to be taken, by whom and agreed timescales will be indicated.</p>

<p>Chairing arrangements:</p>	<p>An independent Chairman or Chairwoman will be appointed by a sub-committee of the Board.</p> <p>The Board will elect a vice-chairman / chairwoman from amongst itself to conduct meetings in the Chairman's / Chairwoman's absence.</p> <p>The Independent Chairman / Chairwoman will:</p> <ul style="list-style-type: none"> • Act as the spokesperson for the Board • Preside over Board meetings • Manage Board meetings effectively, adhering to agenda and time • Develop partnership work through consensus management • Secure agreement and clarity over actions <p>Ex officio members can be invited to join the Board for a fixed period of time, to support the Board's key priorities.</p>
<p>Decision making:</p>	<p>Decisions are expected to be reached by a consensus; however, voting may take place, in which case each representative will hold one vote. Any matter requiring a vote will be determined by a simple majority of those present and voting.</p> <p>Quoracy rules should not be needed as members are expected to attend, but in the event of decisions needing to be taken, a meeting will be considered quorate if there are 60% of the members present.</p>
<p>Membership list:</p>	<ol style="list-style-type: none"> i. A representative from each of the nursery, primary, special and secondary school representative groups ii. A representative from each of Cambridgeshire's Teaching School Alliances iii. A representative from each of the main school improvement clusters iv. A representative from each of the county's Multi Academy Trusts, if not already represented through categories i – iii above. v. A representative from a 6th Form College, and Further Education College vi. A representative from the Faculty of Education, Cambridge University, and Anglia Ruskin University vii. The Dioceses of Ely and St Albans viii. The Service Director for Learning, Cambridgeshire County Council ix. A Parent representative from the Governor Advisory

	<p>Group</p> <ul style="list-style-type: none">x. A teacher union representativexi. Two members of the Children and Young People's Committee of the County Councilxii. Regional Commissioner for Academies and Free Schools (ex officio)
Support:	Support will be provided by the County Council's Learning Directorate.