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SLOUGH SCHOOL IMPROVEMENT BOARD (SSIB)
TERMS OF REFERENCE (TOR)

Purpose of the Board

The board will have a strategic overview of primary and secondary school performance in the Local Authority (LA) and facilitate the school-led improvement system. The board will promote best practice to support all schools in their aim of providing high quality education to their students.

Main functions of the board are to:

- Support the LA in statutory monitoring function
- Scrutinise the 'risk assessment' process and evaluations of each school according to the school improvement strategy
- Support the brokering of school to school support
- Share information and expertise about the Slough school system
- Agree LA wide priorities and issues of concern and develop systemic approaches to address these
- Identify and encourage areas of strength to aid the school led improvement system
- Monitor the progress of Local School Improvement Fund Projects
- Act as an advisory group on school improvement issues to the Slough Education Partnership Board (SEPB)

Format of the Meetings

The meeting will consider a range of quantitative and qualitative information to inform school improvement discussions. This includes desktop data, feedback from consultant visits, factors identified through other LA departments, feedback from Slough Teaching Schools' Alliance (STSA), Slough Association Secondary Headteachers (SASH) and Slough Primary Headteachers' Association (SPHA)

Declarations of Interest

Within the TOR a conflict of interest is defined as *'A financial, commercial, legal, personal or professional relationship with other organisations, or with the people working within them, that could influence your professional judgement.'*
Declarations of interest will remain as a standing agenda item for each meeting.

Membership

- Service Lead – School Effectiveness (CHAIR)
- Director of Children, Learning and Skills- when required
- Service Lead - SEND
- One primary Headteacher (SPHA Nominated)*
- One secondary Headteacher (SASH Nominated)*
- Member of the Teaching School Alliance *
- SBC Senior Primary and Secondary Advisers
- SBC schools partnership (Rachel Cross's role)
- An additional representative from both the primary and secondary phase will attend on a rotational basis

*Part of the role of nominated Headteachers is to provide assurance to respective Headteacher groups that school improvement processes are transparent and evidence based.

The Service lead for School Effectiveness at the LA will act as chair and the administrative assistant for the respective lead officer will act as clerk. Other officers and attendees may be invited. Action points from the meeting will be restricted to board members only. However the board will also feed back strategic issues to SEB. There will be no Headteacher substitutions at meetings and the lead officer will only delegate the role of chair if absolutely necessary.

Confidentiality

The meeting may include discussion of sensitive matters in relation to individual schools; all members are expected to observe strict confidentiality in these instances.

Meeting Frequency

Meetings will take place six times across the academic year or as required. The first meeting will take place in January 2018 when majority of school visits have been completed.

Reporting Mechanisms

The Board will report to SEPB and will inform discussions regarding approaches to school improvement at a number of other groups and meetings

- Schools' Forum
- Primary and secondary phase associations
- SEND Strategy Group
- STSA
- Regional Schools' Commissioner meeting with LA
- HMI meeting with LA

General Data Protection Regulation (GDPR)

The School Improvement Board is aware of the implication of pending compliance for GDPR from May 2018. It recognises that the Data Protection Act 1998 (DPA) applies to the sharing of personal data. The School Improvement Board would refer to the Data Protection Officer within the Local Authority and the Information Commissioner's 'Data Sharing Code of Practice' for advice on data sharing practice within meetings should further clarification be required.

These terms of reference will be reviewed annually at SEPB meetings

Approved:
Review:

Note Shadow meetings with a focus on Early Years and Special Schools to be established – Special schools/resource provision may be included in TOR of SEND Strategy Group