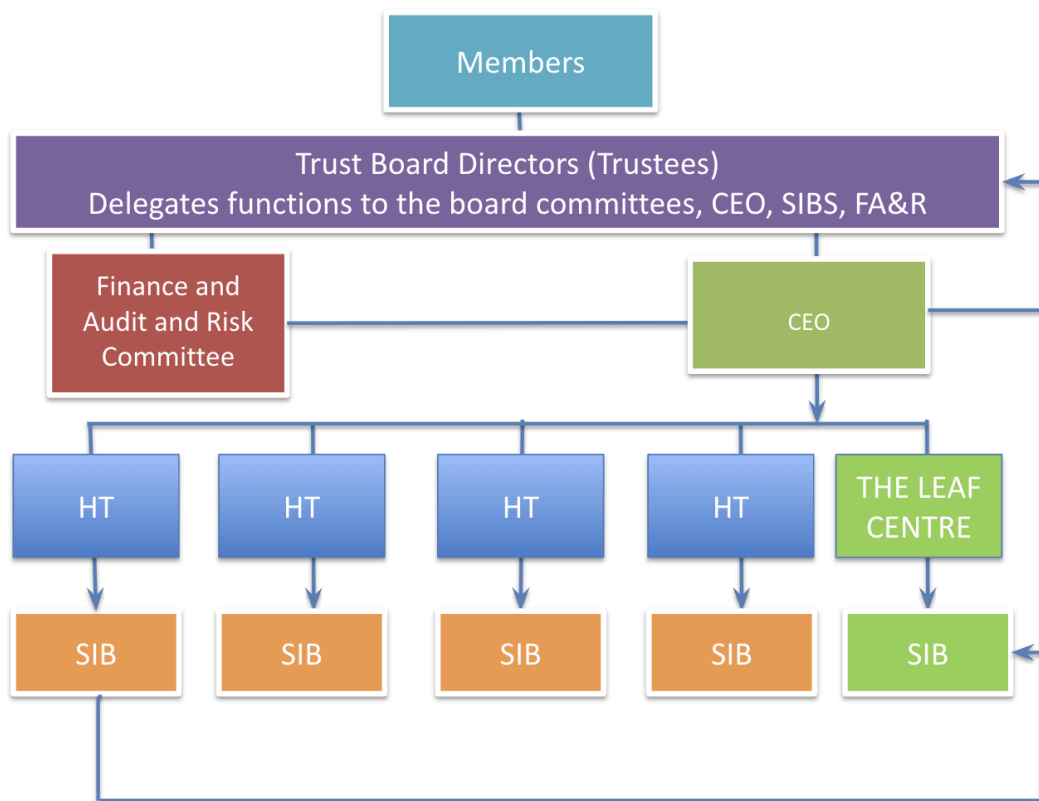




School Improvement Boards 2025-2026

Terms of Reference



Willow Tree Academy School Improvement Boards (SIBs) are established to be accountable for the improvement of the schools they serve.

The SIB will ensure that the appropriate standards and targets (as defined by the Trust Board) are met. The SIB will monitor and review the achievement of pupils, the quality of teaching and learning, personal development, behaviour and welfare of pupils, inclusion, safeguarding, attendance, leadership and management of teaching and learning.

The **Terms of Reference** are as follows:

- Members of the SIB will hold office for the period of 4 years although members may resign at any time.
- Willow Tree Academy may appoint additional members to the SIB at any time and may remove existing members. The Chair of Willow Tree Academy may attend meetings of every SIB.
- The SIB will nominate a chairperson of the board.
- The SIB will hold to account the Head Teacher and the Senior Leadership Team.
- The SIB may make such arrangements as they see fit for the discharge of their functions by or through any other person(s). The SIB may delegate appropriate powers and authority to the Chair to facilitate decision-making.
- Whilst it is for the SIB to determine the regularity of meetings, it is anticipated that the Board will meet every six weeks/twice a term during term-time, to monitor improvement, and to ensure that the pace is maintained.
- SIB members will commit to attending all meetings, unless due to personal circumstances or work related matters, in which case the Chair will be notified in advance.
- Other attendees at the meeting will be determined by the key areas for improvement and context and may include other members of the Academy's senior team, external expertise, and key providers of support from other schools, as appropriate. This will ensure that all support is integrated and built around the needs of the Academy.
- Where confidential matters are being discussed it will be for the SIB to determine if non- members can be present.
- SIB members will adhere to the Code of Conduct for members of Public Bodies and comply (where applicable) with the latest version of the Academies Handbook.
- The SIB will report to the Trust Board.

Duties of the Board

The School Improvement Plan (SIP) will drive progress. This has clear actions, timescales, success driven criteria, and responsibilities, covering the main areas for improvement which have been agreed and as defined in the Ofsted Framework.

- The SIB will be accountable to Willow Tree Academy Trust Board for the delivery of the SI Plan, and will ensure that high standards of educational improvement are promoted and embedded.
- The CEO/Head Teacher will determine the appropriate standards and targets to be met and agree this with the SIB.
- The SIB will review, evaluate and approve the development of the SI Plan to meet changing circumstances, and develop a sound basis for school improvement and securing sustainable improvement in the long term.
- The SIB will ensure that sustained progress is delivered to enable the school to maintain or improve its effectiveness. (Supported by external verification such as, as a result of an Ofsted inspection or through other external validation).
- The monitor and review cycle will evaluate the quality of teaching and learning and any support that needs to be in place, the impact of this will be reported to the SIB by the SLT on a termly basis.

- The SIB will ensure that strong relationships exist between the school and parents/carers and the community.
- The deployment of staff and resources will be the responsibility of the SIB, where it directly impacts on teaching and learning
- The personal development, welfare and behaviour of pupils will be the responsibility of the SIB, especially where it directly impacts on teaching and learning,
- The leadership and management of the curriculum and teaching and learning will be a focus for the SIB, the board will report the effectiveness of this to the Trust Board.
- Evidence of school effectiveness will be sought through Testing the Mission and using external expertise to validate..
- The SIB will ensure Safeguarding procedures are in place and robust.
- The SIB will receive the Head Teacher's report which will include items against the Ofsted criteria in the current framework
- The Head Teacher will report to the SIB any Safeguarding issues, complaints, staff absence and capability. The SIB will be informed of any on-going issues, impact and resolutions.
- Safeguarding Audits will be reported to the SIB and Trust Board annually.
- Attendance will be reported to the SIB and the SIB will seek to challenge attendance that falls below at least National expectations..

In discharging its duties the SIB will;

a) act as Strategic Leaders by:

- Reviewing and approving the Action plans and targets for improvement, timelines, including any amendments or developments as presented by the Head Teacher.
- Ensuring that Action Plans are implemented effectively and targets for school improvement are met.
- Receiving reports on staffing structures and staff deployment arrangements to ensure compliance (EYFS) and excellence in teaching and learning. The Chair to voice concerns to the Trust Board when any arise.
- Align School Improvement activity and staffing within approved budgets as agreed by the Finance, Audit and Risk Committee.
- Reviewing and approving the curriculum.
- Receiving reports from other school leaders on progress with specific action plans/aspects for which they have responsibility including SEND, EYFS
- Reviewing the school's leadership and management capacity with regard to teaching and learning and the impact on pupil outcomes.
- Reviewing the operation of the SIB and communications/feedback with parents/community.
- Seeking the views of parents and carers annually and ensure effective/statutory reporting of pupil progress to parents
- Consider outcomes for pupils and links to performance management; the CEO will make recommendations where necessary to the Trust Board.
- Appointing senior staff and other key personnel, in conjunction with Willow Tree Academy Trust Board where SLT appointments are concerned.

b) act as Critical Friend to the Academy's leadership by:

- Monitoring the quality of provision and standards of achievement within the school and making comparisons to national data.
- Monitoring the implementation of Action Plans and the impact upon standards of achievement.

- Identifying strengths, weaknesses and priorities for development with the senior leadership team.
- Providing challenge and support to the Head Teacher and SLT.
- Providing challenge and support to the CEO and Willow Tree Academy.
- Receive report on use & impact of PE/Sports Funding and know the impact of the funding
- Receive report on use & impact of Pupil Premium and understand the impact for this vulnerable group of children.
- Review external data dashboards and use these to support the understanding of attainment and progress and the success of the school
- Agree arrangements for annual Parent/Carer survey and receive analysis to inform parental engagement and satisfaction.
- To receive annual report on use and impact of SEND funding
- To receive annual report from designated teacher for Looked After and previously looked after children
- To ensure that each academy website is compliant with all legal requirements

c) together with the Trust Board hold the CEO and SLT to account, and to be accountable to any interested party for the school's performance by:

- Receiving regular information from the CEO, Head Teacher and SLT on the performance of the school.
- Review the support provided to implement the School Improvement Plan and build capacity for improvement.
- Implementing the Willow Tree Academy Appraisal Policy and monitoring its implementation.
- Receiving appeals on issues relating to capability and exclusions

Governor Engagement in School Self-Evaluation (GESSE)

To further governor knowledge and understanding of their role;

- Willow Tree Academy Head Teachers will ensure 50% of any meeting time will be given to governor training through high quality activities aligned with the School Improvement Plan, DfE requirements and/or which address a national and local issue.
- Governors will be responsible for and encouraged to reflect on their learning and engagement by recording and uploading a report to GovernorHub.
- Willow Tree Academy will be proactive in appointing suitably skilled governors and trustees across a range of disciplines.
- The SIBS will ensure parents are informed of any vacancy on the board and seek to be proactive in their appointment as governors.
- The SIB Chair will challenge the absence of governors.