

**Tees Valley Education Trust**  
**Challenge Board terms of reference**  
**September 2023/24**

**Membership**

- Independent chair (education background)
- Director of trust improvement and standards
- External educational specialists as appropriate

**In attendance**

- TVED CEO
- Academy executive headteachers, headteachers, heads of academy, deputies and deputy heads of academy.

**Invited to attend**

- LAC chairs invited to attend
- Local authority representatives
- Assistant heads of academy/subject leaders as appropriate.

**Working arrangements**

- Termly meeting
- Agenda to comprise:
  - **Headteacher's report** written to agreed TVED format to be reviewed and updated termly to include:
  - **Academy SEF** written to agreed TVED format. Full SEF to be tabled at autumn term meeting. Agenda to focus on:
    - current context;
    - overview of current standards;
    - rationale for performance priorities.Spring and summer term to focus on any additions/amends/changes by exception as advised by HT and DTIS.
  - **RAD priority 1 objectives.** Autumn term: rationale and evidence for objectives. Spring and summer term: update on progress and impact and any changes to priorities by exception.
  - **Director's report** updated termly to include key strategic pupil performance data updates; strategic implications and decisions following

latest data outcomes; academy improvement visit (AIV) outcomes; report back from external views including Ofsted inspections and TVED commissioned reviews.

- **Staffing:** staffing structure reviewed termly to include in-year changes and proposals for following academic year (rationale for staffing changes to triangulate with director's report; HT report and SEF including rationale for UPS appointments and focus and evidence of accelerating progress)
- **Risk register:** reviewed termly
- **Trust-wide contribution and outreach:** to include:
  - trust support/challenge for individual academies;
  - academy contribution to trust-wide developments and initiatives;
  - academy outreach work;
  - emerging performance and standards issues for the trust.

## **Roles and responsibilities**

- Review of each academy's context, including:
  - Social and economic context
  - Pupil numbers and mobility
  - Attendance (pupils and staff)
  - Vulnerable pupils and family support
  - Post-covid recovery:
    - recovery curriculum (trust and academy)
    - blended learning offer
    - developing resilience
  - Enrichment curriculum: external visits; special projects; well-being support
  - Finance: implications for standards and pupil progress
  - Health and safety: implications for standards and pupil progress
  - Outreach work
- Strategic review of termly updates of each academy's SEF
- Strategic review of each academy's priority 1 objectives. Termly update on rationale, progress and evidence of outcomes.
- Strategic review of curriculum delivery and development: linked to top priorities; wider curriculum; enrichment curriculum and trust-wide developments
- Strategic review of director's report on termly pupil performance data outcomes, cross-referenced to SEF and any external reviews to focus on evidence of impact and decisions about actions to be taken, to include specialist units where appropriate.
- Strategic review of outcomes of internal and external TVED commissioned reviews and OFSTED inspections and response.

- Staffing: to include: leadership capacity and sustainability; staffing structures in support of effective curriculum delivery; non-teaching and support staff; staffing pressures
- Strategic review of each academy's risk register updated termly to focus on rationale for key risks and effectiveness of proposed and implemented risk mitigation
- Recommendations to standards committee re key strategic risks and developments required for each academy and trust-wide implications: via chair's termly report to standard's committee.

### **Reporting arrangements**

- CB minutes to be circulated to TVED directors, academy leaders and standards committee members, and LAC chairs.
- Chair of CB drafts independent report for termly standards committee meeting to include key strategic individual and trust wide issues for trustees' consideration.
- CB makes recommendation to CEO for need to establish an IMB in specific academies for CEO to take to trustees for approval.

### **Interim Management Board (IMB) terms of reference**

#### **Membership**

- Independent challenge board chair
- TVED CEO
- External specialist education experts as appropriate

#### **In attendance**

- Director of trust improvement and standards.
- Academy executive headteachers, headteachers, heads of academy, deputies and deputy heads of academy.

#### **By invitation**

- LAC chair
- Assistant heads of academy/subject leaders

#### **Working arrangements**

- Half termly meetings
- Agenda to comprise:
  - **IMB report:** Report on key issues identified by IMB

- **Headteacher's report** written to agreed TVED format to be reviewed and updated half termly:
- **Academy SEF** written to agreed TVED format to be reviewed and updated termly, including specialist units where appropriate.
- **RAD priority 1 objectives:** rationale; progress and impact updated termly
- **Director's report** updated half-termly to include key strategic pupil performance data updates; strategic implications and decisions following latest data outcomes; academy improvement visit (AIV) outcomes; report back from external views including Ofsted inspections and TVED commissioned reviews.
- **Staffing:** staffing structure reviewed half-termly to include in-year changes and proposals for following academic year (rationale for staffing changes to triangulate with director's report; HT report and SEF).
- **Risk register:** reviewed termly.
- **Trust-wide implications:** trust investment in the academy; trust support and challenge; academy contribution to trust wide/outreach developments.

### **Roles and responsibilities**

- At first IMB meeting, agree specific key issues to be addressed to be included in ongoing IMB reports.
- Determine IMB issues that can be removed and any additional items that need to be included in future agendas
- Review progress to address key IMB issues in terms of evidence on impact and outcomes.
- Support and challenge academy and trust leaders to identify current and potential blockers to progress and how these can be effectively addressed.

### **Reporting arrangements**

- CB chair to discuss draft CB minutes with DTIS. Approved minutes to be circulated to TVED directors, academy leaders, standards committee members and LAC chairs.
- Chair of CB drafts independent report for termly standards committee meeting to include key strategic individual and trust wide issues for trustees' consideration. This will always include progress with academies under IMB scrutiny.
- CB makes recommendation to CEO for need to establish an IMB in specific academies for CEO to take to trustees for approval.

***Rest of the agenda as per challenge board.***