



Tees Valley Education Trust

Challenge Board terms of reference

September 2024/25

Membership

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

In attendance

- TVED Deputy CEO
- Academy executive headteachers, headteachers, heads of academy, deputies and deputy heads of academy.
- Directors in accordance with level of risk.
- Business Managers and/or Pastoral leads in accordance with level of risk

Invited to attend

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

Working arrangements

- Termly meeting for each academy
- Agenda to comprise:
 - **Headteacher's report** written to agreed TVED format to be reviewed and updated termly to include:
 - yearend/termly pupil performance data.
 - attendance data
 - pupil premium impact and outcomes
 - **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** verbal report to include key strategic 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, CPD opportunities and focus and evidence of accelerating progress)
- **Academy 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
 - SEND and inclusion
 - Attendance (pupils and staff)
 - Vulnerable pupils and family support
 - curriculum development and offer
 - 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 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, trust-wide implications and impact on SC's risk register, risk mitigation actions and performance outcomes: via chair's termly report to standard's committee.

Reporting arrangements

- Challenge board minutes to be circulated to TVED directors, academy leaders, standards committee members, and LAC chairs.
- Chair of challenge board drafts independent report for termly standards committee meeting to include overview of each academy including evaluation of current level of risk for the trust and consideration of standards committee's current strategic risks and impact of risk mitigation actions.
- Depending on current level and nature of risk, challenge board determines whether individual academies will be required to attend additional half-termly challenge board meeting (usually amber/red risks, academy leaders new to post or need for interim leadership arrangements).

Additional challenge board half-termly meeting

Membership

- Independent challenge board chair
- Deputy CEO
- TVED directors as governed by risk
- External specialist education experts as appropriate

In attendance

- 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:
 - Academy leaders' report on progress to address agreed key risks
 - If required, update on pupil performance data
 - Academy leadership capacity and any staff related issues
 - Cross reference to financial management issues, estates, HR, Safeguarding, Health and Safety, SEND and Inclusion (or as outlined in the regulatory KPIs) as considered by ARF and impact on standards, if appropriate.

Roles and responsibilities

- Based on level of risk and support required, challenge board to determine need for academy leaders to attend additional half-termly meeting together with specific aspects to be considered and reported

- At each additional meeting, challenge board to consider actions taken and impact on risk, further actions required including recommendations for additional trust support/intervention
- Provide strategic support for headteachers new to post in a TVED academy and/or interim leadership arrangements
- Based on evidence of risk, challenge board to determine when leaders of individual academies are no longer required to attend the additional meeting
- Report on outcomes of risk reduction achieved to standards committee via challenge board chair's report to standards committee.

Reporting arrangements

- Challenge board chair to discuss draft challenge board minutes with DTIS. Approved minutes to be circulated to SCEO, TVED directors, academy leaders, standards committee members and LAC chairs.
- Chair of challenge board 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.