



TERMS OF REFERENCE: IMPROVEMENT BOARDS

Approval Date	12 March 2025
Policy Owner	Christopher Toye (Deputy CEO)
Adopted by Trust Board	March 2025
Review Date	March 2027

Thomas Hall School – (the “Academy”)

1. REMIT

The Improvement Board has been established by the Reach South Academy Trust Board ("the Trust Board") to secure the rapid turnaround of the Academy. Whilst the Improvement Board is in place, the Terms of Reference for the Local Governing Body ("LGB") shall be suspended. The Improvement Board shall ordinarily meet at least twice a term, more if necessary and shall report directly to the Trust Board, who will be supported by the Reach South Leadership and Executive Teams and the relevant Reach South Regional Director of Education. Additional reporting may also be necessary to the Department for Education if any warning notices have been served under the Supplemental Funding Agreement.

The Improvement Board will ensure that the Action Plan for the Academy is being implemented and will advise on the development and review of the Plan.

2. MEMBERSHIP

An Improvement Board shall ordinarily comprise:

- three Members appointed by the Trust Board, and
- two senior employees of the Trust appointed by the Trust Board

each on the recommendation of the CEO.

In making the appointments, particular regard shall be had to ensuring that the members have both the capacity and skills to work intensively with the Academy, providing support and challenge to the Academy's staff and building on existing links with the community.

Every person wishing to become a member of an Improvement Board will be required to sign a declaration of acceptance and of willingness to act as such, in the form set out in Appendix 1 or as prescribed by the Trust Board from time to time, and shall make disclosures for the purposes of a criminal records check by the Disclosure and Barring Service.

The length of service of all Improvement Boards shall ordinarily be one year. Subject to remaining eligible to be an Improvement Board member, any Improvement Board member may be reappointed or re-elected at the end of their term.

3. THE CHAIR AND THE VICE CHAIR

The Improvement Board shall have a Chair and a Vice-Chair appointed by the Trust Board.

The responsibilities of the Chair include the following:

- to chair meetings of the Improvement Board;
 - to set the agenda for meetings with the Headteacher and Vice-Chair;
 - to feedback to the Trust Board in writing following any Improvement Board meeting, if requested;
 - to give an oral summary of the Improvement Board's deliberations, if requested, at meetings of the Trust Board or of the Trust Board's committees; and
 - to provide a direct link between the Improvement Board and the Trust Board.
- The responsibilities of the Vice-Chair include the following:
- to deputise for the Chair in their absence;
 - to set the agenda for meetings of the Improvement Board with the Chair, if requested; and
 - to provide a link between the Improvement Board and the Trust Board.

In the absence of both the Chair and the Vice-Chair at a meeting, the Improvement Board will elect a temporary chair from among their number.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the Improvement Board, the Chair of the Improvement Board (or the Vice-Chair in their absence) in consultation with the Headteacher (or the CEO in the Headteacher's absence or if the matter relates to the Headteacher), shall take appropriate action on behalf of the Improvement Board. The decisions taken and the reasons for urgency shall be explained fully at the next meeting of the Improvement Board.

4. OPERATION OF THE IMPROVEMENT BOARD

Subject to a direction to the contrary from the Trust Board, the following paragraphs of the Terms of Reference for LGBs shall apply in respect of an Improvement Board (and 'Local Governor' shall be read as 'Improvement Board member' and 'LGB' shall be read as 'Improvement Board' accordingly):

- Para 3 (Provision of support and guidance)
- Para 6 (Commitment of Local Governors)
- Para 7 (Stakeholder voices)
- Para 8(f) (Clerk to the Local Governing Body)
- Para 8(g) (Ceasing to be a Local Governor)
- Para 9 (Convening meetings of the Local Governing Body) save the Improvement Board shall ordinarily meet at least twice a term
- Para 10 (Voting at meetings of the Local Governing Body)
- Para 11 (Personal interests of Local Governors)
- Para 12 (Committees of the Local Governing Body)
- Para 13 (Minutes and feedback/ escalation to the Trust Board)

5. REVIEW

Operating with an Improvement Board is not intended to be a long-term arrangement, and a target date has been identified for the review of the arrangement. Any initial period is not intended to be greater than 12 months.

6. DELEGATION

Subject to any direction to the contrary from the Trust Board, the Improvement Board shall have:

- the same functions and responsibilities as are set out in the Roles and Functions Matrix for LGBs (and which are replicated in section 14 of the Terms of Reference for LGBs), and
- any other role that the Trust Board agrees shall be carried out by the Improvement Board and that is communicated in writing to the Chair of the Improvement Board.

7. ALTERATIONS

This constitution and these terms of reference may be altered by a majority resolution of the Trust Board.

8. CIRCULATION LIST

This constitution and these terms of reference shall be circulated to the Trust Board, all Improvement Board members, the Clerk to the Improvement Board, and others at the discretion of the Chair of the Trust Board or the Chair of an Improvement Board.

This constitution and these terms of reference were approved and adopted by a resolution of the Trust Board.

Date approved: 12 March 2025

Date for review: 12 March 2027

Appendix 1 Improvement Board member declaration

The Trustees
[• address]

[• 00 month year]

Dear Sirs

Reach South Academy Trust (**Academy Trust**) - appointment as an Improvement Board member.

I confirm that I wish to be an Improvement Board member in respect of Thomas Hall School in accordance with the Terms of Reference for Improvement Boards prescribed by the Trustees of the Academy Trust from time to time.

I confirm that I am not disqualified from becoming a Improvement Board member by reason of any provision in the Terms of Reference for Local Governing Bodies (and by extension the Articles of Association of the Academy Trust).

I also confirm that I understand that I must disclose any personal interest I may have in any matter to be discussed at a meeting of the Local Governors in accordance with paragraph 8 of the Constitution and Terms of Reference for Local Governing Bodies (or as prescribed by the Trustees of the Academy Trust from time to time).

Yours faithfully

Signed

Name

Date