



## Olive AP Academy – Suffolk: Interim Progress Board Terms of reference, March 2022

Agreed by OA-Sf IPB	27 January 2022
Submitted to OA Board of Trustees for consideration and approval	28 January 2022
Approved (by email)	4 February 2022
Updated	17 March 2022 (added IPB member)
Date of review	September 2022

### 1. Introduction

In the light of the recent Ofsted inspection of OA-Sf, it has been agreed by the Olive Academies Board of Trustees that a progress board should be established for the duration of the time that the academy is in special measures. The expectation is that this board will be in existence until the academy is removed from special measures. This will be a committee of the board with delegated responsibilities.

The interim progress board (IPB) is modelled on the Interim Executive Board (IEB) used in maintained schools – it is a short-term temporary governance structure put in place by trustees to support a defined need.

All members of the IPB adhere to OA's scheme of delegation – including reporting to the trustees on a regular basis via the link trustee.

### 2. Purpose

The purpose of the progress board is to secure a sound basis for the future improvement of the academy in the light of the recent Ofsted visit and report.

### 3. Responsibilities

This board will fulfil the functions of an advisory AAB, but in addition, will have some immediate responsibilities which include:

- To review the findings of the Ofsted report and agree an action plan to address these
- To monitor the action plan and take action where sufficient progress is not being made
- To act as a critical friend to academy and executive leaders to ensure strategic leadership is in place and having the intended outcomes
- To report to the Education Performance and Standards committee of the trust on a regular basis on the impact of the action plan (link trustee responsibility)

More specifically, this includes:

- Regular updates on actions taken in line with audit recommendations, e.g. safeguarding, health and safety, HR, and visits to verify actions
- Receipt of regular reports regarding standards and performance of OA-Sf against key performance indicators
- Review of processes and participation in monitoring the quality assurance of teaching and learning, behaviour, SEND support, the curriculum, and inclusion
- Strategic engagement with the local authority representative to agree future commissioning arrangements and expectations

#### 4. Membership

Proposed membership and lead areas of responsibility based on the Academy Improvement Plan (post-Ofsted action plan) are:

<b>Name</b>	<b>Background</b>	<b>Responsibility</b>
Kevin McDonnell	National Leader of Education, Headteacher, Stormont House School, Hackney	Chair SEND Pupil Premium & Recovery Premium
Louise Clark	Chief Improvement Officer, The Tilian Partnership	Teaching (implementation) & Learning (impact) Primary curriculum (intent)
Claire Elliott	Deputy headteacher, Stradbroke High School (March 22)	Teaching (implementation) & Learning (impact) Secondary curriculum (intent)
Vanessa Whitcombe	Headteacher, Castle Manor	Behaviour & Attitudes Personal Development
Karen Grimes	CEO, John Milton Academy Trust	Leadership & Management
Jeanette Lowe	OA Trustee and consultant to Camden Council on inclusion	Safeguarding
<i>Leigh Foster</i>	<i>Lead Standards and Excellence Officer, Suffolk LA</i>	<i>In attendance</i>

Academy leads for each area are also identified – these individuals will work closely with the relevant IPB member.

Staff in attendance will include:

- Alistair Burnett, Headteacher
- Helena Boast, Director of Academies
- Mark Vickers, CEO
- Adam Tedesco, Deputy CEO
- Jenny Wingate, clerk

Other employees may be asked to attend from time to time as needed.

#### **5. Access to information**

The committee shall have access to all information it considers necessary from the staff team and has the right to consult with others in the organisation should it so wish. Meetings may also take the format of workshops focused on particular issues should the board feel this is an appropriate way of understanding and advising on the work of the academy.

#### **6. Frequency of meetings**

The committee will meet termly (6x), 4-5.30 or 6pm – a combination of face to face or virtual meetings. Dates agreed for 2022 are:

27 January; 17 March; 19 May; 4 July

It is anticipated that other dates may need to be added, for example soon after an Ofsted visit should a regular meeting not be in the diary, and that a schedule of individual member visits will be drawn up following the first meeting. Reports on these individual visits will be circulated and submitted to the progress board.

#### **Reporting to the OA Board of Trustees**

The committee will report to the board via distribution of minutes after the meetings, and a report at each Education performance and standards committee from the link trustee who is a member of both.

#### **7. Changes to the committee terms of reference**

This progress board is a time limited board – to ensure it is operating effectively, it is expected that the committee itself will wish to review terms of reference and ways of working on a regular basis.