

Academy Improvement Boards (AIB) of SHINE Academies Terms of Reference

The terms of reference for the AIB will be in line with those stated in the SHINE Academies Academy Committee Handbook.

Purpose and Scope

The Academy Improvement Board for Busill Jones Primary School has been established by the SHINE Academies Trust Board to ensure proper oversight and scrutiny of, and support for the management, education, and financial and operational performance of Busill Jones Primary School.

Composition of the Academy Improvement Board

Members of the Board will have been appointed by the SHINE Academies Trust Board on the recommendation of the Chief Executive Officer who will ensure the members have both the capacity and skills to work in this capacity. Board members must be able to demonstrate an understanding of the ethos and values of SHINE and a commitment to fulfilling SHINE's mission and objectives for the school, drawing on specialist skills where required.

Whilst there is no limit on the size of the Executive Board, it is not anticipated that there will be more than 9 members, one of whom will be appointed by the Chief Executive Officer to chair all meetings.

Members

Headteacher – N Bayliss

CEO – G Draycott

Chair – A Picken

Co Opted Representative -

Trustee Representative – C Nightingale

Independent Representative – A Rogers

Meetings and Frequency

The Board shall meet approximately once per month, totalling approx. nine meetings for the year, and the agenda will be rotated to follow an annual agenda planner, which will be linked closely to the improvement action plan, to be determined by the Committee at the first meeting. This will then be repeated throughout the academic year.

Agenda and papers will be circulated to all attendees seven days prior to a meeting.

The Improvement Board will report directly to the CEO and SHINE Academies Executive Leadership Team. It will ensure that the action plan for the school is being implemented and advise on the development and review of the plan. Minutes of meetings will be regularly reported to the Trust Board.

Quorum

The quorum for any meeting of the AIB shall be no less than three members.

Clerk to the Academy Improvement Board

The Clerk to the Board must not be a member of the Academy Improvement Board. In the absence of the Clerk, the Board shall elect a replacement for the meeting (who may be a Academy Improvement Board member).

Delegations

1. To hold the school's senior leadership team to account and provide challenge.



2. To monitor the school's actions on the quality of teaching, standards attained, and progress made by all pupils.
3. To ensure safeguarding is effective at the school and all statutory functions are being adhered to.
4. To monitor staff and pupil wellbeing.
5. To support transition back to an Academy Committee once the Central Team and Trust Board agree that sufficient improvement has been achieved.

This Terms of Reference was approved by the Trust Board of SHINE Academies on 7 June 2023 and will be in use until the dissolution of the Academy Improvement Board. The document will be reviewed by Trustees on an annual basis.