



GRAFHAM GRANGE SCHOOL

SCHOOL IMPROVEMENT ASSURANCE GROUP (SIAG)

Terms of Reference

Remit

The remit of the group includes:

Oversight, challenge and consideration of all necessary improvement actions and planning to secure a recovery of Grafham Grange School on behalf of the Governing Body of the School and the Trust Board of the RADIUS Trust.

To monitor and review actions and plans to secure an Ofsted inspection rating of “good” by end of Summer 2016 or as soon as practical thereafter.

Composition

The group will comprise of:

- The Trust Board appointed Chair and Vice Chair of Grafham Grange School Governing Body
- A Trustee Governor (not Chair or Vice Chair)
- Two Charity Governors of the Governing Body
- The LA Appointed Governor.

The CEO of the RADIUS Trust will act as formal Clerk to the group.

All meetings will be attended and supported by the Trust’s appointed Senior Education Consultant.

Meetings

Meetings will take place as deemed necessary with venue and logistical arrangements determined at preceding meetings.

The SIAG will have attendance as necessary from the following:

- Headteacher / Senior Staff of Grafham Grange School
- The National Leader of Governance (Patrick Cummings)
- The National leader of Education (John D’Abbro)
- School Improvement Adviser (Vanessa Ward)
- Invited experts as necessary.

The SIAG for the specified remit will be supported by personnel appointed and approved by the Chair of the SIAG.



Constitution, Terms of Office and Proceedings

- a. Members of the SIAG will hold office for the period that the SIAG is in existence, although individual members may resign at any time.
- b. The Trust Board may appoint additional members of the SIAG at any time and may remove existing members.
- c. The Chair of the SIAG shall be appointed by the Trust Board. The Trust Board may remove or replace the Chair.
- d. Whilst it is for the SIAG to determine the regularity of meetings, it is anticipated that they meet at least monthly during term time, to ensure the pace of improvement is maintained and to monitor improvement.
- e. SIAG members will commit to attending all meetings, unless due to personal circumstances – in which case the Clerk will be informed in advance of the meeting.
- f. All SIAG members once established, may attend meetings of the SIAG and any task group or related activity mandated by the SIAG.
- g. Other individuals and observers may only attend with agreement of the SIAG.
- h. Where confidential matters are being discussed it will be for the SIAG to determine if non-members can be present.
- i. The quorum for all meetings of the SIAG will be two members.

Administration and Convening

The Group will be convened and chaired by the Chair of the Governing Body or designated Group member.

The Charity Office (governance support function) will assist with the logistical organisation of meetings.