

Northampton Primary Academy Trust

Academy Improvement Board

Terms of Reference 2023-24



Overview

- An Academy Improvement Board (AIB) will exist where evidence from data, an Ofsted inspection, or an external review, deems the school is inadequate or at risk of being found to be inadequate. An AIB may also be established where evidence from the sources outlined above demonstrate that the school's leadership and management, including governance, are not bringing about improvement rapidly enough. An AIB may also be established in the case of a Local Governing Body (LGB) being dissolved as a result of ineffectiveness following a period of support, lack of leadership by the Chair or non-adherence to Trust policy.
- The NPAT Trust Board is accountable for the performance of schools within the Trust and is therefore required to provide support, challenge and make decisions in this context. Where a school is underperforming and at risk of, or in, an Ofsted category or concern, it is the responsibility of the Trust to ensure appropriate actions are taken to improve performance, rapidly. In such cases this may mean that an AIB is established to help accelerate improvement and help to strengthen the overall leadership and management of the school.
- The AIB under the Articles of Association (AoA) for Northampton Primary Academy Trust (NPAT) is a sub-committee of the Board of Trustees. This follows the Department for Education's (DfE) normal governance structure for a Multi Academy Trust (MAT).
- The AIB will focus on raising standards for a time-limited period of no more than 24 months. While there is an AIB in place, the LGB will be temporarily dissolved. The AIB will fulfil all statutory and non-statutory roles of the LGB.
- The CEO will report to the Board of Trustees on progress being made by the AIB at the school.

Membership

- The number of members who sit on the AIB shall be not less than five and not more than seven. The Headteacher is not a member of the AIB.
- Other staff may attend meetings as and when required by the Headteacher or the Chair of the AIB. Members of the AIB should be professionals, ideally from education, who can contribute to the rapid improvement of the school.
- The AIB shall have the following membership:
 - A Chair appointed by the NPAT Chief Executive Officer (CEO)
 - One member of the NPAT Executive Team

- One Headteacher from an NPAT school
- Up to two members appointed by the NPAT CEO
- Up to two parents from the school appointed by the AIB if deemed appropriate by the CEO and Chair of AIB
- Term of office for an AIB member is for the term of the AIB, usually no more than 24 months.
- The quorum for any type of AIB meeting shall be three members. The meeting cannot take place unless quorum is reached.

Meetings

- The AIB shall meet at least once every half term and otherwise as required.
- The NPAT CEO will appoint a governance professional to minute meetings and provide administrative and professional support to the AIB.
- Draft minutes of AIB meetings will be circulated within fourteen days to the Chair, Vice-Chair and Headteacher for accuracy. Once checked, the minutes will be circulated to all AIB members and NPAT Executive Officers within twenty-one days of the original meeting. A copy will be retained within GovernorHub.
- At the next AIB meeting the minutes will be confirmed by the AIB, formally recorded in the minutes as approved and electronically signed by the Chair on GovernorHub.
- Agendas and supporting papers should be circulated no later than seven days prior to the meeting.

Functions of the Academy Improvement Board

- Monitor the improvement of standards at the school and make decisions regarding appropriate actions to ensure improvement.
- Consider budget monitoring information and make decisions on spending needs to support the improvement of the school.
- Support the Headteacher and Senior Leaders in bringing about improvements to all aspects of the school as required.
- Support the school in recruitment and selection, exclusions, grievance, disciplinary processes and complaints where appropriate.

Agenda Items

	Regular items	As required
Ongoing	<ul style="list-style-type: none"> • Declaration of Business and Pecuniary Interests • Governance matters, including AIB appointments, AIB training needs and monitoring roles • Monitoring reports from AIB members • Headlines report to AIB (Headteacher/SBM) • Risk profile and SIP update • Safeguarding • Health and safety • Staffing (including attendance) • Statutory reporting • NPAT update • Previous minutes and matters arising • Any other business as agreed as being urgent • Dates of next meeting(s) 	<ul style="list-style-type: none"> • Receive NPAT safeguarding report • Receive NPAT health and safety audit report • SIG (school improvement group) report • Personnel matters including staff performance management, well-being and pay awards • Monitor process and outcome of any additional personnel panel meetings and complaints • Parent survey results and actions • Pupil survey and other pupil voice activity results and actions • Agree contracts over and above delegation level • Website monitoring

	Termly Items
Autumn	<ul style="list-style-type: none"> • Vision and values reminder (NPAT and School) and review • Set monitoring roles for the year, including planning for monitoring visits and attendance at training sessions • Receive NPAT Academy Trust School Improvement Meeting (ATSIM) report • Agree School Improvement Plan/Priorities (SIP) • Discuss/scrutinise end of year outcomes data • Teaching staff performance management - note findings of the Pay Panel • Headteacher performance management – confirm it has taken place • Management accounts discussion

	Termly Items
	<ul style="list-style-type: none"> • Review, discuss and agree RF1 (budget reforecast) • Confirm publication of the school's Admission Policy for the next academic year • Confirm previous academic year statutory data for pupil attendance, exclusions, racial incidents, staff attendance, AIB attendance • Monitor PE & Sports Funding spending and that statutory information is on the school website
Spring	<ul style="list-style-type: none"> • Discuss/scrutinise Assessment Point 1 (AP1) data • Review, discuss and agree RF2 (budget reforecast) • Monitor actions from external audit • Support staff performance management - note findings of the Pay Panel • Review the premises development plan/school condition survey and identify improvements to ensure the school meets statutory requirements and the building is fit for purpose to feed into the Trust-wide Estates strategy
Summer	<ul style="list-style-type: none"> • Agree Chair and Vice Chair for coming academic year for recommendations to Trust Board • Discuss/scrutinise Assessment Point 2 (AP2) data • Discuss proposed staffing structure for next academic year • Receive SEND report to governors • Board evaluation/review of effectiveness of governance • SATs results data overview • Review progress and impact of SIP from that academic year • Scrutinise the proposed budget for the coming year and recommend to the Trust Board for their approval • Review the internal audit findings and respond to identified risk • Approve the external audit plan • Receive staff wellbeing survey results • Review extended schools provision including income and expenditure for the current year and proposed funding budgets for the coming year. • Note work to be carried out during the summer holiday period.