

School Performance Board

Cathedral Schools Trust

Terms of Reference

The board of trustees (the **Trust Board**) of Cathedral Schools Trust (**CST**) has established a forum of the Local Governing Body [of XXXX] (**LGB**) to be known as a School Performance Board (**SPB**). These are its terms of reference.

Purpose

The SPB provides a focused approach to the challenge of school improvement with input from governors, school improvement professionals, central and school staff. It is intended to bring performance and school improvement discussion and governance challenge into a single forum, avoid duplication and provide additional external benchmarking.

It is the intention of the Trust Board that the SPB will be in place for a minimum of one year and a maximum of two years.

Membership

The SPB members will be appointed by the Trust Board and will comprise the members of the LGB along with members of the Executive Leadership Team and additional external invitees appointed by the Executive Leadership Team in discussion with the school. Each member will need to have met DBS requirements.

The SPB will be quorate if at least three members of the SPB are present. The SPB will appoint one of the Executive Leadership Team members of the SPB as its Chair.

The Clerk of the SPB will be the same as the LGB's Clerk.

Attendance

The SPB may ask the CEO, the Finance Director and any other members of the Executive Leadership Team (if not already members of the SPB) to attend meetings of the SPB either regularly, or by invitation, to provide information.

Meetings

The SPB will meet at least three times a year on such dates as shall be determined by the LGB and to coincide with CST's annual cycle of school improvement activity. Meetings may be convened at such other times as the Clerk shall specify at the request of any member of the SPB.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the SPB and any

other person invited or required to attend no fewer than five working days prior to the date of the meeting.

Minutes

The Clerk will minute the proceedings and discussions of the SPB and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. Attendance at each SPB meeting, issues discussed, and recommendations shall be recorded, and the minutes signed by the Chair. The minutes of the SPB will be shared with the Educational Standards & Performance (ES&P) Committee to support “Across the Board” information.

Minutes of each SPB will be sent to all members of the SPB and the Trust Board within ten working days of the meeting.

Authority

The SPB is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee of CST and all employees are directed to cooperate with any request made by the SPB.

The SPB is authorised to obtain outside legal or other independent professional advice and to secure the attendance of any person at any SPB meeting with relevant experience and expertise if it considers this necessary.

Duties

The duties of the SPB shall be to:

- Monitor and provide effective challenge to the school across all areas of school improvement as identified in the School Development Plan (**SPD**) and Self-Evaluation Form (**SEF**). Its activities will be driven by monitoring of the SDP, SEF, “Across the Board” information and school level progress and assessment data.
- Review of SIP reports from the School Improvement Partner (SIP) and CST school improvement diagnosis day reports.
- Approval and monitoring of specific school improvement actions.
- Regular summary reporting to the Education and Standards Committee.
- Review of targeted funding such as Pupil Premium and catch-up.

Adopted by the Board of Trustees: 28th September 2023

Proposed date of review: September 2024