



Terms of Reference

1. Background

- 1.1. The Interim Advisory Board (“IAB”) of The University Collegiate School (“UCS”) was appointed by the board of Trustees of the Quest Trust following an Ofsted Inspection dated 7th and 8th December 2022, which placed UCS into Special Measures.
- 1.2. The IAB will commence with effect from 31 January 2023.
- 1.3. Members of the Interim Executive Board appointed by the Quest Trust are:
 - Ms. Cherry Tingle (Chair)
 - Mr George Beveridge
 - Susan Hincks, University of Bolton
 - Mubaaruck Ibrahim
 - Magdalin Clancy
 - Andy Mason
 - Geoff Baker, University of Bolton

2. Purpose of the IAB

2.1 The IAB is a sub-committee of the Quest Trust board with delegated responsibility for securing rapid improvement of UCS’s educational standards. Its function is to provide interim expertise and high-quality governance to support the delivery of UCS’s school improvement plan.

2.2. The IAB replaces the Local Governing Board which was formally dissolved by the Quest Trust board on 21 December 2022.

2.3. The IAB will remain in place until standards within the school have improved sufficiently to allow a new Local Governing Body (LGB) to be formed and resume local governance of the school. The Trust board will review the progress and impact of the IAB every 6 months and deem when it is appropriate after consultation with the DfE and the Baker Dearing Trust to form a new LGB to reflect licensing arrangements.

3. Remit of the IAB

The IAB has delegated responsibility from the Trust board for the following:

- securing strong safeguarding practices that are consistent with current legislation and DfE guidance;
- improving the quality of education;
- approving and ensuring the effective implementation of a school improvement plan and tracking progress against the stated priorities;
- ensuring accurate and effective school self-evaluation;

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- overview of the budget and ensuring resources are managed in accordance with school improvement priorities;
- strengthening the strategic leadership of the school;
- holding the school's leaders to account for the impact of their actions;
- ensuring a robust and consistent performance management is in place for all staff members;
- ensuring that safer recruitment policies and procedures are in place for all appointments;
- ensuring that the school complies with "Keeping Children Safe in Education" (as amended) and maintains an accurate Single Central Record;
- agreeing and monitoring the school's equalities objectives;
- to be notified of and, where required, considering the school's decision to exclude a pupil;
- to consider complaints and matters normally referred to the LGB in accordance with the school's policies
- Budget setting will remain the responsibility of the Senior Leadership Team (SLT), subject to the approval of the Quest Trust Board. The SLT and Headteacher would be responsible for producing the budget, which would be approved by the IAB and passed to the Quest Trust board for ratification. Thereafter, Quest would provide the IAB with financial and operational autonomy.

4. Composition of the IAB and Meeting Procedure

All members of the IAB will be appointed by the Trust board.

There will be a minimum of five and a maximum of seven members. At least one member of the IAB shall be appointed by the University of Bolton. At least one member of the IAB shall be appointed by the Baker Dearing Educational Trust. The members of the IAB and the Chair of the IAB shall be approved by the Trust board.

Members of the IAB will be subject to the safer recruitment procedures of Quest.

Members do not have a fixed term of office but will serve for the duration of the IAB.

The Trust board may remove a member of the IAB for any reason.

The Chief Executive Officer and Headteacher shall attend IAB meetings, but they shall not have a vote or count in the quorum. Other members of staff may be asked by the Chair to attend meetings as required.

Observers may attend meetings of the IAB by agreement of the Chair.

IAB meetings are to be held twice a half term or as otherwise agreed by the IAB. Meetings may be held in person or electronically.

Meetings are quorate when at least one half of the members are present. In the event of a tied vote of IAB members, the Chair shall have the casting vote.

The Trust board shall appoint a clerk to the IAB who would work confidentially with the IAB.

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Minutes of each IAB meeting shall be prepared and sent to the Chair within seven days of the meeting. Once agreed by the Chair they shall be circulated to IAB members by email for approval. Copies of the approved minutes shall be available for inspection at the school. Confidential items including personnel matters shall not be publicly available.

5. Reporting

The Headteacher shall provide a written report to members of the IAB in advance of each meeting. The form and content of the report shall be agreed by the IAB but will include data and evidence of:

- Health and Safety
- safeguarding
- progress against targets contained in the school improvement plan;
- effectiveness of leadership and management;
- internal assessments;
- exclusions;
- pupil attendance;
- staff attendance;
- details of performance management processes undertaken and any staff disciplinary issues;
- summary of communication with parents;
- complaints received and action taken

and such other information as the IAB may require.

The IAB shall be provided with details of the school budget and the forecast spend including the monthly management accounts upon request.

The Chair of the IAB will present a verbal progress report to the Chair of the Quest Trust Board at least every fortnight during the school term.

The IAB will provide the Department for Education and the Quest Trust board with regular progress reports.