



## Drive Team Terms of Reference

### 1. Membership

- The Drive Team will consist of:
  - Two parents who are elected onto the Drive Team
  - The school Principal
  - One staff member, who is elected onto the Drive Team
  - Up to three members appointed from the local community by the Drive Team based on skills analysis
  - The Regional Executive Principal who attends to provide a Quality Assurance function (in attendance but not a member)

Members of the school's Senior Leadership Team or Middle Leadership Team may be invited to attend Drive Team meetings to address specific agenda items where required but they should not routinely attend meetings.

A minute taker will be provided by the school to produce Minutes and provide other administrative support to the committee.

- The Drive Team will consist of a minimum of three members including the academy Principal, although it may continue to act notwithstanding a temporary vacancy.
- Each Drive Team will elect a Chair who will serve for a 24-month period.
- A Drive team will be in place for each academy.
- Election and Appointment to the Drive Team will be through an application process, relative to a role specification based on the skills, knowledge and experience required to support school improvement within the academy.
- The Drive Team members shall hold and vacate their position in accordance with terms of their appointment which, except in the case of the Academy Principal, will be limited to a three - year period.
- A Drive Team member may resign their position by giving notice in writing to the Academy Principal.
- A member appointed by the Drive Team may be removed by the Drive Team if it is deemed their presence is not in the best interest of the Trust or the Academy.
- The Drive Team may organise Working Parties to support deep-dive review of specific academy activities but is not expected to form any further sub-committees

## 2. Meetings

- The committee will meet half termly and otherwise, as required.

## 3. Terms of Reference

- The Drive Team supported by the Regional Executive Principal hold the Principal to account for school improvement relative to impact of decisions and actions in securing improvement.
- The Drive Team is the local governing committee of the Trust Board and engages the individual school in order to demonstrate local governance relative to the Terms of Reference established by the Trust Board.
- The Drive Team quality assure the school improvement processes through detailed scrutiny, questioning and challenge of data and other information provided in the STRAP (School Termly Report Actions Priorities), school self-evaluation and Academy Development Plan and the School Evaluation Form and any other school level reports.
- Drive Team members will develop good knowledge of the school including through school visits. Individual / Group Drive Team-members visits will be reported back to the Drive Team using the agreed standard proforma.
- To review internal and external quality assurance and monitoring reports and associated action plans
- The Drive Team will review feedback from all stakeholder voice activities and will commission independent surveys on stakeholder voice where appropriate.
- The Drive Team will follow a key activities timeline guided by a standardised Trust agenda and will usually meet half termly, 6 times a year.
- The Drive Team will ensure that effective records are made to evidence their scrutiny and challenge including all decisions and actions – through the production of meeting Minutes in line with the Trust Minutes proforma and associated guidance. Minutes, Visit reports and other relevant information will be provided for ARC review in a timely manner.
- The Drive Team skills audit is aligned with Ofsted criteria, based around outcomes and the DfE Governance Competency Framework.
- The Drive Team tasks may include: *(this list is not exhaustive)*
  - Reviewing the effectiveness with which the academy promotes community cohesion and promotes British Values and general stakeholder engagement
  - Supporting the completion of safeguarding audits and single central record checks
  - Supporting the completion of action plan checks arising from internal and external audits and reports - alongside the Principal
  - Approving and Evaluating the impact of action plans relating to Pupil Premium / Sports Premium / Pupil Catch-up Funding
  - Supporting external funds and grant applications

These terms of reference will be reviewed by the Trust Board annually