



Accountability, Review and Challenge (ARC) Group Terms of Reference 2016-2017

1. Membership

- The Accountability, Review and Challenge (ARC) group will comprise of members who have the individual and collective skills and knowledge to equip the group to ask challenging questions, focused on performance improvement. Academy leaders will be held to account for pupils' outcomes through this process.
- The membership structure will, as a minimum, be as follows, although the ARC group may continue to act notwithstanding a temporary vacancy:
 - The Independent Chair
 - The Executive Principal
 - An academy Principal
 - The Director of School Improvement (Leading on safeguarding)
 - Two parent and two community advisors.
- An ARC group member shall hold and vacate office in accordance with the terms of their appointment but (except in the case of the Executive Principal, Academy Principal and Director of School Improvement) a term of office shall not exceed four years. Subject to remaining eligible, any member may be re-appointed.
- An ARC group member may resign their office by giving notice in writing to the Independent Chair.
- An ARC group member shall cease to hold office if:
 - they are removed by the person or persons who appointed them (this provision does not apply in the case of the parent or community members);
 - they are absent without the consent of the other members from all meetings within a period of six months and the ARC group members resolve that their office is vacated;
 - they would be disqualified from acting as a charity trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
 - the Trust Board deems their presence not to be in the best interests of Bright Tribe Trust or the academy and terminates the appointment as a consequence.
- The Independent Chair is appointed through an application and interview process. The role of the Independent Chair is to provide an independent rigour to the ARC group process in order to identify, discuss and action school improvement issues. The Independent Chair will lead the process of systematically holding school leaders to account; rigorously reviewing and challenging performance and progress as appropriate.

- The Executive Principal has in depth operational and strategic understanding of each academy within his/her region. The Executive Principal supports the academy Principal in discussions and challenge around academy performance data and outcomes identified at the ARC group.
- The academy Principal represents his or her academy at the ARC group and provides data and performance information for the ARC group to review, challenge and discuss. The Principal is responsible for implementing any actions identified at the ARC group via the Rapid Improvement Group (RIG).
- The Director of School Improvement has in depth strategic knowledge and understanding of academies across the ARC group region. He/she provides strategic challenge on issues of school improvement at the ARC group meeting and supports the identification of priority areas for action.
- Two parent and two community advisors will be elected or appointed (in accordance with the articles of association) to the ARC group from a regional panel of elected Drive Team members who have received the necessary training to sit on the ARC group.
- Election of the parent advisors on to the panel will be held termly where there is a vacant position. The community advisor position will be an associate advisor position and will be limited to a twelve-month period.
- The role of the ARC group parent and community advisor is to hold the regional Executive Principal and the academy Principal to account as part of the ARC group function. All parent and community advisors will be provided with the training needed to form a strategic oversight across academies within the region. An ARC group Parent Expenses Policy outlines other areas of support on offer to parent and community advisors such as travel expenses and childcare cover.

2. Quorum

- The quorum shall be three members (including the Independent Chair) and the Executive Principal.
- The Independent Chair will be a member of this Committee.
- In the absence of a Chair at the meeting the ARC group will agree a replacement for that meeting.
- Any matter to be decided by the ARC group shall be determined by a majority of votes of the ARC group members voting on the relevant matter. Each ARC group member shall have one vote but, where there is an equal division of votes, the Independent Chair shall have a casting vote.
- The Independent Chair, Director of School Improvement, Parent and Community members and Principal will be able to vote
- The Committee to have delegated powers. As specified in section 4 and in the Trust's Scheme of Delegation.

3. Meetings

The committee shall meet once every half term and otherwise. The Independent Chair, Director of School Improvement, Executive Principal, Parent and Community Advisor sit across the whole day, while the Principal for each academy meets with the ARC group at their designated hour and a half ARC group meeting time slot.

4. Terms of Reference

- The Committee has the remit to ensure accountability of school's leaders through a systematic process of monitoring and proactive engagement; to Review school's progress against targets outlined in the Self Evaluation Form (SEF), RIG, and school development plans, ensuring a deep dive review extends to

reviewing decisions made, and; to challenge performance and progress, including the decisions made to achieve such progress.

- To systematically hold school leaders to account; rigorously reviewing and challenging performance and progress as appropriate.
- To monitor the school's performance and progress compared to the desired outcomes outlined in the school's SEF, RIG documents and development plans.
- To provide support to the academy where identified and required.
- To function as a panel to deal with school exclusions. ARC group panel members from other multi-academy trusts will form the panel, which will be part of a reciprocal arrangement and parents and community advisors can be part of this process.
- To report to the Trust Board via the Trust's Director of School Improvement.
- To monitor and ensure admissions arrangements are followed for Trust academies.

- This term of reference will be reviewed annually
- ARC members will be appointed by the board, apart from parent and community members who are elected
- The ARC is appointed pursuant to the section 100a of the Articles of Association
- Terms of reference approved by the Trust board (DATE)