



## Drive Team Terms of Reference

### 1. Membership

- The Drive Team should consist of:
  - Two parents who are elected onto the Drive Team (processed by REP and approved at ARC meetings)
  - The school Principal
  - One staff representative
  - Two community representatives
  - One co-opted representative
  - The Regional Executive Principal who attends to provide a Quality Assurance function (in attendance but not a member)
- 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 stand for a 12 month period.
- A Drive team will be in place for each academy.
- Appointment to the Drive Team will be through an application process, based on the skills, knowledge and experience required to support school improvement within the academy.
- Two parent members will be elected or appointed to the Drive Team in accordance with the Articles of Association.
- 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 twelve-month period.
- A Drive Team member may resign their position by giving notice in writing to the Academy Principal.
- A Drive Team member may be removed by the Academy Principal if it is deemed their presence is not in the best interest of the Trust or the Academy.

### 2. Meetings

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

### 3. Terms of Reference

- The Drive Team and Regional Executive Principal hold the Principal to account for school improvement at the Drive Team meeting. The school Middle Leadership Team and Senior Leadership Team are invited to attend Drive Team meetings.
- A 'Golden Thread' exists to link actions and information up and down between governance and operational groups. The Trust Board and the Drive Teams have a very close link. The activities of the Board reflect what is happening on the ground and vice versa.
- The Drive Team is the group that acts as a local governing committee of the Trust Board and engages locally with schools in order to demonstrate local governance.
- The Drive Team quality assure the school improvement processes and have an impact on the ADP.
- Drive Team members know the school well.
- The Drive Team provide an opportunity for the pupil voice to be heard.
- The Drive Team analyse and review feedback from stakeholders.
- The Drive Team have a clear system for elected parents to be appointed by the Trust Board
- A standardised agenda will be used for all Drive Teams. (6 meetings a year- 3 data meetings and 3 operational/QA meetings)
- The Drive Team skills audit is aligned with Ofsted criteria, based around outcomes and the DfE Competency Framework.
- The Drive Team receive RIR documentation, ADP, SEFs, school level data reports and school monitoring/QA visit reports.
- The Drive Team tasks may include: *(this list is not exhaustive)*
  - Evaluating pupils' attitudes to learning and conduct around the academy
  - Evaluating and reviewing actions to reduce persistent absence. Reviewing data of racial, homophobic, bullying etc. incidents
  - Evaluating pupils' behaviour and how well it is managed
  - Evaluating school environments, this could be health and safety and facility management
  - Reviewing the effectiveness of parental and community liaison e.g. analysis linked to school questionnaires
  - Regularly meet with pupils to monitor and evaluate:
    - The extent to which pupils feel safe
    - The extent to which pupils adopt healthy lifestyle
    - The extent to which pupils contribute to the academy and wider community
    - The extent to which pupils develop workplace and other skills that will contribute to their future economic well-being.
  - Reviewing the effectiveness with which the academy promotes community cohesion and promotes British Values

- Supporting the completion of safeguarding audits and single central record checks
- Carrying out Trust audits and checks alongside the Principal
- Reviewing the impact of school improvements or actions by meeting with middle leaders
- Reviewing the impact of the school Self Evaluation Statement (SES)
- Supporting to draft the school SEF
- Evaluating the impact of pupil premium actions plans
- Evaluating the impact of sports premium actions plans
- Supporting external funds and grant applications.

- These terms of reference will be reviewed annually