

Rutland Learning and Skills Strategy Performance Board



Terms of Reference

June 2014

1 Purpose

The purpose of the Rutland Learning and Skills Strategy Performance Board is to ensure that effective improvement has been achieved to meet agreed service and education performance standards, performance targets, and operational practice for Learning and Skills provision managed by Rutland County Council and including any contracted or brokered provision.

The monitoring of improvement and performance will be recorded and disseminated to education providers at regular intervals.

2 Membership

It is recommended that the following roles are involved in the work of the Performance Board:

- ❖ Chair
- ❖ Portfolio Holders - People and Places
- ❖ Director/Senior Management Representatives - People and Places Directorates
- ❖ Learning and Skills Head of Service
- ❖ Diocesan Representatives
- ❖ School Representatives (Head Teachers)
- ❖ School representatives (Governors)
- ❖ Contracted Provision Representative
- ❖ External Advisor (as required)

3 Timeframe

3.1 The Performance Board will commence at the start of Autumn Term 2014 and remain operable for the duration of the strategy 2014-16. A decision regarding the requirement of a Performance Board after that stage will be made by the People Directorate Management Team (DMT) who hold responsibility for Learning and Skills Services.

3.2 Meetings to be held at least three times per academic year. A schedule of dates will be agreed at the initial meeting of the Board.

4 Aims and Specific Objectives

4.1 Aims

4.1.1 The overriding aim of the Performance Board is to provide robust monitoring and review of the performance and progress of improvement of education providers including Early Years settings, schools and Adult Learning provision.

4.1.2 The Performance Board will also provide progress reports to the People Directorate Management Team, People (Children) Scrutiny Panel and the Council Senior Management Team, as required. The timing of these reports is set out in Section 5 below.

4.2 Specific Objectives

4.2.1 To receive and scrutinise regular monitoring reports on the performance of education providers in Rutland covering agreed performance priorities.

4.2.2 To review the rate, quality and relevance of performance and improvement actions of education providers with a view to assessing overall progress of educational provision in Rutland.

4.2.3 To monitor progress and receive a Learning and Skills Service Self-Assessment Report by an agreed March 2015 deadline.

4.2.4 To receive and integrate in to the monitoring of performance any recommendations arising from Ofsted inspections and visits.

4.2.5 To monitor and assess the rate, quality, and relevance of preparations for the Ofsted Inspection of School Improvement Arrangements.

4.2.6 To set, agree and communicate expectations and reports regarding progress and performance of education providers to other interested parties.

4.2.7 To ensure robust and relevant data is readily available to be presented as an evidence base to underpin performance claims and self-assessment.

5 Reporting Arrangements

5.1 Progress reports from the Performance Board will be provided to the People DMT and SMT at the following stages:

5.1.1 Progress Report 1

At an agreed date in November 2014.

Focus: Outcomes of annual visits and general performance.

5.1.2 Progress Report 2

At an agreed date in February 2015.

Focus: Attainment in schools, pupil numbers, attendance and exclusions.

5.1.3 Progress Report 3

At an agreed date in June 2015.

Focus: Summary of general performance and Adult Learning Self-Evaluation Report.

6 Notes, Minutes, and Confidentiality

6.1 Notes and Minutes

6.1.1 Notes and minutes of each Performance Board meeting will be maintained throughout the timeframe. The usage of these notes and minutes will be agreed by the Board and DMT.

6.2 Confidentiality

6.2.1 Content of notes and minutes of the Performance Board will be subject to the Council protocol and standard on this matter.