



(HUTCHINSON MEMORIAL FIRST SCHOOL) PROGRESS BOARD – TERMS OF REFERENCE

General Terms

A 'Progress Board' will be established by Innovate2Educate Partnership (the Trust) where an academy needs a higher level of support and direction from the Trust. This is likely to be where one or more of the following arise:

- Concerns are identified/raised by the Trust
- Under-strength governance has been identified
- In response to the outcome of an Ofsted inspection, where the academy/school is currently in requires improvement or a category of serious weakness, or if a school enters needs attention or urgent improvement
- A sudden or unexpected dip in the academy/school's performance
- Any identified safeguarding concerns within the academy/school

Membership and attendance

Membership will be determined by the Trust Board but will usually consist of the CEO, nominated Trustees, nominated members of the Central Team and invited members of the Local Advisory Committee. The Trust reserves the right to appoint future members and replace members at any time.

It is expected that the senior leader of the academy will be a member of the Progress Board.

Term of Office

Each member will be appointed for as long as this committee is operative, but members may at any time resign. The Trust will determine the duration of this Progress Board committee. Once its business has been concluded, the Trust Board will be responsible for making all decisions regarding the formation of the new Local Academy Committee. Once established, the Local Academy Committee will operate in line with its remit and purpose as set out in the Trust's Scheme of Delegation and Terms of Reference.

Quorum

The quorum for all meetings of the Progress Board will be three members (which number must include either the CEO or nominated Trustees).

Chair

The Chair of the Progress Board shall be appointed by the Trust Board; the Trust Board may remove or replace the Chair at any time.

Frequency of meetings

It will be for the Trust Board to determine the regularity of meetings. It is anticipated that the committee will meet at least termly to ensure the business of the Progress Board is dealt with efficiently and effectively in the best interests of the academy.

Remit and Responsibilities

The Progress Board will act in place of the Local Academy Committee Board and will accept all of its delegated responsibilities as provided for in the Trust scheme of delegation.



The main function of the Progress Board will be to:

- Secure rapid improvement of the academy
- Develop a sound basis for sustained school improvement
- Promote high standards in educational achievement
- Challenge underperformance

Agenda and Minutes of the meetings

The agenda for each meeting will be prepared by the Chair of the committee in advance of the meeting date and shared with all members. Minutes will be taken of the meetings. Minutes will be published of each meeting following their approval except where items are deemed by this committee to be of a confidential nature.

Documents/Papers for the meeting

Papers for the meeting will be made available on GovernorHub for all members at least 7 days prior to the meeting.

Reporting to the Trust Board

The Progress Board will report the outcome of its meetings by sharing the minutes with the Trust Board, and a progress report will be prepared by the CEO for Trustees to consider at each of its Trust Board meetings.

Conduct of the Progress Board

- Members of the Progress Board will conduct its business in a transparent and open way and in accordance with the Nolan Principles of public life and the Trust's Code of Conduct for Local Academy Committees
- Decisions of the Board will be corporately made, and no member has the power to act alone, except for the Chair in the event of an emergency, providing Members of the Progress Board are notified of the issue and any decision at the earliest opportunity
- Progress Board Members must respect confidentiality at all times until the minutes of each meeting are deemed approved and published. Confidentiality must be maintained at all times when items discussed are deemed by the Progress Board to be of a confidential nature and where the minute is recorded in a Part 2 confidential appendix.

These terms of reference were approved by Trustees on 1st October 2025 and will be reviewed annually.