

Support and Development Board (SDB)

Terms of Reference

Drafted: January 2025

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1. Objective of the SDB

- 1.1. The SDB is a Committee of the Fylde Coast Academy Trust (FCAT) Board, established as a response to an academy requiring significant intervention and replaces the existing Local Governing Body (LGB). The purpose of the SDB is to secure a sound basis for future improvement in the academy and promote high standards of educational achievement.
- 1.2. The primary purpose of the SDB is to hold their school to account for the educational performance of its pupils and the performance management of staff, and to ensure the vision and ethos of the school is in line with the Trust's vision and values.
- 1.3. The SDB functions as the LGB of the academy during an interim period of time.
- 1.4. The SDB will monitor achievement, quality of teaching, behaviour and attitudes, safety and safeguarding.
- 1.5. The SDB will engage with the academy's key stakeholders, such as parents, pupils and staff.

2. SDB Membership

- 2.1. A SDB will have a minimum of five members, appointed by Trustees based on skills, experience and expertise.
- 2.2. The membership shall be as follows, unless the Trust Board resolve otherwise following review:
 - One elected parent governor
 - The Chair
 - At least three further members appointed by the Board of Trustees
 - The Headteacher of the academy
- 2.3. A member of FCAT SLT will attend each SDB meeting as an observer.
- 2.4. The term of office for SDB members is four years, with the exception of the Headteacher who will hold an ex-officio position.
- 2.5. Members of the SDB are required to provide at least 6-weeks (a half-term) notice to resign from the Board.
- 2.6. Members are expected to attend all meetings, unless due to unavoidable circumstances

3. Quorum and Voting

- 3.1. It is generally expected and encouraged that decision making of the SDB should be by consensus. However, it is recognised that there will be occasions where a formal vote is necessary. All members shall have one vote each.

- 3.2. This is subject to any member having an interest, loyalty or duty that conflicts, or is reasonably likely to conflict, with the interests of the SDB. In such cases the member must declare his or her interest for the particular item and must not vote on or be present for the vote on that item.
- 3.3. The quorum for the SDB shall be a majority of non-conflicted members in attendance. Where a split vote is reached the Chair shall have a casting vote.
- 3.4. The SDB can determine to make decisions via electronic means between scheduled meetings in order to allow the business of the Trust to take place. All members will be informed of the business via Governor Hub and will be given a date to confirm their vote in favour or not of the business. Any vote in this manner will need to conform to the quorum requirements for transactions. Members are advised to turn on notifications in order to be aware of information being posted on Governor Hub.

4. Delegated Power

- 4.1. SDB's may invite attendance at meetings from persons who are not committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.
- 4.2. In the event of a need to make urgent decisions between meetings, the Chair of the SDB, in consultation with the Headteacher and Governance Professional, will take appropriate action on behalf of the SDB. The decisions taken and the reasons for urgency will be minuted and explained fully at the next meeting of the SDB.
- 4.3. The SDB is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board including to (a) request any information it requires from any employee or other assurance provider; or (b) obtain outside legal or independent professional advice it considers necessary with approval of the Trust Board.

5. Meetings

- 5.1. SDB's will meet six times a year or more frequently as circumstances require. The Chair may convene a meeting at other times if considered necessary or upon the reasonable request of any member. No less than 7 days' notice will be provided for extraordinary meetings.
- 5.2. SDB's have the authority to hold meetings virtually if required.
- 5.3. A Governance Professional shall be allocated by the Trust to attend and service SDB meetings, including circulating the agenda and papers before each meeting, and preparing the minutes.
- 5.4. The Chair will set the agenda for the Committee meetings in conjunction with the Governance Professional and relevant staff.
- 5.5. The Governance Professional will circulate an agenda and papers at least one-week before each meeting.

- 5.6. Meetings will be chaired by the Chair, and in their absence by the Vice-Chair. Both positions will be approved by the FCAT Trust Board.
- 5.7. Attendance at each meeting, matters discussed and recommendations for decisions will be recorded.
- 5.8. The written minutes of each meeting will be submitted to the next meeting of the SDB for approval and made available to the Trust Board.

6. Reporting

- 6.1. The SDB Chair will update the Trust board on the educational provision and progress on their Academy's key priorities, with the support of the Governance Professional.
- 6.2. The SDB will review its constitution and terms of reference annually and recommend any changes necessary to the FCAT Board.

7. Key Responsibilities

- 7.1. The SDB will take delegated responsibility on behalf of the board of Trustees for standards in their academy. This includes ensuring robust policies and systems are in place for the safeguarding and wellbeing of all pupils.
- 7.2. To determine and review the effectiveness of the curriculum, ensuring systems are in place for securing excellent academic progress, high quality teaching and an effective curriculum.
- 7.3. SDBs must know the key strengths and areas for development within the school in order to approve and monitor the implementation of school improvement priorities.
- 7.4. To develop and maintain the culture values and ethos of their academy ensuring they are in line with the Trust vision and strategic objectives.
- 7.5. To evaluate the academy's performance by:
 - Reviewing the quality of care and provision
 - Monitoring the overall effectiveness of leadership and management
 - Receiving quality assurance reports.
- 7.6. To promote effective stakeholder engagement including but not limited to:
 - Partnership working between parents/carers and the academy to promote high standards in attendance, behaviour and learning
 - Consultation with pupils, parents and other stakeholders as part of a programme of regular self-evaluation to assess performance against the Academy's stated aims and objectives.
 - Ensuring stakeholder feedback is utilised effectively to support the development of best practice and to promote the quality of the overall pupil experience.
- 7.7. To monitor and report to the FCAT Trustees on all strategic aspects of safeguarding and SEND at the Academy through the appointment of appropriate link governors. Link governor reports must be shared with the SDB and the Safeguarding / SEND Trustee.

- 7.8. To monitor and review the allocation and impact of grant funding including pupil premium, catch-up funding, sports premium and any other grants, in line with DfE and ESFA expectations.
- 7.9. Full details of responsibilities and delegation of powers are set out in the scheme of delegation. Should further clarification be required, governors should contact their named governance professional in the first instance.

8. Terms of Reference

- 8.1. These terms of reference will be reviewed annually at the last meeting of the academic year and any proposed changes referred to the Trust Board for approval. Any additional changes during the year must be referred to the Trust Board for approval as per the Scheme of Delegation.