

Regional School Board (RSB) – Terms of Reference

Constitution

The Trustees of Grace Schools have established committees of the Trust Board known in each case as the Regional School Board (RSB) for a hub of Grace schools.

The Trust Board reserve the right to amend the levels of delegation to any RSB at any time.

Membership

- The Chair of the RSB shall be appointed by the Chair of Trustees upon recommendation of the CEO.
- The RSB shall consist of not less than 4 members and not more than 8 members, of which two must be parent members
- The RSB shall have a Vice Chair appointed from within their number by members of the RSB.
- Parent members shall be elected by the parents across the Trust. The elected parents must have a child registered at Grace school at the time when they are elected. Parent members may or may not be allocated to the Hub in which their child attends school.
- A quorum shall be four members.
- All members of the RSB are appointed by the Trust Board and can be removed by the Trust Board also.
- The CEO, or substitute, or any Trustee may attend any meetings of the RSB.
- Staff who work for Grace Schools are not entitled to serve as a member of the RSB.
- A Community Councillor may not be in the same RSB hub as their school and vice versa.

Term of Office

Members shall serve for a period of four years, renewable for a second term of office except for parent members who are elected to the RSB by the parents of pupils at a Grace school.



Resignation and removal

There are different ways a RSB member can leave an RSB. Some of these are covered below:

End of their term.

Resignation - A RSB member may at any time resign their office by giving notice in writing to the Head of Governance at Grace Schools.

Non-attendance - Any member who has not attended an RSB meeting for 6 months, with or without apologies will be automatically considered for removal at the next meeting of Trustees.

Breach of code of conduct - If a member breaches the code of conduct, then their position may be suspended, pending investigation into the alleged breach, which is proven to have occurred will result in termination of their position by the Chair of Trustees.

RSB member statutory information

RSB members must provide certain information for practical reasons and to ensure their RSB remains compliant with legislation and Grace Schools guidelines. This includes:

- Personal contact details – postal address, email, phone
- Declaration of any business and pecuniary interests
- An agreement to abide by the Code of Conduct
- Confirmation they have read the latest KCSIE
- To confirm there have been no cautions or convictions since DBS was issued
- Acceptance of commitment to maintain and promote Christian Ethos of the Trust and its schools

This information must be provided by RSB members to the Trust and should be re-confirmed each academic year. In addition to this, RSBs are required to complete a skills audit once per year.



Meetings

RSB meetings shall be held four times per year (September, December, April, July). All meetings shall be convened by a Governance Professional, who shall send to the members written notice of the meeting and a copy of the agenda with any supporting papers at least seven clear days in advance of the meeting. The agenda shall be prepared by a Governance Professional with input from the Hub Director and Chair of RSB.

Access to all notices, agendas, and minutes of meetings of the RSB shall be provided to members via document upload via the trust chosen portal.

Attendance at each meeting, matters discussed and recommendations for decisions will be recorded. The written minutes of each meeting will be submitted to the next meeting of the RSB and sent through to the Trust Board's Standards & Ethos committee.

All meetings will take place online via the Trust's video conferencing platform.

Conflicts of Interest

Any member who has any duty or personal interest (including but not limited to any personal financial interest or perceived interest) which conflicts or may conflict with their duties as a member shall disclose that fact to the governance professional and other members as soon as they become aware of it. A member must absent themselves from any discussions of the RSB in which it is possible that a conflict will arise between their duty to act solely in the interests of the schools and any duty or personal interest (including but not limited to any personal financial interest).

Interests should be declared on to the Trust annually during the first term of each new academic year. The governance professional should be notified of any change to this declaration throughout the year.

Each member shall always act in the best interests of the Trust.

The members must keep confidential all information obtained by them in the course of their membership of the RSB.



Appointment of chair and vice-chair

The chair of the RSB shall be appointed by the chair of Trustees for a period of 4 years and will therefore be a nominee of the Trust. The vice-chair of the RSB shall be appointed by the RSB. If both the chair and the vice-chair are absent from any meeting of the RSB, those members present shall appoint one of their number to chair the meeting.

Duties

The RSB is a Committee of the Trust Board. Trustees delegate the day to day running of each school to the headteacher and Hub Director, the RSB is in place to challenge the Hub Director for the performance of schools within the Hub. Trustees reserve the right to withdraw delegated powers from the RSB and disband it at any time.

RSBs play an important role in the continued improvement of the Grace Schools family. A Grace Schools RSB will have a sole focus on educational standards across the designated Hub; it will develop the right blend of challenge and support for the Hub Director in delivering the required outcomes and may call upon individual Headteachers to present as necessary; it will focus on the long-term success of the schools and monitor the progress the schools are making. These terms of reference should be considered in conjunction with the scheme of delegation.

All RSB members must attend mandatory induction training and the annual training conference during the Spring term.

Governance

- To monitor the relative performance of schools across the Hub and actions being undertaken by the Hub Director and School leaders.
- To appoint (and remove) from its number, the vice-chair and to allocate specific responsibilities to RSB members which must include safeguarding and SEND.
- To review the outcomes of pupil, and staff feedback surveys and confirm to Trust Board that the views of each group are being considered by school leaders.



- To receive confirmation from the Community Council that parent forum surveys have been completed and actions undertaken
- To communicate in a timely manner to the Trust Board any issues of concern in relation to the functioning of a school within the hub in line with published reporting mechanisms.
- Where it has been necessary to establish Transition or Intervention Boards, support the school back to RSB.
- To provide members to support in exclusion panels, IRP hearings, complaint panels, pay award appeals.

Educational Standards

To provide assurance to the Trust Board that;

- Educational standards are high and pupil outcomes in line with expected forecasts
 - A broad and balanced, curriculum, consistent with Grace Schools Principles of Education is being delivered including enrichment opportunities and that effective processes are in place for monitoring the quality of teaching and learning, the curriculum, inclusion, and the sharing of good practice across the school.
 - To receive pupil outcome data and provide assurance to the Trust Board that the headteacher is taking appropriate action where necessary.
- Behaviour standards are high and in particular
 - To receive pupil behaviour data and provide assurance to the Trust Board that the school leadership is taking necessary action to raise standards for all pupil groups.
 - To provide members to constitute a Pupil Discipline Committee when required to review exclusion/suspension decisions.
 - To encourage members to participate in Independent Review Panels where parent/carers have appealed against decisions by a Pupil Discipline Committee.
- Attendance is high and rising
 - To review attendance and pupil absence rates for all pupil groups



- Professional learning is effective
 - To review the impact of professional learning activities across the Hub
- Safeguarding processes are compliant and effective
 - To confirm safeguarding processes are being undertaken in line with the Trust Safeguarding Policy.
- SEND provision meets the needs of our pupils
 - To review the implementation of the Inclusion policy across the Hub and compliance with Equality Act requirements as they relate to SEND.
 - To confirm the schools are fulfilling their statutory duties regarding SEND
- Christian ethos is maintained in our church schools
 - To receive confirmation from the Community Council that the Christian ethos of the schools are being maintained
- Challenge the Hub Director to account for the performance of schools within the Hub
- Alongside the Hub Director, hold the Headteacher to account for improving areas of concern or relative weakness
- Report assurances to the Trust Board (via S&E committee)

Reports and information received

Information	From where	Frequency
School Development plans	Headteacher	Annually - September
School Self Evaluation	Headteacher	Annually - September
School educational targets	Hub Director	Annually - September
Suspension/Exclusion notification	Headteacher	Within 24hrs of incident
Pupil Premium/Sports premium reports	Headteacher	Annually - April
SEND report	Headteacher	Annually - July
Safeguarding review reports	Trust Safeguarding lead	Meeting following review



School strategic and in year priorities	Hub Director	Annually - September
Parent forum survey outcomes	Community Council	April
Christian ethos report	Community Council	Dec/Apr/Jul
Performance report	Hub Director	Every meeting

Review

These terms of reference will be subject to review every two years. Last reviewed:
01/04/2026

