

Successful School Framework

School
IMPROVEMENT



Cambridgeshire
County Council

Terms of Reference for:

Termly Reviews
Rapid Improvement Groups
High Level Action meetings

Cambridgeshire Local Authority acts as a champion of high standards of education across all its maintained schools and will work with intervention stage 2, 3 and stage 4 schools to explore ways to monitor and support progress.

*In alignment with the DfE's **Support and Intervention in Schools** (November 2025) we are building a supportive schools' culture in which we work with school leaders to drive school improvement for the benefit of pupils and parents. At the same time, it is essential that action is taken wherever a school is in a category of concern, is not making necessary improvements, or where there is financial mismanagement or failure of governance. Support is about acting decisively to address underperformance and financial or governance failures and helping schools to deliver the best outcomes for their pupils.*

Purpose

The purpose of these meetings is to monitor, review and support school improvement. They will drive swift and sustainable improvement by evaluating progress, coordinating support, identifying challenges and holding leaders accountable for agreed actions.

Membership

The meetings will consist of the following members:

- Chair: Lead Adviser for Intervention
- School: Executive Headteacher or Headteacher
- School: Chair of Governors

September 2026

- LA Officer: Strategic Lead for School Governance

The attendance of other Local Authority officers will be determined by the specific circumstances and the level of support required. Meetings may include the following professionals:

- LA Officer: Strategic SEND Manager
- LA Officer: School Improvement Adviser
- LA Officer: Early Years Improvement Adviser
- Diocesan representative (where appropriate)

Additional school representatives may be invited to attend where appropriate, at the Chair's discretion.

Frequency of meetings

- **Termly Review Meetings** will be held once each term.
- **Rapid Improvement Group (RIG) Meetings** will take place once each half term.
- **High Level Action (HLA) Meetings** will be held once per half term. In addition, an interim review meeting will be held between each HLA meeting to monitor progress against agreed actions and ensure timely implementation. Interim review meetings will be attended by the Chair of Governors, Headteacher, and Chair of the HLA Meeting. Where appropriate, the Head of School Improvement and/or the Strategic Lead for School Governance may also attend.

All meetings will be conducted in accordance with an agenda. Meeting papers will be circulated to attendees at least **five working days** in advance of each meeting.

Terms of reference

1. The meetings will monitor progress and evaluate impact through consideration of:
 - a. The implementation and impact of the School Development/Improvement Plan.
 - b. The effectiveness of the governing body's work in supporting and challenging school improvement.
 - c. Pupil performance and outcomes, including comparisons with local and national data.

- d. Internal monitoring, quality assurance and evaluation processes undertaken by school leaders.
- e. External monitoring and evaluation undertaken by advisers and other relevant professionals.
- f. The school's ongoing self-evaluation and capacity for sustained improvement.
- g. Levels of stakeholder engagement, confidence and feedback.

2. The Chair of the meeting will summarise agreed actions, responsibilities and timescales at the end of each meeting.

3. Members of the Termly Review (TR), Rapid Improvement Group (RIG) and High Level Action (HLA) meetings will address agreed actions and report on progress and impact at subsequent meetings.

4. At the conclusion of each TR, RIG and HLA meeting, an evaluative summary will be produced outlining progress, impact and key next steps since the previous meeting. This summary, together with any associated report, may be shared with wider stakeholders, including the Full Governing Body (FGB) and senior leaders, where appropriate.

5. TR, RIG and HLA meetings may continue for up to four academic terms or conclude earlier where the Chair of the meeting and adviser colleagues are satisfied that the school has sufficient capacity to sustain improvement without additional intervention.

6. Prior to the conclusion of TR, RIG or HLA arrangements, the school will produce an exit and sustainability plan for consideration by the School Improvement Group (SIG). This plan should demonstrate how improvements will be maintained and further developed.

7. These Terms of Reference will be reviewed annually to ensure they remain effective, relevant and fit for purpose.

For further information please contact

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