Raising the Bar 2015-17 Programme Board

Terms of Reference

1. To set the priorities, targets and objectives for the programme in consultation with the School Improvement Accountability Board and taking account of advice from stakeholders and partners through the RtB Reference Group.

2. To ensure the effective delivery of the agreed objectives for the programme, including regular reviews of progress against each priority.

3. To ensure the effective investment of the budget allocated to RtB in accordance with the priorities agreed by County Council Members.

4. To hold Priority Leads and the Programme Director and Manager to account for their areas of responsibility within the programme.

The role of Board members includes supporting the SRO and Programme Director to:

- Identify and manage opportunities, benefits, risks, issues and dependencies;
- Provide oversight and monitoring of the programme and its priorities against objectives, and evaluate if and how the benefits are achieved;
- Assure themselves that the concept of sustainability is embedded in the projects taken forward by the programme;
- Address any limitations in the approaches taken;
- Oversee and facilitate stakeholder engagement.

The Programme Board is accountable to the School Improvement Accountability Board.

Membership

| Programme Senior Responsible Officer: Sue Cook, Director for CYP |
| Programme Director: Judith Mobbs, AD Skills |
| Programme Manager: Michael Moll |

Priority leads:

- Nikki Edwards – lead for School Improvement Priority
- Carol Hitchman – lead for School to School Support Priority
- Julia Dolan – lead for Leadership and Governance Priority
- Judith Mobbs - lead for Developing Aspirations Priority
- Peter Morris – lead for Strategy and Communication Priority

Key stakeholders:

- Primary Headteacher
- Secondary Headteacher
- Early years representative – Alison Manning
- Suffolk Libraries representative
- SCC Corporate representative – Chris Bally, Assistant Chief Executive
Roles and responsibilities of Programme Board members

Senior Responsible Officer:
- Accountable for the programme and achieving its objectives and benefits
- To provide leadership for the programme
- To maintain alignment of programme with Suffolk’s strategic direction

Programme Director:
- Has clear delegated authority to make programme decisions, and has to ensure that key decisions are made on time
- Accountable for timely delivery of Programme outputs and outcomes
- Accountable for the programme budget
- To control the scope and plan of the Programme

Programme Manager:
- Day to day management of programme
- To plan, oversee and report on progress of the programme
- To maintain overall integrity and coherence
- To manage and resolve risks and issues
- Programme budget management

Priority leads:
- To develop and implement a coherent plan to deliver the planned outputs and ensure timely progress is achieved
- To outline the expected future operating state/future ways that the system will operate in their area
- Impact focussed: responsible for defining, delivering and reporting on benefits/impacts, assessing progress toward realising benefits
- To co-ordinate the team responsible for implementing the activity within their priority and ensure timely action and reporting against the programme.
- To facilitate the required change in their respective area.

Key Stakeholders
- To provide a stakeholder perspective to inform Programme Board decisions
- To provide challenge and support to the programme to enable its successful implementation
- To provide a two way channel for communication between key elements of the Programme’s activity and stakeholder groups as appropriate

Frequency of Programme Board meetings

Monthly