**Terms of reference for The Monitoring and Accountability Board for the Virtual School for**

**Looked After Children**

**The Function of the Monitoring and Accountability Board**

In terms of public scrutiny, responsibility for evaluation of the duty on local authorities to make sure looked after children can achieve the best possible outcomes in life, lies with the Corporate Parenting Panel. It works on behalf of the Council and partners to make sure that all the services with a responsibility to Looked After Children, Young People and Care Leavers, are of a high standard. Supporting the work of the Virtual School is part of the very broad strategic remit of the Corporate Parenting Panel.

The Virtual School Monitoring and Accountability Board fulfils the need for an enhanced and closer strategic governance role by holding the Virtual School Head to account for improving outcomes for Looked After Children. Through commitment to the success of the Virtual School, providing a strategic view, acting as a critical friend and ensuring accountability, the Virtual School Monitoring and Accountability Board contributes to the effective educational development of Bournemouth’s Looked After Children.

The main focus of the work of the Virtual School relates to Looked After Children from 3 years old through to Post-16 Looked After Children and Care Leavers up to the age of 25 [or 25 for those with Statements of Special Educational Needs/Education, Health & Care Plans]. The Virtual School does not replace a child's existing school or setting but instead, seeks to raise attainment by supporting and challenging their educational provision and progress by working in partnership with all agencies concerned.

**Purposes & responsibilities:**

* To act as advocates and support for the Virtual School and its Looked After Children and Care Leavers
* To challenge the Virtual School Headteacher, other involved agencies and Bournemouth schools to ensure that outcomes for looked After Children improve
* To monitor and evaluate the progress and outcomes for LAC, implementation of the Virtual School Improvement Plan and Self Evaluation Form
* Ensure that resources are being used effectively to meet the needs of LAC

(including Pupil Premium)

1. **The Monitoring and Accountability Board Terms of Reference**

The purpose of The Monitoring and Accountability Board would be to:

* Receive each term the Headteacher’s Report on the impact of the Virtual School’s work.
* Review the Virtual School Self Evaluation annually and evaluate the impact of the Virtual School Improvement Plan
* Support and challenge the educational progress and attainment of the students by reviewing the appropriateness of targets to enable individuals and year groups of looked after students to achieve their full potential.
* Monitor LAC and Care Leavers numbers
* Take account of resourcing levels and work with the Local Authority to make best use of these
* Track and evaluate the impact of the Pupil Premium on the progress and attainment of Looked After Children
* Ensure that the aspirations of children in care are raised through a positive school experience and celebrate success
* Provide constructive feedback and valid recommendations
* Ensure that there is effective communication with stakeholders, pupils, carers, social work staff, Headteachers, designated teachers, Corporate Parenting Panel and other agencies supporting LAC
1. **Cycle of business for The Monitoring and Accountability Board (MaAB)**

The Virtual School MAB will be responsible for drafting an annual list of routine tasks to be performed throughout the year. The following is a guide to support the efficient working The Monitoring and Accountability Board:

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| General tasks to be performed on a regular basis:• Monitor the resourcing and delivery of the Virtual School Improvement Plan• Organise support and training for Monitoring and Accountability Board members |
| General tasks to be performed any time throughout the year:• Preparation for OFSTED• Induction for new Monitoring and Accountability Board members |
| **Autumn Term** | **Spring Term** | **Summer Term** |
| Arrangements for Chair Analysis of end of previous key stage outcomesAttendance ratesExclusions ratesVirtual School self-evaluationEnd of Key stage targets for Looked After Children Headteacher report on the work of the Virtual SchoolVirtual School Staffing Agree meeting dates for the academic year | Attendance ratesExclusions ratesProgress to targets for Looked After childrenHeadteacher report on the work of the Virtual SchoolSafeguarding proceduresStaff DevelopmentVirtual School education priorities and Improvement PlanApprove Virtual School Termly Report | Attendance ratesExclusions ratesReview of the impact and quality control of Personal Education Plans [PEPs]Review of the use and impact of Pupil Premium GrantReview of The Monitoring and Accountability Board ’s performance, membership and terms of referencePupil voice |

1. **The Monitoring and Accountability Board Membership**
* Elected Member (Councillor)
* Strategy Lead (CYPS)
* Children’s Social Care Service (Senior Management equivalent)
* Headteacher - Primary
* Senior Designated Teacher – Secondary
* Virtual School Headteacher
* Service Manager – Vulnerable Learners (either Principal SEN or EP)
* Participation Worker/CLICK Lead
* Foster Carer

In attendance:

* Post 16 LAC/Care Leaver Education Lead and Virtual School Headteacher Deputy
* Other relevant Officers as required

The proposed membership of The Monitoring and Accountability Board is 9 in total, meeting on a termly basis. The quorum for decision making is 50%. The Virtual School Headteacher is an ex-officio member.

Additional attendees will be by invitation from The Monitoring and Accountability Board and may include others, e.g.:

* Looked After Children representatives
* Higher Education representatives
* Health Representatives
* Local authority Data Manager
* Local authority designated Safeguarding Officer

**Chairing**

The Chair and Vice Chair will be elected biannually and VSMAB membership reviewed annually.

**Frequency of meetings and quorum**

The Monitoring and Accountability Board will meet three times a year:

* January / February,
* June / July
* October / November

**Record of meetings**

The Chair will work with the Head of the Virtual School, the Virtual School administrator and others as appropriate to draw up purposeful agendas.

Minutes from the meetings will be taken by the Virtual School Senior Business Support Officer and will be distributed to MaAB representatives afterwards.

If members are unable to attend meetings, they are expected to inform the Chair and/or Virtual School Senior Business Support Officer. The Chair will be expected to follow up members' absences of more than two meetings to discuss continued membership.

When a representative leaves The Monitoring and Accountability Board the Chair of Board and the Virtual School Headteacher will be responsible for seeking a nominee from the appropriate sector to maintain the balance of membership.

The Monitoring and Accountability Board may establish working parties or commission individuals to carry out specific tasks as required.

**Reporting mechanism**

The Monitoring and Accountability Board will receive the agenda and supporting papers containing any updates on progress 7 days prior to the meeting.

**Adopted by The Monitoring and Accountability Board** on: 27 November 2017

**Next Review:** Autumn Term 2018

Suzie Levett

Head of Virtual School

12 June 2015