

School Progress Panel Meetings – Procedure

Panel Membership

1. The Panel to consist of three Members (minimum of two Elected Members) to be drawn from the Scrutiny Committee (Lifelong Learning) from ten of the Elected Members and the four statutory Co-opted Members, to meet with individual schools when required.
2. The Panel to be advised by the Chief Learning and Skills Officer or their representative and a Democratic and Scrutiny Services Officer.
3. Headteacher, Chairman of Governors, Cabinet Member for Children's Services, Head of School Improvement and Inclusion, System Leader for the school and / or a representative from the school or from the Governing Body, to be in attendance.
4. Quorum – Three Members of the Scrutiny Committee. Chairman for the Panel to be agreed by the three Members.
5. Agenda for the Panel meeting to be forwarded at least three clear working days' notice before the meeting via email or hard copy. The Democratic and Scrutiny Services Officer will arrange for the agenda to be forwarded to all participants together with the procedure for the meeting.

At the Meeting

1. Chairman to welcome all, make introductions and advise of the purpose of the meeting and the procedure to be followed as detailed below.
2. Head of School Improvement and Inclusion to provide a brief overview – background.
3. Chairman of Governors and Headteacher to provide details of progress to date and how they intend to secure improvements in performance. (Preferably in presentation style format and sent prior to the meeting for inclusion within the agenda.) A Q&A session may follow if appropriate.
4. Head of School Improvement and Inclusion, the school's System Leader and the Cabinet Member for Children's Services to present to the Panel. A Q&A session may follow if appropriate.
5. **Panel Members only**, with DSSO and CLSO in attendance – **meet in private session.**

6. The Panel may wish to reconvene to ask further questions or seek further information from all parties. If not:
7. **All** to then reconvene and Chairman to deliver Panel's response;
8. Opportunity for questions by Headteacher and Chair of Governors if required;
9. Chairman to conclude the meeting.

Decision

The Panel will endeavour to provide a decision verbally to the Chair of Governors and Headteacher and his / her representative at the conclusion of the meeting. The decision will also be confirmed in writing.

Following the above, a report of the Panel's deliberations and / or findings will then be presented to the Scrutiny Committee (Lifelong Learning) and a copy of the report will be circulated to the Headteacher and Governing Body at the same time it is circulated to Members of the Scrutiny Committee (Lifelong Learning).

NB In exceptional circumstances, if necessary, a special meeting of the Scrutiny Committee may be convened to consider any issues, following a Panel school progress meeting.

Following consideration of the report by the Scrutiny Committee (Lifelong Learning), the report and any recommendations to then be forwarded to the Council's Cabinet for consideration.

Any comments from either the Scrutiny Committee or the Cabinet to be reported to the school, if appropriate.