

SLES Progress Group Operating Procedures

A school is identified as at risk of a judgement of requires improvement through:

- Ofsted inspection yields a section 5 next time
- Ongoing concerns about outcomes or teaching and learning
 - Concerns raised by the adviser

The proposal for a Progress Group is taken to the Primary Monitoring and Review meeting for discussion and agreement

If not agreed, an alternative package of support will be shaped with the school.

A Progress Group is agreed and two LA officers identified. One to chair and one to support

ISEND will identify additional personnel if are required to sit on the group.

The Progress Group chair speaks to the headteacher and chair of governors to explain:

- The rationale for establishing the group
 - The membership of the group
 - Arrangements for the first meeting
 - Date of the first meeting
- That a procedural review of governance will be commissioned

The head of service then sends a letter to confirm the conversation to the headteacher and chair of governors, ccing the adviser and Progress Group chair and all other governors

EIP chair informed by Progress Group chair

The Progress Group chair and supporting officer make arrangements for circulating papers in advance of the meeting and minutes after.

Minutes are confidential and will be stored centrally in SLES and e-mailed to the adviser.