



# **Quality Assurance**

**Rationale and Expectations 2021-22**



**MAXIMISING POTENTIAL**



# Quality Assurance

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## Key Principles

Quality assurance is important for accountability as well as to support ongoing development in all aspects of our schools. The quality assurance information we collect must be **sustainable** in collection, **appropriate** in content and able to be used to **strategically** target areas for school improvement.

The Rowan Learning Trust quality assurance processes are designed so that:

- They are consistently applied across schools to allow for benchmarking
- Data capture and reporting routines are understood by and adhered to by school leaders
- The data captured will be from a range of sources and will be a mixture of quantitative and qualitative
- Workload is not significantly increased
- Improvement in student outcomes is at the forefront



## Education

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### Quality assurance – quantitative and qualitative data

Quality assurance processes are a key strategy for driving forward school improvement. Each school in the Trust will have external reviews carried out which include a biennial pupil premium, SEND and CIAEG reviews. Peer reviews will be carried out for pastoral, teaching and learning and curriculum design. The Trust will also provide capacity for schools to assist with internal quality assurance such as deep dives and learning walks.

The Rowan Learning Trust ensures that, for a balanced understanding of school development and student progress, the data gathered should be qualitative and quantitative and collected internally and externally. We believe that communicating the narrative to high level numerical data gives the Trust robust information necessary to support decision-making in our schools.

The internal and external quality assurance mechanisms that the Rowan Learning Trust employs combine to make an effective evaluation of school development. The data collected is used by the School Improvement Team to triangulate with school quality assurance mechanisms to validate each school's self-evaluation.

### **School**

- Deep dives
- Learning walks
- Book reviews
- Stakeholder voice
- Policy review
- Performance management
- Student academic performance

### **External quality assurance**

- Biennial CIAEG review
- Biennial SEND review
- Biennial Pupil Premium review
- Annual website compliance check
- Annual Quality of Education review

### **Rowan Learning Trust school improvement quality assurance**

- Biannual line management review
- Pastoral peer review
- School development review to identify support needs
- Standardised headteacher report
- Cross-trust moderation
- Annual CPD analysis review

## Accountability Measures

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### School

- Schools retain autonomy on data collection and reporting.
- Schools must provide a rationale to the Trust for the frequency of data collection, method of collection and the style of reports given to parents.
- Schools will be provided with three data collection deadline dates to enable a standardised report to be produced for Governors. The third report will go the final LGB.

### Education Standards Committee

- This committee will meet twice a year in January and April and will be provided with a report that enables Governors to have a total overview of everything that affects the education of our students.
- The report content is agreed by secondary headteachers and is standardised across the phase.
- Minutes from each Education Standards Committee will be available on the Governors' Portal for the Trustees to access.

### Trust School Improvement Sub-Committee

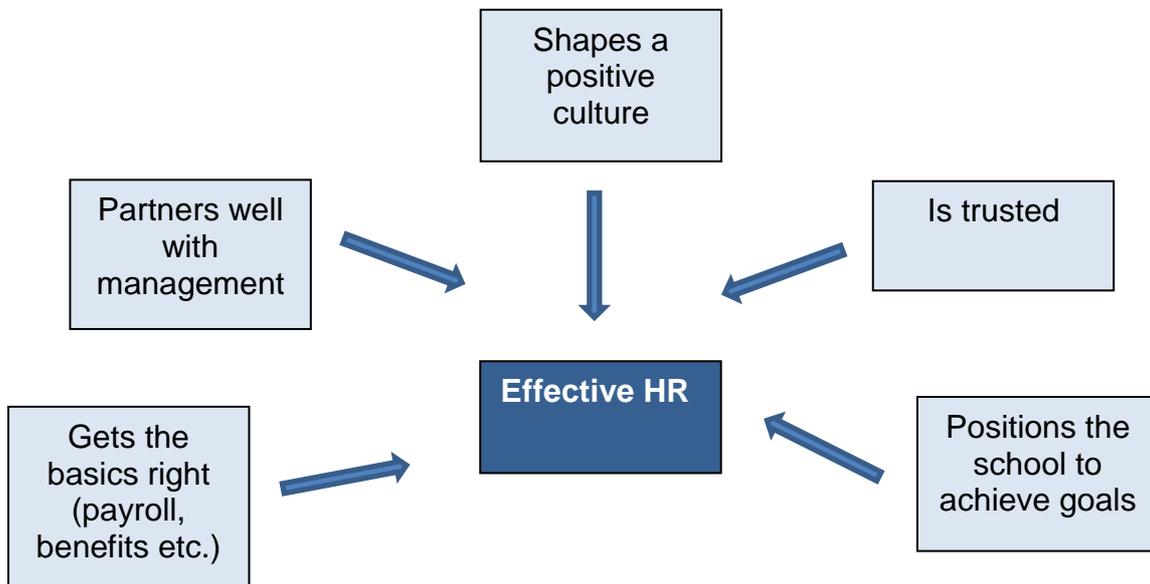
- At the first meeting, the Director of School Improvement will present an overview of the provisional GCSE results for each school.
- The second meeting in January will be attended by headteachers and Chairs of Governors from grade 4 schools. The headteachers from other schools may be asked to attend the second meeting if areas of concern have been identified.
- The final meeting of the academic year in May will be attended by each headteacher and Chair of Governors to provide an overview of predicted GCSE results.

Minutes from each Trust School Improvement Sub-Committee will be available on the Governors' Portal for the Trustees to access.

## Human Resources

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Human resource reviews are a vital means for avoiding legal and regulatory liability that may arise from HR practices, procedures, documentation and systems. In addition to identifying areas of legal risk, it helps to assess compliance with ever-changing rules and regulations. In essence, it is an opportunity to assess what the Trust is doing right, as well as how things might be done differently, more efficiently or at a reduced cost.



Each school in the Trust will have an annual review, which systematically reviews all aspects of HR, including:

- Hiring and on-boarding
- Pre-employment checks and single central record
- Payroll processes
- Contractual documents
- Sickness absence processes
- Form review
- Personnel file review

Where possible, the review will be completed as a desktop activity to minimise disruption to colleagues.

The purpose of the review is to recognise strengths and identify any needs for improvement. All findings will be presented in report format to the Headteacher and will include recommendations and suggestions for the remedy of any highlighted problems.

## Governance

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Effective governance provides strategic direction and control to schools, academies and Multi-Academy Trusts (MATs). It creates robust accountability, oversight and assurance for their educational and financial performance and is ambitious for all children and young people to achieve the very best outcomes.

The RLT Board of Trustees will review and evaluate practice through a number of mechanisms. The list below identifies how quality assurance will take place:

### Quality assurance mechanisms:

- Improvement capacity framework for Trust governance
- RLT Scheme of Delegation
- Annual skills audit
- Termly briefings to Chairs of Governors
- Termly Clerk to Governors briefings
- Standardised LGB and sub-committee agenda items
- LGB Terms of reference
- RLT central team representation at LGB meetings
- Standards Committees at schools that are RI
- Induction process for new Governors
- Declaration of business and pecuniary interests
- Governors' code of conduct
- External peer reviews of Governance