CUMBRIA EDUCATION INSPECTION WORKSHOP

Terms of Reference

2026-27

1. Purpose

The Inspection Workshop is established by the Board of Trustees to oversee the readiness for inspection within Cumbria Education Trust (CET). The workshop ensures that the schools within CET are sufficiently prepared for forthcoming Ofsted inspections through scrutinising evidence and levels of performance, as well as providing training and documentation to support strong inspection outcomes.

2. Authority

The workshop is authorised by the Board of Trustees to:

- Investigate any activity within its terms of reference.
- Seek any information it requires from any employee of CET.
- Obtain professional advice as necessary from School Improvement Partners employed by CET.

3. Membership

- **Composition:** The workshop shall comprise at least one Trustee appointed by the Board. The workshop will invite Chairs and Vice Chairs from the Local Advisory Boards of schools deemed to be within the window for inspection.
- **Chair:** The workshop shall be chaired by the Director of Education: Standards & Intervention.
- **Quorum:** The quorum for meetings shall be two members.

4. Meetings

- **Frequency:** The workshop shall meet at least three times a year or more frequently as necessary.
- **Notice:** Meetings shall be called by the chair with at least seven days' notice.
- **Minutes:** The minutes of each meeting shall be recorded and circulated to all members and the Board of Trustees/the meeting will be recorded via Teams.

5. Duties and Responsibilities

a) **Educational Performance:**
   - Monitor and evaluate the extent to which schools within the membership of the workshop are prepared for routine and non-routine Ofsted inspections.
   - Ensure that all schools are meeting the educational needs of their students and are striving for continuous improvement.

b) **Compliance and Standards:**
   - Ensure compliance with statutory requirements related to education, including safeguarding and the curriculum.

- Monitor the implementation of policies related to educational standards and ensure they are consistently applied across CET.
- Oversee the development and implementation of the school improvement strategy in improving inspection outcomes.

c) **Governance and Accountability:**
- Ensure that each school within CET has effective leadership and governance in place.
- Review the effectiveness of Local Advisory Boards (LABs) and provide support and training where necessary.
- Ensure that there are clear lines of accountability between the Trust Board, the Inspection Workshop, and LABs.

d) **Reporting:**
- Report regularly to the Board of Trustees on the workshop's activities, findings, and recommendations.
- Ensure transparency and accountability in all aspects of the workshop's work.

6. Review

- The terms of reference for the Inspection Workshop shall be reviewed annually and approved by the Inspection Workshop members.

7. Other Responsibilities

- The workshop shall carry out any other duties as requested by the Board of Trustees that are relevant to its terms of reference.

Appendix: Key Procedures

1. **Annual Schedule:**
   - An annual schedule of meetings and key activities shall be prepared and approved at the beginning of each academic year.
2. **Self-Evaluation:**
   - The workshop shall conduct an annual self-evaluation to assess its effectiveness and identify areas for improvement.
3. **Training:**
   - Members shall receive appropriate training to ensure they have the necessary skills and knowledge to fulfil their roles effectively