

ANNEXE M - TERMS OF REFERENCE OF THE ACADEMY ADVISORY BODY

1. Authority

The Academy Advisory Body (AAB) is a sub-committee of the Board of Directors and performs a key local scrutiny function in each Trust academy or group of academies as part of the Trust Assurance Framework.

The AAB plays an important role in the life of the Academy and has responsibility to act as a link between the Academy, parents and local community and to champion the work of the Trust and the Academy.

The AAB is required to act as a critical friend to the Academy and its Leadership and to report to the Trust risks and issues within its terms of reference, or which come to its attention. In effect, the AAB supports the work of the Board, the Chief Executive Officer and the Executive Leadership Team and is critical to ensuring that the work of the Trust is discharged effectively at academy level.

The financial delegations relating to the AAB are contained within the Financial Scheme of Delegation.

2. Role

The Academy Advisory Body's main functions are to:

- Scrutinise the work of the Academy and its leadership team in the following areas:
 - Standards
 - Behaviour and attendance
 - Safeguarding
 - Health, safety and site
 - Finance, Compliance and Value for Money (VfM)
 - SEND/LAC/Disadvantaged pupils
 - Community engagement.
- Act as a key link between the Academy, parents and local community and champion the work of the Trust and the Academy.
- Provide constructive challenge to the Principal and Leadership Team.
- Ensure that the Academy is proactive in collaboration across the Trust.
- Oversee the implementation of and ensure compliance with Trust policies.
- Report risks and issues within its terms of reference, or which come to its attention, to the Trust.

3. Duties

The Academy Advisory Body has duties in the following areas:

Standards

- To monitor educational outcomes in terms of attainment and progress for all pupils, including the impact of planned strategies to raise standards for vulnerable groups.
- To scrutinise the Academy Improvement Plan, Summary SEF and Curriculum Led Financial Plan before submission to the Trust for approval and to monitor progress and impact.
- To monitor the implementation of any post OFSTED action plans.

Behaviour and attendance

- To scrutinise local implementation of the relevant Trust behaviour policy.
- To form a panel to review any permanent exclusion decisions made by the Principal/ Head of Academy.
- To monitor attendance at the Academy and the impact of strategies to improve attendance including by vulnerable groups.

Safeguarding

- To appoint from its members a designated Child Protection and Safeguarding representative
- To approve the Academy Child Protection and Safeguarding policies on at least an annual basis and monitor implementation locally.
- To approve the Academy Learning Outside the Classroom policy on at least an annual basis and monitor implementation locally.
- To review induction and training records in respect of safeguarding, child protection and safeguarding and educational visits on at least a termly basis.
- To review the SCR for completeness and accuracy on at least a termly basis.
- To scrutinise Evolve reports on planned educational visits on at least a termly basis for compliance with agreed policies and procedures.

SEND/LAC/Disadvantaged pupils

- To appoint from its members a designated member with responsibility for pupils with Special Educational Needs and Disability, Looked After Children and Disadvantaged Pupils and those in receipt of additional funding.
- To monitor the impact of any targeted funding to address specific needs of these pupils.
- To scrutinise the impact of the Academy's strategies for supporting and developing provision for these groups of pupils throughout the academy on at least a termly basis.
- To ensure that reporting via the Academy website in respect of targeted funding is compliant with statutory requirements and is up-to-date.

Health, safety and site

- To appoint from its members a designated Health and Safety representative.
- To review every report on at least a termly basis to ensure required activities are completed and recorded on a timely basis.
- To undertake a health and safety site walk with the Principal/Head of Academy at least once each term and report back to the AAB on their findings.
- To scrutinise the implementation of any actions arising from health and safety audits.

Finance, Compliance and Value for Money (VfM)

- To nominate from its members a designated member with responsibility for Finance.
- To participate in the setting of the Academy budget in accordance with the timescales and processes set out in the Trust Financial Regulations Handbook.
- To monitor expenditure in-year and ensure all budgets delegated to the Academy are managed within the Trust's scheme of delegation.
- To review the progress of the Academy in implementing Internal Audit and Trust action plans and to challenge any areas identified of non-compliance.
- To scrutinise the Academy's arrangements for ensuring value for money and review the Principal / Head of Academy's annual value for money statement before submission to the Trust.

Community engagement

- To develop the involvement of parents, carers and other stakeholders in the life of the Academy
- To scrutinise Academy specific policies, publications and website content.
- To review the impact of all policies locally.
- To form a panel, if required, of independent AAB members, to review any stage three complaints, under the Trust's complaints policy.
- To form a panel, if required, to review any recommendations of site exclusion made by the Principal/ Head of Academy.

Organisation

- To establish a Sub-Committee for Finance and to adopt the Trust terms of reference and membership for this Sub-Committee as specified in the Trust Governance Handbook. To establish any other Sub-Committees deemed appropriate to support in carrying out the scrutiny function of the AAB.

4. Administration

- The Academy Advisory Body will meet at least once per term, with an additional business meeting at the start of the academic year.
- The Academy Advisory Body will consist of at least five members. The quorum for an AAB meeting is one half, excluding any vacancies, (rounded up to a whole number) of the membership of the AAB.
- ELT members, or Core Team staff representing ELT members, other than those appointed as Academy Advisory Body Members, may attend AAB meetings.
- AAB Members will normally be appointed for a term of no less than two years and no more than four years. Subject to remaining eligible, a Member may be re-appointed.
- The Chair and Vice Chair will be elected by the whole AAB from Trust appointed members and will serve for one year. No Chair or Vice Chair may serve for more than two consecutive years without the approval of the Trust.
- Each AAB will appoint a Clerk whose role it is to work alongside the Chair and Principal and offer administrative support and governance advice.
- Any sub-committees formed will appoint a Clerk and arrange their own meetings. They will agree and publish minutes and report these to the next meeting of the full AAB. Quorums for sub-committees can be set by the committee chair but meetings must be attended by at least three sub-committee members.
- Arrangements and agendas will follow the Trust approach, as explained in the Governance Handbook. Local AABs are free to add to the standard templates.
- The Principal will publish a calendar of meetings for each academic year in consultation with the Chair and Chairs of any sub-committees.
- Agendas and all relevant papers should be circulated to each member at least five working days prior to the date of the meeting.
- Minutes of meetings shall be circulated promptly to all members of the Committee for information and reviewed and signed at the next AAB meeting.
- Minutes will be uploaded to the relevant section of the Trust VLE by the Clerk.
- The Board of Directors will review these terms of reference on an annual basis.
- Academy Advisory Bodies will self – assess performance against these terms of reference.