



GREENWOOD ACADEMIES TRUST

Terms of Reference Academy Advisory Councils

Constitution

The Trust Board hereby resolves to establish a number of committees to be known as the Academy Advisory Councils. There will be an Academy Advisory Council for each Academy within the Trust.

Membership

The membership of the Councils shall be managed by the Academy Principal, who shall also be responsible for recruiting and appointing members. Membership must include:

- The Academy Principal
- Between two and four members of the community or key representatives of local businesses
- Between two and four parents (who at the time of appointment have a child at a GAT Academy)
- Up to two members of staff from the Academy
- A Central Team Education Advisor, who shall attend at least once a year but more frequently if required
- A minimum of six members and a maximum of ten, constituted from the above

The members shall appoint a Chair from amongst their number at the first meeting of each academic year, and this Chair should not be an employee from the academy.

The standard term of office shall be three (3) years, and members shall be eligible to put themselves forward for reappointment so long as they continue to meet the above criteria.

In exceptional circumstances, and for a limited period only, a member of GAT Central staff or a Trust Board member may take one or more of the above places in order to meet the minimum requirements.

A quorum shall be three members, of which two must be non-staff members.

The Principal will also appoint a clerk to the Academy Advisory Council, who is not a formal member but with support from the Trust Governance Manager will ensure the governance requirements of the meetings are met.

Attendance at Meetings

If the Academy Principal cannot attend a particular meeting, then the meeting will need to be rearranged. In exceptional circumstances the Education Directors may alternatively decide to attend and chair the meeting.

Any member of the Trust Board or a Education Director may at any time choose to attend and contribute to the discussions in any Academy Advisory Council meeting.

The Finance Director and/or Trust Governance Manager may also choose to attend any Academy Council meeting, as part of their responsibilities to ensure appropriate governance practices are being observed across the Trust.

Frequency of Meetings

Meetings shall be held at least termly.

Purpose

To support the Principal in the appropriate day to day procedures of the Academy (through feedback and advice) and to identify opportunities to further improve the life experiences and career possibilities of pupils within the academy.

To provide a forum for consultation with community and parental representatives, and a mechanism to ensure the efficient and effective flow of such information through to the Trust Board.

Responsibilities

The responsibilities of the Academy Advisory Councils shall be:

- To provide feedback to the Principal on the appropriate day to day procedures of the Academy, from a parental and community viewpoint. For example this may include the practicalities of the school day, for instance; start and end times, pupil transport considerations, uniform, provision of lunch and other food/drink at the Academy, etc.
- To consider and provide comments and advice to the Principal on items for consultation that may be brought to the meeting from time to time.
- To consider and explore the extra-curricular activities and opportunities that may be of benefit to pupils at the Academy and facilitate their delivery.
- To consider and explore the possibilities for work experience, work placements and other similar opportunities that would benefit pupils at the Academy. Create appropriate links with external local organisations to facilitate the delivery of such opportunities.
- To consider and debate items that the Trust Board members or Education Directors may request to be on the agenda from time to time.
- Receive and consider updates from the Academy Principal on other initiatives at the Academy which engage the students and community, for example Student Voice.
- To request that any areas of concern about the Academy, including those around pupil outcomes, are raised and documented in the minutes so that they can be brought to the attention of the Education Directors.
- To provide representation on the pupil exclusion panels and regarding other staff policies as appropriate, as required from time to time.

Reporting Procedures

The Chair of the Council shall ensure that minutes are submitted to all members of the Council and to the Education Directors within two weeks of the meeting, and that they are signed at the next meeting to confirm their accuracy.

The Education Directors will provide a termly report to the Standards and Inclusion Committee to summarise the output of most recent Academy Advisory Council meeting, and key items will be reported back in the Standards and Inclusion Committee minutes to Trust Board.