

Appendix 1 : Academy Advisory Body Terms of Reference :

Purpose	<p>In summary, the purpose of the AAB is to:</p> <ul style="list-style-type: none"> - ensure that the core principles of L.E.A.D. are adhered to and, within the delegations agreed by the MAT Board from time to time, provide oversight of and challenge to the performance of the school; and - represent the educational and related interests of pupils and the voice of parents and the community. <p><i>For a full description of the purpose of the AAB see pp 10 and 11* of the L.E.A.D. Governance Handbook.</i></p> <p><i>*currently being re-drafted</i></p>
Constitution and Membership	<p>Academy Advisory Bodies shall comprise:</p> <ul style="list-style-type: none"> ● up to four Community Members - appointment subject to approval by the Board; ● a minimum of two elected parent Members; ● the Head Teacher (ex – officio); ● up to two Staff Members (one member of teaching staff and one member of support staff); ● up to two co-optees – appointment subject to approval of the Board. <p>Minimum number of members : 7</p> <p><i>The Chair and Vice-Chair of an AAB are selected by each AAB but their formal appointment is subject to approval by the MAT Board.</i></p>
Quorum	<p>Any three members provided always that Staff Members (including the Head Teacher) do not form the majority of those present.</p>
Frequency of Meetings	<p>At least once per term for a formally recorded meeting. Each AAB may meet informally more frequently should it elect to do so. (Currently a system of termly Engagement Meetings is in place – Guidance Note available).</p>
Attendance	<p>The Head Teacher shall attend all formal meetings of the AAB. At the discretion of the Chair, other members of staff (non AAB members) may attend and may participate in / present to the meeting. The Director of the MAT and the Regional Director of Schools may attend and report to any AAB meeting.</p> <p>All formal meetings of the AAB shall be formally minuted by the Clerk who shall attend throughout the meeting.</p>
Authority and Delegated Functions	<p><u>Vision and Accountability</u></p> <p>To carry forward the MAT’s vision, in a way appropriate to the specific qualities and community characteristics of each Academy.</p> <p><u>Oversight of the Academy’s activities*</u></p> <p>Challenge* to the Head Teacher and Academy leadership to account for:</p> <ul style="list-style-type: none"> ● Outcomes for pupils, and their attainment and progress;

- The Quality of teaching, learning and assessment;
- Personal development, behaviour and welfare;
- Leadership and management;
- Safeguarding and SEND**;
- Finance and premises;
- Staffing.

**The AAB shall appoint a Named Member(s) with responsibility for oversight of provision for safeguarding and SEND.

Head Teacher Performance Review Appraisal

AABs are not directly involved in the annual appraisal of the Headteacher but the Chair of each AAB is invited to contribute to the process, for which purpose a standard template has been developed for completion by the Chair. The template invites comments from the Chair on the performance of the Head Teacher during the academic year and is issued annually to each Chair for completion in advance of commencement of the formal end of year Head Teacher appraisal process.

*Explanatory Notes:

1. Subject to 2 below, the MAT Board is ultimately responsible for performance of all Academies within the Trust.
2. The Headteacher of each Academy is responsible for school performance and is accountable to the Director of the MAT and the MAT Board for this. This includes accountability for operational decisions relating to finance, staffing and premises within the policies and budget set by the MAT Board.
3. School performance is assessed by the Director of Schools through the termly Quality Assurance (QA) process. This process reviews the performance of individual Academies against agreed School Improvement plans and targets for each of the headings listed above and, as appropriate, other issues that arise from time to time.
4. All Members receive, at each formal meeting, a full copy of the QA report for the current term, together with the report of the Headteacher which provides Members with updates to the QA report and reports progress against the school improvement action points identified in the QA report.
5. The role of Academy Advisory Body (AAB) in challenging the Headteacher and Academy leadership to account for the actions and outcomes in each of the headings listed above is to:
 - understand the issues facing the school and parents of children attending the school; and
 - satisfy themselves that appropriate and timely actions are being taken to deliver high quality performance in a manner that meets the Vision of the the MAT and that is appropriate to the specific qualities and community characteristics of each Academy. (Engagement Meetings support this role and assist Members in developing their parental and community role).
6. Members are not responsible for operational issues. In the event that Members have concerns regarding the performance of the school these should be discussed by the AAB and recorded in the minutes so that they can be brought to the attention of the MAT.
7. Staff Appointments* - the Headteacher is authorised to appoint staff within the constraints of the budget and the staffing structure agreed by the MAT. The expectation of the MAT is that

	<p>normally, non-staff AAB members will participate in the process for appointments to all permanent teaching posts.</p> <p>8. Where an AAB has concerns regarding aspects of the performance of the school these shall be discussed with the Headteacher at a formal AAB meeting. If following that discussion, the AAB remains concerned, the Clerk to the AAB shall be requested to record the concerns and the reasons for them, in the minutes of the meeting which shall be brought to the attention of the Director of the MAT (DoM) and the Director of Schools (DoS). In response to those concerns the DoM and DoS shall:</p> <ul style="list-style-type: none">· liaise with the Headteacher and the Chair of the AAB with a view to resolving the issue(s); and· include reference to the matter in the Hub Summary School Risk Register for report to the next available meeting of the Performance and Standards Committee which shall, if necessary, draw the attention of the matter to MAT Board. <p><i>*Note:</i></p> <p><i>Primary Schools – this relates to all permanent teaching staff.</i></p> <p><i>Secondary School – (to be agreed) - this relates to senior teaching staff only (i.e. posts at SLT level and above and any post with TLR).</i></p>
	<p><i>Approved by the L.E.A.D. MAT Board : 19 July 2017 (Minute 92.3).</i></p>