

TERMS OF REFERENCE OF THE EDUCATION ADVISORY BODY – England Lane Academy

1. Authority

The Education Advisory Body is a sub-committee of the Board of Directors. It plays a key role in the life of each Academy and has responsibility, working with the Academy Senior Leadership Team, to improve the whole life of the Academy and its impact on its community. It is responsible for the conduct of the Academy and for promoting high standards. The Education Advisory Body aims to ensure that children are attending a successful Academy which provides them with a good education and supports their well-being. The Education Advisory Body is required to take a strategic role, act as a critical friend to the Academy and be accountable for its decisions. It should note aims and objectives and agree, monitor and review policies, targets and priorities.

The financial delegations relating to the Education Advisory Body are contained within the Financial Scheme of Delegation at Appendix M.

2. Role

The Education Advisory Body's main functions are to:

- Act as a key link between the Academy, parents and local community and champion the work of the Academy.
- Provide constructive challenge and strategic direction to the Principal and Leadership Team as they plan the future development of the Academy, ensuring that they focus on Academy improvement.
- Continuously review the overall impact of the Academy amongst the people it exists to serve and make plans for improvement.
- Ensure that the Academy plays a full role in cooperating and working together with other academies in the group and contributes to the work of the Core Improvement Team (CIT).
- Be responsible, with the Principal, for staff appointments, other than for the Principal and Vice Principal, following SPTA recruitment processes.
- Oversee the implementation of and ensure compliance with SPTA policies locally.

3. Duties

The Education Advisory Body has duties in the following areas:

Academy Improvement and Inclusion

- To monitor educational results and achievement against agreed KPI targets, including agreeing planned strategies to raise standards for vulnerable groups and monitoring progress and impact.
- To review and agree SEF judgements.
- To approve the Academy Development Plan and to monitor progress and impact.

- To monitor implementation of any post OFSTED action plans.
- To oversee the Academy's approach to inclusion and monitor progress and impact.

Safeguarding

- To appoint from its members a designated Child Protection and Safeguarding representative
- To approve the Academy Child Protection and Safeguarding policies and monitor implementation.

Staffing recruitment and HR

- To receive staffing updates and monitor the impact on education and learning.
- To oversee staff appointment processes (other than for the Principal and Vice – Principal).

Facilities, ICT and Estates

- To appoint from its members a designated Health and Safety representative.
- To receive Facilities, ICT and Health and Safety and Estates reports and monitor the impact on education and learning.

Community, governance and local issues

- To monitor implementation of SPTA policies in the Academy.
- To review Academy specific policies, publications and website content and ensure Academy compliance.
- To quality assure the implementation of all policies locally.

Finance and legal

- To note the approved Academy budget for the Academic year, monitor expenditure in year and ensure all budgets delegated to the Academy are managed within the MAT's scheme of delegation.

Organisation

- To establish a Sub-Committee for Finance and to adopt the SPTA terms of reference and membership for this Sub-Committee. To establish any other Sub-Committees deemed appropriate and agree their terms of reference with the SPTA Chief Executive.

4. Administration

- The Education Advisory Body will meet at least once per term, with an additional business meeting at the start of the academic year.
- The Education Advisory Body will consist of at least nine and no more than thirteen members. The quorum for an EAB meeting is one half, excluding any vacancies, (rounded up to a whole number) of the membership of the EAB, provided SPTA members present a majority.

- ELT members, or CIT staff representing ELT members, other than those appointed as Education Advisory Body Members, may attend EAB meetings but will not have voting rights.
- EAB 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 EAB from SPTA nominated governors and will serve for one year. No Chair or Vice Chair may serve for more than two consecutive years without the approval of the SPTA BoD.
- Each EAB 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 EAB. Quorums for sub- committees can be set by the committee chair but meetings must be attended by at least three members.
- Arrangements and agendas will follow the SPTA approach, as explained in the Governance Handbook. Local EABs are free to add to the standard agendas and calendar.

The Principal will publish a calendar of meetings for each academic year in consultation with the Chair and Chairs of any sub-committees. The calendar for any academic year must be reported to the CEO by the end of September. Draft agendas will be agreed in advance by the Chair and submitted with any supporting papers and the minutes of previous meetings to SPTA Governance services two weeks prior to the meeting.

- Agreed agendas will be returned with any additions from the CEO at least one week prior to the meeting. 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 EAB meeting.
- The Education Advisory Body will review these terms of reference on an annual basis and self – assess its performance against these terms of reference. Any training and development requirements should be reported to the SPTA CPD section.