

Constitution and Terms of Reference: Advisory Group(s)

The Board of Trustees reserves the right to withdraw any of the powers and responsibilities of Advisory Groups, or make amendments to these terms of reference, without notice.

Membership:	1) Principal(s) or Headteacher(s) (for each school and college that is supported by the Advisory Group) (<i>ex officio</i>) 2) Between 4 and 7 advisors appointed by the Board of Trustees 3) For Primary and Secondary settings - Up to 2 Parent advisors (for the term their child(ren) are attending a NCLT academy and up to two years after if they wish to continue) with the option of having up to one additional parent where they have a specific skill the advisory group requires. For College settings – No cap on the number of parents. Once their child has left the college, their designation will be changed to Board appointed (upon approval) if they wish to continue. Note - parent advisors are elected by the parent body of the relevant school or college Note – Advisors must not sit on any other Board/Committee Non-Voting Attendees: • a Trustee and/or Chief Executive as appropriate Others: potential new advisors may attend AG meetings, as invited Incoming schools with a different membership structure should aim to amend at the earliest opportunity.
Term of Office:	4 years
Chair:	The Advisory Group will recommend a Chair and Vice-Chair though the appointment will be ratified by the Board. Election of the AG Chair and Vice Chair shall be annual. The Board reserves the right to substitute the Chair or Vice-Chair at any time.
Quorum:	The quorum for a meeting of the AG, and any vote on any matter at such a meeting, shall be any three of the voting members of the membership of advisors, or, where greater, any one third (rounded up to a whole number), including at least one co-optee.
Clerk:	School Business Manager/PA to the Principal/Clerk, or in their absence, the Executive PA to the Chief Executive
Frequency:	4 meetings per year
Method of Reporting to the Trust:	Minutes of Advisory Group meetings will be made available to Trustees once the draft has been approved by the Chair. Any amendments following formal approval will be reported at the subsequent meeting. A report from the Chair will be submitted to the Board of Trustees

	Any areas of concerns must be reported.
Aims	Provide support and challenge for Principals/Headteachers to ensure: • high quality leadership within schools and colleges • students are safe, supported and well-prepared for their futures • effective improvement planning • strong outcomes for students • high-quality teaching and learning • cooperation and collaboration between the schools and colleges in the Trust, and more widely • stakeholders are heard and their views considered Champions the profession and advocates the excellent work done by the school/college.
Responsibilities of the Advisory Group:	1) Reviews and monitors relationships with stakeholders, checking that the culture promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs) 2) Appoint a SEND Advisor to carefully scrutinise SEND provision, including SEND Code of Practice 3) Reviews and monitors behaviour and welfare 4) Check that the school has reviewed and published a SEND Information report annually 5) Reviews and monitors student attainment, progress and attendance 6) Reviews School Improvement priorities via QulPs and systems for quality assurance 7) Reviews and monitors pastoral support 8) Receives updates regarding the EYFS provision (primary only) 9) Reviews and monitors enrichment opportunities 10) Monitors destinations of school & college leavers 11) Checks that pupil premium spend Inc. year 7 literacy and numeracy catch-up and PE and sport premium has been reviewed and published annually 12) Appoint a Careers Advisor to carefully scrutinise Careers provision 13) Approval of residential trips and visits 14) Reviews progress against equality objectives 15) Monitor conflict of interests 16) Reviews the SEF/SAR 17) Appoint a Safeguarding Advisor to carefully scrutinise safeguarding

	18) Completes an annual review of skills and effectiveness 19) Reviews Staff Survey Results 20) Monitors food standards
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