



## **Horizons Education Trust**

### **Academic Advisory Group - Terms of Reference**

#### **1. Composition & meetings**

Each school within Horizons Education Trust will have an Academy Advisory Group (AAG) comprising:-

- 2 elected parent representatives
- 2 Staff representatives
- 3 Community representatives
- Head Teacher
- CEO or representative (ex-officio)

All Academy Trustees will also have a right to attend any meeting of the AAG and may be appointed to join the membership on a regular basis as ex – officio members of the group.

Each AAG will meet at least once each term (Committees may be formed to report to AAG).

Members may be called to support panels as required to support the Head.

#### **2. Chair**

The chair can be a Trustee nominated to serve as the chair or a parent or community representative who wishes to serve as chair and is duly approved by the Board of Trustees following an election at the first meeting of the Academic year by the AAG.

The chair of AAG will serve for 2 years and can be reappointed by the Board to serve for up to a maximum of 3 times (i.e. a maximum of 6 years).

The chair of AAG can be replaced by Horizons Education Trust at any time by Board of Trustees.

#### **Clerk to AGG:**

The role is to circulate the agenda in discussion with Chair and Head Teacher with relevant papers 7 days prior to the meeting. Maintain a decisions log and complete and circulate minutes. Keep a separate log of confidential minutes. There are no voting rights for this role and all information must maintain strict confidentiality for the school and the Trust.

### 3. Role and responsibilities

The primary role of the AAG is to act as a consultative group and sounding-board to the Head of the school in the day to day running and development of the school. The group will endeavour to understand the representation of the views of its local stakeholders and community, parents and guardians of pupils at the school and that of all staff.

The AAG will have no formal decision-making responsibilities for the Trust but the chair, as a Trustee (or an appointed Trustee if the chair is not a Trustee), will be able to raise any relevant matters of concern on governance matters with the Board or its committees for them to address.

At each meeting of the AAG the Head will provide a brief report, giving an overview of the school's operation, performance and any planned, proposed or actual developments and issues. The report will cover any of the following matters (note not everything needs to be discussed at every meeting but each area should be covered at least once across the academic year or more if there is a rapid improvement plan in place):-

- Progress with school priorities
- The school's overall approach to measuring educational outcomes
- Setting targets and report on overall performance against educational targets
- The school's overall staffing structure and any proposed, planned, or actual significant changes to staffing structures, levels and key teacher positions
- Any proposed or potential changes or development to the school's curriculum, careers programme and preparation for adulthood
- An overview of the school's management of pupil well-being, behaviour, safeguarding and health and safety and any proposed, planned or actual significant changes
- An overview of how the school communicates with parents/carers and obtains feedback from parents/carers (including newsletters, websites, parent evenings etc.)
- Details of any proposed, planned or actual significant changes to the school's premises and facilities, pupil numbers etc.
- Details of term times from the Trust, start and finish times, break and lunch arrangements, pre and after school arrangements etc. and any proposed, planned or actual changes
- Overview of the school's budget and financial position and raise queries
- Overview of the school's transport and drop-off, pick-up arrangements
- Liaison with other local schools, residents, community, employers and training providers etc. over significant issues impacting the school and its pupils.

Each meeting will also allow committee members to raise any comments, concerns or feedback about the development and general day to day operation of the school and potential improvements which could be made.

The Head and/or CEO will be expected to provide a brief response to all issues raised (either at the meeting as response or a later meeting)

The chair/nominated Trustee will refer any matters which they feel should be brought to the attention of the Trustees to the appropriate Trustee committee or the Board and this will be recorded in the minutes of the meeting.

Members of the AAG may also be invited to attend Learning Walks in the school as invited by Head Teacher.

### **Interim Management Committee – RMA Wisbech Green.**

From September 2023 The Trust will set up a management Committee to support the Co – Head Teacher at Riverside Meadows – Wisbech Green and this group will report to the AAG. Frequency will be termly.

This management Committee will support the Co - Head Teacher to build community links and stakeholder views for the operation of the SEMH site at Wisbech. It is intended this group will meet termly prior to the AAG meeting but other working groups may be formed to support agreed actions.

### **Membership:**

Composition of representatives will be by invitation to this strategic group by the Trust due to expertise. In some meetings other community partnership representatives will be invited to extend the development of strategy. Meetings will be hybrid with some members accessing online. Notes of main points and actions will be retained and circulated to the group and to the RMA AAG and Trustees.

Head Teacher RM – Wisbech Green

CEO Horizons Education Trust

Trustee from Horizons Education Trust

Head Teacher, Meadowgate Academy Wisbech.

There will be focus on 4 areas:

1. Preparation of the site for de- amalgamation as a separate SEMH school with Horizon Education Trust.
2. Begin and develop effective engagement in the community and forming partnerships between providers and the RM – Wisbech site at Barton Road Wisbech school site. This shall include opportunities for pupil volunteering and work- related learning to support the vocational and preparation for adulthood offer of vulnerable pupils with SEMH in the Wisbech and surrounding community.
3. Developing a community and school site mental health strategy with local stakeholders to improve the lives of young people.
4. Development of the school curriculum and enrichment to support the needs of learners that can link to community access.

Dated: June 2023

Horizons Education Trust