

**East Midlands Education Trust**

**TERMS OF REFERENCE**

for

**CP RIVERSIDE SCHOOL ADVISORY GROUP**

**1.0 Constitution**

1.1 The Trust Board hereby resolves to establish a committee to be known as the Advisory Group (AG).

**2.0 Background**

2.1 The AG is a small group of individuals representing staff, parents and the local community. It is not, however, the same as a traditional governing body of a local authority maintained school. These responsibilities are held by the Trust Board, who will review and determine the role of the AG on a regular basis.

2.2 The main purpose of the AG is to ensure the academy is finding out the views of local stakeholders, including the pupils, parents and staff; listening and responding to them, therefore providing feedback and advice from a parental and community perspective.

2.3 To support its work, the Principal will ensure the AG has an accurate picture of the standards of education it provides, listening and responding to views expressed by members of the AG to further improve the achievement of pupils within the Academy.

2.4 The AG will then ensure that it reports the achievements and key matters for concern to the Trust Board, demonstrating that it is the eyes and ears of the trust board at academy level.

**3.0 Membership**

3.1 The membership of the AG shall be managed by the trustees, who shall also be responsible for recruiting and appointing members, with the support of the clerk and Chair. Membership must include:

3.1.1 The Academy Principal

3.1.2 A member of staff<sup>1</sup>

3.1.3 Between one and four members of the community or key representatives of local businesses

3.1.4 Two parents as defined by our Articles of Association

3.1.5 A member of the board of trustees who will be the chair

3.1.6 The CEO

3.2 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.

3.3 The AG will be supported by advisors from the central corporate team who will attend meetings as required.

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<sup>1</sup> CP Riverside is not large enough to enable this AG to have a staff member in addition to the Principal.

- 3.4 In exceptional circumstances, e.g. to ensure that the AG is able to constitute a Disciplinary Committee with sufficient training and experience, governors from other EMET schools or trustees can be called upon to assist.
- 3.5 A quorum shall be three members, of which two must be non-staff members.
- 3.6 The chair will also appoint a clerk to the Advisory Group who will provide governance advice to the AG.

#### **4.0 Attendance at Meetings**

- 4.1 If the Academy Principal cannot attend a particular meeting, then the meeting may need to be rearranged. If the Chair cannot attend then a non-staff member may chair the meeting.
- 4.2 On occasions Trustees can request to observe meetings or could be invited by the AG to discuss specific agenda items relating to the Trust.

#### **5.0 Frequency of Meetings**

- 5.1 Meetings shall be held not less than three times a year.

#### **6.0 Purpose**

- 6.1 To provide a forum for consultation and engagement with community, parental and **staff representatives**, and a mechanism to ensure the efficient and effective flow of relevant information through to the Trust Board.
- 6.2 To support the Principal from a parental and community perspective in the appropriate day to day procedures of the Academy (through feedback and advice) and, where appropriate to identify local opportunities to further improve the achievements of pupils within the academy.
- 6.3 To consider and monitor policies in line with the scheme of delegation and provide representation on matters such as some pupil exclusions.

#### **7.0 Responsibilities**

- 7.1 The responsibilities of the Advisory Group are:
  - 7.1.1 To receive and consider updates from the Academy Principal on the performance and running of the Academy, providing constructive feedback on areas for further improvement.
  - 7.1.2 To receive information from the Trust when appropriate, and consider and debate items that the Trust Board members or Education Directors may request to be on the agenda from time to time.
  - 7.1.3 To consider and recommend any policies to which the Trust Board has delegated responsibility to the Principal for personalisation or development at academy level.
  - 7.1.4 To ensure the academy is finding out the views of pupils, parents and staff, considering reports of activities undertaken to determine these and is listening to and, responding to them.

- 7.1.5 To ensure that any areas of concern about the Academy, including those around pupil outcomes and finance, are raised and documented in the minutes so that they can be brought to the attention of the Trust Board.
- 7.1.6 To provide representation on matters such as pupil exclusions, in line with powers delegated by the Trust Board.
- 7.1.7 To be proactive in supporting the principal in developing greater links with the local community.

## **8.0 Reporting Procedures**

- 8.1 The Chair of the AG, through the Clerk, shall ensure that minutes are submitted to all members of the AG within two weeks of the meeting, and that they are signed at the next meeting to confirm their accuracy. Minutes are also shared with trustees.

**East Midlands Education Trust**  
**SCHEME OF DELEGATION IN RESPECT OF**  
**CP RIVERSIDE SCHOOL**

This Scheme of Delegation shows the level of delegated responsibility and functions which are given to the Principal, the FD, the MAT and Personnel Committee (or named Trustee) and the Accounting Officer (CEO) in the areas as listed in the table below.

**Key**

**Level 1:** Full MAT Board

**Level 2:** MAT sub-committee or named trustee

**Level 3:** Finance Director

**Level 4:** Accounting Officer/CEO (Accounting Officer)

**Level 5:** The Principal of the Academy

**Column shaded:**

An inappropriate level for taking the decision in question.

Although decisions may be delegated, the MAT as a whole remains responsible for any decision made at Levels 2 – 5\* and may intervene if it so chooses.

Tasks	Level of Delegated Responsibility				
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 Principal
<b>Finance and Regulatory Matters</b>					
To determine the proportion of the overall Academy budget to be delegated to individual Academies	✓				
To approve the formal budget plan	✓				
To approve the mid-year adjustments each financial year		✓			
To monitor monthly expenditure			✓		
To monitor quarterly expenditure			✓		
To enter into contracts up to £50k					✓
To enter into contracts between £50-£100k				✓	
To enter into contracts in excess of £100k		✓			
To appoint the Audit Committee	✓				
To sign the Annual Report	✓				
To appoint Auditors	✓				
To ensure the Company Trustees the Academies Financial Handbook, the Funding Agreements and all relevant aspects of Company Law and Charity Law are being satisfied. [This task cannot be delegated].				✓	

Tasks	Level of Delegated Responsibility				
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 Principal
<b>Finance and Regulatory Matters (continued)</b>					
To be able to assure Parliament and the EFA the MAT is meeting the high standards of probity in the management of public funds. [This task cannot be delegated].				✓	
To comply with all the requirements as specified in the Academies Financial Handbook, to include the requirement to ensure <i>regularity, propriety and value for money</i> . (This task cannot be delegated).				✓	
To advise the Trustees of the MAT in writing if, at any time, in his or her opinion,  1. the board appears to be failing to act where required to do so by the terms and conditions of the Handbook or FA;  2. any action or policy under consideration by them is incompatible with the terms of the Handbook or FA.				✓	
To consider the reasons the Trustees of the MAT provide if they wish to proceed to act against the Accounting Officer's advice (as noted above).				✓	
To follow the mandatory requirement to advise the EFA's accounting officer if the Trustees of the MAT intend to proceed to act against the Accounting Officer's advice (as noted above).				✓	

Tasks	Level of Delegated Responsibility				
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 Principal
To send the Annual Report to the EFA			✓		
To send the Annual Report to Companies House			✓		
<b>Staffing Matters</b>					
Appointment of the Principal	✓				
Appointment of the Vice Principal(s), Assistant/Deputy Heads				✓	
Appointment of other teachers					✓
Appointment of support staff in local schools					✓
Agreeing staff pay policies	✓				
Pay discretions excluding senior staff					✓
Establishing disciplinary/capability Procedures		✓			
Suspending the Principal	✓				
Ending suspension Principal	✓				
Suspending school staff except the Principal					✓
Ending suspension of school staff except Principal				✓	

Tasks	Level of Delegated Responsibility				
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 Principal
Determining staff complement					✓
To develop and amend a Staff Appraisal Policy	✓				
To implement the Staff Appraisal Policy					✓
Appraisal of the Principal		✓		✓	
Appraisal of all other staff					✓
To review annually the Staff Appraisal Policy		✓			
Determining dismissal payments/early retirement		✓			
<b>Performance Management</b>					
To formulate and amend a Performance Management Policy	✓				
To implement a Performance Management Policy					✓
To review annually the Performance Management Policy		✓			
To determine annual pay review of CEO		✓			
To determine annual pay review of Principal and senior staff		✓		✓	

Tasks	Level of Delegated Responsibility				
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 Principal
<b>Curriculum</b>					
To ensure that the Principal establishes and implements the minimum statutory policies as required by the legislation				✓	
Ensure appropriate curriculum taught to all pupils and to consider any disapplication for pupil(s)					✓
To establish/implement the Curriculum Policy					✓
Responsible for standards of teaching					✓
Responsible for individual child's education					✓
To prohibit political indoctrination and ensuring balanced treatment of political issues					✓
To propose targets for pupil achievement					✓
To agree targets for pupil achievement					✓
Responsibility for pupil outcomes					✓
To establish a Behaviour Management Policy					✓

Tasks	Level of Delegated Responsibility				
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 Principal
To review the use of exclusion and to decide whether or not to confirm any permanent exclusion and fixed term exclusion where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to the lead deputy head in cases of urgency).					✓
To direct reinstatement of excluded pupils. (Can be delegated to Principal in cases of urgency).				✓	
<b>Admissions</b>					
To consult before setting an Admissions Policy and to set the Admissions Policy		✓		✓	
Admissions: application decisions					✓
<b>Premises and Insurance</b>					
Buildings insurance and personal liability			✓		
Developing school buildings strategy or master plan				✓	
Procuring new buildings	✓				
Maintaining buildings with a properly funded maintenance plan					✓

	<b>Level of delegated responsibility</b>				
<b>Tasks</b>	<b>1</b> Full MAT Board	<b>2</b> MAT Sub-Committee [or Named Trustee]	<b>3</b> Finance Director	<b>4</b> CEO [Accounting Officer]	<b>5</b> Principal
<b>Governance</b>					
To draw up governing documents and any amendments thereafter	✓				
To set up a register of the Advisory Group and senior staff members' business interests				✓	
To discharge duties in respect of pupils with special needs by appointing a 'responsible person'					✓