













Full Advisory Board Terms of Reference (ToR)

1. Monitor academy performance to include:








Update on performance against key data sets

-  Pupil progress (all year groups) including interventions
-  Attainment
-  Predicted outcomes update
-  Pupil performance vulnerable groups
-  Pupil premium, year 7 catch-up/sports funding
-  Pupil attendance (including persistent absence and lates)
-  Pupil behaviour (including exclusions)

Curriculum and standards (including National Curriculum requirements)

-  Quality of teaching
-  Internal monitoring/evaluations
-  Faculty performance updates (including staffing updates)
-  Assessment/qualification changes/updates
-  Curriculum plan and options

Safeguarding following DfE compliance guidance





-  Student welfare compliant
-  Child protection and SEND requirements
-  Health and Safety including monitoring risk assessment procedures and risk register
-  Condition of premises
-  Pupil behaviour (including exclusions)
-  Community crisis
-  Admission issues

Strategic planning




-  Academy self-evaluation updates
-  Academy development plan updates
-  Quarterly review feedback
-  Capital and maintenance updates

2. Convene additional committees to deal with pupil behaviour and admissions where necessary

Pupil Behaviour Committee

-  To review certain exclusions as defined in the Secretary of State's guidance
-  To consider representations about an exclusion made by the parents of an excluded child
-  To consider the appropriateness of any exclusion where one or more fixed period of exclusions total more than 15 school days in one term
-  To consider representations from all parties in deciding whether or not to uphold or re-instate a fixed term exclusion (any permanent exclusion must be in consultation with the CEO or nominated executive officer)





Admissions Committee

-  To consider matters relating to admissions referred to the Committee by the Board of Trustees or Academy Advisory Board
-  To provide advice and recommendations to the Board of Trustees on admissions issues
-  To consider any complaints or appeals against the admissions policy


3. Monitor policies

Academies should continue to monitor individual academy produced policies only until the fellowship issue board approved policies. For some policies, this will be in the form of templates that can be updated to meet individual academy needs:

1	School Learner Privacy Notice
2	Behaviour Policy
3	E-safety Policy
4	Attendance policy
5	Sex & Relationships Education Policy
6	Special Educational Needs and Disabilities Policy
7	Collective Worship Policy
8	Drugs Policy
9	Child Protection Policy
10	Pupil Premium Policy
11	Accessibility Plan
12	Single Equalities Scheme Policy
13	Community Cohesion Policy
14	Children Looked After Policy
15	Finance & Premises Policies
16	Governor Expenses Policy
17	Security Policy
18	Health & Safety Policy
19	Finance Policy
20	Environmental Policy
21	Offsite Visits and Activities Policy
22	Freedom of Information Publication Scheme
23	Data Protection Policy
24	Freedom of Information - Guide to information available
25	Charging Policy
26	Admissions Policy
27	Homework Policy
28	Curriculum Policy
29	Careers and IAG Policy
30	Citizenship Policy
31	Learning and Teaching Policy
32	Anti-Bullying Policy
33	Gifted and Talented Policy
34	Assessment and Target Setting Policy
35	Whistleblowing Policy
36	Governors Visits Policy

	Head Office generated
	School (centralised)
	School (centralised bespoke)
	School adapted (using template provided)

Full Advisory Board Agenda Template

		<h3>Academy Advisory Board Agenda</h3>
Academy:		
Date and time:		
No.	Item	Lead
1.	Welcome and Introductions	Chair
2.	Minutes and actions of the last meeting	Chair
3.	Update on performance <ul style="list-style-type: none"> • Pupil progress (all year groups) including interventions • Attainment • Predicted outcomes update • Pupil performance vulnerable groups • Pupil premium, year 7 catch-up/sports funding • Pupil attendance (including persistent absence and lates) • Pupil behaviour (including exclusions) 	Principal/ Headteacher Invited SLT or staff members
4.	Curriculum and standards <ul style="list-style-type: none"> • Quality of teaching • Internal monitoring/evaluations • Faculty performance updates (including staffing updates) • Assessment/qualification changes/updates • Curriculum plan and options 	Principal/ Headteacher Invited SLT or staff members
5.	Safeguarding <ul style="list-style-type: none"> • Student welfare • Health and Safety • Condition of premises • Pupil behaviour (including exclusions) • Community crisis • Admission issues 	Principal/ Headteacher
6.	Strategic planning <ul style="list-style-type: none"> • Academy self-evaluation updates • Academy development plan updates • Quarterly review feedback • Capital and maintenance updates 	Principal/ Headteacher
7.	Updates <ul style="list-style-type: none"> • School Forum feedback • Fellowship Council feedback 	Invited staff members
8.	Any other business and dates for next meeting(s)	Chair

Note: at the chairs discretion, the board may decide to focus particular FAB meetings on key parts of the above agenda rather than cover all 8 items every meeting.