

## AAB Membership and Remit

### Finance and Resources Sub-Committee

Mr T Lenc  
Mrs L Maddock  
Mr S Wynn

**Attendees:**

Mrs C Hipkiss (Willow Green Academy – Office Manager), Miss M Wray (Delta Finance Officer)

**Reserve:** any other eligible AAB member

**Chair:** Mr T Lenc

**Clerk:** Tony Hammond, IPC Services

### Standards Sub-Committee

Mr T Lenc  
Mrs L Smith  
Mrs L Maddock  
Mrs K Young  
Mrs T Bartle  
Mr S Wynn  
Ms S Taylor

**Reserve:** any other eligible AAB member

**Chair:** Mrs L Maddock

**Clerk:** Tony Hammond, IPC Services

## Terms of Reference

The Academy Advisory Body's main functions are to:

- Scrutinise the work of the Academy and its leadership team in the following areas:
  - Standards
  - Behaviour and attendance
  - Safeguarding
  - Health, safety and site
  - Finance, Compliance and Value for Money (VfM)
  - SEND/LAC/Disadvantaged pupils
  - Community engagement
- Act as a key link between the Academy, parents and local community and champion the work of the Trust and the Academy.
- Provide constructive challenge to the Principal and Leadership Team.
- Ensure that the Academy is proactive in collaboration across the Trust.
- Oversee the implementation of and ensure compliance with Trust policies.
- Report risks and issues within its terms of reference, or which come to its attention, to the Trust.

The Academy Advisory Body has duties in the following areas:

### Standards

- To monitor educational outcomes in terms of attainment and progress for all pupils, including the impact of planned strategies to raise standards for vulnerable groups.
- To scrutinise the Academy Improvement Plan, Summary SEF and Curriculum Led Financial Plan before submission to the Trust for approval and to monitor progress and impact.
- To monitor the implementation of any post OFSTED action plans.

### Behaviour and attendance

- To scrutinise local implementation of the relevant Trust behaviour policy.
- To form a panel to review any permanent exclusion decisions made by the Principal/ Head of Academy.
- To monitor attendance at the Academy and the impact of strategies to improve attendance including by vulnerable groups.

### Safeguarding

- To appoint from its members a designated Child Protection and Safeguarding representative
- To approve the Academy Child Protection and Safeguarding policies on at least an annual basis and monitor implementation locally.
- To approve the Academy Learning Outside the Classroom policy on at least an annual basis and monitor implementation locally.

- To review induction and training records in respect of safeguarding, child protection and safeguarding and educational visits on at least a termly basis.
- To review the SCR for completeness and accuracy on at least a termly basis.
- To scrutinise Evolve reports on planned educational visits on at least a termly basis for compliance with agreed policies and procedures.

### **SEND/LAC/Disadvantaged pupils**

- To appoint from its members a designated member with responsibility for pupils with Special Educational Needs and Disability, Looked After Children and Disadvantaged Pupils and those in receipt of additional funding.
- To monitor the impact of any targeted funding to address specific needs of these pupils.
- To scrutinise the impact of the Academy's strategies for supporting and developing provision for these groups of pupils throughout the academy on at least a termly basis.
- To ensure that reporting via the Academy website in respect of targeted funding is compliant with statutory requirements and is up-to-date.

### **Health, safety and site**

- To appoint from its members a designated Health and Safety representative.
- To review every report on at least a termly basis to ensure required activities are completed and recorded on a timely basis.
- To undertake a health and safety site walk with the Principal/Head of Academy at least once each term and report back to the AAB on their findings.
- To scrutinise the implementation of any actions arising from health and safety audits.

### **Finance, Compliance and Value for Money (VfM)**

- To nominate from its members a designated member with responsibility for Finance.
- To participate in the setting of the Academy budget in accordance with the timescales and processes set out in the Trust Financial Regulations Handbook.
- To monitor expenditure in-year and ensure all budgets delegated to the Academy are managed within the Trust's scheme of delegation.
- To review the progress of the Academy in implementing Internal Audit and Trust action plans and to challenge any areas identified of non-compliance.
- To scrutinise the Academy's arrangements for ensuring value for money and review the Principal / Head of Academy's annual value for money statement before submission to the Trust.

### **Community engagement**

- To develop the involvement of parents, carers and other stakeholders in the life of the Academy
- To scrutinise Academy specific policies, publications and website content.

- To review the impact of all policies locally.
- To form a panel, if required, of independent AAB members, to review any stage three complaints, under the Trust's complaints policy.
- To form a panel, if required, to review any recommendations of site exclusion made by the Principal/ Head of Academy.

### **Organisation**

- To establish a Sub-Committee for Finance and to adopt the Trust terms of reference and membership for this Sub-Committee as specified in the Trust Governance Handbook. To establish any other Sub-Committees deemed appropriate to support in carrying out the scrutiny function of the AAB.