

ADVISORY COUNCIL

TERMS OF REFERENCE

Version	SECTION	Amendments	Date approved by Board
1		New Terms of Reference	July 2017
1.1		change name of Local Academy Committee to Local Governing Board.	Sept 2017
1.2		No changes	April 2018
1.3		Inclusion of advice on LGB membership Inclusion of aligning governance at school level to TSAT governance Closer alignment with Learner Experience Committee.	Jan 2020
1.4		No changes	April 2021

1. Authority

The Chairs Advisory Council (Council) advises the Board of Tapton School Academy Trust (TSAT) on key issues and strategic priorities relating to TSAT and its schools. This ensures our schools and Chairs of the Local Governing Boards (LGBs) play a key role in the strategy of TSAT and that governance at individual school level is aligned effectively with the overall governance of TSAT.

2. Role

The role of the Council is to provide advice on areas including:

- Development, implementation and impact of TSAT strategy, plans and policy
- The views of each local community, especially parents
- The learner experience, development and student voice in each school
- Local governance issues including membership of LGBs.

The role of the Council is also to:

- Share best practice in local governance and develop collective approaches to areas of common concern or interest
- Share specific school developments
- Celebrate school achievements and successes.

The Council is not a sub committee of the Board of TSAT and acts in an advisory capacity only. The Council has no legal powers or operational responsibilities/duties.

3. Duties

The duties of the Council are to advise the TSAT Board and TSAT Executive. This will include a report to the TSAT Board on issues, and providing an update on local delivery of the TSAT strategy. The Chair of the Council may attend the TSAT Board to present and discuss issues reported to the Board.

4. Administration

4.1 The Council will meet at least once per term.

4.2 The Council will consist of the Chairs of each Trust Local Governing Board.

4.3 The Chair of the Council will be appointed by the members of the Committee by majority vote.

4.4 The Chair of the Trust Board, CEO, CFO and a representative of the Learner Experience Committee will attend the Council meetings. Other Trustees or employees may be invited to attend for specific items.

4.5 Administrative support will be provided by the Trust Clerk.

4.6 Agendas will be agreed in advance by the Chair of the Advisory Council (based on, but not limited to, a pre-agreed annual schedule of activity informed by the work of the Learner Experience Committee and Trust Board). Items on the agenda may also be raised by the Executive Team or by any LGB Chair.

4.7 Papers will be circulated to members and attendees (if relevant) at least 5 working days in advance of the meeting.

4.8 Minutes of meetings will be taken and once approved in draft by the Chair, be submitted to the next scheduled meeting of the TSAT Board together with a summary one-page report.

4.9 The Council will review these terms of reference and self- assess its performance against these terms of reference on an annual basis. This self-assessment will be reviewed by TSAT Board.

4.10 The TSAT Board will review and approve these terms of reference annually.