



Full Advisory Body Terms of Reference

1. To receive from the Board of Trustees the Scheme of Delegation and ensure the FAB always acts in such a way as to be compliant with the requirements of the Delegation Matrix.
2. To keep the Board of Trustees informed of progress made by the school with regards to strategic priorities and overall school performance.
3. To report to the Board of Trustees as required, but at least once a term. Usually this report will be the minutes of the termly FAB meeting.
4. To recommend to the Trustees the school PAN and approval of admissions policy
5. To work with the school on the strategies prompted by the school's Mission and Vision to ensure these are embedded in the School Development Plan and to hold the school to account for the implementation of that plan
6. To hold at least three Full Advisory Body meetings a year
7. To appoint or remove the Chair and Vice Chair of the Advisory Body
8. To appoint or remove a Clerk to the Advisory Body
9. To appoint or remove the Head Teacher (working in collaboration with the board of trustees)
10. To recruit new Advisors as vacancies arise and to appoint new Advisors where appropriate
11. To create and maintain an up to date register of Advisor's Business Interests.
12. To suspend an Advisor
13. To establish the committees of the Advisory Body and approve their terms of reference
14. To appoint the Chair of any committee (if not actioned by the committee itself)
15. To agree annually those functions of the Advisory Body that will be delegated to committees, groups and individuals (including the head teacher).
16. To receive reports from committees, groups and individuals at least a week before each FAB meeting and to consider whether any further actions are necessary

17. To encourage and facilitate the school's involvement with the community
18. To understand and authorise the annual expenditure budget plan before submission to the Board of Trustees.
19. To ensure the school's observance of current financial management standards.
20. To monitor the school's targets and achievements.
21. Agree a code of conduct for Advisors
22. Agree local election process for Advisors
23. As agreed with the school, run an "In school day" for Advisors at least once per year to facilitate better levels of understanding of how the school works across all Advisors, as well as to provide an opportunity for Staff and Pupils to understand better the workings of the Advisory Board.
24. Provide a named Advisor for each of the following specific areas of the school:-
 - Safeguarding,
 - Pupil Premium,
 - SEN/OAKS,
 - Health and Safety,
 - Most Able Pupils Advisor

 - Others to be agreed with the Head from time to time
25. To draw up, based on the Trust's model policy, an appropriate Complaints Policy and Procedure.
26. To draw up, based on the Trust's model policy, an appropriate Safeguarding Policy and Procedure.
27. To oversee the maintenance and approval of other policies and procedures that have been delegated to the subcommittees of the FAB

Reviewed and agreed January 2018

To be formally ratified at next Trustees meeting (15.03.18)