**Day School Advisory Board - Terms of Reference**

**Introduction**

The Advisory Board is not a legal entity in its own right, and members of the Advisory Board are not Governors in law. Joint and Several Legal liability remains with the Proprietors of the Tutorial Foundation, who are ultimately responsible for the running their respective parts of the Tutorial Foundation (ie the Day school – Julia Low and the Private Tuition and Exam Centre – Karen Turner). Members of the Advisory Board are referred to as ‘members’ and although members do not have the legal responsibilities of Governors or Trustees, they have a key role in ensuring the good governance of the Day school.

**Purpose of the Advisory Board**

**The Tutorial Foundation Day School Advisory Board, has been established to provide oversight and guidance, where appropriate, for the Headteacher, and school community.**

The purpose of the Tutorial Foundation Day School Advisory Board is to ensure that the ethos of the school is maintained and to support the Headteacher, and her team with the development of the school, maintenance of high standards, adherence to policies and safeguarding of students and staff and to ensure that performance of the school is reviewed regularly.

**The role of the Advisory Board**

The role of the Advisory Board is to:

• Promote the Tutorial Foundation Day School’s vision, principles and values

• Agree the Tutorial Foundation Day School policies

• Receive regular feedback from the Headteacher, and other staff working in the Tutorial Foundation Day School

• Contribute to and agree the Tutorial Foundation Day School’s development plan, which encompasses agreement of priorities and standards of attainment.

• Provide guidance on partnership working with other school organisations

• Review the organisation of the Tutorial Foundation Day School provision including curriculum and assessment

**•** Track progress at termly meetings against development plan targets

• Review and comment on monitoring and evaluation reports from the Headteacher, and track improvements

• Review and comment on the progress of all pupil groups throughout the year

• Ensure compliance with safeguarding practice and procedures, and to promote the welfare of children/students.

**Duties and responsibilities of Advisory Board members**

* Every Board member will, if possible, attend each meeting (meetings may take place via Zoom).

All Advisory Board members must:

* act honestly, with prudence and without a conflict of interest (defined in the Tutorial Foundation Day School Conflict of Interest Policy)
* act at all times in the best interests of the Tutorial Foundation Day School.
* provide guidance in accordance with applicable legislation,
* be provided with full information in relation to the issues under discussion

Advisory Board members have a duty of confidentiality in relation to all matters discussed at Advisory Board meetings or otherwise communicated to them (unless such matter is in the public domain and should be reported to eg the police or social services)

No Advisory Board member may speak to the press or the media without express written permission of the Headteacher.

**Membership of the Advisory Board**

The board is made up of the Headteacher, the Chair and appropriately qualified professionals.

The Advisory Board shall consist of at least of 3 to 5 members. One member will be the Headteacher or their designated representative. The Chair, and other members of the Advisory Board shall be appointed by the Headteacher. However, vacancies may be filled by appointment of the Chair, with the agreement of the Advisory Board and the Headteacher.

The Chair and members may resign at any time from their position. When a resignation takes place, the Headteacher can take the decision to replace that member or to leave the position vacant.

Every person wishing to become a member of the Advisory Board is required to sign a copy of these Terms of Reference by way of confirmation that they consent to become a member of the Advisory Board and that they understand their duties and responsibilities.

**Nominated Senior Safeguarding Lead**

A Chair and Safeguarding Lead will be appointed to the Board..

**The Chair of the Advisory Board**

The role of the Chair is to:

* chair meetings of the Advisory Board.
* provide leadership to the Board members
* act as the main point of contact between the Advisory Board and the Headteacher.

In the absence of the appointed Chair in a meeting, the Board members will appoint a Chair for the duration of the meeting.

**Skillset**

The Advisory Board consists of professional people with a wealth of experience in education, finance and other disciplines, with the requisite skills and knowledge in a wide range of curricular and extra-curricular subjects. A key priority is to establish strong relationships with the school and members of the community.

**Conflict of Interest** (see Conflict of Interest Policy)

For the purposes of these terms of reference the following definitions shall apply:

* Interest means any direct or indirect interest (including any interest an Advisory Board member may have as a consequence of any duty he or she may owe to any other person or organisation)
* Conflict of Interest means any Interest of an Advisory Board member or any Related Party of a Board member that conflicts, or may conflict, with the interests of the Tutorial Foundation.
* Board members shall declare annually the nature and extent of any Interest in any matter relating to the Tutorial Foundation Day School, the Headteacher or the Advisory Board. Furthermore they MUST flag a conflict of interest as soon as they are aware of it’s existence, regardless of whether they have signed the annual confirmation and the conflict has arisen since.
* Unless a Board member has the authority of the Chair or the Headteacher (whose decision shall be final and binding) a Board member with a Conflict of Interest shall withdraw from the meeting for that item; not count in the quorum for that part of the meeting; and not be entitled to contribute or vote in relation to any matter in which they have or may have a conflict of Interest.

**Complaints and Disputes**

* It is recognised that there may be times when, for whatever reason, complaints or disputes about the administration, management or governance of the school arise. All such complaints or disputes are to be dealt with professionally in line with all statutory guidance. Please refer to the School Complaints Policy.

**Meetings**

**Quoracy**

The quorum to conduct normal business on behalf of the Advisory Board shall be three members of the committee.

**Frequency of meetings**

The Advisory Board structure and number of meetings each school year is set out in Appendix A and Appendix B.

The Advisory Board will meet once each term (3 times per year). Reports relating to the school’s work and progress will be presented in advance of each meeting by the Headteacher. The minutes of a meeting shall be treated as draft minutes until approved at the next Advisory Board meeting, but this shall not affect the validity of any decision recorded in the draft minutes. Each termly meeting will be timetabled to include a specific focus, reflecting the school’s priorities.

Additional meetings may be called by the Head-Teacher where specific circumstances arise that require the input and guidance of the Advisory Board.

**Content of Advisory Board meetings**

**Termly meetings will be timetabled to include a specific focus, matched to the school’s priorities:**

**Autumn (October):**

* Review of outcomes of previous year’s data
* Target setting for current year
* Staff Appraisal
* Review of Teaching and Learning report
* Review of pupil wellbeing support/systems
* Safeguarding
* **Spring (late January/early February):**
* Review of Autumn Term progress data
* Review of communication framework with parents
* Review of whole school curriculum offer
* Review of School compliance information e.g. Safeguarding, ICT, HR, H&S, and Finance
* Staffing needs analysis for following academic year
* Safeguarding
* **Summer (late April/early May):**
* Review of Spring Term progress data
* School Development Planning
* Review of Teaching and Learning report
* Staffing arrangements for following year
* Review of Site facilities and plans
* Safeguarding

**Review**

The Terms of Reference of the Advisory Board will be reviewed annually as part of the monitoring effectiveness process.

Policy Sign off and review

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|  | **By whom** | **Date** |
| **Policy signed off by** | Julia Low/Jaqueline Jenkins | 30.09.2020 |
| **Reviewed by** | Tim Low | 04.12.23 |
| **Next Review By** | Julia Low | 04.12.24 |