

Appendix 1 : Avanti Schools Trust : Scheme of Delegation

School Stakeholder Committees (SSC) : Constitution, Terms of Reference, Authority and Responsibilities

<p>Overview and Purpose</p>	<p>The Trust Board is legally responsible for the performance of each School. The Board requires the active support of SSCs to ensure effective governance at local school level.</p> <p>SSCs <i>are not expected</i> to provide strategic leadership, accountability, oversight or assurance for the educational and financial performance of their schools. They are however asked to provide termly assurance that school improvement and the vision, ethos and values of their school are consistent with the educational objectives, values and vision of the Trust and to support Trustees by providing local knowledge and context.</p> <p>The remit of each SSC is therefore to:</p> <ul style="list-style-type: none"> - enhance the understanding of the Trust Board of the particular factors affecting local contexts and situations; - to support the Principal by providing perspectives from various stakeholder groups (i.e. staff, parents and the wider community) on the day to day functioning of the school. SSC Members are encouraged to do this by gathering views, asking questions and discussing with the Principal and senior leadership of the school performance and outcomes and what is best for the school; - provide termly assurance to the Trust Board* that academy improvement and the vision, ethos and strategic direction of their school are consistent with the educational objectives, values and vision of the Trust; and - support the school and enhance the understanding of Trustees by providing local knowledge and context. <p><i>* through the minutes of formal termly meetings and through items specifically referred to the Board by the Trust Governance Officer.</i></p> <p>Annex A provides detailed supporting guidance on the role of SSC members.</p>
<p>Constitution and Membership</p>	<p>SSC Members are appointed/elected in accordance with the criteria and election process agreed by the Trust from time to time, for a period of three years and shall comprise a minimum of 9 Members, as follows:</p> <ul style="list-style-type: none"> - The Academy Principal (ex-officio). - 2 Staff Members from the Academy (1 teacher/1 support staff) – elected* by the appropriate staff constituency of the Academy. - 2 Parent/Carer Members – elected* by the Parent Body. - 2 Community Members (who may be Parents) to be appointed by the SSC subject to Trust SSC Member recruitment procedures, all such appointments to be subject to approval of the Chairs of the Trust Board and of the People, Compliance and Governance Committee;

	<ul style="list-style-type: none"> - A minimum of 2 Members (maximum of 4) appointed by the Chairs of the Trust Board and of the People, Compliance and Governance Committee - Trustees are entitled to serve on any SSC (see also Attendance below). <p>If a staff member or the Principal ceases to work at the school, or a parent member ceases to be a parent of a pupil at the school, they shall be deemed to have resigned as a member.</p>
Chair and Vice-Chair	<p>The SSC shall appoint their Chair and Vice-Chair from amongst the non-staff Members at the first scheduled meeting in each Academic Year. Appointment of the SSC Chair is subject to Trust Board approval via the Chairs of the Trust Board and the People, Compliance and Governance Committee.</p> <p>The Chair and Vice-Chair shall hold office for the remainder of the Academic Year or until the first meeting of the Committee held in the following Academic Year. The retiring Chair and Vice-Chair of the Committee shall be eligible for re-appointment.</p> <p>In the absence of the Chair, the Vice-Chair shall take the Chair. If a Vice-Chair has not been appointed, the SSC shall elect one of the non-staff SSC Members to chair the meeting.</p>
Quorum	Any three members of the SSC shall constitute a quorum, provided always that the majority of those present are not staff Members.
Agenda	Termly model agenda for scheduled SSC meetings are issued by the Trust Governance Officer to the SSC Chair, Principal and Clerk. The Model agenda forms the core agenda for each meeting and may be supplemented by additional items from the Chair and/or the Principal. Termly agenda are finalised by the SSC Chair in consultation with the Principal and the Clerk who will provide the final version of the agenda to the Principal for issue to SSC Members and to the Trust Governance Officer for information.
Decisions	The role of the SSC is advisory. Where a decision is required it shall be determined by majority vote. In the event of a tied vote, the Chair shall have the right to have a second or casting vote. Where this right is exercised, this shall be recorded in the minutes.
Minutes	<p>Minutes of all SSC meetings shall be prepared by the Clerk not less than 7 school days following the meeting. These shall be provided to the SSC Chair and the Principal for approval within not more than 5 school days following receipt. The agreed version of the minutes should be provided by the Clerk to all SSC Members, the Principal and the Trust Governance Officer within 14 school days of the meeting.</p> <p>Items referred by the SCC to the Trust Board shall be notified by the Clerk to the Trust Governance Officer the following working day.</p> <p>Minutes of SSC meetings are available to all Trustees and the Executive and must be made available on request to the public or other interested party.</p>
Special Meetings of the SSC	These may be convened by the Clerk at the request of the Chair and/or of the Principal subject to the purpose of the meeting being set out in the agenda for the meeting. Notification of the special meeting must be advised to the Trust Governance Officer by the Clerk immediately it is requested.

<p>Lead or LINK SSC Members</p>	<p>The SSC shall appoint (ideally non-staff) lead or LINK SSC Members for:</p> <p>Safeguarding*</p> <p>SEND* <i>*may be the same person</i></p> <p>Data and Outcomes</p> <p>Health and Safety</p> <p>Curriculum or Key Stages ⁽¹⁾</p> <p>All lead SSC Member appointments are subject to an agreed job role/description to be approved by the Trust Governance Officer in consultation with the Chair of the PGC Committee. Subject to this, the SSC may appoint additional SSC Member leads.</p> <p><i>(1) Note : SSC are encouraged to appoint Curriculum of Key Stage leads rather than leads for specific subjects within the curriculum.</i></p>
<p>Interests</p>	<p>Any SSC member having a personal or a financial interest in the business of the meeting, either directly or indirectly, shall declare for recording in the minutes the nature of that interest and may, provided the nature of the interest is declared before the business is discussed, and with the permission of the Chair, remain in the meeting but shall not be permitted to vote on that issue(s).</p> <p><i>Note: There is an annual requirement to review the Register of Interests and a termly requirement to note any changes that may have occurred since the previous meeting. An advisory note on declarations of interest is available from the Trust Governance Officer.</i></p>
<p>Clerk</p>	<p>The Clerk to the SSC shall be appointed by the Trust Governance Officer subject to consultation with the Chair of the SSC and the Principal of the Academy.</p> <p>The Clerk shall provide all necessary support to the SSC and to SSC Members as set out in the Job Description for the post. This includes advising the SSC on procedure and recording of Committee minutes.</p> <p><i>(The Principal is responsible for ensuring that all SSC Members receive the agreed agenda and supporting papers normally not less than seven days prior to the day of the meeting, to enable SSC Members to give full and proper consideration of the issues).</i></p>
<p>Frequency of Meetings</p>	<p>The Committee shall meet at least three times each year (normally termly).</p>
<p>Attendance</p>	<p>The Clerk to the SSC shall attend all meetings of the SSC.</p> <p>Trustees are entitled to serve on any SSC and/or to attend any SSC meeting.</p> <p>The Trust Governance Officer may attend any SSC meeting.</p>
<p><i>samcd. Final. 12.05.22</i></p>	<p><i>These terms of reference approved by the PCG Committee on 27 April 2022 (Minute PCG08.8) and by the Trust Board on 11 May 2022 (Minute AST55.9)</i></p>

