



Shipham Church of England First School

Shipham C of E Advisory Group Terms of Reference

1) Purpose:

In January 2014, Shipham Church of England First School entered into a new Federation with Fairlands Middle School, Cheddar First School and Draycott & Rodney Stoke C of E First School – the Mendip Edge Federation. The previous Governing Body of Shipham was formally disbanded and replaced with a new Governing Body which now oversees the Federation.

The purpose of Shipham School's Advisory Group is to ensure voices of all stakeholders in the school from the community it serves may be heard and be represented appropriately to the Federation Governing Body and the school itself.

2) Membership:

- a) The Advisory Group shall consist of no fewer than 6 people. Of these there shall be at least:
 - One Federation Governor
 - One qualified teaching member of the school staff
 - One other member of the school staff
 - Two parents of children in the school
 - One representative of the Church
- b) There shall be no more than 10 members of the Advisory Group at any one time. A balance will be maintained so that neither staff members nor parents form a majority.
- c) Membership will be by invitation of the Federation Governor. This invitation may follow a recommendation or request for membership.
- d) Only members have the right to be present at Advisory Group meetings. Non-members may be invited to attend for all or part of specific meetings where it is considered beneficial to the advisory group to have them present for their knowledge, expertise or experience. Non-members will not have the right to participate in any votes which may be taken while they are present.
- e) There is no maximum or minimum term for membership of the Advisory Group but, to maintain continuity, members are asked to serve for at least a year and to give at least a term's notice if they intend to resign.

3) Frequency of meetings:

- a) Meetings will usually be held once in each half term. Meetings may be more or less frequent as agreed by members in response to events at any given time.

4) Authority:

- a) The Advisory Group has no authority to commit expenditure or resource of the school or federation. The combined thoughts and opinions of the advisory group will be represented by the Federation Governor to the Federation Governing Body.

- b) The Advisory Group may make recommendations or requests to the school management for the expenditure of fundraising moneys collected or allocated specifically for the use of Shipham school.
- c) Members of the Advisory Group have the right (subject to appropriate checks in accordance with the school and federation procedures) to request information from members of the school staff as long as that request will not prevent that member of staff from fulfilling their duties in the Federation, and that confidentiality is maintained. Any requests should be notified in advance.

5) Duties:

To ensure that the Federation Governing Body is kept informed so that:

- a) All pupils in the school are offered the best possible opportunities to learn in a positive, happy, safe and stimulating environment.
- b) Educational standards are maintained in relation to national curriculum targets and expectations.
- c) The Federation fully maintains, recognises and promotes Shipham Church of England First School as a special Christian foundation with a distinctive Christian ethos underpinned by Christian values which are evidenced in activities and behaviours within the school.
- d) All reasonable steps are taken to ensure staff at the school have access to appropriate support, training and opportunities for development and that they are motivated to succeed in their roles.
- e) Improvements or changes are proposed and implemented through the Federation management to fulfil the objectives of the school.

To support the school by:

- f) Providing input and comment directly to the school management team on improvements or changes which may be made independently of the Federation to fulfilling the objectives of the school.
- g) Liaising with and supporting where possible, Friends of Shipham School (FOSS) on fund raising events and promotional activities which will raise awareness of the school in the community of Shipham and beyond.

6) Reporting:

- a) Notes from each meeting, once approved, will be circulated to
 - i) all members of the advisory group;
 - ii) the Federation Governing Body for their information;
 - iii) the secretary of the school to be filed as a central record.
- b) Notes from each meeting, once approved, will be published on the school web site for the information of all parents, staff and other interested parties.