



## **Terms of Reference: School Advisory Boards**

### **South Bank Academies (SBA)**

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## **1 Constitution**

1.1 Under Article 100, the Board of Trustees has established a School Advisory Board (SAB) for South Bank University Academy (SBUA) and South Bank University Sixth Form (SBU Sixth).

## **2 Membership of School Advisory Boards**

2.1 The membership of the SABs shall comprise a maximum of twelve governors and will include:

- up to 7 co-opted members
- the school Principal
- up to 2 elected parents or guardians of a pupil (in accordance with articles 53-56 and 101A)
- up to 2 staff

2.2 Co-opted members shall be appointed by a sub-group of the Group Nomination Committee on recommendation by the Chair of the SBA Board

### **2.3 Terms of office and declarations**

Each SAB shall have an SAB Chair and (if considered appropriate) a SAB Vice-Chair.

The length of service of all governors shall be three years, except the Principal, who shall serve as Governor for the time that they are Principal (ex-officio). Where the Chair of the SAB is also a Trustee, their term of office as a local Governor shall be in line with their term of office as a Trustee. Subject to remaining eligible to be a Governor, any Governor, including the Chair, may be reappointed or re-elected at the end of their term for one further term.

### **2.4 Committees of the School Advisory Board**

With the prior agreement of the Board, the SAB may establish committees to carry out certain functions.

## **3 Appointment and particular responsibilities of Local Governors**

### **3.1 SAB Chair**

The SAB Chair is appointed by the Board. The SAB Chair is eligible for reappointment at the end of their first term for a second term, following a review process by the Group Nomination Committee.

The Board is entitled to remove the SAB Chair from office at any time, although this is without prejudice to the individual's position as a Governor.

The responsibilities of the SAB Chair include the following:

- to Chair meetings of the SAB
- to set the agenda for meetings with the Principal and Chief Executive Officer
- to report to the Trustees following each SAB meeting,

- to provide a direct link between the SAB and the Trustees.

In the event of a need to make urgent decisions between meetings on matters falling within the remit of the SAB, the Chair of the Board, in consultation with the SAB Chair (or the SAB Vice-Chair in their absence) and the Chief Executive Officer, shall take appropriate action on behalf of the SAB. The decisions taken and the reasons for urgency shall be explained fully at the next meeting of the Board of Trustees and of the relevant SAB.

### **3.2 SAB Vice-Chair**

The SAB Vice-Chair is elected by the SAB. The term of office of the SAB Vice-Chair is three years, but the SAB Vice-Chair is eligible for reappointment at the end of that term for a second term.

The Trustees are entitled to remove the SAB Vice-Chair from office at any time, although this is without prejudice to the individual's position as a Governor.

In the event that both the SAB Chair and the SAB Vice-Chair are absent from a meeting of the SAB (or otherwise), the SAB will elect a temporary Chair from among their number.

### **3.3 Staff Governors**

Staff Governors shall be elected in accordance with the process set out below:

- When a vacancy arises, the SAB will write to all staff members at the school seeking nominations for the vacancy. Nominees will be asked to provide a short statement about why they are interested in being a Governor and their background and experience that makes them suitable for the role
- In the event that the number of nominees equals or is less than the number of vacancies on the SAB, the SAB will appoint all of those nominated, subject to confirmation of suitability by a panel of the SAB
- If there are more nominees than places available, the SAB will convene a panel to select the individuals to fill the vacancies.

The role of a Staff Governor includes reflecting the opinions of staff at the school to the SAB.

### **3.4 Parent Governors**

Parent Governors for each SAB shall be elected in accordance with the process set out below:

- When a vacancy arises, the SAB will write to all parents, or individuals exercising parental responsibility, of pupils at the school seeking nominations for the vacancy. Nominees will be asked to provide a short statement about why they are interested in being a Governor and their background and experience that makes them suitable for the role
- In the event that the number of nominees equals or is less than the number of vacancies on the SAB, the SAB will appoint all of those nominated, subject to relevant checks.

- If there are more nominees than places available, the SAB will write to all parents, or individuals exercising parental responsibility of pupils at the relevant school asking them to vote for their preferred candidate.

A Parent Governor should be a parent, or individual exercising parental responsibility, of a registered pupil at the relevant school at the time of nomination or election.

The role of the Parent Governor includes reflecting the opinions of the parent body of the relevant school to the SAB.

### 3.5 Other responsibilities

Governors will be expected to sit on panels to consider exclusion, appeals or complaints from time-to-time.

Each SAB shall appoint from among its members, individuals with specific responsibilities which shall include:

- A Governor with responsibility for **safeguarding & well-being**
- A Governor with responsibility for **education** (teaching / learning / curriculum / assessment / outcomes)
- A Governor with responsibility for **equalities** (pupil premium and special educational needs)
- A Governor with responsibility for **employment** (careers)
- A Governor with responsibility for **engagement** (parents, staff and community)
- A Governor with responsibility for **personal development (student voice)**

### 3.6 Ceasing to be a Governor

A Governor's term of office will be terminated if:

- any event or circumstance occurs which would disqualify them from the office of Trustee under the Articles were they to hold such office
- they have, without the consent of the SAB, failed to attend SAB meetings for a continuous period of six months, beginning with the date of the first such meeting they failed to attend and the SAB Chair and governance professional determine that the term of office should be terminated
- they resign from office by written notice to the SBA governance professional and SAB Chair
- they are removed by the person or persons who appointed them
- Parent Governors may be removed by the trustees in a number of circumstances:
  - there have been repeated grounds for suspension
  - the actions of the Governor are significantly detrimental to the effective operation of the SAB
  - a Governor displays repeated and serious incompetence, and
  - there has been serious misconduct.
- they are a Staff Governor who has ceased to be employed by SBA, or
- they are removed by the Trustees in circumstances where they consider (acting reasonably) that it is in the best interests of SBA to remove the Governor.

## **4 Meetings of the School Advisory Board**

### **4.1 Frequency of meetings**

Meetings of the SAB will be held between four and six times per year. There will be three ordinary business meetings of the SAB per year (one each term). There will be between one and three strategy meetings of the SAB per year.

### **4.2 Notice and papers for meetings**

The governance professional shall give written notice of each meeting as far in advance as possible and will aim to circulate the agenda and all papers at least seven days in advance of each meeting.

However, where the SAB Chair determines there are matters demanding urgent consideration, it shall be sufficient if the written notice of the meeting states that fact and the notice, copy of the agenda and other papers are given within such shorter period as the SAB Chair directs.

The convening of a meeting and the proceedings conducted at meetings shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

### **4.3 Attendees of meetings**

The SAB Chair may invite persons who are not Governors (such as a member of a Committee, any employee, any pupil, any professional adviser and any experts of any kind) to attend the whole or part of any meeting for purposes connected with the meeting.

### **4.4 Quorum**

For meetings of the SABs, the absence of a formal quorum shall not impede the meeting's ability to proceed, provided that the members present believe the discussion will be meaningful, comprehensive, and conducive to robust debate.

## **5 Governance professional**

The SAB shall be supported by the LSBU Group Governance Office or a person nominated on its behalf. The SAB shall elect a temporary replacement for the meeting, in case of absence.

The SAB will be supported by the Governance Office in the following ways:

- to convene meetings of the SAB including sending notices and papers of meetings
- to attend meetings of the SAB and ensure minutes are produced
- to maintain a register of members of the SAB including their terms of office and report any vacancies to the SAB
- to maintain a register of business interests of SAB members and to provide an annual update of business interests for the forthcoming academic year to publish on the school website
- to maintain a register of local Governors' attendance at meetings and report on non-attendance to the SAB and to provide an annual update of attendance for publishing on the school website
- to perform such other functions as shall be determined by the SAB from time to time.

## **6 Delegation to the SAB**

The role of the SAB is primarily focused on scrutinising the effectiveness of the school in terms of quality of education, behaviour and attitudes, personal development, equalities, engagement and local governance.

providing support and advocacy for the school with parents and community, both collectively and through the exercise of key link governor roles, as detailed in section 3.5. For the avoidance of any doubt, the Trust's Scheme of Delegation contains a list of reserved matters which are matters for consideration and determination by the members and Board of Trustees only.

The SAB shall have the roles set out in this section and any other role that the Board agrees shall be carried out by the SAB.

#### **6.1 Quality of Education**

- 6.1.1 Scrutinising progress made by students throughout the academic year
- 6.1.2 Scrutinising, challenging and advising on the local School Development Plan (SDP) and monitoring school key performance indicators related to the SDP
- 6.1.3 Scrutinising quality improvement plans for the school
- 6.1.4 Scrutinising arrangements in place for student support at the school
- 6.1.5 Scrutinising arrangements to make the necessary provisions for students with SEN

#### **6.2 Behaviour and attitudes**

- 6.2.1 Monitoring the application of SBA's safeguarding and child protection policy in the school
- 6.2.2 Reviewing the school's termly safeguarding report
- 6.2.3 Monitoring student behaviour and attendance

#### **6.3 Personal development and employment**

- 6.3.1 Scrutinising career pathways through the school and beyond
- 6.3.2 Scrutinising the offer for learners' broader development
- 6.3.3 Facilitating partnerships with local businesses
- 6.3.4 Review and address feedback gathered from students to inform improvements in educational quality and overall school experience

#### **6.4 Equalities**

- 6.4.1 Receiving the annual pupil premium effectiveness report and proposal for the following year
- 6.4.2 Reviewing the school's Public Sector Duty requirements and agreeing equality objectives

#### **6.5 Engagement**

- 6.5.1 Scrutinising the school's communication with students, parents or carers, staff and the wider community
- 6.5.2 Establishing and maintaining a relationship with the parents and carers of the school and implementing means to receive and respond to parental feedback
- 6.5.3 Establishing and maintaining a relationship with local community representatives and implementing means to receive and respond to community feedback

#### **6.6 Governance**

- 6.6.1 Ensuring there is effective communication between the SAB and the SBA Board

6.6.2 Sitting on panels when necessary to meet statutory and legal requirements

## **7 Intervention Rights**

### **7.1 Intervention**

The Board remains ultimately responsible for SBA and the conduct of the schools. Delegation to the SABs is important to SBA's effective governance. However, there will be circumstances (more the exception than the norm) where the Board might need to intervene and, for example, withdraw delegated authority for a particular element of governance from a SAB.

In such circumstances, the Board, along with the Chief Executive Officer and their team including the Senior Leadership Team would work closely with the relevant school and those involved in their governance who would be expected to promptly implement any advice or recommendations made by the Board.

The Board reserves the right to review or remove any power or responsibility which it has delegated or, in exceptional circumstances, remove the SAB, where the Board considers such removal of power or responsibility appropriate in all the circumstances.

## **8 Minutes**

Attendance at each SAB meeting, issues discussed and recommendations for decisions shall be recorded and the minutes agreed by the SAB at the next meeting of the SAB.

## **9 Alterations**

This Terms of Reference may be altered at any time by the SBA Board accordance with Article 137 of the Articles of Association.