

External Moderation Advisory Team at Arun Court School– Terms of Reference

Purpose

The purpose of the EMAT is to carry out many of the legal duties traditionally carried out by a governing body, whilst not being identical to a governing body due to the nature of the 'school' being a private, non-charitable entity, as such the selection of members is different to that within a Governing Body and the posts are professional and paid. The main difference is that the EMAT will have less access to financial decisions as this is the responsibility of the shareholders, and they will not set or direct, the pay levels of staff including those within the SLT.

The following responsibilities are inline with Governing Body responsibilities:

To form a stage three level, which is non-bias, within the complaints procedure for parents. Parents are still then able to take a complaint to stage 4 and involve the LEA or Ofsted.

To ensure that staff have a trained, and non-bias, route for whistleblowing. In such cases the EMAT has a legal responsibility to refer such issues to the appropriate authorities for investigation. EMAT will also be directly involved in employment issues and appeals.

To ensure that staff and parents, have the facility to report safeguarding concerns directly related to the proprietor, Directors or Senior Leadership Team. In such cases the EMAT are legally bound to report these to the LADO within the LEA, and after seeking advice the police or other authorities, without necessarily notifying the accused.

To review annually, the policies contained in the Surrey County Council's Children Services Authority (CSA) Personnel Handbook including safeguarding, admissions and child protection

Receive the annual report on child protection and safeguarding, which is the case of Arun Court school will also be sent to Surrey LEA directly for moderation and discussion.

Further responsibilities:

To assist and advise on the performance of the school as viewed by visiting members in areas of the curriculum, social skills, mental health and well-being. Through their suggestions, advice and auditing to help ensure that all young people using the school reach their full potential. As this work involves direct contact with students and parents, all members of the EMAT will hold a valid current DBS. This is a **strategic** role, and members will not be expected to directly take part in staff performance management.

To advise the Directors on matters of legal obligation – such as buildings, insurance – providing a non-educational view.

Linked to the above to play a **strategic role** within ensuring that the safeguarding policy is followed, and that as new risks are identified via the media or locally, we are at the forefront of designing programmes to tackle them and ensure students are safe. They would not write such policies themselves, but will bring a non-educational view, research and opinion to discussion.

To support the business via providing a view on expenditure, advertising, community relations, revenue streams in order to ensure that the school grows and succeeds, remaining solvent and able to take pupils at all times.

Constitution – 12 people. To quorate at least 8 must attend in person or via conference call.

A staff representative (may not hold the role of Chair)

A local community representative

A representative from an educational, medical or mental health background

A representative from the armed forces, police, fire brigade or equivalent service

A parent, or ex parent, to express the parental viewpoint (may not hold the role of Chair. Ex-parents must have had a child at the school within the last 3 years)

A further member who is again external from the setting

The Head Teacher (may not hold the role of chair)

The Directors (may not hold the role of chair)

At **each meeting**, at an appropriate juncture, we will also invite a member of the LEA (Surrey) to attend to ensure they are satisfied that the EMAT provides sufficient scrutiny and challenge

At meetings members of the staff team, or other representatives, may be invited to present information or express a view, but they will not hold voting rights

EMAT has established committees and working groups to keep under review key aspects of the school's performance. Each has a minimum of three members, and their terms of reference are approved by EMAT and reviewed annually:

Curriculum & Student Development

Terms of reference:

- i) to work with the Headteacher and staff in producing any School Curriculum Policy Statements and the school and staff development plans in relation to curriculum matters.
- ii) to recognise any constraints or lack of resources which might prevent the school following national and county guidelines.
- iii) to monitor the delivery of the school curriculum in the context of the National Curriculum and the Surrey Curriculum Policy. Also to monitor National Curriculum assessment schemes.
- iv) to be aware of parental opinion on curricular issues and explain school policy on these matters where appropriate – review summary of results on parental surveys relating to the curriculum.
- v) to bring to EMAT any recommendations made by the Committee for approval.
- vi) Monitor transitional curriculum development and be aware of curriculum issues relative to the dual registration or transitioning schools.

To monitor the students overall personal development and well being, and the five Every Child Matters outcomes which are:-

1. Be healthy
2. Stay Safe
3. Enjoy and Achieve

4. Make a positive contribution
5. Achieve economic well-being

Particular areas of interest to the Committee are likely to include:

- Student behaviour and attendance (including racism & bullying)
- Extra curricular and extended learning opportunities
- Student’s spiritual, moral, social and cultural development (includes Citizenship & PSHE curriculum)
- Student support services
- Student Health and Safety
- The Healthy Schools standard
- Transitional arrangements including into work based placements where appropriate

Community relations

Terms of Reference:

- i) to promote positive relationships between the school and the local community
- ii) to keep under review the schools’ website, publications and media relations. In line with this to consider the wider Big Bear Bespoke Education Brand and it’s promotion and protection.
- iii) to monitor the concerns of parents and other stakeholders and ensure that the school listens and responds
- iv) to encourage initiatives to widen parental and community engagement with the school

OTHER COMMITTEES AND WORKING GROUPS:

1. BUILDINGS
2. PAY APPEALS / STAFF APPOINTMENTS /PERSONNEL APPEALS
3. STUDENT DISCIPLINE / STUDENT DISCIPLINE APPEALS
4. ADMISSIONS

The meetings of these Committees and Working Groups are convened as required.

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Financial Controls

As a non charitable, and non state funded provider, the Directors and Shareholder's will hold regular meetings and will provide reports of an appropriate nature to EMAT. Arun Court School is an aspect of a wider company who raises funds from private placements, private consultancy services and tuition.

EMAT is an advisory body only, and does not involve itself directly with the financial matters of the school. The Directors/ Shareholders will consider such aspects as:

The charging policy for private and LEA funded clients. The overall budget of the school.

Virement from one budget heading to another

Pay policy, staff appraisal and review

Monitor expenditure throughout the year against the approved budget

Through their reports to EMAT, EMAT will be involved, in collaboration with the firm's accountancy and legal services, in ensuring there is proper internal control of all financial activities within the school – that the business and the school remain solvent and able to continue to provide a service to students. The company will ensure that LEAs using their services have information provided to them, as necessary and appropriate, to ensure that they feel students are safeguarded against business failure or school closure.