

IncludEd Learning

Independent Specialist Education Provider



ROLE OF THE ADVISORY PANEL

→ Roles and Responsibilities

The Advisory Panel has a range of responsibilities:

- Supporting good governance of the school.
- Safeguarding and promoting the values of the school.
- Supporting the Head of the school and being a critical friend.
- Monitoring the achievement, quality of teaching and behaviour and safety.
- Supporting effective financial governance.
- Engagement with the school's key stakeholders e.g. parents/carers, pupils and staff.

The Advisory Panel consists of staff and community representatives; the Head is a member of the Advisory Panel by virtue of their office. Community Members are appointed by the Advisory Board and are people, who in the opinion of the Advisory Panel, have the skills required to contribute to the work of the panel; staff members are elected to the panel by the staff body respectively.

There are no parents on the panel due to most pupils being on short term placements.

NAMED Advisory Panel Members	Contact Phone Number/Email
Jehanghir Karim - Chair of Advisory Panel	07956384497
Katrina Garg - Safeguarding Advisory	07813616474
Paul Dearden - Mental Health	07380484818
Noreen Khan - Prevent and Digital Safety	07380292211
Paul Barker-Mathews - MSPRU SENDCO Advisory	07736896145
Ann Hardy - Literacy	07473397283
Stan Fairfield - Community Representative	07846652821

Main priorities of the school:

The aim of the Advisory Panel is to ensure that the ethos of the school is maintained and the school is compliant. It will also be their role to support the Head with the development of the school and ensure that performance of the school is reviewed regularly. The Advisory Panel will have specific membership, which reflects the needs of local school issues.

Meetings

The Advisory Panel will meet to conduct business once each term (3 times per year).

Verbal/written feedback relating to the school's work and progress will be presented in advance of each meeting by the Head.

Each half termly meeting will be timetabled to include a specific focus, matched to the school's priorities.

The Advisory Panel is not a legal entity in its own right and members of the Advisory Panel are not Governors in law. Legal liability remains with the Directors, who are ultimately responsible for the running of the school. Members of the Advisory Panel are referred to as 'Members' and although Members do not have the legal responsibilities of Governors, they have a key role in ensuring the good governance of the school.

The Advisory Panel has a key role in influencing the direction of the school by offering their experience and expertise to strengthen the decision-making process to support the strategic development of the school and ensure it is meeting the needs of the children.

How often do you attend meetings?

Once every term.

How often do you engage with the school and observe in classrooms?

I am available via phone/email - termly or when new teaching staff are appointed.

How do you ensure you uphold your statutory duties?

By following national guidelines and adhering to policies and procedures.

Are you familiar with the school budget and aware of the long term financial plan?

The Advisory Panel are not responsible for the setting of the schools budgets but they should help to ensure the money is well spent. They should do this by asking questions of the head such as:

- ➔ What is our financial position?
- ➔ Are our resources allocated in line with strategic priorities?
- ➔ Are we making full use of all assets and efficient use of all our financial resources?

Safeguarding

All Advisory Panel members are required to have an up-to-date DBS check, as well as undertake annual safeguarding training as required.

Other Key Areas

- Be aware of the School Development Plan
- Understand the school data - which areas of the curriculum and teaching are good - which need to improve
- Understand pastoral data and what needs to improve
- Understand the curriculum and its breadth and diversity

Link Responsibilities

Advisory Panel members are encouraged to be linked with key curriculum and/or other areas of interest/work (e.g. Equalities, Health and Safety, Safeguarding etc.).