

**The Sovereign Trust
Manor Academy and Pictor Academy Advisory Committee Remit**

Membership

The membership of the advisory committee will be at least 3 advisors. There will be one separate Committee for each of the academies.

The SLT will be automatic members. The remaining places shall be allocated by the Board of Directors (BOD). The committee can invite teachers to attend in an advisory capacity.

The committee shall elect from their membership a Chair and a clerk at the first meeting of each academic year. An employee of the academy cannot serve as Chair of the committee. The quorum shall be three members of the committee of which the Head of the Academy may be one.

Meetings

These will be held at least once per term, and more often if required. One weeks' notice of the agenda must be given by the Chair of the committee prior to the meeting.

The agenda will refer to draft documents which will be available for review. It may be more efficient in certain circumstances for committee members to raise comments on the documents by email in advance of the meeting. This will be highlighted in advance in the agenda.

The Chair shall arrange the meetings and the Clerk produce the minutes. The minutes will be produced within reasonable time of the meeting and will highlight matters to be actioned. Members of the committee should review these minutes and highlight any amendments they require in advance of the next meeting.

Purpose of the advisory committee

The academy curriculum comprises all the learning and other experiences that the academy provides for its pupils. The advisory committee's role is to monitor the setting and delivery of the curriculum to the pupils as required by the BOD. During the first advisory committee meeting of the school year, the AAC will discuss the areas of focus for each academy for the year and consult and report these via the Executive Principal to the BOD. These key performance indicators (KPI's) will be fed back to the BOD termly ensuring clear lines of accountability. The KPI's can be updated throughout the year as the need arises.

The committee will monitor the preparation and implementation of the academy's policies to deliver the curriculum. The list attached to this remit sets out a list of the academy's policies and identifies those which are the responsibility of the advisory committee. The policies will be reviewed by the committee when updates or amendments are needed and key, named policies will then be approved by the BOD.

The progress of pupils will be monitored by the committee. This will be done annually by scrutinising the reports produced for each subject area and for the academy as a whole. The advisory committee at Manor Academy will also refer to the discussions with each subject coordinator during the autumn term Academic Board Meetings. At Pictor academy the advisory committee will refer to the reports and discussions from the coordinators and the SLT within the cycle of curriculum monitoring for that year.

The advisory committee should consider curriculum matters which have implications for finance, personnel or premises decisions and refer them to the Executive Principal

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Policy allocation

Trust	Committee
Health and Safety	Attendance (authorised by Board)
Finance	Healthy eating policy
Child In Care	Display policy
Safeguarding including e-safety and Anti-bullying	Super learning
Sex and relationships	Exams
Medical conditions	Homework policy
Pupil premium	Lesson observation
Admissions	Marking policy
Charging	Assessment policy
Data protection	PSD
First Aid	Talented and gifted
Money Laundering	Teaching and learning
Asthma	Timetabling
Complaints	Volunteering
Equal opportunities	Curriculum
Appraisal	Home school agreement
Premises (with specific site addendums)	Collective worship
Recruitment	Behaviour (authorised by Board)
Pay	Teaching assistants deployment (within planned budget)
SEN	
Security	
Staff Dev	
Staff ICT	
Whistle Blowing	
Risk assessment policy	
Behaviour (across the Trust with specific site addendums)	
Fixed term exclusion	

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Monitoring performance	
Teaching assistants deployment (outside of planned budget)	