

## Academy Ambassadorial Group (AAG) Terms of Reference

### 1. What will the Academy Ambassadors do?

1.1 The Academy Ambassador remit will have four key elements:

- **Celebration:** to help to make sure that celebration of staff, pupils and parents remains a priority for each academy, and to find the best way to do this.
- **Communication:** to work with staff, pupils and parents to make sure that the academy effectively communicates to all stakeholders, so that everyone feels part of academy life and has the opportunity to access information and events.
- **Concerns or complaints:** to act as an independent local point of contact for staff, pupils and parents to express their concerns. Academy Ambassadors will signpost people to the right channels for dealing with their issues and will ensure that any concerns or complaints are fed back to the AAG. Where any trends emerge, the Academy Ambassadors work with the Principal and other ambassadors to help find solutions. Academy Ambassadors will also always form the majority of members on any appeals panels.
- **Community:** making sure that the pupils maximise on local opportunities by finding ways to keep the academy at the heart of the community and acting as a key link between the two. To really help the academy to explore what it can do to make the school a hub of community services.

### 2. Will the Advisory Group have any decision making power?

2.1 No. This group is an Advisory Body to the Board of Trustees.

2.2 The Academy Ambassadorial Advisory Group is designed to enable local people to get involved in the life of the academy and its standing in the community eg. helping to run celebration events, inputting into communications about the academy, making links with local businesses in the community.

2.3 At the same time, it is intended to be a sounding board for the academy – to gauge the opinions and ideas of parents, pupils, staff and the community and to work together on improving the 4 key areas of their remit and advising the Board and Regional Directors on how further improvements or shared learning can be achieved.

### 3. How will the AAG group have a voice?

3.1 The AAG members will have a mechanism to ensure that they can advise and influence decision through the following channels:

- All Academy Ambassadors are invited to join the Raising Achievement Board meetings – led by the REDs – to scrutinise and support the academy in achieving improved educational outcomes for its pupils and to ensure transparency within the accountability structure.
- Academy Ambassadors will also always hold the majority on any appeal panels to ensure that the majority is always non-paid E-ACT employees.
- The Academy Ambassadors will be invited to meet with the Regional Director of Education on a termly basis as a minimum to report back on the progress of the Academy and the Ambassadorial Group's work from their perspective.
- The Academy Ambassadors will also be invited to meet with Trustees on an annual basis as a minimum to make sure that there is an opportunity to advise the overarching Board of Trustees on matters relating to its remit.

#### **4. What is the membership of the Academy Ambassadorial Advisory Group?**

- 4.1 As a minimum, the AAG must have two parent Academy Ambassadors on the group who are elected from amongst the parent body in line with the model articles of association.
- 4.2 The AAG must also have a nominated Ambassadorial Chair appointed by E-ACT. The Chair can be, but doesn't have to be, one of the elected parents.
- 4.3 It is proposed that the Ambassadors' Group does not have a fixed membership beyond this minimum requirement. It is likely that the membership will differ in each academy. We want to encourage staff, pupils, parents, and members of the community to want to be part of the group, and this is likely to require different members at different times – for example through Task and Finish Groups - based on the focus of the academy.
- 4.4 Any additional members will be appointed and removed (with the exception of the elected parent members) by the AAG members through a simple vote.
- 4.5 E-ACT reserves the right to remove AAG members who are not adhering to the Academy Ambassadorial Code of Conduct.
- 4.6 Appointments will be administered by a Regional Co-ordinator.

#### **5. What is the term of office?**

- 5.1 There is no fixed term of office for Academy Ambassadors, but each Academy Ambassador will be asked to annually complete a declaration of interest form, an Ambassadorial code of conduct and a continuation of role pro forma for each new academic year. All Academy Ambassadors also have to complete a DBS check prior to appointment.

**6. How often will the AAG meet?**

- 6.1 The AAG should meet a minimum of once per term and the Academy Principal will be required to attend these meetings. The AAG may meet more frequently than this without the Principal present.

**7. Who will administer the meetings?**

- 7.1 The Regional Co-Ordinator will take notes for the allocated 3 termly meetings per year. For additional meetings, members will nominate one of their membership to take notes from meetings where required. The Regional Co-ordinator will take formal minutes of any appeal hearings.