

# Community Council Terms of Reference

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## Elliot Foundation Academies Trust Values



### 1. Put children first

- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

### 2. Be safe

- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

### 3. Be kind & respect all

- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

### 4. Be open

- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

### 5. Forgive

- a. We all make mistakes
- b. Admit them, learn from them and move on

### 6. Make a difference

- c. Making the world a better place starts with you
- d. Model the behaviour that you would like to see from others

## 1. Purpose

- a. A community council is a group of volunteers appointed by the Trust to offer challenging but respectful, positive and proactive support to the Principal and Senior Leaders on behalf of the children and community that the school serves.
- b. They do this by knowing and celebrating the strengths of the school community and holding the highest aspirations and expectations for all children.
- c. Community councils provide a forum for school leaders, staff and the Trust Board to communicate with representatives from the school's parent body and local community, so that the views and needs of the wider school community are understood.
- d. Community councils are advisory bodies. They are a formal part of the Trust's governance structure in line with its Articles of Association.

## 2. Scope

- a. Community councils have 3 key areas of responsibility:
  - i. Evaluate whether the school's vision and ethos reflect the lived experiences of pupils, parents, staff, and the wider community.
  - ii. Consider how well the school's curriculum supports and develops all of its pupils so that they are able to contribute positively to life in modern Britain and are ready for the next stage of their education.
  - iii. Champion the strengths and achievements of the school and the Trust to parents, staff, and the wider community.
- b. They deliver on these 3 areas of responsibility whilst ensuring that pupil and staff mental health and wellbeing continues to run as a core thread through all school activities and school priorities.
- c. Professional governance advice, guidance and, where necessary, instruction will be provided from the Trust. Instruction, when given, must be followed.

## 3. Schedule of Responsibility

- a. Community councils have 8 areas of responsibility, linked to the 3 main themes:
  - i. To ensure that a clear and ambitious vision for each school / federation is in place and is evident in strong shared values, a positive and respectful culture and a focus on the quality of education provided. Values should be lived not laminated!
  - ii. To ensure that each school / federation engages effectively and positively with the whole school community and in such a way as to provide opportunities that are focused, purposeful and support pupils' education.
  - iii. To ensure that all pupils are encouraged and supported to contribute positively to the life of the school / federation and wider community alongside a coherent and well planned offer of opportunities and experiences to support the personal development of all pupils.
  - iv. To review the Academy Development Plan in the autumn term to be assured that it reflects the importance of a broad and balanced curriculum offer for all pupils.

- v. To review termly attendance including patterns of attendance of different groups of pupils and to be assured that where necessary appropriate, swift and effective action is being taken to improve both attendance and lateness.
  - vi. To review annually the impact of Pupil Premium Funding on the achievement and attainment of pupils and that this information is easily accessible to the school community via the school website.
  - vii. To review annually the impact of Sports Premium Funding on the achievement and attainment of pupils and that this information is easily accessible to the school community via the school website.
  - viii. To ensure that information about the work and impact of the Community Council is shared regularly with stakeholders and is accessible to stakeholders via the school website.
- b. Suggested Lines of Enquiry to help community councils fulfil their responsibilities are available on the Community Council Site.

#### 4. Role in supporting compliance

- a. At least one Community Council member will, as per the Concerns and Complaints Policy, participate in a Stage 3 Complaint Panel alongside an independent panel member.
- b. A Community Council member(s) will be invited to participate in the Trust led recruitment process for the Executive Principal or Principal of the academy.

#### 5. Membership

- a. Each community council should have 9 members that reflect the community that the academy / federation serves.
- b. Membership should be made up as follows:
  - i. **Principal** (or by exception a designated representative such as Head of School);
  - ii. **Minimum 2, maximum 3, parents/carers of pupils at the school.** Ideally representing each key stage and elected by the parent body.
  - iii. **2 staff members**, Ideally representing different key stages, areas of expertise or roles and elected by the staff body.
  - iv. **Community members:** The remaining members could be from the wider community (this could include organisations the school is already working with or those that could develop community / curriculum links). The Trust may choose to appoint people to sit on a community council to provide specific expertise.
  - v. **Pupils:** Schools may choose to appoint pupils of the school / federation as full members or associate members (in addition to the other members). Terms of Office for pupils should be determined at a local level.
- c. **Each councillor will have a term of office of 4 years.** They may hold their position for a maximum of 8 years (2 terms of office).