



## Community Advisory Team (CAT)

### Terms of Reference

#### A. MISSION

Provides the BISW leadership team with a non-executive community advisory body that advises the school on a range of items to support the continual positive development of the school. This happens through discussion, critical analysis and active support of school proposals, reports and plans.

#### B. ACTION

- I. Provides advice and reviews the Identity, Vision, Mission, Values and Aims of the school.
- II. Supports the analysis of data collected from school community on a range of issues
- III. Supports the analysis of external reports to the school i.e. New England Association of Schools and Colleges
- IV. Provides advice and comments on the three-year BISW Strategic Development Plan, is updated on progress throughout the year and provides perspective as to future priorities.
- V. Provides advice and comments on significant changes or developments proposed by the school.
- VI. Reflects and comments upon the educational and personal outcomes of the student body
- VII. Reflects and comments upon the educational provision of the school.
- VIII. Sets the whole school calendar
- IX. Receives and can request reports from the School Principal on matters of interest/ concern.
- X. The team will communicate regularly with the wider BISW community via regular school channels.

This group does not address individual (student, parent or staff) or class specific issues. These issues should be raised through other available channels.

#### C. EXPECTATION

- I. Members are committed to the school's identity, vision, mission and its continued improvement and success.
- II. Members maintain confidentiality regarding all matters discussed – other than action points agreed for communication to all.
- III. Members are objective and have regard for the interests of the whole school community.
- IV. Members will need to commit time to both the meetings and matters arising from the CAT.

#### D. MEMBERSHIP OF THE COMMUNITY ADVISORY TEAM

- I. The group will be composed as follows:
  - a. The Principal (a non-voting chair) plus
  - b. 3 Parents, 3 Staff, 3 School Leaders, 3 students
  - c. Ad hoc invitations to particular organisations, or businesses represented within the school e.g Embassy representatives and other local professionals with relevant skills and experience can be made
- II. Some members will be initially proposed by the Parents Association, Student Councils, Senior Leadership Team and via a staff election. The first meeting should take place on Thursday 5<sup>th</sup> May and will be after normal school hours.
- III. The membership term of the Team will be for two years for parents, staff and students serving up to a maximum of three terms.
- IV. Meetings to be minimum once each half term.

#### E. LIMITS

- I. The Advisory Team does not decide on school policy or finances – this is the function of NAE.
- II. The Advisory Team does not discuss individual students, staff or members of the community.