

Cambridgeshire Appropriate Body Panel

Terms of Reference

<p>Purpose</p>	<p>The purpose of the Cambridgeshire Appropriate Body panel is to oversee the quality assurance of induction processes in schools with registered NQTs.</p> <p>Specifically, the AB panel will:</p> <ul style="list-style-type: none"> • Ensure that monitoring, support, assessment and guidance procedures in place are fair and appropriate. • Moderate samples of NQT formal assessments. • Make decisions about reductions or extensions to the NQT year.
<p>Success criteria</p>	<p>All schools with registered NQTs will have appropriate induction procedures and systems in place. This will result in NQTs receiving at least their statutory requirements so that they are effectively supported to meet the Teachers' Standards at the end of the induction year. Induction will also provide them with the skills and experience to continue with a successful career in teaching.</p>
<p>Responsibility of members</p>	<p>Members will be nominated by their group and have recent experience of leading induction in their school.</p> <p>Members are expected to attend each meeting. If a member fails to attend two consecutive meetings, the Chair will contact the relevant member to bring it to their attention. The Chair will make every effort to resolve the situation.</p>
<p>Working arrangements</p>	<p>The panel will meet four times a year. A schedule of meetings will be agreed in advance on a twelve month cycle.</p> <p>Venues for meetings will be arranged by the County Council.</p> <p>Meetings will usually last no more than two hours.</p> <p>The draft agenda for a meeting will be circulated at least one week in advance of the meeting and any major items of Any Other Business should be notified to the Chair in advance of the meeting. The Chair is responsible for ensuring that all participants have the opportunity to contribute to the meeting if they wish.</p>

	<p>Unconfirmed minutes of the meeting will be circulated within two weeks of the meeting taking place. Appropriate actions to be taken, by whom and agreed timescales will be indicated.</p>
Chairing arrangements	<p>The Chair will:</p> <ul style="list-style-type: none"> • Act as the spokesperson • Preside over meetings • Manage meetings effectively, adhering to agenda and time • Develop partnership work through consensus management • Secure agreement and clarity over actions
Decision making	<p>Decisions are expected to be reached by a consensus; however, voting may take place, in which case each representative will hold one vote. Any matter requiring a vote will be determined by a simple majority of those present and voting.</p>
Membership list	<ol style="list-style-type: none"> i. A representative from each of the nursery, primary, special and secondary school representative groups ii. A representative from Cambridgeshire's Teaching School Alliances iii. General Adviser NQTs, Cambridgeshire County Council iv. A representative from the Schools Intervention Service, Cambridgeshire County Council v. Senior Adviser: Curriculum, Teaching and Leadership, Cambridgeshire County Council (Chair)