

Anthem Community Council (ACC) Terms of Reference

Introduction

Anthem Schools Trust is committed to working collaboratively to create ambitious and successful schools where every child thrives, with teaching and learning at the heart of everything we do. We are dedicated to ensuring our schools provide a curriculum that is broad, deep, challenging, and enriching for all students, regardless of their starting points. Our work is grounded in improving the quality of learning and life experiences for students, particularly those facing barriers to achievement, and fostering a relational approach that promotes equity and inclusion.

Anthem Community Councils

The Anthem Community Councils (ACCs) are established as a formal Committee of the Board of Trustees of Anthem Schools Trust (the Board) in accordance with the Articles of Association and the Scheme of Delegation. The ACCs constitute Anthem's local governance.

The tone the ACC sets through its leadership, behaviour, culture and overall performance is critical to our success.

Purpose

The ACCs will operate in accordance with Anthem's Scheme of Delegation, this ACC ToR and the Champion Role Descriptors. The ACC has a strategic role and has the following 4 remits:

- 1. Community:** helping to ensure that the school is at the heart of the local community and that all members feel a sense of belonging. Building and deepening local connection and networks, including with neighbouring schools, local charities, MPs, councils, Local Authorities, businesses in the community and other partners, proactively seeking grant and funding opportunities for the school and enabling the students to maximise on local opportunities. Acting as a key link between the community, the school, Anthem national team and Trustees.
- 2. Celebration:** celebrate and praise the successes of staff, students, and all of the school community internally and externally – helping to raise the profile of the school and Anthem and sharing innovation and ideas with all of the Anthem governance community. Every ACC agenda will have space for ACC members to raise items they wish to celebrate. ACC members may also make use of the (new as of Autumn 2025) thank you post cards for any student, member of staff or volunteer.
- 3. SEND, inclusion and safeguarding:** additional monitoring, support and input to help continuously improve the local level SEND and safeguarding provision for every student, all the time. Promote diversity and inclusion in all that we do.
- 4. Panel members:** focused support by fully trained ACC members with permanent exclusion and suspension reviews (GDCs), out of cohort admission decisions, formal HR processes and Stage 4 complaint hearings.

Membership

We aim for ACCs to have between 8 and 12 members, with the following roles:

- Chair (appointed by the Headteacher and Anthem Executive) and a Vice Chair. An ACC may also have a co-Chair (also to appointed by the Headteacher, and Anthem Executive)
- At least 2 parent/carer ACC members elected by the parent/carer community of the relevant school¹ or appointed according to the Trust Articles of Association if none stand for election
- At least 1 staff ACC member (in addition to the Headteacher)
- 2 Timi Champion ACC members
- At least 2 Community ACC members

A term of office is 4 years. This can be extended for a second term. Parent/carer ACC members must be re-elected at the end of the 4 year term.

Each ACC member will be assigned by the ACC Chair one of the following Champion roles:²

- ACC Community Champion
- ACC Safeguarding Champion
- ACC SEND and Inclusion Champion
- ACC Climate Change and Sustainability Champion
- ACC Parent/carer Champion
- ACC Staff Champion
- ACC Timi Champion
- ACC Faith Champion (St Marks only)
- ACC German Champion (Judith Kerr only)

Each Champion role has a separate Champion Role Descriptor. Whilst there is no fixed limit to the number of Champions for each role, it is expected that all distinct Champion roles are filled before individuals assume multiple roles, unless they possess a specific skill set or expertise relevant to the additional area.

Meetings, attendance and Champion Summary Reports

The ACC will meet 4 times a year, once per term, with an additional kick off ACC at the start of the school year (ACC1). All Champions are asked to complete a Champion Summary Report five working days ahead of ACC2, ACC3 and ACC4 setting out a brief summary of their actions, successes, points to raise and any suggested next steps to discuss, together with a Red Amber Green (RAG) rating for their champion area. An agenda of items to be discussed and supporting papers shall also be sent to ACC members and other attendees, as appropriate, at least five working days before the meeting.

¹ While ACCs may include more than two parent/carer members, it is important to ensure that appropriate consideration is given to the inclusion and onboarding of community members to maintain balanced and representative membership

² Each school individual therefore list not exhaustive, for example a ACC may decide they need a specific champion depending on the needs of the school e.g. German Champion/GDC champion.

In addition to the four ACC meetings there will be a calendar of Champion Forums, training sessions and optional drop in sessions for additional support, networking and guidance.

ACC members are much valued volunteers with the expectation that they will complete their ACC induction (new from Autumn 2025), attend all four ACC meetings, take on a champion role, attend Champion Forums and training sessions, fulfil their role and responsibilities as set out in this ToR, and abide by the ACC Code of Conduct.

A Governance Professional will attend the ACC meetings to ensure the smooth running of the ACC meetings and help provide support as needed.

Reporting and information flow

The Governance Professional will complete the ACC dashboard at all meetings, and record all Champion RAG ratings, actions arising, the names of those present and in attendance, declarations of interest, any ACC recommendations for Executive or Trustees as well as items the ACC wish to celebrate. The ACC Dashboard will be summarised and shared by the governance team with the Headteacher at ACC meetings, the Executive as required (with actions added to the Exec action log) and with Trustees via every Full Board.