



Saffron Appropriate Body Advisory Panel

| Name | Role | School | LAD |
|--------------------|-----------------|-------------------------|---------------|
| Christine Peden | Headteacher | Pear Tree Mead | Harlow |
| Zanya Farmer | Headteacher | Barnes Farm Primary | Chelmsford |
| Duncan Roberts | Principal | Joyce Frankland Academy | Uttlesford |
| Tina Kearney | Headteacher | Oak View School | Epping Forest |
| Kay Satchell | Ex AB Manager | Essex LA | |
| Tula Smith | HR Director | EFSPT | Epping Forest |
| Gareth Wynne-Jones | Induction Tutor | Harlow NET Academies | Harlow |
| Gareth Walsh | Induction Tutor | Passmores Academy | Harlow |
| Louise Woolnough | Induction Tutor | Alec Hunter Academy | Braintree |
| Ben Serruys | TS Hub Director | Julian TS Hub | |
| Doug Brechin | TS Hub Director | Saffron TS Hub | |
| Paula Downes | AB Lead | Saffron TS Hub | |
| Katie Naylor | AB Lead | Saffron TS Hub | |

Terms of Reference

This document outlines the constitution, purpose, remit, and accountability of the Independent Appropriate Body Advisory Panel managed by Saffron Teaching School Hub.

The panel includes representatives from various educational sectors in the Saffron TS Hub area, including school headteachers, education advisors, and Induction Tutors. All information presented to the panel will be anonymised, and panel members must maintain confidentiality.

The Appropriate Body retains accountability and liability for decisions, with the panel serving in an advisory capacity.

Purpose of the Advisory Panel

The Advisory Panel provides scrutiny and challenge to the Appropriate Body's decisions. It ensures that:

- every child is taught by a teacher meeting or making progress towards meeting the Teachers' Standards
- the Appropriate Body fulfills its statutory duties
- decisions are fair, consistent, and objective
- equality and diversity are considered

Meetings

Meetings will be scheduled termly and on a case-by-case basis in exceptional circumstances.

The Advisory Panel will consider the following scenarios:

1. **Reduction to Induction:** quality assure decisions on reducing the induction period for ECTs who meet the criteria as described in the [Application to Reduce Induction Guidance](#) (AB Documents).
2. **ECTs not meeting the Teachers' Standards:** review cases where an ECT may fail or need an extended induction.
3. **Moderation:** annually review a sample of assessment reports.
4. **Exceptional Circumstances:** reviews other exceptional cases requiring advice and quality assurance.

Supporting evidence and paperwork will be provided to the panel at least three days before the meeting. All information presented to the panel will be anonymised and panel members must maintain confidentiality. The ECT and their school representatives will not attend the meeting.

The panel may reconvene if further evidence is required or if aspects of the AB role need fulfilment before a decision can be reached.

Quorum

A minimum of four members, including at least one of the TS Hub Director and AB Leads, is required for a quorum.

Complaints Process

Complaints will follow the Saffron Appropriate Body [Complaints Policy and Procedure](#) (AB Documents). The Complaints Panel will be made up of members of the Advisory Panel.

Membership requirements

Panel members are required to:

- Meet the terms of reference
- Miss no more than two consecutive meetings

Review

The terms of reference will be reviewed annually by the Teaching School Hub Director and the Advisory Panel.