



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	Consultant		
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 regularly by the Teaching School Hub Director and the Advisory Panel.