



# Alleyne's School Terms of Reference

## Neighbours Advisory Group

*Terms of Reference Created: January 2024*

*Reviewed: April 2024*

<p><b>Constitution</b></p>	<p>The Neighbours' Advisory Group will be made up of representatives of neighbouring roads and the School's Chief Operating Officer. The Chief Operating Officer will report on the group's discussions to the School's Senior Executive Group and agree any subsequent actions with them.</p> <p>The Advisory Group is chaired by the School's Chief Operating Officer. The Advisory Group meetings shall, when relevant, include members of the Senior Leadership Team where they have decision making and management of activities relevant to the neighbours.</p>
<p><b>Background &amp; Overview</b></p>	<p>Over the last 18 months, a dialogue has been established between the Chief Operating Officer and local residents, seeking to ensure that residents are informed about the School's short- and long-term plans for the site and that residents' concerns are heard and considered.</p> <p>In order to establish consistency to these conversations, the Neighbours' Advisory Group is being created to provide a more structured and regular forum to discuss issues and keep neighbours informed. This is to make sure there is representation from all neighbouring streets in these conversations; that the School is able to get feedback to proposals before enacting them; and that neighbours have a forum to easily raise concerns.</p> <p>We hope this Advisory Group will be an opportunity for open, shared dialogue between our communities in a spirit of cooperation and mutual respect.</p>
<p><b>Objectives &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To act as an informal consultation body for key proposals by the School (note this would not be a replacement for formal consultation around specific proposals).</li> <li>• To act as a conduit for neighbour concerns around school activities.</li> <li>• To provide a means for developing positive working relationships between the School and its neighbours.</li> <li>• To report back to school leaders for action around concerns or proposals.</li> </ul>
<p><b>Membership</b></p>	<ul style="list-style-type: none"> <li>• Chief Operating Officer of the School</li> <li>• Up to three representatives from the following roads or road groups (alphabetically): Beauval Road Calton Avenue, Colwell Road, Dovercourt Road,</li> </ul>

	<p>Glengarry Road, Hillsboro Road (including Arnhem, Kempis etc.), Lordship Lane, Lytcott Grove/Playfield Crescent, Thorncombe/Talbert/Trossachs Roads, Townley Road, Woodward Road.</p> <p>There is no expectation of roads to nominate individuals, or for those individuals to formally consult or report back to their respective road. Although representing a wider view of the road is encouraged, it is not a requirement.</p> <p>Meetings will be attended by members of the School as and when required and will be administered by the PA to the Chief Operating Officer.</p>
<p><b>Agenda</b></p>	<p>There will be a standing agenda covering the items below, but neighbours are welcome to submit agenda items in advance or raise them as part of Any Other Business (AOB).</p> <ul style="list-style-type: none"> <li>● Communication</li> <li>● Traffic &amp; Travel</li> <li>● Strategic Plan Updates</li> <li>● Planning &amp; Estate Development</li> <li>● Safety &amp; Security</li> <li>● AOB</li> </ul>
<p><b>Current Frequency</b></p>	<p>Half-Termly, timings to be flexible (early or later evening)</p> <p>Minutes will be produced and shared on the neighbour's section of the website. Minutes will be shared with participants for an agreed time before publication.</p>