

# Post-19 Advisory Board

# Terms of Reference

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### 1. Our Vision

1.1 BeyondAutism is a charity dedicated to empowering people with autism to lead fuller lives through positive education experiences, training for the people who work with them and support for their families and carers.

### 2. Our Values

2.1 At BeyondAutism we are:

- Dedicated to delivering excellence – By developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.
- Committed to Applied Behaviour Analysis – By contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes for people with autism are achieved.
- Respectful – By embracing diversity, showing integrity, acting with compassion and always treating people with dignity.
- Proud to challenge – By listening, changing thinking, shifting attitudes and educating.

### 3. Our Service

3.1 We want to see our students prepared for adulthood with a skill set that enables them to have choice and control over where and how they live, what they do and with whom. We believe that adults with autism should;

- Have a voice;
- Be involved in decision making;
- Be able to contribute to society as active citizens.

3.2 Through an individualised personal curriculum, our students follow a programme of study that best prepares them for adulthood, focusing on the skills required for independent or supported living, training and employment, health and wellbeing and community participation. By providing just enough support we are preparing our students for their lives after education.

3.3 BeyondAutism Post-19 is part of BeyondAutism, a registered charity. We provide education, outreach, training and support to children, young adults and families affected by autism across the UK and abroad. BeyondAutism Post-19 operates across London and receives students from all local authorities within a reasonable travelling distance.

3.4 BeyondAutism Post-19 teaches adults aged 19–25 years old with autism and related communication disorders. The service is registered with the Department for Education as a

special post-16 institution. Our approach is underpinned by the principles of Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB). Our students follow an individualised programme focused on developing communication and independent living skills in preparation for adulthood. Through partnerships with other organisations, our students spend around 50% of their week working and learning in their local communities.

3.5 The service includes a multi-disciplinary team approach, involving Broad Certified Behaviour Analysts, Qualified Specialist Teachers, Speech and Language Therapists and Occupational Therapists.

## 4. Purpose

4.1 The Advisory Board exists as part of the governance of the Post-19 provision, monitoring quality and compliance in the pursuance of positive and aspirational outcomes for the students.

Established in January 2018

4.2 The board will:

- Receive reports from members of staff about any matters relating to these terms of reference.
- Review the Post-19 self-evaluation and development planning and make recommendations to the Trustees' Audit and Governance Committee.
- Review and monitor curriculum planning and policies to ensure relevance, breadth, balance and statutory compliance
- Review and monitor the safeguarding of vulnerable adults, including Mental Capacity Act (MCA) assessments and duties under the Deprivation of Liberty Safeguards (DOLS)
- Review students' progress across all aspects of learning, including destinations, all assessment processes and a range of other measures of progress on an individual and cohort basis
- Report to the Trustees' Audit and Governance Committee  
Review these terms of reference annually and recommend any variations to the Trustees' Audit and Governance Committee.

## 5. Membership

5.1 The members of the Post -19 Advisory Board would normally include:

- Chair (Appointed by the Board of Trustees)
- Local Authority Adult Services Commissioner
- Adult Social Care Officer
- Representative from a Housing/Supported Living organisation
- Community member

- Student representative
- BeyondAutism
  - Head of Post-19
  - Staff member
  - CEO
  - Administrator

## 6. Accountability

6.1 The Advisory Board is a sub-committee and accountable to BeyondAutism Board of Trustees. Reporting will be managed through the Audit and Governance Committee.

## 7. Meetings

7.1 Meetings will be held during each academic term, prior to the meeting of the Trustee Audit and Governance Committee. They will be held at a BeyondAutism site, to be confirmed with the dates.

7.2 The Chair, appointed by the Board of Trustees, will organise the meetings in partnership with the Head of Post-19 and will ensure that there is an appropriate record of proceedings.

## 8. Sharing of information and resources (including confidential materials)

8.1 Members of the Advisory Board will be given a BeyondAutism email address and password protected access to the relevant folders on the BeyondAutism server.

## 9. Conflicts of interest

9.1 Advisory Board members are required annually to complete a register of business interests. If a member's personal or financial interests conflict with those of BeyondAutism in any matter being considered by the Advisory Board, the member must declare any such interest, withdraw from the meeting while the matter in question is being considered and not vote on any directly related decision.

## 10. Safeguarding

10.1 BeyondAutism Post-19 has a particularly vulnerable cohort of students. Safeguarding is a golden thread throughout the organisation. It is of paramount importance to the Advisory Board that its students are protected from mistreatment and enabled and empowered to make choices and take control of their lives.

10.2 Whilst the Advisory Board will aim to have a Safeguarding Lead, it recognises that safeguarding remains the responsibility of the whole Advisory Board (and indeed ultimately

the responsibility of the Trustees of BeyondAutism). As an Advisory Board, we recognise that safeguarding is the responsibility of **'every one of us, all of the time'**.

10.3 The Advisory Board and the Head of Post-19 shall comply with all safeguarding adults at risk legislation and guidance and have in place:

- sufficient Designated Safeguarding Leads (Alerting Managers) of appropriate seniority and with sufficient training to have responsibility for the protection and welfare of vulnerable adults and for liaison with the local authority, social services and other relevant agencies;
- comprehensive and up to date safeguarding policy and procedure that meets all legal requirements and includes procedures for dealing with allegations of abuse of students by members of staff, other students or any other person either within the service or elsewhere.
- All members of the Advisory Board will receive a safeguarding induction explaining how the service's safeguarding processes run. All members should feel confident requesting refresher training in this area or asking for further explanations if they are ever unsure or uncomfortable with anything they read in a policy or see in practice in the service.

10.4 The Advisory Board will review and approve relevant policies, in accordance with the organisation's policy review schedule.

10.5 The Advisory Board will scrutinise and raise questions regarding:

- How Post-19 complies with its statutory requirements and manages safeguarding – both internally and by working with key agencies; and student attendance data.

## 11. Joining the Advisory Board – CHECKS AND INDUCTION

11.1 The Advisory Board seeks to uphold the highest safeguarding standards possible to protect the vulnerable cohort of students within the service:

- no person shall be entitled to act as a member of the Advisory Board whether on the first or any subsequent entry into membership until he or she has signed a declaration of acceptance and willingness to act in conformity with BeyondAutism's "Code of Conduct" and the current terms of reference;
- a basic DBS certificate with contents satisfactory to BeyondAutism must also have been received; and
- prior to attending meetings, new members will undergo an induction process which includes safeguarding training.

## 12. Quorum for meetings

12.1 The quorum for meetings shall be not less than the number of the members specified below with voting rights:

Full Advisory Board: TWO- of which none are employed by BeyondAutism

If at the appointed start of any meeting an insufficient number of members to form a quorum is not present, the meeting shall be adjourned.

## 13. Voting

13.1 All decisions shall be determined by a majority of the members voting on a proposal. Voting may be given either personally or by proxy. A proxy vote shall be in writing, signed by the appointor and naming another member as the appointee. The Chair should be informed in advance of a meeting if one member plans to give a proxy vote to another. In the case of equality of votes, the Chair of the Meeting shall have a second or casting vote.

## 14. Attendance

14.1 Full attendance and commitment of all members for meetings to which they have been invited is considered crucial to the effective governance of the Post-19 service. Save where there are exceptional circumstances, members shall be disqualified from membership if they are absent from two consecutive meetings without having sent apologies and given reason which the Chair considers sufficient. Expectations regarding attendance and commitment shall be made clear to any persons considering becoming a governor by the Chair of the Advisory Board prior to appointment or an election process.

Last review: March 2019

Date of next review: March 2022

Review group: Post-19 Advisory Board