



## **The Park Academies Trust**

### **Local Advisory Board**

### **Terms of Reference**



## Terms of Reference

### Local Advisory Board

#### **1. Constitution.**

The Local Advisory Board (LAB) is a committee of the Trust Board established pursuant to Article 101. Each LAB is established by the Trust Board in accordance with the Trust's Articles and will act in accordance with and be subject to the Terms of Reference, set out below, and the Scheme of Delegation for the School / Academy which will detail the responsibilities of the Local Advisory Board and its relationship with the Trust board. It will be accountable to the Trustees for its decisions.

The LAB will be responsible for all tasks as set out within the Scheme of Delegation, Teaching, Learning and Curriculum matters pertaining to the School / Academy. The LAB will report into the Trustee Board via the Education Standards Committee.

#### **2. Membership – Appointment & Structure.**

Membership of the Local Advisory Board shall comprise not less than 8 and not more than 13 as follows:

- (a) The Headteacher, Principal or Operational Principal.
- (b) A minimum of 2 and maximum of 3 Elected Parent Local Governors
- (c) A minimum of 3 and maximum of 7 Community Local Governors recommended by the LAB, approved by the Trust Board A parent may be a Community Governor (who may be Trustees or Member).
- (d) 2 Elected Staff Governors, one a support member of staff and one a teaching member of staff.

The Chair of the Local Advisory Board shall be elected from amongst their number and the appointment approved by the Trust Board. The Trust Board may appoint and remove a Chair at its discretion.

The LAB shall, at the first meeting of each academic year, approve or reject the in-post Chair and/or Vice Chair or elect new members to act as Chair and/or Vice Chair of the LAB.

- No member of Academy Staff may be appointed to the role of Chair and Vice Chair.
- The term of office of the Chair of the Local Advisory Board shall be 2 years.

If both the Chair and the Vice-Chair are absent from any meeting of the Local Advisory Board, those Local Governors present shall appoint one of their number to chair the meeting subject to it being quorate.

The term of office for each member of the LAB shall be reviewed annually, but shall, in exceptional circumstances, be not less than every 4 years with a maximum of 8 years but thereafter a Local Governor shall not be eligible for re-appointment until one year after retirement, unless agreed by resolution of the Trustees that they shall be eligible to serve for a further consecutive term.

Local Governors who are members of a school joining the Trust from a maintained school will see out their existing individual term of office then follow the above criteria and be ratified by Trustees.

Any Trustee may attend meetings of the LAB as observer.

The LAB may invite attendance at meetings from persons to assist or advise on a particular matter or range of issues. This may include parents and members of Academy Staff. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

Local Governor Candidates must meet the criteria for acceptance as laid down in: **The School Governance (Constitution) (England) Regulations 2012, Schedule 4**

A Local Governor's term of office shall be terminated if:

- The Trust Board request the removal of a Local Governor;
- They resign by serving written notice to the Clerk to the LAB;
- The Trustees terminate their appointment;
- They are removed by the persons appointing them (although this does not apply to elected Staff or Parent Local Governors);
- in the case of a Staff Governor, when employment is terminated;

#### **4 Remit and responsibilities of the LAB**

The LAB shall be responsible for the matters set out in the Scheme of Delegation.

The LAB will be responsible for Teaching, Learning and Curriculum matters pertaining to the school / academy. The LAB will report into the Trustee Board via the Education Standards Committee.

#### **5 Proceedings of LAB meetings**

The LAB will meet as often as is necessary to fulfil its responsibilities but at least 6 times per school year, (once every term).

The LAB will set agendas for each meeting in line with the Mission and Values of the Trust.

Any two LAB members can request that the Chair convene a meeting by giving no less than 14 days' prior notice in writing to the Clerk to the LAB.

The quorum for the transaction of the business of the LAB will be three LAB members. No vote on any matter shall be taken at a meeting of the LAB unless 5 members are present, and the majority of those LAB members must be elected / co-opted members.

Every matter to be decided at a meeting of the LAB must be determined by a majority of the votes of the members present and voting on the matter.

Each LAB member present in person shall be entitled to one vote.

Where there is an equal division of votes the Chair shall have a casting vote.

A register of attendance shall be kept for each LAB meeting and published annually.

Observers may speak with the permission of the Chair but may not vote.

## **6 Authority**

The LAB is authorised by the Trustees to:

Carry on any activity authorised by these Terms of Reference and within the Scheme of Delegation and seek any appropriate information from the Trust Board via the respective subcommittees of the Board i.e. the Education Standards Committee and the Finance and Audit Committee respectively, to further their activities.

## **7 Reporting**

Within 7 days of each meeting the LAB will wherever possible:

- produce draft minutes of its meeting for the Chair and Principal to approve;
- provide a Summary Report identifying
  - (i) decisions made;
  - (ii) recommendations to the Trust Board;
  - (iii) items for the information of the Trust Board and;
  - (iv) items for further discussion by the Trust Board

The LAB Summary Reports can be agreed by LAB members by email and should be sent to the Clerk to Trustees within 14 days of each meeting.

The LAB shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.

The LAB shall conduct an annual review of its work and terms of reference and shall report the outcome and make recommendations to the Trust Board.

## Guidance on responsibilities for the Local Advisory Board

### Achievement

Keep under review pupils' academic achievement over time, including both attainment and progress, relative to the pupils' starting points.

Scrutinise pupil progress data to identify areas of weakness or potential future weakness and areas of strength or potential future strengths, whether in a particular subject area or amongst a particular cohort of pupils.

Challenge the School Principal and/or senior leaders to demonstrate that there are strategies in place to address any areas of weakness or potential future weakness and to maximise any areas of strength or potential future strengths.

Use pupil progress data to evaluate the success of these strategies.

Ensure that the School Principal and senior leaders have strategies in place to actively promote the academic achievement of the following categories of pupils and can evidence the success of those strategies through pupil progress data.

- the lowest attaining pupils
- Looked after Children;
- pupils who are eligible for the Pupil Premium

### Teaching

Ensure the School Principal and/or senior leaders have in place appropriate monitoring strategies to evaluate the quality of teaching and its impact on learning and pupils' achievement across the curriculum.

Receive and examine reports from the School Principal and/or senior leaders on recent monitoring strategies utilised within the School / Academy, the outcomes of these and actions for continued improvement.

Challenge the School Principal and/or senior leaders to demonstrate the robustness of procedures for monitoring the quality of teaching and learning and ensuring high professional standards among all staff including the maintenance of good and outstanding teaching.

Ensure policies are in place and implemented to maintain a strong link between performance management, appraisal and salary progression.

Receive reports from the School Principal and/or senior leaders on the professional development of staff, particularly newly qualified teachers and teachers at an early stage of their career, and how best practice is identified and modelled within the School / Academy.

Challenge the School Principal and/or senior leaders to demonstrate the robustness and extent to which underperformance is tackled.

Receive and examine reports from the School Principal on the use of formal capability procedures (as required).

Challenge senior leaders to demonstrate the effective use of teaching assistants in the classroom.

### **School Engagement**

Promote the School / Academy's Mission and Values and high expectations of all pupils and teachers amongst pupils, parents, carers, staff and other stakeholders.

Keep under review the effectiveness of the School / Academy in promoting the confidence and engagement of parents and carers, particularly in supporting pupils' achievement, behaviour and safety and their spiritual, moral, social and cultural development.

Monitor the satisfaction of pupils and their parents and/or carers with the School / Academy.

Evaluate how effectively the School / Academy works in partnership with other academies, external agencies and the community to improve the School / Academy, extend the curriculum and increase the range and quality of learning opportunities for pupils.

### **Governance**

The Trust Board will monitor the effectiveness of the LAB to ensure challenge is evident that holds the School Principal and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety.

Ensure all Local Governors undertake regular training in line with their roles and responsibilities as members of the LAB.

### **Curriculum**

Ensure the curriculum is broad and balanced (in the context of the School / Academy) and meets the needs, aptitudes and interests of pupils including those in the sixth form.

Ensure pupils are learning and making appropriate progress, particularly in literacy and mathematics.

Ensure the School / Academy can demonstrate the promotion of spiritual, moral, social and cultural development of all pupils.

Evaluate the effectiveness of the School / Academy's strategies and procedures to help pupils to prepare for life in modern democratic Britain and a global society.

Evaluate the extent to which education provided by the School / Academy meets the needs of the range of pupils at the School / Academy, including those with special educational needs and disabilities.

Ensure that information relating to the curriculum at the School / Academy is published in accordance with the requirements of the Funding Agreement.

### Safeguarding

Scrutinise the effectiveness of safeguarding arrangements and appropriate arrangements for child protection to ensure that all pupils are safe.

### General

Review or investigate any other matters referred to the LAB by the Trust Board.

Draw any significant recommendations and matters of concern to the attention of the Trust Board.

#### Change history

Version	Date	Amended by	Recipients	Purpose
5	03/09/2019	Working Group	Members, Trustees, LAB's, Executive Principle, Operational Principals, and Director of Finance & Operations, Company Secretary and Clerks, others as directed by the Chair of TPAT, school / academy web sites.	<b>DRAFT</b>

#### Approvals history

Version	Date	Approved by
090919	090919	The Trust Board.